

General Risk Assessment UK

Implementing protective measures in Dance and Drama settings

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| Name of School: | Let's Dance Academy |
| Name of Manager/Owner: | Rebecca Sherman |
| Postcode of Registered Address: | AL7 1FG |
| Disciplines Offered: | Group Dance - Ballet, Group Dance - Ballet (Pointe), Group Dance - Modern, Group Dance - Tap, Group Dance - Jazz, Group Dance - Street & HipHop, Group Dance - Contemporary, Group Acro & Tricks, Group Drama (Play-Based), Group Drama (Musical Theatre Based), Individual Dance Lessons |
| Intended Start Date (based on continuing guidance): | Wednesday, January 8, 2025 |
| Ages Attending: | 2-5 yrs, 6-10 yrs, 11-13 yrs, 14-18 yrs, 18+ yrs |

Risk Assessment generated on Wednesday, January 8, 2025 based on a template written by Alex Ralls (AIIRSM, TechIOSH) and on information provided. Risk Assessment implemented by Rebecca Sherman.

Statement of general policy and arrangements for Let's Dance Academy

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy.

Rebecca Sherman has overall responsibility for health and safety.

A Health & Safety Law poster is displayed in Online

A First Aid box is located in In LDA cupboard at each venue, or with the teacher

An Accident Book is located in With the Principal

In the case of an emergency or serious injury, please contact the emergency services on 999 or 112

This policy was last reviewed on Wednesday, January 8, 2025

Name of Manager/Owner:

Rebecca Sherman

Signed:

A handwritten signature in black ink, appearing to be 'Rebecca Sherman', written over a horizontal line.

Introduction

A risk assessment is simply a careful examination of anything that may cause harm to you or others during the course of our Dance work. The aim is to prevent incident, accident and illness. It is carried out by identifying risk and using appropriate control measures to minimize or eliminate the risk.

This Risk Assessment was undertaken based on information provided by Rebecca Sherman on Let's Dance Academy.

It is the responsibility of Rebecca Sherman to make sure that those carrying out the work are instructed and trained to do so using the control measures identified in the risk assessment. Rebecca Sherman will directly supervise those with the least experience until they are deemed to be competent to carry out the work unsupervised. Those carrying out the work must co-operate with Rebecca Sherman by following the instructions they have been given.

Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Rebecca Sherman or an appropriate line manager at Let's Dance Academy. The severity and probability definitions relating to this document can be found below.

It is assumed that this Risk Assessment forms part of Let's Dance Academy's over-arching Risk Assessments, Operating Procedures and preventative measures used to minimise risk. It should not be viewed in isolation. Other documentation that should be considered, where applicable, includes;

- Let's Dance Academy Terms and Conditions
- Let's Dance Academy Conduct Policy
- Let's Dance Academy Safeguarding/Child Protection Policy
- Let's Dance Academy GDPR Policy
- Venue handbook and RAMS

| | | RISK TOLERANCE | | | | | |
|------------|----------------|----------------|-------|----------|-------|----------|--------------|
| | | 6 | 12 | 18 | 24 | 30 | 36 |
| LIKELIHOOD | ALMOST CERTAIN | 6 | 12 | 18 | 24 | 30 | 36 |
| | VERY LIKELY | 5 | 10 | 15 | 20 | 25 | 30 |
| | LIKELY | 4 | 8 | 12 | 16 | 20 | 24 |
| | POSSIBLE | 3 | 6 | 9 | 12 | 15 | 18 |
| | VERY UNLIKELY | 2 | 4 | 6 | 8 | 10 | 12 |
| | UNFORESEEABLE | 1 | 2 | 3 | 4 | 5 | 6 |
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| | | NEGLECTIBLE | MINOR | MODERATE | MAJOR | CRITICAL | CATASTROPHIC |
| | | SEVERITY | | | | | |

SEVERITY DEFINITIONS

NEGLECTIBLE: May lead to a miscommunication, no foreseeable risk of harm or discomfort, no damage.
MINOR: Superficial injury, temporary discomfort or distress, minor property damage.
MODERATE: Cuts, grazes or other injury which require on-site first aid, moderate property damage.
MAJOR: Minor fractures, requires hospital treatment, absence from work for 3 days or more, major property damage. (RIDDOR)
CRITICAL: Major fractures, ill health leading to disability or reportable disease (RIDDOR). critical property damage, e.g. structural.
CATASTROPHIC: Amputations, fatality, life shortening illnesses, catastrophic property damage.

