

At HDS, we take the outbreak of COVID19 very seriously. This document demonstrates our process of determining the risks we face at our dance school and the measures we intend to put in place to reduce the transmission of the virus within our premises.

Specific instructions will be sent to all our staff and customers, supported by floor markings, signage and posters, to promote awareness of our protocols.

Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures:

- In every area, increasing the frequency of handwashing and surface cleaning.
- Be aware of any staff or students especially vulnerable to COVID-19.
- Make every reasonable effort to comply with the social distancing guidelines set out by the Government.
- Where an activity means social distancing is not possible, staff must decide whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff and/or students by
 - increasing the frequency of hand washing and surface cleaning,
 - keeping the activity time involved as short as possible,
 - using floor markings to separate people from each other,
 - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) ie 'Bubbles'.
- Finally, if students must work face-to-face for a sustained period with more than a small group of fixed partners, then staff will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe environment.

Managing Contact

Objective: To minimise contact with work surfaces, staff and students, other customers and contractors within the building.

- Ensure clear communication with staff, students, parents and all others associated with the School.
- Encourage all students to arrive ready changed for class. Use of changing rooms to be avoided where possible.
- Staff, students and parents or others within HDS should try not to raise their voices any more than necessary to avoid the potential for transmission of the virus.
- Minimise the potential for transmission by frequent handwashing and cleaning of all surfaces.

Steps to be taken to ensure the above:

1. Informing staff, customers and contractors of precise guidelines for visiting the premises prior to, and at the point of, arrival (including information on the HDS noticeboards, website and social media pages, when booking classes and timetables).
2. Providing handwashing and hand sanitiser and encouraging staff and customers to wash their hands regularly.
3. Ask for all payments to be made by bank transfer or contactless payments at Reception where possible.
4. Avoid cash payments where possible.
5. Use signage to ensure staff and customers are aware of the need to avoid contact throughout the premises.
6. Fixing doors open where possible while the building is in use.
7. Where possible, reduce the need for cupboards to be opened by keeping equipment needed accessible.
8. Try to avoid paperwork, eg registers, by keeping these online with staff using their laptops or registers being taken at Reception.
9. Avoid any unnecessary items being in the studios, eg jewellery to be left at home, student mobile phones not being left on the floor during classes.

10. Identify individual water bottles for each student which must be brought into and removed from the studio after each class.

Managing capacity and overcrowding

Objective: To ensure distancing is possible by limiting the number of staff and customers able to access the premises.

- Maximum capacity will be based on Government requirements for social distancing, nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout such as mats and the configuration of facilities such as reception area and staff workstations in each studio.
- Particular attention will be given to ventilation and sufficient circulation space between classes and teachers.

Steps to be taken:

1. HDS will conduct a specific risk assessment for each area and the proposed activities to identify:
 - The number of customers that can reasonably follow social distancing within the premises, taking into account total space, equipment as well as likely constraints (toilets and changing rooms) and pinch points such as the corridor.
 - Encourage students to arrive at the studios in uniform and, where possible, to travel home to change. Use of changing rooms should be avoided where possible, although these will be available for participants with disabilities or special needs.
2. We will limit the number of staff and students in all areas, giving particular attention to areas of congestion, eg corridors.
3. We will provide a booking system to manage demand, so that no more than the desired number of customers and staff are in the building at any one time.
4. Staff will be responsible for adhering to the limit of numbers in their work area, eg studios and Reception. The Receptionist will keep an eye on use of changing rooms but we will ask students and parents to abide by the guidelines we will provide.

We may need to amend the timetable to allow for changeover between classes to ensure maximum occupancy is observed, particularly in congestion areas such as the corridor. Also, to allow time for cleaning of touch points including ballet barres and equipment being used.

5. Only booked in staff and students may enter the premises to ensure we do not overcrowd.

Contact within the studio

Objective: to ensure correct social distancing between staff and students, student and student, within the studio during class.

Steps to be taken:

1. We will suspend all activities that contravene the Government guidelines on social distancing.
2. Ensuring social distancing is maintained during classes where possible.
3. We will follow Government guided spacing markings on the floor at points of assembly, including the entrance, reception and changing rooms/toilets: Each studio will have floor markings to ensure correct spacing of students and their teacher.
4. We will avoid use of shared objects and ask that students bring their own towel to dry their hands after washing. Paper hand towels will also be provided.

Supporting Test and Trace

A record of all those who enter the premises will be kept in order to support NHS Test and Trace. HDS will provide data to the NHS if required, including name, telephone number, mobile number, date and time of entry and exit from the premises if required.

We will ensure all contact details are up to date to facilitate this.

Parents and non-participating siblings

HDS will ask parents and siblings of students not to enter the building without prior arrangement to ensure correct number of people are present. Where an arrangement has been made, the parent and siblings must wait in the Reception area to avoid congestion in the corridor.

Parents needing to accompany students into changing areas where necessary must do so only by prior arrangement.

Parents and siblings are asked not to use the toilet facilities unless absolutely necessary. Sanitising wipes will be available if this is necessary to clean after use.

The coffee machine will remain temporarily out of use to avoid potential transmission of the virus on its surfaces.

