



Colours of Dance

Health & Safety Policy

And to be read in conjunction with the Colours of Dance Handbook. This policy forms Appendix 4

Reviewed: 1 September 2021



Colours of Dance

STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourself and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure all employees are well equipped to avoid hazards and contribute positively to effective Health and Safety at work

The policy will be kept up to date, particularly as I or our organisation change in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy and the way in which it has operated will be reviewed annually.

RESPONSIBILITIES FOR ALL STAFF

It is the responsibility of all staff to help maintain the safety and security of the pupils and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.

Each member of the teaching staff within the organisation has a duty to exercise care and attention with regard to their own safety and that of their pupils. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel within the building
- Observe all safety instructions and procedures incorporated in this document
- Report all potential hazards affecting Health and Safety to the Principal or, if appropriate, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book

COVID 19

The policy in this section should be used in conjunction with the UK.Gov laws and guidelines that relate to the provision of dance classes to children and the use of dance studio and community facilities. These are listed at the end of this section.

Colours of Dance take a cautious approach and our principle is to keep staff, parents/carers and students safe by taking action to reduce the risk of infection and transmission. We will work to do this through the following measures:

- **Reduction of people in the building:** The waiting room and changing rooms remain closed. Only CoD staff, CoD Volunteers and class participants may enter the building, plus one adult per



child for a child who needs assistance with personal care or requires the support of their parent being close by during class (by individual prior arrangement). The waiting adult must wear a mask and wait only in the area allocated to them.

During class hours, a temporary reception desk will be run at the entrance on the ground floor, and access to the building managed by a member of the CoD staff. No-one may enter the building during class hours without the permission of this staff member. Should the door be unattended at any time, a notice on the entrance door will advise student or visitor steps to take to enter safely.

Participants must arrive at the studios changed and ready for class under their street clothes as changing rooms are closed and students may not enter the building until 5m before their class starts. In difficult or exceptional circumstances a student may ask permission to use the toilet cubicle to change in prior to class.

- **Timetabling:** the timetable is arranged to reduce passing contact in corridors and on stairways. Time is included between classes to allow one cohort to leave before another arrives. The timetable will be closely monitored and adjusted as needed to support sensible flow of student groups in and out of the studios safely.
- **Symptom Check:** Each person wishing to enter the building or studio makes a verbal medical declaration to the teacher or member of staff. Anybody replying 'yes' to any question will be asked not to enter the building and to return home.
- **Ventilation:** where possible and safe to do so, doors will be held open on a wedge at all times that classes are in progress to increase natural air flow and reduce the need to touch the door. Windows on the stairs and in studios will be kept open to facilitate airflow when the weather is amenable. Comfort cooling & heating will only be used for short periods of time to support a safe environment (ie warm a room prior to class in winter, use the fan only to increase airflow during class when windows are open or to cool a room when dancers are affected adversely by physical exertion).
- **Hand sanitation:** Anyone entering the building should use the installed touch-free hand sanitiser and/or wash their hands with soapy water for a minimum of 20 seconds. Teachers should wash/sanitise their hands between classes, after the using the phones, stereo and register/recording tablets. Students finishing one class and going to another must use sanitizer between classes (and will be given time and directed to do so).
- **Wearing masks:** Teachers & dancers will not be required to wear masks but may choose to. Adults waiting in attendance will be required to wear masks at all times, unless they are exempt and can evidence this.
- **Staff clothing:** Staff should arrive at the studio showered and wearing clean clothing
- **Staff self-testing:** Teacher and staff are encouraged to self-test weekly or more often during term time to ensure that they are not asymptomatic carriers
- **Physical Distancing**
 - Students must wait outside the building until 5 minutes before their class is scheduled to start, or they are invited in, then complete the medical declaration and proceed straight to their studio.
 - Students under age 5: may be accompanied by one adult by prior arrangement, who must remain in the assigned waiting room for the duration of the class.
 - Classes may be split in order to ensure physical distancing is possible and in response to govt guidelines: attendance on site may be rotated through the class so students can take it in turns to attend face to face if they wish. Students will be advised in advance if this is necessary and supported in managing the process
 - Teachers will guide students and modify lessons and groupings (taking turns) within class to ensure that appropriate physical distancing is supported. Brief (less than 30s) Hands-on correction is allowed when necessary for the student and with the student's permission. Teachers will hand sanitise after such correction is given.



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- **If someone falls ill whilst on the premises.** That person will immediately be taken to the 2nd floor changing room and isolated from the current cohort. All teachers are trained First Aiders, and will treat the sick person appropriately as the situation applies.
- **Report of Covid 19 case confirmed among the student/parent/teaching body** – if a case of Covid 19 from someone in the building is reported, this will be reported to everyone who might be affected according to the prevailing advice on contact tracing. If required, staff will self-isolate and amendments to the teaching schedule will be made – including a temporary re-instatement of teaching by zoom for affected classes/teachers during any self-isolation period.
- **Venue Check in** – every person entering the building must leave contact details via school registration or check in using the NHS contact tracing app, or completing the manual form at entry.
- **No payment in person or cash can be received:** All payments must be paid via the Colours of Dance online portal or by telephone.
- **Second hand uniform will be available only by prior request** by phone or email and distributed to the student via class. Items may be tried on at home or in the studio and returned if not appropriate. Returned items will be left untouched for at least 24 hours before being returned to the cupboard or offered to someone else.
- **Enhanced Cleaning:** High Contact points touched by dancers and staff will be wiped with disinfectant wipes between groups/classes and at the end of each day. The floors of studios will be mopped between classes when floor work has been conducted, and at the end of each day.
- **Signage:** visible and appropriate signage to remind everyone to maintain space and hygiene
- **Disinfection:** The building will be thoroughly cleaned and disinfected regularly. Wherever possible, we will use disinfectants that are labeled as bactericidal, virucidal and fungicidal.
- **Late pick up:** a student may be asked to wait by the door with a member of staff, or in an empty studio if their parents are late to pick up

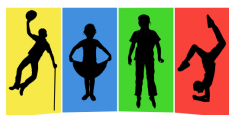
Inclusivity during the Pandemic

To consider the needs of all registered students, provision for digital content or remote access is in place for all classes, and when a student is required to self-isolate or is impacted by the pandemic in such a way that they cannot attend a class in person, they may contact the studio and ask to attend remotely via zoom. This must be arranged in advance of the class and may only be put in place for pandemic-related reasons.