TO CALCULATE RISK SCORE:

First..... Assess the likelihood of the hazard occurring.
 Second..... Assess the severity of the hazard if it were to occur.
 Third..... Calculate risk score using the matrix to the left. This is done by reading from the box at the intersection between your chosen severity and likelihood figures.

RISK TOLERANCE:

The Risk Tolerance is 9. Anything above this is deemed an unacceptable risk and appropriate control measures need to be applied in order to reduce the risk factor below 9.

General – Car Parking and External Safety

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|--|--|----------------|------------|----------|------------|---|------------|----------|------------|
| Parking and drop off measures | Collision with a motor vehicle or other hazard in car park | All | 3 | 5 | 15 | <ul style="list-style-type: none"> Plan parents' drop-off and pick-up protocols that minimise risk of harm (getting to/from nearby car park) Tell parents and young people their allocated drop off and collection times and the process for doing so (i.e. day students should be walked to the building entrance). Older students aged 11 are allowed to arrive/depart on their own. Where official visitors (such as pianists, examiners and visiting teachers) are expected to provide instructions to safe and secure parking where possible. | 1 | 5 | 5 |
| Slip or Trip hazard (raised paving slabs, slippery surface following rainfall) | Personal injury | All | 4 | 3 | 12 | <ul style="list-style-type: none"> Any slip or trip hazards to be identified and marked Slip or trip hazards to be addressed and resolved by Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre Pathways and carparks may be slippery when wet or icy, lights may be lower when dark | 1 | 3 | 3 |
| Lack of lighting during dark evenings | Unable to see and identify trip and slip hazards | All | 4 | 3 | 12 | <ul style="list-style-type: none"> Route to/from entrance/exits are covered by appropriate lighting | 1 | 3 | 3 |
| Lack of external lighting (due to blown lamp or tripped circuit) | Unable to see and identify trip and slip hazards | All | 4 | 3 | 12 | <ul style="list-style-type: none"> Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre to be informed and requested to repair or replace the lighting within 24hrs | 1 | 3 | 3 |

Staff Training

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|--|---|----------------|------------|----------|------------|---|------------|----------|------------|
| Teaching and coaching staff failing to act appropriately | Reputational and Financial impact on the business/teacher | All | 3 | 4 | 12 | <ul style="list-style-type: none"> All staff hold the appropriate qualifications from their respective accreditation bodies. <ul style="list-style-type: none"> - Rebecca Sherman L.I.S.T.D, DDE, DipMT (Trinity) - Rebecca Sherman Alison Boden Gabriella Mauro Lewis Jenkins Tania Douglas Lori Gregory Helen King Rebecca King Sophia Mays Stephanie McMillin Molly Harrison Caroline Burke All staff to hold a current DBS (Disclosure and Barring Service) certificate. Certificate must be less than 3 years old unless subscribed to the DBS update service in which case an update should be run every 3 years. Pianists, Examiners and Visiting Teachers to provide evidence of a current DBS (directly or through affiliation to an official body such as ISTD, RAD etc) OR be accompanied by Let's Dance Academy staff at ALL times. Refer to Let's Dance Academy Safeguarding/Child Protection Policy Staff have been regularly consulted and informed about the school policies and procedures (for example, safety measures, safeguarding, reporting requirements etc) Staff have been trained in correction methods (where these would normally be done with considered physical contact) Staff have been trained in how to deliver instruction to younger children who sometimes need things to be explained to them in a different way. They may not understand some of the language that adults use. Therefore, it is important to make sure that dance moves are explained using language that they understand or demonstrate the moves to them to make sure that they understand what they need to do. | 1 | 4 | 4 |

