

A safe workplace for dance: Health & Safety Protocols for working in DanceHouse; Risk Assessment & Checklists

Version 4 – 21 July 2020

1) Dance House Protocols

Please know that these protocols, risk assessment and checklists are for your own safety and to ensure your safety, as well as that of Dance Ireland staff and cleaners. It is our responsibility to create a safe place of work and it is your responsibility to follow these protocols and maintain this safe working environment for all. Keeping DanceHouse open will require more work from all of us, and therefore there cannot be exceptions to the requirements below. This is a working document, guidance around Covid-19 is updated frequently and therefore Protocols may change as things progress.

CAPACITIES	Small Studio	Medium Studio	Large Studio
July	2	4	6
August	3	8	12
September onwards	4	12	20

a) Booking

- i) Confirmation of number of attendees required when booking. No extras will be permitted, unless confirmed in advance (strict capacities must be maintained).
- ii) Contact details (phone or email) is required for the lead person who will be in DanceHouse on the day (for contact tracing). The lead person is required to have contact details of all those in their group.
- iii) Half day booking minimum (due to additional cleaning requirements).

b) Entry & Exit

- i) We are operating a staggered entry and exist process and you will be allocated a time slot in advance of your arrival. Your whole group must arrive and leave within the same time slot and no additional people will be permitted during the day unless confirmed in advance. Arrival times will be from 8.30am-10am.
- ii) There will be a queuing system outside of the building to ensure distance between those waiting for entry.
- iii) We all want to return to a time when we can have casual chats with staff and other users of DanceHouse as they arise. However, to reduce discomfort and anyone taking offense, please limit interaction with staff and other users to a few minutes.
- iv) We request that you wear masks when until you are in your studio.

c) Cleaning

- i) Each studio will be mopped and cleaned each morning.
- ii) A mop & floor cleaner, as well as cleaning spray and paper towels will be available in all studios. We recommended that you clean the studio before use and clean regularly used areas such as doors etc. every hour. Studios are to be left as found and must be cleaned and mopped by you after use.

- iii) All of the equipment that you used (tables, chairs, ballet barres etc.) needs to be cleaned by before you leave the studio.

d) Getting around the building

- i) Use of the lift is for those with mobility issues only (max 2 people at any one time). If you will require the lift, please notify us in advance of your arrival.
- ii) Groups must stay on their own studio floor and not travel to other floors during the day.
- iii) If multiple studios have been booked, your group still needs to act as if each studio is a separate booking, to reduce contact.

e) Breaks

- i) To reduce contact between your group and others, if you are leaving the building to go to the shops, please try and leave and enter the building as a group.
- ii) Specific areas around the building will be allocated to each group for breaks. Groups must stick to these areas only.
- iii) Kitchen on the 2nd floor is out of use.

f) Toilets & Changing Rooms

- i) Changing Rooms and showers are out of use. Please make sure everyone arrives in the clothes needed for practise.
- ii) Groups must only use the toilets on their own floor. These will be unisex.
- iii) Only one person from each group should visit the toilets at a time. This will increase the ability to physically distance in the bathrooms.
- iv) The toilets on the 2nd floor are reserved for staff only.
- v) The toilet on the Ground Floor will be reserved for patrons with mobility issues only.

g) Equipment & Props

- i) Any equipment (chairs, tables etc.) must be requested before arrival. No resources will be available unless booked in advance. The Venue Officers will not be free to bring anything to your studio during the day. Chairs and tables will be cleaned after each booking so will be in a locked store room during the day.
- ii) Please only request the exact amount of equipment that will be needed and no more. This will greatly reduce the workload for everyone.
- iii) Store room will be out of use. For bookings in July and August that cover a few days, small props may be left in the studios (as long as they do not restrict the cleaning of the studio).

h) Resource Room

- i) Pre-book your time in the room
- ii) Clean your desk and chair before and after use (cleaning materials will be in the room)
- iii) Give others in the room space. Maintain a 2m distance at all times
- iv) Preferably allow a 30 minute gap between meetings
- v) Be aware that the space is available for use at your own risk
- vi) Books are not available for review/loan
- vii) Max capacity is 9 for meetings
- viii) Toilets/kitchen/seating area on 2nd floor remain closed. Toilets are available on 1st or 3rd floors.

i) Physical Activity

i) As with all forms of physical activity, there is a high level of risk, particularly in terms of the transmission of Covid-19. It is the responsibility of the group leader and all members of the group to be aware of and minimise these risks. All bookings will require submission of a risk assessment in advance, and outline how these risks will be mitigated.

ii) As per Government guidance, you are advised to:

- wash your hands well and often
- cover your mouth and nose with a tissue or bent elbow when coughing or sneezing, and discard used tissue safely
- distance yourself at least 2 metres away from other people, especially those who might be unwell
- limit your contact with others when out and about
- keep your close contacts to a small number of people
- limit the amount of time you spend in direct contact with other people
- avoid crowded areas. If an area looks busy, go somewhere else or return at a quieter time
- wear a face covering in situations where social distancing is not possible
- keep a log of all of your contacts throughout the day

This guidance is as of **12th June 2020** and will remain in place until further updates from the government are issued, which will then supersede this guidance. All users of DanceHouse will be expected to adhere to current guidance and protocols when in the building.

iii) A conversation and agreement about consent is essential to ensure that all members of the group are in agreement and are comfortable with the activity.

j) What you need to do to make a booking

i) Contact info@danceireland.ie with your dates, studio preference and number of people.

ii) Risk Assessment – to confirm that you have risk assessed the work that you will be carrying out in the studio and that you have systems in place to manage your group while in DanceHouse (in addition to all of the precautions Dance Ireland has taken).

iii) Pre-Confirmation Checklist– to confirm you and your whole group have read these protocols, agree to abide by them and have insurance in place

iv) Pre-Arrival Checklist – to confirm that you and your group are not showing any signs of Covid-19 and that you have not been in contact with any known case.