Providing and explaining available guidelines

HDS will publish a set of guidelines for parents, staff and students to follow. Signage and markings will be visible and clear for all to follow. HDS will ensure all staff, students and parents have access to, and are familiar with, these guidelines.

Guidelines will be reviewed and amended regularly in line with Government expectations.

Mitigating actions where social distancing is not possible

In circumstances where social distancing is not possible, the following steps will be taken:

1. Increased frequency of handwashing and surface cleaning.
2. Keeping the activity time as short as possible.
3. Stand back-to-back or side-to-side and avoid face-to-face partnering.
4. Reduce contact by having fixed teams (bubbles) of students who only work together.

Arriving and leaving the Studios

Objective: To have staff and customers maintain social distancing wherever possible, during their journey to and from HDS, on arrival and departure and to enable handwashing upon arrival.

Steps to be taken

1. We will keep the forecourt clear of any parked vehicles to allow customers to wait outside while socially distancing. We will ask staff to park elsewhere.

2. We will ask parents not to drop students for classes in front of the School to ensure pedestrians can pass safely and traffic is not held up causing congestion.
3. HDS will provide hand sanitiser in Reception. All staff and students will be asked to wash their hands before entering the studios. All those washing will be encouraged to provide their own towels. Paper towels will also be provided.
4. Regular cleaning of alarm touchpads and fire alarm points will be required, especially after the weekly test.

Moving around the building

Objective: To have staff, students and customers maintain social distancing as far as possible while travelling through the building.

Steps to be taken:

1. We will discourage non-essential trips within the building including:
 - asking students to stay on the ground level where possible,
 - encourage customers to use the toilet before coming into the building where possible and before going into the studios,
 - discouraging students from leaving the studio during lessons,
 - discouraging parents and siblings from coming into the building unless necessary,
 - ask staff to ensure only two are behind Reception at any one time.
2. We will create a one-way flow system using signage and floor markings.

Visiting Contractors and Examiners

Objective: To ensure safe practices for visiting examiners and contractors.

Steps to be taken:

1. Reducing the number of people in the building to reduce exposure.

2. Determining the needs of the visitor in order to reduce the risk of exposure.
3. Ask the visitor to confirm they are showing no symptoms before coming into the building and have hand sanitiser ready for use upon arrival.
4. Deep clean and provide the examiner with a changing room and toilet for their sole use during their visit.
5. Provide any visitor with our guidelines in advance and ensure they have access to our risk assessment.
6. Provide parking for visitors where necessary.
7. Ask examiners if they prefer to bring their own refreshments.

Accidents, security and other incidents

Objective: To prioritise safety during incidents.

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay appropriately distanced if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Any equipment, including first aid materials, should be thoroughly sanitised and/or disposed of safely.

Ventilation

Ventilation is an important part of mitigating against the transmission of COVID-19. Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas and increased wherever possible. Particular attention should be given to areas where high intensity exercise activity takes place, ie. in our studios.

Steps to be taken:

1. A maximum of 100sqft per person is permitted so no more than 33 people may be at the Studios at any one time.
2. Fresh air rather than recirculated air must be provided so front doors and emergency exit should be opened as much as possible. Internal doors should be fixed open, including toilets when not in use.

3. Fans should be run on full speed within studios and Reception to assist ventilation.

Cleaning

1. Before reopening, we will ensure all areas are thoroughly cleaned and sanitised and provide hand sanitiser and handwashing facilities for staff, students and other visitors.
2. We will keep the premises clean by:
 - frequent cleaning of all areas, particularly those touched such as ballet barres and all equipment,
 - providing sanitising spray and cloths for staff to wipe down each studio after each class,
 - ensuring cleaning of door handles where doors have been closed between classes,
 - increasing frequency of normal cleaning procedures so floors and touch points are cleaned daily after use,
 - sanitising wipes will be in each toilet and it should be cleaned after each use.
 - towels to be removed from toilets as staff and students are asked to provide their own to avoid transmission,
 - paper towels to be provided with a bin for disposal in each toilet,
 - in the case of a confirmed COVID19 case in the building, follow specific Government guidelines for cleaning.

Hygiene

Steps to be taken:

1. We will use signage to promote awareness of hygiene protocols.
 - handwashing technique,
 - need for increased frequency of handwashing,
 - need for hand sanitising or handwashing upon entry to the building,
 - need to bring own towel or use paper towel to dry hands,
 - need to bring own labelled water bottle, no sharing,
 - need to cough or sneeze into inside of elbow or use a tissue which should be disposed of safely,

- need to refrain from touching the face before washing,
 - need to wipe down surfaces after use in the toilets.
2. We will provide multiple hand sanitiser points throughout the building to ensure frequency of use.
 3. Ensure social distancing is maintained in changing rooms by using signage and floor markings.
 4. Increase frequency of cleaning in changing rooms.
 5. Encourage staff and students to arrive changed for class to avoid use of changing rooms where possible.
 6. Ask students to refrain from eating anywhere except the reception area.
 7. Encourage staff and students to handle only their personal belongings and to bring as few items as possible into the building.
 8. Encourage contactless payment or, preferably, payment by bank transfer.
 9. Following Government policies on the wearing of masks and amending protocols where necessary. Details will be given in our specific guidelines.