

ROAM DANCE SCHOOL RISK ASSESSMENT

**This is the statement of general policy and arrangements for:
ROAM DANCE SCHOOL**

Laura Edwards

has overall and final responsibility for health and safety

Laura Edwards and Opal-Jade Trevor

has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent the spread of COVID-19 by having a clear document in place for parents/guardians/students/teachers for the guidelines and rules whilst government guidelines are in place for COVID-19.	Laura Edwards	'ROAM Dance Studio Covid-19 Restrictions and Guidelines' document, available to view on our website, and sent home.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Laura Edwards	All staff must be DBS checked and preferably first aid trained, unless there is a first aider on site. All teachers should hold qualifications in dance at the minimum of a dance degree OR a qualified teacher with a professional dance organization (IDTA/BBO/ISTD ETC) OR worked as a professional dancer with relevant qualifications.
Engage and consult with employees on day-to-day health and safety conditions	Laura Edwards	Consult and discuss any changes to social distancing and COVID-19. Any health and safety conditions in the building should also be discussed.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Laura Edwards	Ensure all staff are familiar with fire exits and meeting zones. Shrewsbury College of Arts and Technology: Meeting place – field next to sports centre. Xercise4less – Grass next to car park.

Signed: *

Laura Edwards

Date:

27/07/2020

Health and safety

First-aid box is located:

IN EACH STUDIO NEXT TO THE SPEAKER.

Accident book is located:

PINK TRAY – TAKEN TO EACH STUDIO.

Risk assessment COVID-19

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Laura Edwards trading as ROAM DANCE

Date of risk assessment: 27/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Ventilation	Teachers Students Parents/guardians	All windows and doors to be open where possible. 15 minute 'break windows' have been put in between most classes to aid ventilation, due to the lack of fresh air in some studios that we hire.	In the event of the studio becoming very hot when using Shrewsbury College of Arts and Technology studio, we may decide to use the grass outside. Students should be advised to bring sun cream if planning to go outside. Xercise4less has the potential to spread out and social distance further if needed as we will not be at full capacity.	LAURA EDWARDS	FROM AUGUST 2020
Air Conditioning	Teachers Students Guidelines advise dance studios to not use air conditioning, as this can help spread the virus.	Instructing all teachers to use no air conditioning.	Ensure all students and staff understand that air conditioning is not to be used. Ensure that all students are reminded to bring water.	LAURA EDWARDS OPAL JADE-TREVOR	FROM AUGUST 2020
Students/families contracting or spreading the virus	Teachers Students	Parents/guardians or students over 18 are asked to read our COVID-19 Restrictions and Guidelines document and abide by our rules that if a student is feeling unwell, or has been asked to isolate, they are not permitted into the studio.	Parents are not permitted into the building to help the students come into contact with less people and to reduce the risk. In the event that parents need to enter the emergency in either mini street or an emergency, parents must have their temperature checked.	LAURA EDWARDS OPAL-JADE TVOR	FROM AUGUST 2020

