

# The Bristol School of Dancing

## The Studio, Lansdown Road, Bristol BS8 3AB

### COVID-19 RISK ASSESSMENT

This incorporates the relevant Government legislation with additional guidance from the awarding dance organisations RAD and ISTD, One Dance UK and NIDMS (the National Institute for Dance Medicine and Science).

Additional assessments have been carried out by the teachers of The Bristol School of Dancing at the branch venues.

The Principals, teaching staff and anyone else entering the premises on business associated with the school are responsible for implementing and taking action as outlined in this document.

**Hazard: Training** Untrained staff who are not fully aware of the procedures and arrangements put in place to work within Government policies could compromise arrangements.

1. All staff have undergone specific COVID-19 awareness training and copies of their certificates retained.
2. Studio procedures will be explained and communicated verbally and in writing

**Hazard: Cleaning** Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces harbouring COVID-19.

1. More rigorous cleaning procedures have been introduced in house including bins to be emptied more regularly. Bins are now foot-operated.
2. Staff will carry out the regular cleaning of high-contact touch points such as entrances, door handles, light switches and barres. The studio/dressing room will be cleaned using a spray mop and/or fogging machine between tuition sessions.
3. Cleaning of the studio/dressing room will also happen after the last lesson of the day.
4. A disinfecting mat is in place in the foyer. This needs to be emptied outside at the end of each day and fresh solution placed in before the start of the first tuition session. (1 capful of sterilising fluid to  $\frac{3}{4}$  litre water)
5. Staff to ensure that they wipe down the sound system, iPod and anything else they may have touched during the course of teaching.
6. Signs are in place near sinks as reminders of correct hand washing techniques.
7. Sanitiser is available throughout the building.
8. Procedure in place for students to remove their outdoor shoes upon entry and place in plastic bags to minimise contamination from outside entering studio.

9. Students to have plastic baskets instead of usual dance bags. These are easy to wipe down and will help to minimise accidental transmission of the virus from bags.
10. Class format allows for cleaning procedure to be started as part of the dismissal process and extra time is allowed between classes.

**Hazard: Entering/Exiting** Risk of transmission between teachers, parents and students

1. Students asked to wait outside the premises in a socially distanced way with those aged 11 and over to wear face masks when entering and exiting. Markers are on the outside wall. Until further notice, all students aged 11 and over are to wear masks for all centre work ensuring they comply with good practice for mask hygiene i.e. no touching of face, mask to go into a plastic bag once removed, spare mask available in case it needs changing.
2. Only the class teacher and participating students are allowed in the building.
3. Dressing room door to be fixed open when entry and exit are in progress. Door to be shut once a class has started. No entry to late comers.
4. Crowding whilst waiting for classes is not permitted.
5. Windows, foyer door and all three studio doors to be kept open in line with regulations. They should only be opened and touched by staff.
6. Ceiling fans to be turned on for a few minutes at the end of each day to help disperse condensation.
7. Students and staff reminded to use hand sanitiser/wash hands when entering and exiting the premises. Staff to also wash/sanitise hands at regular intervals.
8. Students to arrive already wearing dance uniform and with no heavy bags and coats.
9. Students will only enter the dressing room when instructed to do so by the teacher.
10. Students will be dismissed in a controlled way by the teacher to avoid overcrowding.

**Hazard: Studio** Groups with close proximity causing a higher risk of transmission.

1. A numbering system may be used with students to be directed to a number and to place their plastic basket with belongings by the number.
2. Class sizes are capped.
3. Any extra cleaning should pay particular attention should be paid to where the floor meets the walls.
4. Plastic screens are available to provide a protective barrier between teacher and students for those teachers wishing to use them.
5. Floor markings may be used at the teacher's discretion to assist with spacing.
6. Temperature checks may be made with a non-contact thermometer that is kept in the Office.
7. Until further notice, all students aged 11 and over are to wear masks for all centre work ensuring they comply with good practice for mask hygiene i.e. no touching of face, mask to go into a plastic bag once removed, spare mask available in case it needs changing.

8. Parents/guardians to comply with the conditions as outlined in the new COVID-19 compliant registration form to ensure that no student with a cough, cold, temperature or any viral symptoms attends class.
9. No parents to speak to teachers in person. All communication to be done via email or phone call to the Office.
10. All studio props have been stored away. No sharing of props, equipment or dance items allowed.
11. Any lost property items are to be disposed of at the end of each day.
12. No student to student contact for exercises and no one to dance in bare feet.

**Hazard: First Aid** Increased risks of COVID-19 transmission during provision of First Aid

1. Teachers to maintain social distancing unless they have to approach a student to administer First Aid. If this is the case, PPE equipment must be worn.
2. Aprons, gloves, masks and visors are available on the teachers' table by the sound system.
3. When using a mask, it must cover the bridge of the nose and fit snugly under the chin.
4. First Aiders should clean their hands thoroughly with soap and water or sanitiser before putting on and after removing PPE.
5. Any student feeling unwell during the course of a lesson should be moved to sit on the isolation chair in the foyer and their parent/guardian contacted immediately to come and collect them.

**Notes:**

Parents and students have been advised that if they wish to provide their own hand sanitiser it must have at least a 60% alcohol content.

Parents and students have been told of the requirements for uniform and storage of dance equipment during the course of lessons and have been advised of the change to lost property.

Parents/guardians will have received information about entry procedures.

For general disinfecting and cleaning we are following the NIDMS guidelines which go above and beyond some dance society recommendations.

Sprays for use on items have been checked to ensure that they are anti-viral not just anti-bacterial.

The Bristol School of Dancing will follow current tracking and tracing protocols as outlined by Government regulations using our internal procedures.

Policies and procedures are under constant review and will be amended as required.

*Prepared by Helena Cameron in association with Felicity Redgrave, Principal*

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