Remote access to a class is arranged through the student portal and may only be activated by a school administrator.

Dancer Protocol

- Be dressed in dance attire before you travel to the studio, with your hair done properly.
- Please be outside the building ready to complete your medical declaration 5-10 minutes before the scheduled start time of your class.
- Sanitize your hands before entering the studio (using the wall mounted sanitizer)
- Go directly to the studio; dressing rooms will remain closed. Bring any dance items you need with you
- Remove your street shoes at the door of the studio and pick them up to carry in
- Place any bags or shoes in the studio under the barre in the space you are directed to by your teacher.
- Maintain a reasonable 1+m apart at the barre and in the centre. Follow any taped markings and your teacher will advise and help you
- Do not hug or touch any fellow students or teachers.
- Bring your own water; the water fountain is closed for use.
- There will be no use of props unless a student can supply their own.



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- Your teacher will advise you on leaving one by one and escort you to the stairs to leave one by one and meet your parent (where relevant) outside.
- If your parent is late to pick up, we will show you to a safe place to await their arrival.

This policy has been created for users of the Cambridge Dance Studios and students of Colours of Dance School attending classes in these studios. Where Colours of Dance classes are conducted on other premises, the protocols in force at those premises will be followed where they are equal to or stricter than these above. Where Colours of Dance feels the protocols are inadequate or less than the protective processes details here, we will apply the standards listed here to our classes in other premises and will advise students/parents of that detail.

Keep in mind that these guidelines will be in effect during the period of the COVID-19 pandemic and may be adjusted as necessary, and they will be reduced when safe to do so. The success of this policy will only be achieved if every individual supports it. Anyone not abiding by the policy may be asked to leave the building immediately. If a member of staff is abused, verbally or otherwise, when attempting to enforce this policy, the registration of that person may be cancelled immediately by the Principal. If a student, parent/carer or member of staff feels that any element of this policy or implementation of a process is inappropriate or unfair, then they should report this concern to the Principal in writing or in person.

Further resources:

Updated 17 August 2021:

For Facilities: <https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators>

For Out of School Settings: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>

For Parents: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

General Advice: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

ACCIDENTS AND FIRST AID

All accidents are to be reported to the Principal or, if appropriate, the designated Health and Safety Officer and recorded in the accident book.

Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately.

If at all possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. Unless it is irrelevant, ask the child



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if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone **101** or the emergency services.

Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

- you know about any injury and do nothing to make it worse
- physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development
- you do your best to stay in sight of other adults
- If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

SAFETY CHECKS

Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its safety. In addition, care must be taken in:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Use of safety mats - where appropriate, safety mats to be used appropriately
- Equipment use - when using equipment, ensure that pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

Dance Studio

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits –ensure doors are exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose



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Pupils

- Ensure all pupils are wearing appropriate dance wear/uniform and footwear to minimize accidents or risk
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

FIRE SAFETY

We operate a no smoking policy in its premises. All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Principal, or the Health & Safety Officer, practiced at least annually and records maintained by the Principal or Health and Safety Officer of the evacuation time.

Fire alarm points have a regular operational check, ensuring each point is operated in turn over an annual period.

The Principal or Health and Safety Officer, or in her absence a member of staff, will complete a roll call and liaise with Fire Service personnel.

FIRE EVACUATION PROCEDURE If you discover a fire

- In the event of discovery of a fire, activate the fire alarm.
- Your main responsibility is to help supervise the safety and orderly evacuation of pupils and any other people in your vicinity. Keep calm. Try to keep others calm.
- Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.

In the event of hearing the fire alarm

You are responsible for yourself and the pupils in your class.

- Evacuate pupils in your class from the building immediately on hearing the alarm by using the nearest fire exit. If possible take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line
- The designated Health and Safety officer will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Health and safety Officer
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer

SECURITY POLICY

Colours of Dance takes the safety and security of all its staff, students and parents/carers when on the premises or in class very seriously. It is our intention that Colours of Dance should feel safe & secure for everyone in the school.

Teachers are primarily responsible for the safety and security of the students in their classes, and ensuring that young students are met by an appropriate adult to be escorted home at the end of a class. We aim to provide reception services during times when the timetabled classes are for younger children or vulnerable students to support this too, but we are not able to guarantee that a



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member of staff additional to the teacher is available at all times. Therefore individual teachers as part of their risk assessments may make specific and individual provision for a class or students to ensure their safety and security, at their discretion. Anyone with concerns may raise these with the Principal, who will be pleased to address them.

Anyone wishing to enter the premises who is not a registered student or that student's parent/carer must be escorted by a member of staff.

Any unidentified person seen on the premises must be reported to the Principal, Associate Teachers or office staff immediately.

The entrance lobby is monitored by closed circuit camera. The provisions for this recording device may be found in policy Appendix 4a of the Colours of Dance Handbook.