Social Distancing	Teachers Students	<p>One way system will be implemented in all studios.</p> <p>Parents will not be allowed in the studio unless an emergency/mini street.</p> <p>Parents/guardians to sign consent form and agree to terms and conditions.</p> <p>Markings on the floor 2m apart for the dancers.</p>	<p>If students cannot follow social distancing rules, parents/guardians will be contacted and asked to collect the students.</p>	<p>LAURA EDWARDS</p> <p>OPAL-JADE TREVOR</p>	<p>FROM AUGUST 2020</p>
Student's Personal Items – Increases the risk of infection	Students	<p>Students to be advised before class to bring as little personal equipment in as possible and students should not be getting changed at dance, they should come to dance already dressed.</p>	<p>If students DO have bags/coats, they should be left:</p> <p>Shrewsbury college: Hung on a chair. Students to wipe down their chair with belongings on with a wipe and throw in the bin.</p> <p>Xercise4less: Students to have a 'step' to leave personal items on which should be wiped down themselves with a wipe at the end of class and threw in the bin.</p>	<p>LAURA EDWARDS</p> <p>STUDENTS</p>	<p>FROM AUGUST 2020</p>
Bare feet	Teachers Students	<p>Students to be advised to wear foot wear in the studio where possible. Advise to be clearly stated on the COVID-19 Restrictions and Guidelines document.</p> <p>For contemporary/jazz – ballet shoes are permitted or jazz shoes. Socks are not permitted.</p>	<p>Teachers to advise students in class, although they can not enforce this.</p> <p>Parents/guardians to be aware that we advise students not to wear socks/tights in the studio, and if they do so, Laura Edwards / ROAM Dance Studio will not be responsible for any injuries that occur as a direct or indirect consequence of wearing socks or tights whilst dancing.</p>	<p>LAURA EDWARDS</p> <p>OPAL-JADE TREVOR</p>	<p>FROM AUGUST 2020</p>
Coming into contact with multiple dancers / groups	Teachers Students	<p>Teachers to remain 2m away from students at all times. Teachers should not be seen as being in the 'fixed group' if they maintain the social distancing.</p> <p>Dancers to be in smaller, fixed groups where possible.</p>	<p>Where this is not possible, Laura Edwards to contact and discuss with parents and make a mutual decision.</p>	<p>LAURA EDWARDS</p> <p>PARENTS/GUARDIAN</p> <p>DAN</p>	<p>FROM AUGUST 2020</p>
Reducing the risk of infection	Anybody entering the building.	<p>Sanitize hands on entering the studio and leaving the studio.</p> <p>L.E to clean high risk contact points in windows between class.</p>	<p>Where possible, increase social distancing.</p>	<p>LAURA EDWARDS</p> <p>OPAL-JADE TREVOR</p>	<p>FROM AUGUST 2020</p>

First Aid	Teachers Students	In the event that a child is seriously distressed, or first aid needs to be administered. A mask should be worn by the teacher where this is possible.	L.E to ensure ALL parents sign to consent to this before entering the studio.	LAURA EDWARDS	FROM AUGUST 2020
No parents in the building – parents picking their children up late	Students	All students (unless given consent otherwise) will be escorted onto and off the premises by their teacher. Parents to meet teachers and students by the door or if waiting in cars, should be in view so that the teacher can dismiss the student. Ensure parents understand that children should arrive at the studio 5 minutes early, so that they can go into their class on the dot. Ensure parents understand that they need to pick children up on time, and arrive 5 minutes early and be waiting to pick them up too, unless specified on contract/registration form that the child can make their own way home from dance or leave the studio on their own. (COVID-19 Restrictons and Guidelines document).	In the event that a parent/guardian picks a child up late, and consent has not been given for the child to make their own way home, students will be required to wait in the studio. Parents will enter the building but not enter the studio when they arrive. Parents must knock on the door to indicate they have arrivd to pick their child up. If this happens more than once, the child will be asked to have a 2 week break from the studio (no fees will be refunded), as this increases the risk for our students.	LAURA EDWARDS OPAL-JADE TREVOR	FROM AUGUST 2020
Corner Work	Students Teachers Further Information: The space between corner to corner in a dance studio usually has the largest length which we use for working on travelling steps.	Corner work should not be carried out in GROUPS or PARTNERS. If executed poorly, corner work can lead to dancers getting closer and closer together, therefore, putting the dancers more at risk. If corner work is carried out, it should be done INDIVIDUALLY with the queue behind socially distanced.	Corner work could be done forwards instead.	LAURA EDWARDS	FROM AUGUST 2020
Contact work	Students Teachers	No contact work / lifts / spotting to be performed in the studio whilst social distancing guidelines are in place.	Ensure that students are not performing 'tricks' beyond their capability, to which they cannot be spotted or supported.	LAURA EDWARDS - Students to be made aware	FROM AUGUST 2020