

# Risk Assessment Method Statement - Bodywork Company Dance Studios

Reference Number: BWDS RAMS 003

## Introduction

The following method statement outlines the safe system of work implemented for staff involved in the delivery of all activities at Bodywork Company's Glisson Road Studios, specifically during the COVID-19 pandemic.

The company has also implemented additional control measures in accordance with government guidance and outlined below to enable participants to attend classes safely during the COVID-19 pandemic.

<b>Address:</b>	25-29 Glisson Road Cambridge CB1 2HA	Tel: 01223 314461 Email: admin@bodyworkds.co.uk	
<b>Classes:</b> All classes and meetings inclusive of Bodywork Theatre School, Performing Arts and adult classes.			
<b>Assessment Carried out By:</b>	Emma Kerr	<b>Position:</b>	Safeguarding Lead
<b>Date of Assessment:</b>	15 <sup>th</sup> April 2021		
<b>Date of Review:</b>	1 <sup>st</sup> June 2021 Government Guidelines pending		
<b>Monitored By:</b>	Sonya Segrave Thai Kerr-Charles	<b>Position:</b>	Operations Coordinator Senior Administrator
<b>Summer Term 2021 Period: 11 weeks</b>	<b>Method Statement</b> 19/04/2021 – 09/07/2021		
<b>1.1 Travelling</b>	<ul style="list-style-type: none"><li>All students, visitors and staff are asked to travel to and from Bodywork avoiding public transport where possible.</li><li>Where travel by public transport or taxi cannot be avoided, masks must be worn and hands sanitised after leaving the vehicle and entering the building.</li><li>There is no onsite parking available.</li></ul>		
<b>1.2 Arrival</b>	<ul style="list-style-type: none"><li>All international students must follow the current Government Guidelines for travel procedures and quarantine regulations.</li><li>All students should take a LFT Covid-19 Test twice a week and provide results.</li><li>On arrival, all building users are directed to wait in the queuing system laid out on the floor of the carpark.</li><li>Theatre School students are to arrive no earlier than 15 minutes before their class.</li><li>Hand sanitiser is provided outside Bodywork reception door and visitors are reminded to sanitise their hands before entering the reception area.</li><li>Staff will call those queuing into the reception area in turn.</li><li>All students and visitors over the age of 11 are to wear face coverings on entry into the building and all communal areas.</li></ul>		

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	<ul style="list-style-type: none"> <li>Phone numbers and names are to be recorded of all visitors attending.</li> <li>Performing Arts students to sign in on arrival as usual.</li> <li>Teachers should report to reception on arrival. Names and mobile phone numbers are to be recorded for track and trace purposes.</li> <li>Parents/guardians of Theatre School children are asked to drop off and pick up their children outside the carpark doors.</li> <li>Parents/guardians are not permitted to enter the building.</li> </ul>
<b>1.3 Declaration of Good Health</b>	<ul style="list-style-type: none"> <li>Reception staff are to advise visitors and staff that by entering the Studio they confirm they feel well and have felt well for the last 14 days and showing no Covid-19 symptoms.</li> </ul>
<b>1.4 Safe Social Distancing</b>	<ul style="list-style-type: none"> <li>The floor inside the building is clearly marked and signs directing students and visitors are positioned in prominent locations.</li> <li>All students, visitors and staff are to maintain social distancing at all times throughout the whole building.</li> </ul>
<b>1.5 Footwear</b>	<ul style="list-style-type: none"> <li>All Theatre School and adult class attendees are to remove their footwear and leave them outside studios against the wall. Footwear that is class specific to be taken on and off in the studio.</li> </ul>
<b>1.6 Changing</b>	<ul style="list-style-type: none"> <li>Changing facilities are not in use to Theatre School and Adult Class attendees. We ask all these users to be ready for class prior to arrival.</li> <li>All building users are asked to only bring essential belongings into the building.</li> <li>Adults are permitted to take bags into studios.</li> <li>Teaching staff are to ensure these do not create trip hazards.</li> </ul>
<b>1.7 Welfare</b>	<ul style="list-style-type: none"> <li>Hand sanitisers are located at every doorway.</li> <li>Wipes and hand wash will be available in studios and at touch points through the building.</li> <li>The coffee bar and facilities are not in use.</li> <li>Building users may fill a large bottle from the water fountain.</li> </ul>
<b>1.8 Classes</b>	<ul style="list-style-type: none"> <li>Class sizes will not exceed the number of marked boxes. There are squares marked out on the floor of the studio to include the class teacher.</li> <li>The class teacher should wear a face covering and face away from the class as much as possible.</li> <li>Face coverings should be worn by students in all dance class settings. Mask wearing in singing/acting classes is mandatory when not singing/acting.</li> <li>Music MUST be kept at a low level to avoid unnecessary shouting.</li> <li>The teacher is not to give physical correction to members of the class.</li> <li>Partner work is not permitted in any classes. Mat work is permitted. When mats are used they must be cleaned after.</li> <li>The teacher is responsible for ensuring a safe working distance is maintained throughout the class. Social distancing MUST be monitored during corner/travelling work.</li> <li>The teacher has overall responsibility throughout the class to implement the Covid-19 restrictions.</li> </ul>

