



Bluebell School of Dance and Performing Arts

Bluebell School of Dance and Performing Arts is a community-based dance and performing arts school for children up to age 18. It has currently around 130 students and runs around 40 classes per week term time at 4 community centres.

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the Covid-19 coronavirus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, the government advises there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

The government's priority is for us to deliver face-to-face, high quality provision to all children. Working closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) the guidance for out of school settings has been revised.

We have used current government guidance¹ and best practice guidance from our industry supporting bodies (NATD² and One Dance UK³) to inform our decisions and control measures. We have also consulted with our workers (teachers and volunteers) on health and safety by listening and talking to them about the work we do and how we will manage risks from COVID-19.

Bluebell School of Dance has undertaken a risk assessment to

- Think about the risks to our workers (teachers, managers & volunteers) and our customers (students & parents) and how we can do everything reasonably practicable to minimise them, while recognising we cannot completely eliminate the risk of COVID-19.
- Addresses the risks of COVID-19, by identifying sensible measures to control the risks in our dance classes and in the environments we use to conduct them.

¹ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities> & <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>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

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

² www.natd.org.uk

³ <https://www.onedanceuk.org/programme/return-to-dance/>



This document details the people who might be harmed, the controls required to minimise the risk of that occurring and any additional controls which are necessary. It will inform detailed procedures for conducting our classes as safely as possible. This document replaces our previous COVID-19 Risk Assessment.

In all our considerations of risk due to COVID-19 we have referred to the basic principles in all Government guidance:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Group sizes, parental attendance and use of face coverings
4. Keep occupied spaces well ventilated
5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Additionally we will continue to mitigate risk by continuing some previous measures to reduce contact where appropriate e.g. working from home and safe use of our dance spaces.

Updates to this Risk Assessment

DATE	SECTION	CHANGE



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What are the hazards?	Who might be harmed?	Control required	Additional controls	Action by whom?	Action when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Teachers • Managers • Students • Parents of students • Volunteer helpers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p>Working from home where possible</p> <ul style="list-style-type: none"> • Where possible all communications will be electronic (email/social media/website) • Invoicing will be by email with payment by BACS • It will be encouraged to purchase dance wear by email with payment by BACS. Uniform returned will be quarantined for 72 hours • Team meetings will be virtual. 	<ul style="list-style-type: none"> • Support the well-being of those working from home through regular contact. 	Bluebell Team	Ongoing	



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Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Teachers • Managers • Students • Parents of students • Volunteer helpers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p>Ensure Good Hygiene Measures for Everyone</p> <ul style="list-style-type: none"> • Gel sanitisers to be used on entry to any venue where classes are taking place. • Hand washing facilities to be used if practical option to do so e.g. in toilets. When hand washing is the chosen option hand washing guidance to be followed⁴ and paper towels used for hand drying⁵ • No unnecessary items to be brought into the any venue where classes are taking place e.g. where possible to leave outdoor coats/shoes with parents or place in a bag. 	<ul style="list-style-type: none"> • Communication with all students and parents about the importance of hygiene measures and how these will be implemented at dance classes. Taking all reasonable steps to ensure this information is shared with the entire Bluebell community through use of all communication methods available including our website and considering groups less likely to participate and/or with particular needs to be addressed. • Students to be reminded regularly on the importance of good hygiene, hand-washing and use of hand gel. • Students to be reminded regularly to follow “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. • Posters to be displayed to remind all coming to venues where classes taking place of the points above (unless already on display in those venues) 	Bluebell Team	On return - then ongoing	

⁴ <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

⁵ <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>



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Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Teachers • Managers • Students • Parents of students • Volunteer helpers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p>Maintain Appropriate Cleaning Regimes</p> <ul style="list-style-type: none"> • Minimising contact with objects and surfaces that are touched regularly in areas of high use such as fixing doors open where feasible and safe. • When using shared objects e.g. ribbons & scarves and other props, clean after the session by laundering or steaming. • Sanitising the floor at the end of a session before any other user uses the venue. • Sanitising regularly surfaces that are touched regularly particularly in areas of high use such as door handles, ballet bars/chairs using appropriate cleaning products and methods. • Ensuring sanitising, including sanitising the toilets, takes place at the end of the session before any other user uses the venue. Dispose of any cleaning materials we have used and cleaning the floor. 	<ul style="list-style-type: none"> • Training of staff in the detailed procedure for each venue of what must be cleaned and when, including the dance space, reception areas, kitchen and toilet facilities • Communication with all students and parents about the importance of hygiene measures and how these will be implemented at dance classes. Taking all reasonable steps to ensure this information is shared with the entire Bluebell community through use of all communication methods available including our website and considering groups less likely to participate and/or with particular needs to be addressed. 	Bluebell Team	On return - then ongoing	



