

## HEALTH & SAFETY - STUDIO GUIDELINES

### Overview

This policy forms part of our wider Chasing Sound structure. Everyone at Chasing Sound has the right to feel safe and remain healthy. These requirements help ensure this for all staff, students, parents and Chasing Sound equipment/property. Please read and adhere to the following guidelines.

### 5. Studio Guidelines

#### 5.1 Premises & Equipment

Although we have a waiting area and we welcome members of our community into this space, we request that siblings and children are not left unsupervised in the Studio. Duty of care only applies to the student when they are in the lesson with their teacher. Please ensure you collect your children promptly from their lesson.

- no children should be left unsupervised on the premises
- there should be no running up/down the stairs or within the studio or teaching rooms
- all retail equipment/wall displays/print materials are off-limits unless staff are assisting
- all Chasing Sound property/equipment must be treated with care when in use
- food is not permitted in the teaching rooms
- only staff are permitted to enter the staff area/kitchen (behind the barn door)
- only staff are permitted behind the main admin desk
- only staff are permitted in the office unless otherwise authorised

#### 5.2 Health & Hygiene

- drink bottles/bottled water are permitted and encouraged for good hydration
- everyone must wash their hands properly and observe good hygiene
- everyone must cough/sneeze into their elbows and wash hands after tissue use
- if staff/students are unwell they should not attend the studio

In the case of any **serious** physical injuries sustained on-site, an ambulance should be called immediately and first aid should be administered.

#### 5.2A COVID-19 Health Guidelines

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Chasing Sound is following the guidelines for community services as outlined by the Department of Health and Human Services. These health guidelines will shift depending on Government restrictions and may change.

As such, we will be enforcing the following rules as taken from these guidelines:

- teaching rooms will be marked out to show the 1.5m social distancing required
- anyone entering Chasing Sound needs to wear a mask (pending restrictions)
- students that need to remove their mask should have a shield in their room
- only the designated number of people will be permitted on the premises at one time
- one parent to do drop off/collection and avoid bringing the family if possible
- all students and teachers will need to wash/sanitise their hands
- parents will not be permitted in the teaching rooms during lessons
- shared surfaces and equipment will be regularly sanitised
- teaching rooms will utilise their air ventilation systems
- colouring books and toys will be removed from the premises
- students must bring their own drink bottles rather than using Chasing Sound cups
- students should only bring the equipment they need (no school bags etc.)
- if students/parents wish to purchase print material, they must ask a Chasing Sound staff member to retrieve this for them
- electronic/online payments are preferred wherever possible
- good hygiene practices required such as coughing/sneezing into your elbow and avoiding touching your face
- students and teachers who show symptoms or are unwell must remain at home

Chasing Sound will continue to regularly communicate with our community in a clear and informative manner regarding updates to operations, health guidelines or other government advice.

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