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|---|--|-----|---|---|----|---|---|---|---|
| Lack of insurance | Reputational and Financial impact on the business/teacher | All | 3 | 4 | 12 | <ul style="list-style-type: none"> • Employer's Liability Insurance provided by Cover4Sport • Public Liability Insurance provided by Cover4Sport and a copy of the certificate is available to view at the studio • Each teacher has been confirmed to have their own Professional Indemnity Insurance • Pianists, Examiners and Visiting Teachers to provide evidence of suitable and sufficient insurance or affiliation to a professional body that provides insurance on their behalf. | 1 | 4 | 4 |
| Lack of qualified First Aider(s) and first aid kit | Unable to facilitate appropriate care | All | 3 | 4 | 12 | <ul style="list-style-type: none"> • There will always be a minimum of one member of staff present with a minimum of a one-day Emergency First Aid qualification. • Teachers will all carry their own first aid kit in addition to any equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary. • Venue first aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields. • First aiders should all be briefed to check the latest Government guidance on cardiopulmonary resuscitation - https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov | 1 | 4 | 4 |
| Lack of understanding and support from venue, support staff, and delivery workers | Failing to minimise hazards leading to likely increase in accidents/ incidents | All | 3 | 4 | 12 | <ul style="list-style-type: none"> • Communicate early with venue, contractors and suppliers that will need to support dance classes and ensure copies of policies and procedures are provided. • Discuss with cleaning contractors or staff the cleaning requirements (floors, toilets, kitchens etc) | 1 | 4 | 4 |

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|--|---|------------------------|---|---|----|--|---|---|---|
| Failing to secure data leading to a breach of GDPR regulations | Reputational and Financial impact on the business/teacher | Dance School and staff | 3 | 3 | 12 | <ul style="list-style-type: none"> Let's Dance Academy is committed to protecting the privacy and confidentiality of its students. Let's Dance Academy will only collect; <ul style="list-style-type: none"> Personal information (such as name and date of birth); Next of kin (such as name/s and emergency contact number/s); Relevant medical information; Attendance information (such as dates of attendance/absence and reason for absence); Assessment information (such as examination results). It also includes your (parent/carer's or students over 16 years of age): Contact details (such as name, address, telephone number and email address). We do not sell or pass on personal data to any other organisation or use for any other purpose. The personal information held by Let's Dance Academy about our Students is the minimum necessary to facilitate the running of our business; such as contact details and examination history. Details may be passed to external examination bodies in accordance with consent obtained from the relevant individual. See Let's Dance Academy GDPR or Privacy Policy for full details. | 1 | 3 | 3 |
|--|---|------------------------|---|---|----|--|---|---|---|

Student Welfare

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|--|--|-----------------------|------------|----------|------------|---|------------|----------|------------|
| Lack of register/accountability in the event of fire or evacuation | Significant injury /death | All | 3 | 6 | 18 | <ul style="list-style-type: none"> All students are registered within the first 15 minutes of their class commencing Parents or Carers who remain in the building must also sign in at We do not have a sign in for parents and visitors. Pianists, Examiners and Visiting Teachers must sign in and out on arrival. | 1 | 6 | 6 |
| Lack of Emergency contact details and related information | Unable to facilitate appropriate care | All | 3 | 5 | 15 | <ul style="list-style-type: none"> All Staff and Students to complete a 'contact form' including; <ul style="list-style-type: none"> - Personal information (such as name and date of birth); - Next of kin (such as name/s and emergency contact number/s); - Relevant medical information; Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection. | 1 | 5 | 5 |
| Staff or students with individual Risk Assessments (i.e. disability, young persons or new/expectant mothers) | Individuals personal needs are not met resulting in distress or harm | Identified individual | 3 | 4 | 12 | <ul style="list-style-type: none"> Existing individual Risk Assessments to be implemented and reviewed as necessary and additional measures put in place for those at enhanced risk. See Additional Needs Risk Assessment | 2 | 4 | 8 |
| Lack of drinking water | Fainting leading to minor/major injury | Individual student | 4 | 3 | 12 | <ul style="list-style-type: none"> Ensuring students are drinking plenty of water. As with every active sport, fluids lost through sweating must be replaced. Even mild dehydration can harm performance and reduce the ability to concentrate. Drinking enough is especially important when temperature and humidity levels increase. Ensure that a class for younger children includes breaks for them to rest and that there is water available for them to drink. Teacher to remind them to stop and rest as required. Spillages will be mopped up immediately and cordoned off until dry. Only water in sealable bottles will be allowed in studio spaces. | 2 | 3 | 6 |

