

**Putnoe Heights Church and Church Centre
Putnoe Heights
Bedford
MK41 8EB**



Dance Hall: Putnoe Heights Church Centre		Reference: BAoD PHC - Church Centre
Address: Putnoe Heights, Bedford. MK41 8EB.		
Key Contacts	Role	Contact No.
Hannah Darcy	Dance Director	01234 358054 / 07799 677301
Hannah Darcy / Dona Greco	Dance Teachers	01234 358054
None	Dance Assistant	-
Krystyna Ogborn	Church Office Manager	01234 365630

Covid 19 – Return to Dance

Introduction

Bedford Academy of Dance, 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 Putnoe Heights Church 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.

Location

Putnoe Heights Church has set out its own specific requirements for use of their facilities and this guidance document has been written to ensure we follow their specific requirements.

If we do not follow their guidelines, it may result in access to the Church Centre 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. All dancers must wear some form of footwear during their lesson. This could be ballet shoes, dancing socks, tote socks or something similar. Your child can wear normal trainers or shoes and carry their dance footwear in a bag and change them inside the hall. For younger children, Teaching Staff / Assistants will help them to change their footwear at the start and end of each lesson.
3. Teaching Staff / Assistants will be wearing masks at all times, apart from when carrying out physical dance movements.
4. If any props are required for lessons, children must bring their own with their name detailed on the prop.
5. At the end of the class, children will collect any belongings and wait to be escorted by the Dance Teacher to the exit for collection.
6. All children **under** the age of **eleven** years old, do not need to wear a mask.
7. Children **over** the age of **eleven** will be required to wear a mask, except when dancing (see below).

Dancing / Lessons

1. Your child will be required to wear a mask, if they are over the age of eleven, when arriving at the lesson.
2. During the lesson, masks will be removed, as dancers will be socially distanced using ground markers to ensure reasonable social distancing is maintained.
3. If your child requires to use the toilet in the lesson, Teaching Staff / Assistants will take them to and from the toilet one at a time.
4. 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.
5. All props that are required 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.
6. Your child can bring water in to the lesson in their own labelled, water bottle. See Welfare Facilities for more details.
7. No food or snacks will be consumed on site by children during lessons. See Welfare Facilities for more details.
8. 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.

Safe Access Procedures

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

Access will always be through the main doors to the Church from Putnoe Heights as shown below. Egress will be through the wooden side gate to the left of the main entrance.



Main Door Entrance



Exit – Side Entrance

Access

1. All children will arrive and enter through the main door on Putnoe Heights 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 main hall for their lesson.
3. No parents / guardians will be allowed access to the Church / main hall 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 and to comply with the requirements of the Church, please do not stand outside talking to other parents / guardians.

Egress

1. The pick-up point is located to the left of the main entrance at the wooden gate. Parents / Guardians are to wait outside in the front car park area to ensure safe distancing protocols are maintained. Please be aware of vehicle movements.
2. All children will exit the hall through the side entrance leading to the wooden gate. Do not approach or come into the Church, please wait for your child to come out to you.
3. Only Teaching Staff will be allowed back through the wooden gate to re-enter the Church hall.
4. No parents / guardians will be allowed access into the Church to pick up their child.
5. If there is inclement weather, then please ensure you bring umbrellas and your child will be escorted to you under protection direct to you.
6. Please ensure you arrive in plenty of time to pick up your child to avoid disruption to the egress procedures.
7. 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 Miss Hannah prior to the beginning of the term, 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 Miss Hannah 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.

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.

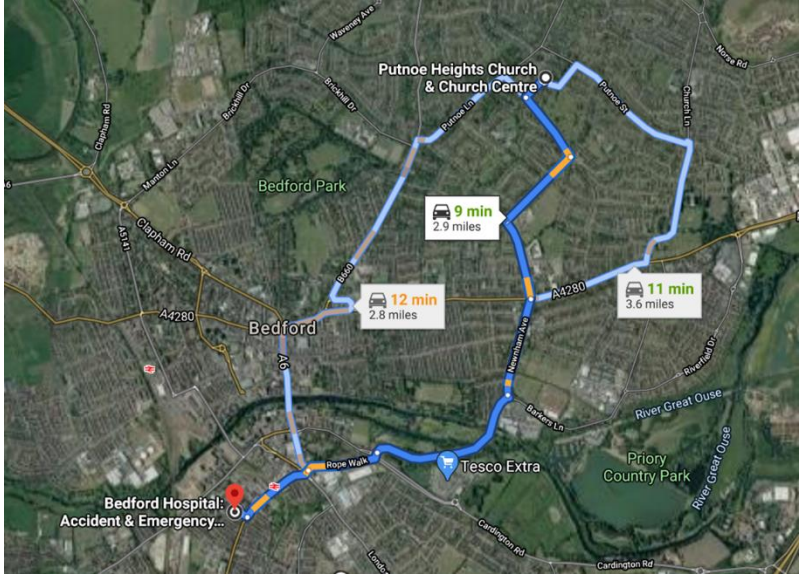
Communication with the emergency services will be managed by the Church on-site staff / dance teaching staff with the local emergency services, as required. Parents / guardians will be informed as soon as possible to organise pick up if the situation is not resolved and access back into the building is prohibited.

