

## VIRTUAL CLASS GUIDELINES



If delivering classes in any kind of virtual format, please follow the safety guidelines below. Failure to do so may mean that you are not covered in the event if any insurance claim.

A 'virtual' class is any class where the instructor / teacher is not physically in the room with the participants. It may be delivered in real time or pre-recorded so that participants can take part at any time. They may be one-way or two-way communication channels in place.

As with teaching any type of activity, the instructor must be trained / qualified to deliver it. They must also adhere to any terms and conditions if the activity is subject to a licence agreement.

Instructors need to take all the same health and safety aspects into consideration as they would for a regular class including:

- Venue risk assessment
- Provide common sense guidance to participants about the space (size and type, ceiling height, floor) they should use to exercise, the clothes they should wear and general hazards to watch out for. Risk assess your venue as normal.
- Participant health screening

- Use the same process as for regular classes as far as possible. If participants pre-register you can contact them prior to the class. On the day prompt / remind them to stop if they start to feel at all dizzy or unwell.
- Participant disclaimer
- Due to the nature of virtual class delivery, participants need to understand that they are taking part at their own risk and are responsible for their own safety and welfare. The instructor still has a duty of care which can be met by observing these guidelines.
- First Aid / Emergency procedures (instructor and participants)
- Make sure everyone knows what to do if they feel unwell, are injured or have any kind of accident during the class.
- General information for participants
- As for a normal class – what they can expect, what kit they need, class length, intensity etc. If technology is involved, guidelines on the use and trouble shooting FAQs.

