

**Mulryan Centre for Dance – Covid-19 Secure Risk Assessment:
Phase 5g**

This risk assessment covers Phase 5g of our Return to Work from 30th November – response to Omicron variant.

Action/Task/Hazard	Who is at risk and what is the hazard	Existing controls	Further/specific controls	Action Who	Frequency
Return to MCD	All staff members Staff putting themselves or their household at risk if vulnerable. General concerns.	Office staff may now return to MCD, however hybrid working is in place, helping keep numbers lower in the office each day. All ENB staff and freelancers must read and complete a covid guidelines form , prior to returning to MCD.	HR will prepare support plans where needed for those with individual health issues, risks or concerns.	HR, Artistic, Line Managers	Prior to return to work, support ongoing
Travel to work	All staff members Enclosed travel space, potential crowding.	Provision of cycle storage within the Mezzanine part of the foyer. Provision of a Cycle to Work Scheme. Provision of additional parking spaces to staff where available to allow them to drive to work.	More flexible hours for staff where possible can be agreed with line managers to allow varied start/finish times to miss the busiest travel times on public transport.	All staff members	Daily
Arrival and departure from MCD	All staff members and approved visitors Crowding, difficulty social distancing	Alcohol gel provided as you enter and leave the building, as well as at key points around the building, including in each studio. Staggered start times for staff to minimise number of people arriving at once and requirement to travel at busy times. Any visitors back-stage [beyond the foyer] to MCD to be planned in advance, reception made aware and a covid form sent to them. Personal guests are not allowed at MCD beyond the ground floor foyer space.	Separate entry and exit doors to the building will be use. Temperature checks to be undertaken upon arrival at the building for all staff and visitors. There will be no personal deliveries to MCD or Marden. Staff to show their negative covid test text or email on arrival to reception. Anyone who has not completed a test to take a test in the foyer and wait 30	All staff members	Daily

		<p>Twice a week during this period, staff will test at home using NHS lateral flow tests.</p> <p>Any person receiving a positive result will inform their line manager and the Medical Director, who will review if any contacts need to isolate additionally.</p> <p>The person will take a PCR test and self-isolate at home until either they receive a negative test and can safely return to work, or they receive a positive test and complete the full period of self-isolation.</p>	<p>minutes there self-isolated until the full result is confirmed.</p> <p>Perspex screens installed on the reception desk.</p>		
Getting around the building / Being at LCI	<p>All staff members</p> <p>Crowding, difficulty social distancing</p>	<p>Passenger lifts allocated as four person capacity only. Hand sanitiser is available by the lift on every floor.</p> <p>Windows to be kept open where possible and HVAC system to be at suitable level in all spaces where not.</p> <p>All staff to wear face coverings in the studios and whilst moving around the building. Any contractors, freelancers or back-of-house visitors to be asked to do the same, unless they are exempt.</p> <p>The 2nd floor Green Room is retained for dancers only. The Mezzanine area on level 1 is set aside for office staff to take breaks.</p>	<p>A one-way system to be in-place to get between floors, with clear floor markings indicating the route.</p> <p>Changing rooms to be use for changing only to minimise time dancers spend in the space – aiming for no more than 15 minutes.</p> <p>Multi-surface spray available in each shower to allow for users to clean them before and after each use.</p>	Building Operations, All staff members	Systems installed prior to re-opening. To be maintained ongoing.
Dance	<p>Dancers, coaches and pianists</p> <p>Transmission between dancers</p>	<p>Handwashing remains mandatory before or upon entering the studio. Alcohol gel is provided in each studio in addition to alcohol wipes for dancers to sanitise their ballet barre or box if required.</p> <p>Class to be streamed to other studios to minimise the number of dancers in each session.</p> <p>Face coverings to be worn in studios at all times, except at a small number of pre-agreed times when a dancer is 'on camera' during filming.</p>	<p>To support DCMS guidance on working in the performing arts, any work will aim where possible to minimise contact.</p> <p>During rehearsals, 1m Plus social distancing encouraged where possible. If not possible, closer work to be carefully planned and kept to as short a time as possible within the overall piece.</p> <p>If partnering / physical contact is required, co-habiting couples to be prioritised.</p>	Artistic, dancers	Ongoing