<b>1.9 Cleaning</b>	<ul style="list-style-type: none"> <li>The Bodywork building is cleaned and sanitised throughout.</li> <li>All shared surfaces such as the ballet barres, door handles and light switches are to be sanitised throughout the day.</li> </ul>
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<b>2.0 Risk Assessment Introduction</b>	A Qualitative Risk Assessment is a formal and systematic risk analysis approach in deciding whether a risk is low, medium or high. This form of risk rating is used to determine which hazard should take priority over another in terms of deciding what to do and when.			
<b>2.1 Risk Analysis Matrix</b>		<b>Consequences</b>		
	<b>Likelihood</b>	1 = Minor	3 = Moderate	5 = Severe
	5 = Likely			
	3 = Possible			
	1 = Unlikely			
<b>2.2 Acceptability of Risk Guidelines</b>	<p>e.g. 5 (likely) x 3 (Moderate) = <b>Intolerable Risk Level</b>. Immediate action required.</p> <p>e.g. 1 (Unlikely) x 5 (Severe) = <b>Tolerable Risk Level</b>. Risks must be reduced so far as is practicable.</p> <p>e.g. 3 (Possible) x 1 (Minor) = <b>Broadly Acceptable Risk Level</b>. Monitor and further reduce where practicable.</p>			

Risk Assessment – 003 Summer Term 2021	Bodywork Company Dance Studios Cambridge
<b>Hazard:</b>	COVID-19 Coronavirus – transmitting or infection from
<b>Risk Rating (no control measures):</b>	<b>3 (possible) x 5 (Severe) = 15 - Intolerable Risk Level</b>
<b>Persons Affected:</b>	Staff, students and visitors
<b>Existing Control Measures:</b>	<ul style="list-style-type: none"> <li>Students, visitors and staff to travel to work alone and minimise the use of public transport as much as possible.</li> <li>Those travelling to Bodywork by public transport or taxi are to wear masks and sanitise hands on leaving the vehicle, before entering the building.</li> <li>Onsite parking has been suspended.</li> </ul>

	<ul style="list-style-type: none"> <li>• The IT suite is a designated changing area for Performing Arts students only. Bags can be stored in this location.</li> <li>• Welfare facilities are reduced; food and drink preparation and storage facilities are not available.</li> <li>• Signage displaying instructions on visitor queuing is positioned in clear view.</li> <li>• The car park floor has been marked out in a queuing system to help maintain social distancing between students and visitors.</li> <li>• All building users are asked to sanitise hands with sanitiser provided, on arrival before entering the reception area. Signage for frequent hand washing throughout building.</li> <li>• Theatre School and Adult class attendees are asked to leave footwear outside studios in the designated area advised by teaching staff.</li> <li>• The floor inside the building has been marked to enable visitors and staff to maintain social distancing.</li> <li>• Toilets cubicles are reduced to maintain social distancing.</li> <li>• All class start and finish times are to be staggered to reduce crowding in corridors, stairways and reception.</li> <li>• Studio doors are to be wedged open for additional ventilation and to avoid touching of door handles.</li> <li>• Air Conditioning usage to be regulated and monitored.</li> <li>• Class sizes reduced allowing sufficient room for individuals to maintain social distancing from others.</li> <li>• Building users over the age of 11 are strongly encouraged to wear face coverings during dance classes. Face coverings are mandatory in all communal areas of the building.</li> <li>• Face coverings are mandatory in singing/acting classes while not singing/acting.</li> <li>• Class teachers are advised wear face visors while teaching.</li> <li>• Class teachers are to face away from the class when teaching.</li> <li>• The class teacher is not to physically correct members of the class.</li> <li>• Travel work can only be carried out when other members of the class are at a safe distanced to do so and it must be safely managed by the teacher to maintain social distancing.</li> <li>• Volume on stereos must be limited to reduce need for teachers to raise their voices. Staff may be told to turn their music down.</li> <li>• Teaching staff are responsible for ensuring social distancing can be maintained by all class members. Where this is not possible, the class must be suspended and incidents reported to reception staff.</li> <li>• Office desks to have Perspex screens between office occupants, staff to have own sanitiser for personal use around desk and computers.</li> <li>• Offices have hand sanitisers at entry points, staff responsible for cleaning touch points, door handles, windows etc.</li> <li>• Professional Cleaning contractors to clean the building daily and cleaning and sanitisation to maintained throughout. Cleaning monitored by Operations Coordinator.</li> <li>• <b>Teachers are responsible for safeguarding of participants at all times during classes.</b></li> </ul>
<b>Risk Rating (residual risk):</b>	<b>3 (unlikely) x 5 (Severe) = 5 – Tolerable Risk Level</b>

**Staff**

I have read, understood and will adhere to this RAMS

Print	Sign	Date