

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

Version 7 – February 24, 2021

## 1) Dance House Protocols

Please know that these protocols, risk assessment and checklists are 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 do change as things progress.

CAPACITIES	Small Studio	Medium Studio	Large Studio	Resource Room
Rehearsals. Operating as a professional workplace with social distancing and all other protocols in place.	4	10	14	9 (seated only)
Classes (Morning & Evening Classes) Students + teacher	3+1	8+1	12+1	N/A

### 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 are 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.

### 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 are between 8.30am-10am.
- ii) There is a queuing system outside of the building to ensure distance between those waiting for entry.
- iii) We request that you wear face masks from when you enter until you are in your studio.
- iv) 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.

### 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 is available in all studios. We recommended that you clean the studio before use (if you have a half day booking) and

clean regularly used areas such as doors, floors 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 1 person at any one time). If you 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) 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 are unisex.
- iii) Only one person from each group should visit the toilets at a time.
- iv) The toilets on the 2<sup>nd</sup> floor are reserved for staff only.
- v) The toilet on the Ground Floor will be reserved for patrons with mobility issues only.

#### f) Breakout areas & 2<sup>nd</sup> Floor

- i) Specific areas around the building will be allocated to each group for breaks/ lunches. Groups must stick to these areas only.
- ii) The 2<sup>nd</sup> floor including the kitchen is closed.

#### g) Resource Room

- i) This room is available for meetings or by booking 1 of 3 desks. Advance booking is required.
- ii) Clean your desk and chair before and after use (cleaning materials are in the room)
- iii) This is a shared space and is available for use at your own risk
- iv) Books are not available for review/loan
- v) Max capacity is 9 seated
- vi) Toilets/kitchen/seating area on 2<sup>nd</sup> floor remain closed. Toilets are available on 1<sup>st</sup> or 3<sup>rd</sup> floors.

#### h) 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, and equipment is in a locked store room.
- ii) Please only request the exact amount of equipment that will be needed.
- iii) Store room will be out of use. At levels 4 & 5, small props may be left in the studios (as long as they do not restrict the cleaning of the studio).

#### 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 require submission of a risk assessment in advance, to outline how these risks will be mitigated.

- i) **Risk Assessment:** Consider the ways you worked in the studio in the past which involved close contact between you and your dancers, or you and your class participants.
  - ii) Use the Risk Assessment to detail how you are going to take a different approach to being in the studio which will allow all to work and take class in a manner that avoids close contact. Be sure to include how you will communicate your approach to your dancers to ensure all feel comfortable in the space.
- 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
  - 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.
  - 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 **February 24<sup>th</sup>, 2021** and will remain in place until further updates from the government are issued, which will then supersede this guidance. All users of DanceHouse are 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](mailto: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](#))

Name:

Date: *Thursday, February 25, 2021*

Production (if relevant):

Company (if relevant) :

Hazards/Risks  Examples below are not exhaustive. Assess what you will be doing in the studio and what risks there may be and add to this list.	Who is at risk	SEVERITY OF HAZARD	LIKELIHOOD	RISK FACTOR	ACTION TO BE TAKEN  Please list actions your group will take to lower the likelihood of your risks	SEVERITY OF HAZARD	UPDATED LIKELIHOOD AFTER ACTION	UPDATED RISK FACTOR
i.e. Contracting Covid-19 during rehearsal	All members of the group	5	2	10		5		
i.e. Contracting Covid-19 during breaks	All members of the group	5	2	10		5		
Other (i.e. a dancer with an underlying health condition)								

Severity of Hazard	X	Likelihood of Hazard	=	Risk Factor
1 = Minor Injury		1 = Unlikely		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 Deaths	5 = Very Likely			

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

Please see page 5 for help on how to fill out Risk Assessment

**How to Fill Out a Risk Assessment – You can always call us on 01 8558800 if you need additional assistance filling this out.**

**Step 1: Identify and list your Hazards/Risks & who may be harmed**

eg. Contracting Covid-19 during rehearsal – all members of the group

**Step 2: Identify the severity of your Hazard/Risk using the chart below**

Please note: Covid-19 is always a Level 5 Risk

Severity of Hazard/Risk
1 = Minor Injury
2 = Major Injury
3 = Serious Injury
4 = Single Death
5 = Multiple Deaths

**Step 3: Identify the likelihood of your Hazard/Risk using the chart below**

eg. The likelihood of contracting Covid-19 during a rehearsal is 2, as it is possible.

Likelihood of Hazard/Risk
1 = Unlikely
2 = Possible
3 = Quite Possible
4 = Likely
5 = Very Likely

**Step 4: Find your Risk Factor**

**Risk Factor = Severity multiplied by Likelihood**

eg. Risk: Contracting Covid-19 during rehearsal

Severity: 5

Likelihood: 2

Risk Factor: 10 (5x2)

**Step 5: Assess your Risk Factor using the chart below**

<b>Risk Factor</b>
1-5 = Acceptable
6-8 = Acceptable with close supervision
9-15 = Unacceptable - needs reviewing
16-25 = Not allowed - Risk too high

eg. Our example scenario has a Risk Factor of 10, which is unacceptable and therefore needs reviewing

**Step 6: Review your Hazards/Risks if necessary**

If any of your Hazards/Risks have a Risk Factor of 9 or higher, they need to be reviewed.

To do this, you must outline the actions you will take to bring down the likelihood of your risk. You can then find your updated Risk Factor

eg. To bring down the likelihood of contracting Covid-19 during rehearsal, some actions to be taken could be: working socially distanced, minimising touch points, regularly washing hands/using hand sanitiser, wearing face coverings, following the guidelines put in place by Dance Ireland and the HSA, not sharing props, etc.

With these Actions in place, our example scenario can have an updated likelihood of 1, as it is now unlikely.

Remember: Covid-19 is always 5 on the severity scale.

Severity 5 x Likelihood 1 = Updated Risk Factor 5

<b>Severity of Hazard</b>	<b>X</b>	<b>Likelihood of Hazard</b>	<b>=</b>	<b>Risk Factor</b>
1 = Minor Injury		1 = Unlikely		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 Deaths		5 = Very Likely		

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

<b>Pre-Confirmation Checklist</b>	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 at all times)?	
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	
<b>In advance of arrival:</b>	
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 will need to send us the Covid-19 Symptoms checklist for your group.	
<b>Agreement:</b>	
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, 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.

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) 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 extra 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?