

**54 St Loyes Street  
Bedford  
MK40 1EZ**



<b>Dance Studio: ELEV8 Studios</b>		<b>Reference: ELEV8 RA01</b>
<b>Address: 54 St Loyes Street, Bedford. MK40 1EZ.</b>		
<b>Key Contacts</b>	<b>Role</b>	<b>Contact No.</b>
Angela Feehan / Sarah Young	Dance Directors	01234 339761
Ellie Matthews Hannah Robinson Jo-Anne Taylor Lynne Maclaughlan Maddy-Louise Alice Read	Dance Teachers	01234 339761
Lesley Brocklesby	Finance Administrator	01234 339761
Alison Feehan	Administrator	01234 339761

**Covid 19 – Return to Dance**

**Introduction**

ELEV8, under guidance from the Royal Academy of Dance and the Covid-19 Government Guidelines, can now start to return to dance lessons following strict guidelines as set out in this document.

All parents and guardians of children planning to attend dance lessons at the ELEV8 Studios location must follow the guidelines and Risk Assessment set out in this document.

**Not** following this guidance will result in your child being refused entry to the location and lesson. You will also still be charged for the lesson.

With your understanding, support and by following this guidance, we will ensure that your children get the best opportunity to carry on dancing and enjoy their lessons in a safe and secure manner.

We have a zero tolerance policy of any verbal or physical abuse to our Teaching Staff whilst trying to carry out their duties for lessons.

All information around classes and instructions will be provided in an electronic format. There will be no paper based information to reduce the risk of cross contamination.



<b>Covid 19</b>	
<b>Return to Dance - Risk Assessment</b>	

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## Location

We have set out specific requirements for use of the dance studios at 54 St Loyes Street and this guidance document has been written to ensure we all follow the specific requirements.

If you do not follow these guidelines, it may result in access to the studios being denied and all dance lessons being cancelled until further notice.

## Dancing Procedures

### Dance Wear

1. Your child must be dressed in their dance outfit ready to dance. If they are not dressed, they will not be allowed to enter.
2. Footwear is only required where it is a part of the dance wear for that lesson. The floors have been treated with a Surface disinfectant with long-term effect, which lasts for up to 10 days. Your child can wear normal trainers or shoes to arrive in and carry their dance footwear in a bag and change them inside the studio. There are wooden shoe lockers at the entrance to each room to store footwear and equipment as you enter. Please ensure you keep all your belongings in your one section.
3. Shoe laces - we recommend any shoes requiring laces are replaced with elastic for easy removal.
4. Teaching Staff will be wearing face shields when carrying out physical dance movements.
5. If any props (you will be advised if any are required) are needed for lessons, children must bring their own with their name detailed on the prop.
6. At the end of the class, children will collect any belongings and exit out the rear doors, escorted by the Dance Teacher to the exit for collection.
7. All children **under** the age of **eleven** years old, do not need to wear a mask.
8. Children **over** the age of **eleven** will be required to wear a mask, except when dancing (see below).

### Dancing / Lessons

1. Support Bubbles will be of no more than 15 students in the building at one time.
2. Sanitisers will be available in the studios on all floors upon entry. Please ensure your child has washed their hands prior to arriving and uses the sanitiser upon entry prior to starting their class.
3. Your child will be required to wear a mask, if they are over the age of eleven, when arriving at the lesson.
4. During the lesson, masks will be removed, as dancers will be socially distanced using ground markers to ensure reasonable, social distancing is maintained.
5. If your child needs to use the toilet in the lesson, then these are located in the Common Room on the top floor. They must wash / sanitise their hands before and after use.
6. Please ensure that you highlight any concerns around personal toiletry / hygiene / sanitary issues that your child may have or require prior to the lesson start.

