
Covid-19 Studio and Room Hire Guidelines

Policies and Procedures

bbodance July 2020 v1.1

Contents

Covid-19 Studio and Room Hire Guidelines.....	1
Policies and Procedures	1
1. Introduction	3
2. Scope.....	3
3. Definitions.....	3
4. Responsibilities	4
5. Obligations of bbodance in making the Facilities Covid-secure:	4
6. Obligations of Hirers in making the Facilities Covid-secure:	5
7. Employee Training and Acceptance of Responsibilities	6
8. Policy Review	6
9. Declaration.....	6

1. Introduction

The Covid-19 Studio and Room Hire Guidelines set out how bbodance controls and processes the guidelines imposed by UK government in relation to studio and room hire and use of hired facilities. The guidance is informed from a variety of sources including (but not exclusive to):

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

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Informed by these sources and with on-going reviews in real time and in accordance with feedback from Hirers, the guidelines aim to protect our Hirers, employees and other individuals as well as protecting the organisation.

All data held as a result of these Covid-19 related guidelines will be done so in accordance with the bbodance GDPR Policy.

This guidance is published on the bbodance website, bbo.dance.

2. Scope

The Covid-19 Studio and Room Hire Guidelines will be reviewed on an on-going basis in line with updates from central government in the United Kingdom to ensure minimum guidance is adhered to and steps are taken to exceed the minimum where possible.

3. Definitions

bbodance

bbodance is the trading name of the British Ballet Organization Ltd.

Hirer

The Person, Group or Organisation specified in the *Form of Contract*.

Facilities

bbodance's Battersea Reach Site, referred to as Ensign House, and all facilities within, including studios and classrooms, common areas such as; reception, corridors, stairways, changing rooms, toilets, break out areas and terraced area. This does not include; the lift or upstairs office area.

Personal Data

Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

4. Responsibilities

Head of Operations

Fiona Knower, Head of Operations is responsible for:

- Briefing the Board on Covid-19 related guidelines and procedures
- Reviewing Studio and Room Hire Guidelines in relation to Covid-19
- Advising other employees of any updates to processes and procedures as a result of this guidance document
- Ensuring that Covid-19 related induction and training takes place
- Notification to NHS Test and Trace if a case is identified within the Facilities
- Handling enquiries regarding Covid-19 related guidelines and studio/room hire
- Approving any contracts related to the supply of cleaning and other equipment in order to meet requirements within the Covi-19 Facilities Hire Guidelines

Trustees

The Board of Trustees have overall responsibility for ensuring the organisation is legally compliant.

Employees

All bbodance employees, representatives, faculty, examiners and volunteers are required to read, understand and accept any policies and procedures that relate to protecting bbodance facilities from Covid-19 cases where possible. This includes the Covid-19 Facilities Hire Guidelines.

Hirers

Hirers have a number of obligations outlined on the Terms and Conditions document which forms part of the Contract of Hire.

Acting as data processors, Hirers are required to process personal data for the purposes of facilitating the NHS Covid-19 Test and Trace program. The lawful basis for processing such data has been identified as legal obligation. Hirers are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their work. This includes the bbodance Data Protection Policy and Privacy Policy.

5. Obligations of bbodance in making the Facilities Covid-secure:

Social Distancing

In accordance with government guidance and through on-going risk assessments bbodance has:

- Implemented a system of flexible working and working from home for all employees to retain only a skeleton staff within its main building and to oversee shared/ communal facilities
- Provided signage to encourage social distancing throughout the building and its facilities
- Removed access to various seating to encourage social distancing of 1m+in communal areas

- Marked a flow for movement of people around the building to encourage distancing of 1m+ where possible
- Identified and highlighted potential bottle necks within the building and facilities and implemented training on how relevant staff review this and instruct movement of people where necessary
- Reviewed and reduced maximum numbers within studios/classrooms and other shared facilities
- Trained relevant staff in how to monitor and deal with numbers of people in shared/communal spaces

Cleaning and Hygiene

In accordance with government guidance and through on-going risk assessments bbodance has:

- Supplied antibacterial soap at all hand washing basins
- Supplied signage at all hand wash basins to remind users of correct hand washing processes
- Supplied hand sanitiser in reception for use by all people entering the building
- Arranged for all payments to be taken using a contactless card reader
- Fixed doors open where it is safe to do so to reduce surfaces being touched
- Implemented regular cleaning of communal surfaces (e.g. door handles etc.)
- Implemented cleaning of touchpoints in hired facilities between hires, including allowing time between bookings
- Encouraged all Hirers and participants to arrive ready to take class, thus reducing the use of shared/ communal change facilities
- Enabled online booking processes to avoid paper contact where possible
- Removed flatware and cutlery from communal kitchen areas for the foreseeable future

NHS Test & Trace

In accordance with government guidance bbodance has:

- Added a line for personal phone and email for each person on the sign in book at reception
- Added a requirement for all Hirers to capture personal phone and email details for their participants in the Terms and Conditions which form a part of the *Contract of Hire*.

6. Obligations of Hirers in making the Facilities Covid-secure:

The Hirer is required to comply with the guidelines set out within the bbodance Covid-19 Studio Guidelines and communicate these clearly to all their participants. This includes the following list which is not exhaustive and is subject to change at short notice in accordance with current Government guidelines:

- Provide a risk assessment for the activities to be carried out in the studio/ hired space. This is to include participant numbers.
- Maintain a register at each session with name, phone and email for each participant in order to support NHS Test and Trace.
- Notify bbodance as soon as possible if any participant becomes unwell with symptoms which could indicate Covid-19.
- Be aware that cleaning needs to take place between hires of studios/ hired spaces. This may mean that an empty studio/ hired space looks ready but it should not be entered until bbodance confirms with the *Hirer* that this cleaning has been completed.
- Promote social distancing and rigorous hygiene of participants at all times.
- Encourage participants to arrive ready to take part in activities in order to minimise the use of changing facilities.
- Encourage participants to bring the least number of personal items possible to the building.

- Encourage participants to remain onsite, particularly during short breaks if possible, to avoid movement throughout the building. Where this is not possible encourage them to retain social distancing outside of the studio or other hired space(s).
- Refrain from raised voices in the studio and hired spaces, adjusting audio volumes to achieve this where necessary.
- Avoid activities with spectators where possible and take spectators into account as a participant in the space for the Risk Assessment if they are to be invited into the studio/ hired space.

7. Employee Training and Acceptance of Responsibilities

All bbodance employees will have their responsibilities in relation to these guidelines outlined during their induction.

For existing employees the responsibilities resulting from the implementation of this Covid-19 Facilities Hire Guidelines will be outlined in a dedicated team email and followed up as a standing item at team meetings.

If any bbodance employees are unsure or require further clarification of their responsibilities they should contact the Head of Operations.

The policy will be included in the relevant handbooks and distributed electronically to everyone concerned.

All bbodance employees will be asked to sign a declaration confirming their understanding and acceptance of their responsibilities.

8. Policy Review

In the interest of legal compliance and best practice, a review of the Covid-19 Studio and Room Hire Guidelines will be diarised monthly for the foreseeable future and may be updated more frequently if guidance issued by the UK Government requires it. Versions and amends will be stored securely as per other policy documents.

Facilitated by the Head of Operations, the reviews will comprise an audit of procedures and processes in consultation with relevant bbodance employees.

Date for review: August 2020

9. Declaration

I declare that I have read, understand and accept my responsibilities relating to the Covid-19 Facilities Hire Guidelines.

Signed:

Job title:

Name (print):

Date