			<p>When partnering / physical contact is necessary hand washing gaps will be built in.</p> <p>If partnering between non-cohabiting dancers is essential then side-to-side rather than face-to-face contact to be prioritised.</p> <p>Where partnering is deemed essential, a close contact matrix has been devised, using a traffic light system. This will enable us to trace the level of contact between individuals within rehearsals. The ballet staff will monitor each session who has close contact and this will be recorded. All rehearsals are also videoed, so in the case of a positive case, close contacts can be carefully reviewed.</p>		
Gym	<p>Dancers, Medical staff</p> <p>Transmission of virus on hard surfaces of gym kit, aerosol transmission of virus through exhalation during exercise.</p>	<p>Gym function to be spread out across 3 spaces to allow greater social distancing.</p> <p>Limitation to be put on number of people allowed in each space at one time. Places need to be booked in advance via Reception to ensure numbers are managed.</p>	<p>Dancers must wipe down equipment with sanitising wipes pre and post use.</p> <p>If more than 1 person is within the same gym space, face coverings to be worn.</p>	Dancers, Medical	Ongoing
Technical at LCI	<p>Technical crew, Stage Management, dancers</p> <p>Transmission of virus</p>	<p>Crew to wear face coverings at all times whilst working in the Holloway Production Studio, Loading Bay or within dance studios.</p>	<p>If any close working is required, eg to move a piece of scenery, face coverings must be worn and activity time to be kept to under 15 minutes.</p>	Technical team	Ongoing
Costume Fittings	<p>Costume team, dancers during fittings</p> <p>Transmission of virus</p>	<p>Dancers and costume staff must wear a face coverings for the duration of a costume fitting.</p> <p>Any freelance costume makers must complete a lateral flow test prior to attending MCD.</p>	<p>After each fitting, Costume staff will wipe down all surfaces with disinfectant wipes/spray.</p>	Costume, Technical, dancers being fitted	During all costume fittings

Contractors, visitors and external guests	Visitors, contractors, ENB staff and dancers, Transmission of virus	Any external guests going back of house, including those attending workshops or donors in rehearsals, to complete a covid guidelines form, have their temperature taken on arrival, sign in at reception and show their lateral flow test result.	When attending events, if 1m+ social distancing is not possible/consistent, guests to wear masks when not eating and drinking. Guests to aim remain socially-distant where possible. Guests in the Production Studio seating to wear masks throughout any performances. Any staff/dancers to be seated separately from guests.	All staff, HR, Medical, external guests	Ongoing
Toilets and washroom areas	All staff members Transmission of virus on hard surfaces and touch points	Toilets cleaned twice daily. Soap, hot water and hand towels provided in each toilet.		Contract cleaning company	Ongoing
Office	Medical, Artistic, Technical and Building Operations staff	Those desks that are in use will be kept at a 2m plus distance from other staff. Minimise the use of hot-desking. The meeting rooms are set up to allow video calling as an aid hybrid working.	Sanitising wipes will be provided for staff to clean their PC/phone/workstation during the day if needed.	Artistic, Medical, Building Services	When needed, access minimal where possible
PPE	All staff members Transmission of airborne virus	Face coverings to be available at reception for all staff and dancers to use.	Medical-grade PPE will be provided for occasions when social distancing is not possible eg treatment by Medical staff.	Medical, all staff	Ongoing
Cleaning	All staff members Transmission of virus on hard surfaces and touch points	Each morning there will be, a thorough clean of the building will be undertaken by our contract cleaning company.	Building Operations will undertake cleaning checks of areas to ensure cleaning standards remain high. Additional cleaning of studios during daytime where there is a changeover	Cleaning provider	Twice daily

		<p>Additional cleaning of studios in between groups by contract cleaners. Additional cleaning of touch points both in studios and around the building.</p> <p>Provision of disinfectant wipes for dancers to clean touch points during Class if required.</p>	of groups eg a guest workshop followed by a dancer rehearsal.		
Suspected out-break or person falling ill	<p>All staff members</p> <p>Risk of a wider outbreak</p>	<p>If a member of staff or a member of their household starts to show symptoms, they should self-isolate and undertake a NHS PCR test - https://www.gov.uk/get-coronavirus-test</p> <p>If a member of staff starts to show symptoms whilst on-site they should be isolated in a separate space such as a meeting room and assessed by a member of the Medical team. They will then arrange them to be travel home and a PCR test to be taken. They will not return to work until either their PCR test has come back negative and or if positive, they have completed their self-isolation period and are symptom free.</p> <p>No member of staff can return to work until advised it is safe to do so by the Medical Director.</p>	If ENB experiences a Covid-19 outbreak, we will be required to contact the local Public Health Officer and the Health & Safety Executive and adhere to their advice.	Medical Director	In case of suspected outbreak or person falling ill
MCD on-site café Espresso Room re-opens	<p>Public, café staff, ENB staff & dancers</p> <p>Risk of transmission from external source</p>	<p>The ground floor foyer is now open to the public, with coffee and light food being served from the Espresso Room café.</p> <p>Foyer space to have less furniture than pre-covid to allow for greater social distancing.</p>	<p>Espresso Room staff to have their temperature checked upon arrival each day and must show reception their lateral flow test result twice a week.</p> <p>The café is only open 8.30am-5.30pm, meaning there are no late nights.</p>	Café staff, Building Operations	Ongoing