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



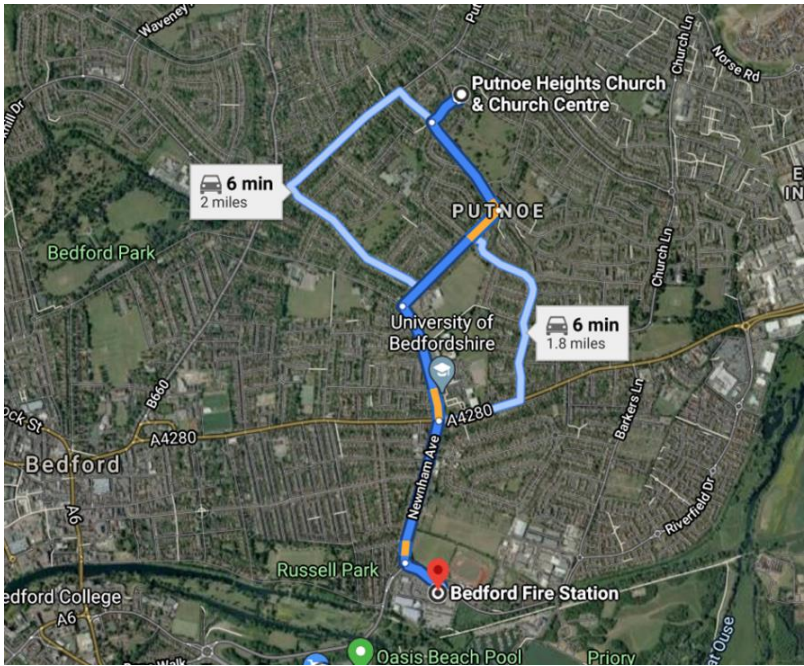
Fire Safety

Arrangements are covered by the relevant on-site fire and emergency plan provided by Putnoe Heights Church, 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 for use as agreed with the Church. These facilities include toilets and sinks for washing / sanitisation.

No eating will be allowed on site. 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 Bedford Academy of Dance in the hall for use at all times for the dancers.

Covid 19 – Risk Assessment

Document No:	BAoD RA – PCC
Revision:	0
Date:	10/08/2020
Next review:	31/08/2021

Risk Assessment – Putnoe Heights Church - 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 on site staff.	<ul style="list-style-type: none"> Follow all procedures / guidance as set out in this document. Follow Government advice for Covid 19 and do not put yourself , family members or Dance Staff at risk if you think anyone has symptoms. 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. 	3	3	9	<p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours 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. 	
Access / Egress	Cross Contamination resulting from not following guidance.	Staff, Dancers, on site staff and family of dancers.	<ul style="list-style-type: none"> Follow procedures for dropping off and picking up your child at the correct access / egress points. Consider the Government social distancing rules when waiting outside prior to and at the end of the lesson. Ensure you explain the requirements of the procedures to your child so they understand why you cannot come into the lesson with them. 	3	2	6	<ul style="list-style-type: none"> Ensure your child is dressed and ready to attend lesson. Entry to the church / hall is strictly prohibited for parents / guardians. Please do not try to gain access if you arrive early. 	
Medical Needs, Conditions and Medication.	Ill effects to a current condition or exposure to predisposed or underlying conditions.	Staff, Dancers, on site staff and family of dancers.	<ul style="list-style-type: none"> Discuss, as soon as possible, with Staff if your child has specific medical needs, issues or medication that they need during their lesson. Do not attend lessons if you or a family member is self-isolating or shielding. Inform teaching staff of the situation. If a medical emergency occurs during a lesson you will be informed of the situation as soon as is practicable and given further information. 	3	3	9	<ul style="list-style-type: none"> If you are feeling unwell, get a test and do not leave home for at least 10 days. If you have recently been in a country affected by the virus, you may need to be quarantined. Check the travel advice pages for that country and report it to 	

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Hazard	Effect	Who is at Risk	Control Measures	Risk Rating with Controls	Further Actions/ Comments	Manager Initials
			<ul style="list-style-type: none"> Ensure you raise any other medical issues or concerns for your child with Teaching Staff. 	<div style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black; margin-right: 5px;"></div> <div style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></div>	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. 1	Non-Reportable injury, minor loss of process or slight property damage. 2	Reportable Injury, moderate loss of process or limited property damage. 3	Major injury, single fatality, critical process loss or critical property damage. 4	Multiple fatalities or catastrophic business loss. 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