2) Dance House Risk Assessment For: (download template [here](#))

Production:

Assessor's Name:

Company:

Assessor's Signature:

Date: Tuesday, July 21, 2020

Identify Hazards	Risks <i>Examples below are not exhaustive. Assess what you will be doing in the studio and what risks there may be</i>	Who might be harmed	SEVERITY OF HAZARD	LIKELIHOOD	RISK FACTOR	ACTION TO BE TAKEN (Controlling risks) <i>Please list precautions your group will take</i>	RESIDUAL SEVERITY RISK	LIKELIHOOD	RESIDUAL RISK FACTOR	Review Date
Covid 19	i.e. Contracting Covid-19 during rehearsal	All members of the group	5				5			
	i.e. Contracting Covid-19 during breaks	All members of the group	5				5			
	Other (i.e. a dancer with an underlying health condition)									

Please note that Covid-19 is a 5 on the Hazard Scale, even after all of your actions are taken.

Hazard Scale:	1 = Minor Injury	Likelihood:	1 = Unlikely	Risk Factor:	1-5 = Acceptable
	2 = Major Injury		2 = Possible		6-8 = Acceptable with close supervision
	3 = Serious Injury		3 = Quite Possible		9-15 = Unacceptable - needs reviewing
	4 = Single Death		4 = Likely		16-25 = Not allowed - Risk too high
	5 = Multiple Death		5 = Very Likely		<u>RISK FACTOR = LIKELIHOOD x HAZARD SCALE</u> Multiply the Likelihood by the number on the Hazard Scale

3) Pre – Confirmation Checklist (please [fill in online](#))

Pre-Confirmation Checklist	Yes/No
Have you and everyone in your group read and understood the Protocols?	
Have you provided us with the contact details of the lead contact (this person must be in DanceHouse with the group)?	
Do you have the contact details of all of those in your group?	
Are your numbers within the capacities set out?	
Please state this number:	
Have you completed the Risk Assessment and sent this to us, detailing the measures you and your group will take to maintain hygiene protocols and social distancing?	
Have you requested all required equipment (i.e. tables and chairs)? All equipment is in a locked room and nothing additional will be available on the day	
Have you sent us your public liability insurance?	
Do you have anyone within your group that has reduced mobility and requires the use of the lift? The lift is not to be used for any other purpose	
In advance of arrival:	
In advance of your arrival, you will be sent entry, exit and break times. Do you agree to adhere to these?	
3 days in advance of your arrival, you agree to send us the Covid-19 Symptoms checklist for your group.	
Agreement:	
Do you agree to abide by the protocols put in place by Dance Ireland for the creation of a safe workplace in DanceHouse?	
Do you understand that breaches of these policies by any one of your group will result in your contract being terminated?	

Signed:	Date:
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4) Pre-Arrival Checklist (please [fill in online](#))

This form must be completed and submitted to the venue three days prior to the start of your booking.

Name	
Job Title	
Organisation / Production	
Mobile No	
Email	
Date	
Names of all those in your group	

Please answer the following questions:

Do you or any of your group have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	Yes / No
Have you or any of your group been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?	Yes / No
Are you or any of your group a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)	Yes / No
Have you or any of your group been advised by a doctor to self-isolate at this time?	Yes / No
Have you or any of your group been advised by a doctor to cocoon at this time? Yes	Yes / No

If you answer Yes to any of the above questions you are strongly advised to follow the medical advice you have received, or you should seek medical advice if you have not already done so.

If at any time you or any of your group start to display symptoms of Covid-19 you should not come into DanceHouse. You should self-isolate at home and contact your GP promptly for further advice. Please also inform your line manager or Covid-19 Compliance Manager if this situation arises.

You should let us know if there are any other circumstances relating to COVID-19, not included in this form, which we may need to know about to allow your safe return to work.

Signed:	Date:
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5) New Cancellation Policy

If Dance Ireland cancels the booking due to a change in Government advice, such as going back to stage 3:

- Credit note for 75% of booking will be issued

If Dance Ireland cancels the booking in response to a critical incident or identification of a high level of risk:

- Credit note for 100% of booking will be issued

If the customers cancels the booking:

- Previous cancellation policy applies

6) Workspace considerations- keeping you and your team safe

- Have you considered how all members of your group will travel to and from DanceHouse and have you ensured that all those in your party are comfortable and willing to do this?
- Have you considered where all members of your group will be staying in Dublin and have you ensured that all those in your group have agreed to these arrangements?
- Will you need hand sanitiser or PPE for your group?
- Is there anyone within your group who has an underlying health condition or is in a vulnerable category?
- Do you have next of kin information for everyone in your group in case someone falls ill?