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7. All props (you will be advised if any are required) that are needed for lessons must be brought labelled with your child’s name on it where reasonably practicable. We cannot provide props, due to the risk of cross contamination.
8. Your child can bring water in to the lesson in their own labelled, water bottle and they must take this home with them at the end of each lesson. See Welfare Facilities for more details.
9. No food or snacks will be consumed on site by children during lessons. See Welfare Facilities for more details.
10. If any parent / guardian does not comply with the requirements of the lesson or access / egress procedures, your child will be refused access to the lesson. If a parent or guardian continues to ignore / breach the procedures set out in this document, then it may lead to a complete removal of further lessons for your child. You will still be liable for a terms fees and no refunds will be made.
11. Any left property will be disposed of as per government guidelines.

**Safe Access / Egress Procedures**

The following information outlines the specific access / egress requirements and actions for dropping off and picking up your child.

Access / egress will always be through the rear doors to the studio from Brace Street.

To ensure we comply with Government guidelines and avoid cross contamination, please do not wait around outside talking with other parents.

Please be aware of potential vehicle movements within the car park area.

Ensure you use the Sanitiser as you enter the Studio.



Main Door Entrance / Exit

**Access**

1. All children will arrive and enter through the rear main door from Brace Street access road, where the Dance Teaching staff will be located to receive them.
2. Only children will be allowed to enter and will then be escorted to the studio room for their lesson.
3. No parents / guardians will be allowed access to the studio at any time.
4. If your child has specific medical issues or needs to take medication during lessons, then please read the information under Medical Requirements below.
5. If you believe you may be delayed in dropping off your child, please text or call to give advance warning of your delay.
6. To ensure you maintain government social distancing guidelines please do not stand outside talking to other parents / guardians.

## Egress

1. The pick-up point is the same as when dropping off at the rear entrance. Parents / Guardians are to wait outside in the car park area to ensure safe distancing protocols are maintained. Please be aware of vehicle movements.
2. All children will exit the studio through the rear entrance leading to the car park. Do not approach or come into the studio, please wait for your child to come out to you.
3. No parents / guardians will be allowed access into the studio to pick up their child.
4. If there is inclement weather, then please ensure you bring umbrellas and your child will be escorted to you under protection direct to you.
5. Please ensure you arrive in plenty of time to pick up your child to avoid disruption to the egress procedures.
6. If you believe you may be delayed in picking up your child, please text or call to give advance warning of your delay.

## Medical Requirements

### Medical Needs, Conditions or Medication

If your child has specific medical needs, issues or medication that they need during their lesson then please ensure you discuss this with the Teaching Staff. Please discuss this prior to the beginning of the term or as soon as the issue arises, so a strategy can be organised to manage the medical needs of your child.

### Covid 19

If you or any member of your family are self-isolating or shielding, then your child will not be able to attend lessons until you have been given the all clear or the quarantine period has been concluded.

If you or any of your family members are at significant risk or have underlying medical conditions, then you must give serious consideration to allowing your child to attend lessons. Please discuss this with the Teaching Staff if you have any concerns.

Whilst we will do everything within our capability to protect children from any contamination, we cannot be held responsible for your acts or omissions in regard to your own welfare and well-being.

### If a child in your dance support bubble has symptoms

You will be requested to get a test done and await the test results to confirm the next steps, which will be guided by the test results. Call 111 for advice, as this will also help to determine if the concern needs to be escalated and the support bubble informed.

If the test result is positive, we will inform all parents of children within that support bubble as soon as possible and steps set out for isolation as per the requirements below. We aim to try and report the requirements within 48 hours, but this may depend on the time taken to receive the test results.

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## **The current requirement on support bubble infection**

### **Living with Others**

If you live with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

### **Self-Isolation**

If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

### **Remember**

At this time of year, with slightly colder weather creeping in, we can be more prone to getting colds etc. so similar symptoms may present. Therefore getting a test done is essential and following Government guidance will help. Calling 111 for advice will also help to determine if the concern needs to be escalated and the support bubble informed.

### **Emergency Procedures**

In the event of an emergency on site, all children, staff and visitors must follow the on-site emergency and evacuation arrangements and will be directed to the site assembly point. Cross Contamination will be managed as best as possible given the nature of the emergency, but the priority will be the safety of all people.