What are the hazards?	Who might be harmed?	Control required	Additional controls	Action by whom?	Action when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Teachers • Managers • Students • Parents of students • Volunteer helpers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p>Group sizes, parental attendance and use of face coverings</p> <p>For all our activity: Identify where there is increased risk due to group sizes or number of persons in a particular space and take the actions below to mitigate that risk.</p> <p>When in the dance class:</p> <ul style="list-style-type: none"> • Ensuring there is sufficient space for students within the dance class by controlling the number of students in the space at one time and using removable floor markers to define the space for individual students. • Managing traveling in the dance space to maximise the space between students and using side-to-side positioning for students wherever possible • Having clearly designated positions from which teachers and volunteers can teach. 	<ul style="list-style-type: none"> • Maintaining to our detailed plans for each venue of the appropriate number of students within the dance teaching space and how to use that space safely, including where the teacher and volunteers can stand. • Ensuring all mitigations and detailed plans are effectively communicated to teaching staff and are implemented • 	Bluebell Team	On return - then ongoing	



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What are the hazards?	Who might be harmed?	Control required	Additional controls	Action by whom?	Action when?	Done
		<ul style="list-style-type: none"> • Minimising personal contact (dancing together/ holding hands) for students over 5 years • Limiting the number of people in the dance space by only allowing students, teachers and volunteers in the dance class space. • Optimising the ventilation/air flow for all classes to ensure a fresh air supply is provided and increased wherever safe and possible by opening windows/doors. • When engaging in activities which involve shouting or singing implementing appropriate mitigation wherever possible e.g. being seated, facing away from each other, ensuring good ventilation and limiting the number of children doing the activity. 	<ul style="list-style-type: none"> • Communication with all students and parents about the importance of mitigation measures within the dance class and how these will be implemented at our dance classes. Taking all reasonable steps to ensure this information is shared with the entire Bluebell community through use of all communication methods available including our website and considering groups less likely to participate and/or with particular needs to be addressed. 			



¹ This not applicable to children under 5 years where social distancing measures are not generally being adopted and where intensity of activity is low.

What are the hazards?	Who might be harmed?	Control required	Additional controls	Action by whom?	Action when?	Done
		<p>When moving within the venue where classes taking place:</p> <ul style="list-style-type: none"> Controlling the flow of people in and out of the venue when students are dropped off and picked up, including where appropriate using more than one entrance and exit, one-way flows and eliminating as far as possible any areas of congestion ("pinch points"). Not encouraging parents (and their other children) to wait in the venue while their child is dancing. For any parents who have a legitimate reason to come into the venue, encouraging them to wear a facemask⁶. Teachers and volunteers to wear face masks when in consultation with parents or the space they are in is confined. Managing the use of toilet facilities so as far as possible, only one student is in the toilet at any one time 	<ul style="list-style-type: none"> Ensuring all mitigations and detailed plans are effectively communicated to teaching staff and are implemented Communication with all students and parents about the importance of mitigation measures within each venue and how these will be implemented. This to include procedures for dropping off and picking up. Taking all reasonable steps to ensure this information is shared with the entire Bluebell community through use of all communication methods available including our website and considering groups less likely to participate and/or with particular needs to be addressed. Using signage such as ground markings or being creative with other objects to mark out required social distance to allow controlled flows of people and to guide staff and customers coming into or leaving the building. If appropriate to have volunteers manage those flows of people. 	Bluebell Team	On return - then ongoing	

⁶ For pre-school children only one parent may wait in the designated waiting area if there is sufficient space but to be asked to wear face coverings.



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		<ul style="list-style-type: none">• Optimising the ventilation/air flow for all areas of the venue used to ensure a fresh air supply is provided and increased wherever possible and safe by opening windows/doors• Avoiding unnecessary use of and movement between spaces in the venue by not allowing use of changing rooms or kitchen facilities. Students will come to their classes in their dancewear and bring their own water bottle. Students will change their shoes in the dance space.				



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Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Teachers • Managers • Students • Parents of students • Volunteer helpers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p>Increased Awareness of Well-being of Staff and Participants</p> <ul style="list-style-type: none"> • Ensuring any staff member or participant who is clinically vulnerable is not obliged to participate • Ensuring volunteers have received all necessary information and training to assess if they wish to continue to volunteer with the mitigations in place at the school and to take their views in to account. • Ensure all staff are aware of symptoms of Covid-19 and know the correct course of action if an infection is suspected. • Keeping meticulous records of attendance in case they are required by Test and Trace and ensuring contact details are up to date. 	<ul style="list-style-type: none"> • Communication with all students and parents about who is considered clinically vulnerable to inform them in their decision about whether it is safe for them to participate. Taking all reasonable steps to ensure this information is shared with the entire Bluebell community through use of all communication methods available including our website and considering groups less likely to participate and/or with particular needs to be addressed. • Ensuring all mitigations and detailed plans which affect their participation are effectively communicated to volunteers • Ensuring detailed procedures about what to do if a case of Covid-19 is suspected are effectively communicated to teaching staff and are implemented. 			