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| Lack of food | Lack of energy resulting in lack of focus and injury | Individual student | 4 | 3 | 12 | <ul style="list-style-type: none"> To ensure that students have eaten properly before they dance. If they don't eat enough, they won't have enough energy particularly if doing a performance or competition. Teacher to ensure students don't eat a big meal just before a performance or competition as they won't be able to digest it properly and may feel unwell or get a stitch. | 2 | 3 | 6 |
| Inappropriate footwear and clothing | Slips, trips and falls | Individual student | 3 | 4 | 12 | <ul style="list-style-type: none"> Students should always wear appropriate clothing and footwear for the dance class. This should not be restrictive or uncomfortable and footwear should support the foot – proper ballet, jazz or other dance shoes are best. Shoes should be correctly fitted by a teacher or at an outfitter. Unless requested by the teacher, ballet shoes should have full soles and elastic to hold the shoes on securely. No mule type, platforms, flip flops or sling back shoes allowed. No outside clothing is allowed during class. | 1 | 4 | 4 |
| Hair | Obstruction of sight causing slips, trips and falls | Individual student | 3 | 4 | 12 | <ul style="list-style-type: none"> Hair must neatly tied back for all classes; any fringes that drop below the eyebrow must be gripped back or a hair band worn. | 1 | 4 | 4 |
| Jewellery and valuables | Injury through catching/snagging Theft | Individual student and their partner(s) | 3 | 4 | 12 | <ul style="list-style-type: none"> Where possible students should not bring valuables to class. Clear policy for all students to remove any jewellery that might pose a risk (such as necklaces and earrings) No jewellery is to be worn in class at any time apart from stud earrings that do not hang. Mobile devices are not to be used in class | 1 | 4 | 4 |
| Exhaustion | Fainting, slips, trip and falls | Individual student | 4 | 3 | 12 | <ul style="list-style-type: none"> Include times for a break between performances or classes. Students encouraged to have a snack to increase energy levels | 2 | 3 | 6 |

Viral Illness and Infectious Diseases (including COVID-19)

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|--|--|-----------------------|------------|----------|------------|--|------------|----------|------------|
| Failure to implement local or national PHE infectious disease advice | Contracting and/or conveying viral illness and infectious disease (including COVID-19) | All | 3 | 5 | 15 | <ul style="list-style-type: none"> Ensure familiarity with the https://www.gov.uk/topic/health-protection/infectious-diseases list and signs and symptoms where appropriate. See https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf for details on recommended immunisation and exclusion periods. | 2 | 5 | 10 |
| Staff or students at enhanced risk from infectious disease (i.e. disability, young persons or new/expectant mothers) | Contracting and/or conveying viral illness and infectious disease (including COVID-19) | Identified individual | 3 | 5 | 15 | <ul style="list-style-type: none"> Individual Risk Assessments to be undertaken or reviewed as necessary and additional measures put in place for those at enhanced risk from infectious diseases. | 2 | 5 | 10 |
| Teaching and coaching staff failing to act appropriately (infection control) | Contracting and/or conveying viral illness and infectious disease (including COVID-19) | All | 3 | 4 | 12 | <ul style="list-style-type: none"> All staff have received training in the signs and symptoms of infectious diseases (including COVID-19) Staff have been informed about changes in current guidance, including discussing whether additional training would be helpful. Staff have been spoken to about correction methods and minimising physical correction where possible Pianists, Examiners and Visiting Teachers to comply with local or national requirements in operation at the time of their visit in addition to any reasonable requests by Let's Dance Academy. Where appropriate, and in accordance with local or national advice, Let's Dance Academy will inform other students or parents, teachers, examiners, pianists or visiting staff of any potential outbreak (defined as 2+ positive cases) to which they may have been exposed in order they may take any action they feel appropriate (such as self-isolation, protecting vulnerable family members etc) | 1 | 4 | 4 |

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|--|--|-----|---|---|----|---|---|---|---|
| Inadequate cleaning and ventilation of space(s) | Contracting and/or conveying viral illness and infectious disease (including COVID-19) | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Follow latest cleaning of non-healthcare settings guidance Enhanced cleaning of common contact surfaces in reception, offices and studios (such as drama blocks, pianos, chairs and barres), particularly during peak flow times Where shared equipment is used it should be cleaned and disinfected more frequently than day to day If an ill student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Increase ventilation (to ideally maximum) within enclosed spaces through the opening of doors and windows and ensure air handling systems are not occupancy driven (over-ride where possible) Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation | 2 | 4 | 8 |
| Physical work (during an outbreak of viral illness or disease) | Contracting and/or conveying viral illness and infectious disease (including COVID-19) | All | 4 | 4 | 16 | <ul style="list-style-type: none"> Decide which lessons or activities will be delivered giving consideration to physical contact and duration To implement any class capacities that may be imposed by local or national guidance Classes to be delivered by one person or as small number of persons as possible without compromising safety or child protection measures. Reduce and control any activities that result in air droplets travelling excessive distance (i.e. Vocal Projection, Singing and Breathing exercises). Where such activities are introduced in line with guidance introduce further controls such as; <ul style="list-style-type: none"> Smaller group sizes Group lessons delivered in one direction with minimum distancing rather than in a circle To encourage the use of hand sanitiser and other appropriate hygiene measures | 2 | 4 | 8 |
| Partner work (during an outbreak of viral illness or disease) | Contracting and/or conveying viral illness and infectious disease (including COVID-19) | All | 4 | 4 | 16 | <ul style="list-style-type: none"> Reduce and control any 'partner' work for the immediate future endeavouring to remain below the 'close contact' definition as a guide (less than 1m for more than 1min and less than 2m for more than 15mins) where possible | 2 | 4 | 8 |