Communication with the emergency services will be managed by the Teaching Staff. Parents / guardians will be informed as soon as possible to organise pick up if the situation is not resolved and access back into the building is prohibited.



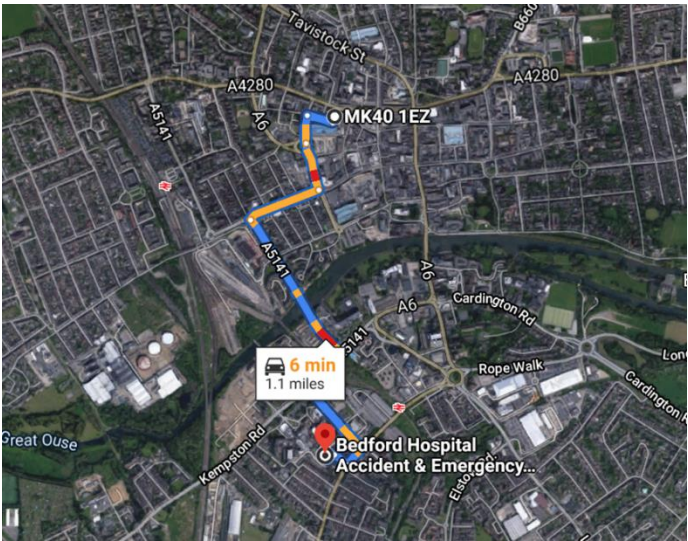
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**First Aid**

Arrangements are covered by the trained first aider from the teaching staff. Where an accident / incident requires further medical intervention or emergency assistance, then parents / guardians will be contacted and informed of the procedures for retrieving your child or directions to the emergency facility.

The nearest 24 hours Accident and Emergency hospital is:

**Bedford Hospital  
Accident & Emergency Department  
1 Kempston Rd,  
Bedford  
MK42 9DJ**



**Fire Safety**

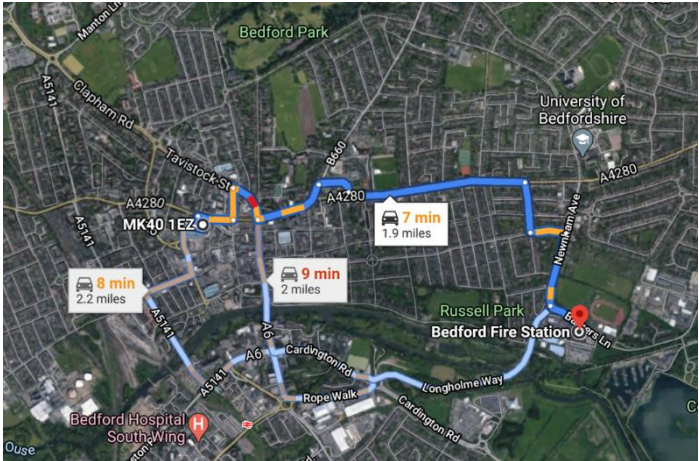
Arrangements are covered by the relevant on-site fire and emergency plan provided by ELEV8, in accordance with the Landlord of 54 St Loyes Street, who operate under standard fire procedures and in accordance with The Regulatory Reform (Fire Safety) Order 2005.

In the event of an evacuation all personnel are to stop the lesson and go to the agreed assembly point under the direction of the Dance Teaching Staff.

Immediate safety will always be the priority, but we will try to ensure cross contamination will be managed to a minimum.

Nearest Fire Station:

**Bedford Fire Station  
Barkers Lane, Bedford. MK41 9LN**



**Welfare / Facilities**

There are welfare facilities on site and these include toilets and sinks for washing / sanitation only, located in the common room. No tea/coffee facilities will be in use.

No eating will be allowed on site (unless the child has a medical condition, that requires food consumption, to ensure their health/welfare is maintained). Your child may bring a water bottle for their personal use only and labelled with their name on it.

There will be hand sanitiser provided by ELEV8 in the dance studios for use at all times for the dancers.

