

LOCATION: The Dance Space,1-3 Top St. Bawtry

ACTIVITY: Group and private dance lessons

DATE CARRIED OUT: 24/7/20

TIME: 12pm

CARRIED OUT BY: Janice Cotgreave

REVIEW DATE: Start of the September term

Area	What are the risks	Who is at risk	Control factors to be implemented	Level of risk
Drop Off	Direct transmission of Covid 19 through the air via coughing and sneezing.	Students Parents Carers	Students are reminded that sharing of cars with members outside of families is not permitted. Lesson times will be staggered to allow one class to leave before the next arrives. To limit the number of people attending the studios we recommend 1 parent / carer to drop off and collect.	Low
Waiting Outside The Studios	Direct transmission of Covid 19 through the air via coughing and sneezing.	Students Parents Carers	Students /parents/carers should line up along the path/wall leading to the studios at 2m intervals. Do not arrive early. Wait to be invited into the studio. Students will enter the studios via the usual front doors and teachers will use the rear doors. Access to the studios is for students only.	Low
Inside The Studios	Direct transmission of Covid 19 through the air via coughing and sneezing. Indirect contact of contaminated surfaces such as door handles, equipment & barres.	Students Staff	<u>Registers</u> A register will be taken at the start of each class by the teacher present. These will be kept for 21 days for use in the NHS Track & Trace system if required. <u>Social Distancing</u> Students are to arrive dressed and ready for class, a dance bag is required and to be taken into the studio with their kit (see kit list below). Large bulky outdoor coats /Jackets are to be left with parent /carer. Outdoor shoes and hoodies are to be placed securely in the dance bag and are to be taken into the studios dance shoes are to be put on before entering the studio no bare feet where possible. Students will enter the studios via the usual doors and exit via the small studio door at the back. Students will be allocated a dance area which they are to remain in to maintain the government social distancing requirements. Staff and children will be reminded of the importance of social distancing both in the studios and outside of it. Posters will be displayed where appropriate to remind students of current guidance. <u>Ventilation</u> Doors and windows will remain open whenever possible to maximise ventilation in the studios.	High

Hand Washing

Students should use their own hand sanitiser at the door before entering the studios. (Alcohol based sanitising gel will be available in the studio if needed).

Hand washing facilities with soap, water and paper towels will be available in the toilet if required. We advise you 'go' before coming to the studio and use your own hand towel after washing.

Students and families are reminded to wash hands thoroughly when returning home from the studios.

Staff and children will be reminded of the importance of regular hand washing both in the studios and outside of it. Posters will be displayed where appropriate to remind students of current guidance.

Respiratory Hygiene

Students will be reminded of the 'catch it, bin it, kill it' policy. Tissues must be placed in lidded bins which will be emptied at the end of each day.

Additional Cleaning

Door handles and barres will be wiped down with disinfectant / anti-bacterial wipes after each lesson.

Other frequently touched areas / Music system buttons / light switches will be disinfected at the end of each day.

Studio floors and gymnastic mat will be disinfected at the end of each week, unless a student has had bare feet, then the floor and mat will be disinfected after each student.

Social Distancing

Student numbers will be limited in the studios to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.

Symptoms of Covid-19

If a student or a member of their household become unwell with a new continuous cough, a high temperature, and /or a change in their sense of smell they are to self-isolate according to government guidelines and not attend classes.

Parents / carers are asked to notify Janice Cotgreave if a student or member of their household are suspected of having Covid 19.

If a member of teaching staff or a member of their household have any of the listed symptoms, students who have had classes with that staff member, will be notified.

Any student who displays symptoms of Covid-19 (as described above) during class must be collected from the studios immediately. Parents are reminded to ensure their emergency contact details held by The Dance Space are up to date.

First Aid

If a child sustains an injury during class, the teaching staff reserve the right to assist the child in the most appropriate manner necessary and this may involve some form of physical contact and the use of First Aid. Gloves and masks may be worn during these occasions if deemed appropriate by the staff.

Mental Health

Staff will promote mental health & wellbeing awareness to the students and an open-door policy will be maintained for those who need additional support.

The changing room will be closed until further notice.

Students should arrive dressed and ready for class. Students should bring a dance bag into the studio with the following.

Kit List:

Hand Sanitiser

All Dance Shoes

Water Bottle (water only)

Hand Towel

Changing Room.

Direct transmission of Covid 19 through the air via coughing and sneezing.

Students

High

Tissues
Hair Bobbles
Skipping Rope
Weights
Yoga Mat

Toilets	Indirect contact of contaminated surfaces such as door handles, toilet seat & sink taps.	Students Staff	The changing room toilet will be for Staff only and cleaned after each use. The front toilet will be available for students in emergencies. Students are reminded to come prepared for lessons.	High
Office	Direct transmission of Covid-19 through the air via coughing and sneezing. Indirect contact of contaminated surfaces such as door handles & chairs.	Students Staff	The office will remain closed until further notice. We will be offering an email order and pick up service for uniform before September and will be by appointment only.	High

- *Management checks will be undertaken on a regular basis to ensure the above control measures are adhered to and we will continue to update where necessary.*
- *The Dance Space*
Staff will maintain regular communication through the usual channels to reassure and support families in these fast changing situations.
- *Parents / carers are reminded to collect children promptly at the end of class, no supervision will be made of children awaiting collection.*
- *Class timetable's will need to be flexible to accommodate the changing situation and your patience is appreciated.*
- *All fees are to be paid by Bank Transfer prior to class. Only cash in a named envelope will be accepted in the studio.*