

COVID-19 RISK ASSESSMENT

At Bright Ballroom the safety of our students, their families and our staff is paramount. We have compiled the following safety points to help reduce the spread of COVID-19. Please ensure that you and your children adhere to these safety points at all times so that we can limit the spread of COVID-19 and keep dancing! If you have any questions please do not hesitate to contact one of our principals. Please note that all Bright Ballroom staff are educated in the current government guidelines in relation to preventing the spread of COVID-19 in our setting, all of which can be found at:

www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities

1. Please follow all instructions/signs at the hall regarding hand sanitising and social distancing. Please wash your hands when you enter and before you leave the hall.
2. Our staff will clean hard surfaces, for example chairs, and toilets before classes and lessons and clean them after use.
3. If you or your child are experiencing symptoms of COVID-19 please do not attend class! All the information regarding coronavirus symptoms, what to do if you think you might have coronavirus and how to get tested can be found at <https://www.gov.uk/coronavirus>. If you or your child tests positive for coronavirus please follow the government rules regarding self isolation. Please be assured that any fees for classes which your child cannot attend or classes which are cancelled as a result of COVID-19 guidelines will be fully refunded.
4. Track and trace – we will be keeping a record of everyone who has entered the hall for the propose of providing this information to the government’s Track and Trace process should this be required.
5. One way system – will be in place when private lessons are in progress. The entrance and Exit will be clearly marked and our staff will direct you. Students will enter at the usual entrance at the front of the hall and exit via the side fire exit door.
6. Drop off and Pick up – For our children’s classes drop off and pick up will take place OUTSIDE the hall. Please drop your child at the door with our staff member and remember to queue 2 meters apart should you need to. At pick up our staff will dismiss the children one at a time. For private lessons, we ask that spectators are kept to an absolute minimum.
7. Please arrive on time for lessons and classes and not early to avoid queuing and congestion. Time will be given to change into appropriate dance shoes once inside the hall.
8. At this time, there will be no changing at the hall besides shoes. Please arrive wearing your uniform/dance attire.

9. Our staff are always here for you should you need to chat face to face but please call ahead so we can arrange this at a set time. Class drop-offs and pick-ups are busy times and we need to keep traffic to an absolute minimum so please be aware that staff will not be able to have discussions with you at these times.
10. Music will be played at a low volume to avoid the need for people to raise their voices to speak. Please keep speaking during classes or whilst spectating to a minimum.
11. In line with government guidance, face coverings are not required to be worn by dancers. If you are spectating a private lesson please wear a face covering inside the hall.
12. Dancers will remain 2 meters apart during classes and individual dance “zones” will be marked on the floor.
13. At this time, the kitchen will be “out of bounds” so please bring enough refreshments with you for the duration of your class/lesson.
14. Please use the toilet before arriving at the hall. When toilet breaks are necessary please close the toilet seat before flushing and be advised that we will limit the number of toilets in use to assist with cleaning.
15. All students/parents will be contacted prior to their class/lesson to discuss these safety points and emailed a copy of this Risk Assessment.

Thank you from everyone at Bright Ballroom for your continued Support!