There will be an enhanced cleaning regime in place and all surfaces and floors will be regularly treated with Bacoban (including barres & banisters). There are Envirovent Air Flow Vents fitted. Door Handles are fitted with Anti-Bac Handles.



## Covid 19 – Risk Assessment

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### Risk Assessment – 54 St Loyes Street - Dance Lessons.

Hazard	Effect	Who is at Risk	Control Measures	Risk Rating with Controls			Further Actions/ Comments	Manager Initials
Covid 19 – Virus Transmission	COVID-19 can cause a range of symptoms of wildly varying severity in people. Some might be asymptomatic or have mild symptoms, while others are sick enough to need hospitalisation, supplementary oxygen and the use of a ventilator.	Staff, Dancers and family of dancers.	<ul style="list-style-type: none"> <li>Follow all procedures / guidance as set out in this document.</li> <li>Follow Government advice for Covid 19 and do not put yourself, family members or Dance Teaching Staff at risk if you think anyone has symptoms.</li> <li>If you believe you or a member of your family has any symptoms, seek advice and inform your Dance Teacher as soon as possible, even if it has occurred after a lesson so that we can take necessary steps to inform all other families who attended that lesson and may be affected.</li> <li>Enhanced cleaning regime in place.</li> </ul>	3	3	9	<p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.</li> </ul>	
Access / Egress	Cross Contamination resulting from not following guidance.	Staff, Dancers and family of dancers.	<ul style="list-style-type: none"> <li>Follow procedures for dropping off and picking up your child at the correct access / egress point.</li> <li>Consider the Government social distancing rules when waiting outside prior to and at the end of the lesson.</li> <li>Ensure you explain the requirements of the procedures to your child so they understand why you cannot come into the lesson with them.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Ensure your child is dressed and ready to attend lesson.</li> <li>Entry to the Studio is strictly prohibited for parents / guardians. Please do not try to gain access if you arrive early.</li> </ul>	
Medical Needs, Conditions and Medication.	Ill effects to a current condition or exposure to predisposed or underlying conditions.	Staff, Dancers and family of dancers.	<ul style="list-style-type: none"> <li>Discuss, as soon as possible, with Teaching Staff if your child has specific medical needs, issues or medication that they need during their lesson.</li> <li>Do not attend lessons if you or a family member is self-isolating or shielding. Inform teaching staff of the situation.</li> <li>If a medical emergency occurs during a lesson parents /guardians will be informed of the</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>If you are feeling unwell, get a test and follow the guidance given, depending on the result of the test. If you have or believe you have the virus, then you must isolate for 14 days</li> <li>If you have recently been in a country affected by the virus, you may need to be quarantined. Check the travel advice pages for</li> </ul>	



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Hazard	Effect	Who is at Risk	Control Measures	Risk Rating with Controls	Further Actions/ Comments	Manager Initials
			situation as soon as is practicable and given further information. • Ensure any other medical issues or concerns for your child are raised with Teaching Staff.	<div style="display: flex; justify-content: space-around; width: 100px;"> <span>1</span> <span>2</span> <span>3</span> </div>	that country and report it to Teaching Staff prior to attending any lessons.	

All risks are assessed and controls determined using a standard 5 x 5 Risk Rating Matrix as below. Provided the Risks are Managed as stated in the control measures, there should be no requirement to adjust the controls unless there is an incident, change in procedure or change to Government guidelines or regulations.

## Risk Rating Matrix

0 – 5 Low Risk 6 – 10 Moderate Risk 11 – 15 High Risk 16 – 25 Unacceptable Risk	Minor Injury, insignificant property or equipment damage.	Non-Reportable injury, minor loss of process or slight property damage.	Reportable Injury, moderate loss of process or limited property damage.	Major injury, single fatality, critical process loss or critical property damage.	Multiple fatalities or catastrophic business loss.
	1	2	3	4	5
Remote 1	1	2	3	4	5
Unlikely 2	2	4	6	8	10
Possible 3	3	6	9	12	15
Probable 4	4	8	12	16	20
Near Certain 5	5	10	15	20	25