

Sandra Taylor School of Dance
 Risk assessment document August 2020
 Completed by Sandra Taylor (Principal) 30.8.2020
 Version 4.

STSD(Sandra Taylor School of Dance) have followed government guidance and further guidelines from the International Dance Teachers Association(IDTA) and the British Dance Council, along with the West Bridgford Methodist Church, in order to reintroduce dance classes in a safe and measured manner in multi-use rented rooms.
 The management of the church community rooms have made sure that the building is COVID secure, as stated in a meeting with room users on 10.8 2020.

All appropriate actions will be taken before the school starts and during the running of the school.

All the usual school safeguarding procedures will still be in place.

We recognise the virus hazards: droplets/ aerosols, surfaces, direct contact, and will provide and point out hand sanitizer and areas for hand washing, and encourage all staff and students to use them regularly, as well as strictly adhering to social distancing at all times.

Hazard & who might be harmed	Who might be harmed	Actions to reduce the risks	Actions yet to be taken
Virus transmission via droplets or direct contact.	Everyone in the building & nearby	The general action is to strongly enforce social distancing, and minimising non-essential people in the building Specifically:	
		Parents/spectators will not be allowed into the building or class. Children should be brought to the entrance door ready for class by parents/ chaperones , and collected at the end of their class. We will provide 'marshalls' to take children /students to their classes and guide them out to the separate exit when finished.	
		A new class timetable has been produced, incorporating sufficient break times between classes to allow for exits, entrances (by separate routes), change of air, and for staff and helpers to clean surfaces	

		We will strictly adhere to the guidelines issued by the Methodist church regarding pupil capacities allowed in each hired room, at a social distance of 2 metres. We have staggered start and end times of classes, to minimise crowding.	
		We will position dancers side to side in class to reduce possibility of transmission, and not face to face, will not use partner work or floor work.	
		Dancers must arrive ready dressed for class, including having hair appropriately in place for dance. No changing of clothes will be allowed in the premises. Dancers and staff must also wear masks when entering or moving around the building, and should also use hand sanitiser prior to entry.	
		The use of face masks for dancers (when dancing) is unclear at this time but this issue will be monitored before term begins.	
“Fomite” transmission: via surfaces - someone infects a surface and then later someone else touches it.	Anyone that touches any surface and then touches their nose, mouth or eyes.	The general action is to avoid any need to touch surfaces and also to clean regularly. Specifically:	
		A new class timetable has been produced, incorporating sufficient break times between classes to allow for helpers to clean surfaces	
		No food will be allowed to be brought into the building, personal water bottles only.	
		We will not use floor work (dancers will not need to touch the floor).	
		Lost property will be disposed of.	

		Payments will be online only, no cash to be handled on the premises.	
		We will instruct students that they will be able to leave belongings - but not valuables - in the downstairs changing rooms - if this is allowed by the church (we are awaiting information on this).	
		Teachers will do their utmost not to raise their voice in class and will encourage dancers to do the same. We will lower music volume to assist this.	
		Pupils will be allowed in toilets one at a time and hand sanitising checked for younger pupils.	
		We will require parents of younger children to remove the child's outdoor coat at the door, and take it away and return with it (as needed) on picking up the child. For older children that are unaccompanied they may leave their coat in the changing room, but can only go in one at a time, not socialise there, and leave promptly. Dancers will be strongly discouraged from bringing any valuables, or leaving them with their coat at their own risk, or if really needed to bring into the dance rooms and leave at the side of the room, separated from other people's belongings.	
		Dancers will not be allowed to dance in outdoor shoes. Older children will be asked to change from outside shoes to dance shoes and place their outdoor shoes in a cleaned bag of their own that they must bring, and then leave in the cloakroom or at the side of the dance room.	
Virus transmission via aerosols	Everyone in the building	The general action is to improve ventilation, to give a larger number of changes air per hour. Specifically:	

		New class timetable allows for sufficient time for change of air between classes.	
		The Church has assured us that all rooms have at least one of the windows that can be opened. We will keep windows (when possible) and doors open to allow maximum ventilation and air exchange. We have split large classes and booked extra rooms to support this.	
Disruption of the system due to exceptional events	Everyone in the building	In the event that a teacher is taken ill then a marshall will come and safeguard the class until such time as the class can be escorted to meet the parents.	
		People will be instructed that in the event of an emergency evacuation they should leave promptly as in regular circumstances, with teachers supervising children as already trained, social distancing can be relaxed temporarily whilst leaving the building if not doing so would slow the evacuation, but should be promptly followed again once having left the building.	
		We will provide a nominated person to deal with any possible case of COVID on the premises and provide them with appropriate PPE. An isolation area is available in the foyer.	
Failing to fulfill "Track and Trace" requirements	Management	We will make sure we have all contact details for 'Track and Trace' at the start of each class. Registers show date and time of attendance, and no pupil can attend unless we have these details.	
		We shall insist that parents shall not bring a child to class if they are unwell in any way or	

		suffering cold/ flu symptoms. The same insistence will be applied to ALL people wishing to enter the building - including teachers, all dancers, and marshalls. That is, no-one will be allowed in the building if unwell or suffering cold/ flu symptoms. This will be enforced by asking all people as they enter, and again reinforced at the start of each class.	
People not following the required system	Everyone in the building	Late arrivals will not be admitted.	
		No 'walk-in ' custom will be admitted.	
		Marshalls will be provided with written instructions via email - including the procedures they should follow, with the times and locations. An online meeting, or meetings, will be held to ensure instructions are understood, and to answer any questions that may arise. Teachers have already had many online meetings and are already familiar with the necessary procedures.	
		On the school website and associated social media, instructions for arrival and departure procedures will be provided, and reminders provided when they actually arrive - marshalls will be instructed to do this when meeting the class, and again when escorting the class from the building.	
		Parents/carers will be instructed to bring pupils to class, to be collected by the marshalls, and then remain outside whilst maintaining social distancing.	
		Teachers have been instructed to monitor students carefully to ensure they are following the rules. Those students refusing or unable to comply will be instructed to leave the premises immediately, or for young children their	

		parent/guardian will be required to pick them up promptly.	
		Any person who does not follow social distancing guidelines will be asked to leave the premises immediately.	
		We will monitor the measures we have put in place to make sure all is working as expected.	
		A reminder of the procedures will be made at the beginning of classes.	

Sandra J Taylor 30.8.2020