Venue – Spaces/Studios

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|--|---|----------------|------------|----------|------------|---|------------|----------|------------|
| Unsuitable venue (including floor, lighting and ventilation) | Slips, trips and falls, illness and dehydration | All | 3 | 4 | 12 | <ul style="list-style-type: none"> The facilities at the venue are suitable for the type of dance. The type of floor is Concrete, Wooden, Tiled, Dance floor and suitable for the students to move freely, and free of obstructions. The room is well ventilated, lit and of an appropriate size. Class Teacher to ensure that dancers are well spaced out within the room and that they have sufficient room for the activity | 2 | 4 | 8 |
| Ingress/Egress to site | Contracting and/or conveying COVID-19 | All | 3 | 4 | 12 | <ul style="list-style-type: none"> To be aware and manage the following if applicable; <ul style="list-style-type: none"> - Heavy swing doors into building and studio (particular for younger children) - Entry and exit route from the studio is up/down a flight of stairs – children and young people to be briefed to hold the rail and go slowly whilst descending the stairs | 2 | 4 | 8 |
| Lack of fire Risk Assessment | Impeded evacuation resulting in personal injury/death | All | 3 | 6 | 18 | <ul style="list-style-type: none"> Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre are responsible for the regular inspection and maintenance of the fire alarm system and emergency lighting Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre undertake regular Fire Risk Assessments and make these available to Let's Dance Academy | 1 | 6 | 6 |
| Lack of knowledge of fire evacuation procedures | Impeded evacuation resulting in personal injury/death | All | 3 | 6 | 18 | <ul style="list-style-type: none"> Studios have clearly marked illuminated fire exits indicating exit routes A meeting point has been established in As per each venues evacuation procedure and this is shown to students at the commencement of each term. A fire evacuation 'drill' is undertaken every 6 months Any visitors such as Pianists, Examiners and Visiting Teachers to be informed of the fire evacuation procedures on arrival. | 1 | 6 | 6 |

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| Lack of firefighting equipment and familiarisation in its use | Impeded evacuation and further damage | All | 3 | 6 | 18 | <ul style="list-style-type: none"> Teachers are familiar with the venue fire procedure and brief any staff under their duty of care. Adequate and appropriate fire extinguishers (Water, CO2 and Foam) and fire blanket are provided by the venue in accessible positions in high risk areas. Fire extinguishers are serviced annually by Arranged by each individual venue Flammable liquids are to be stored away from any sources of ignition and in their correct containers. Strictly no smoking allowed in the venue. | 1 | 6 | 6 |
| Unsecured power cables | Slips, trips and falls | All | 3 | 4 | 12 | <ul style="list-style-type: none"> All power cables are to be run to the nearest access points in the venue Any exposed cabling is to be secured into place with gaffer tape or equivalent | 2 | 4 | 8 |
| Unsafe, poorly maintained/ installed Electrical Equipment | Electrocution and Fire | All | 3 | 5 | 15 | <ul style="list-style-type: none"> All school equipment is PAT tested Done by Wheatfields Junior School on an annual basis All work to conform to IEE Regulations and Electricity at Work Regulations 1989. Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre are responsible for ensuring venue electrical systems are installed and inspected by qualified contractors. All cables are rated for use. All circuits protected by MCB's to prevent overloading. All fittings positioned so as not to cause a fire risk. CO2 fire extinguisher(s) to present at all times. | 2 | 4 | 8 |
| Inadequate cleaning of space(s) | Spread of illness and sickness | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Regularly clean common contact surfaces in reception, offices and studios (such as drama blocks, pianos, chairs and barres), particularly during peak flow times Cleaning frequently touched surfaces using standard products, such as detergents and bleach | 2 | 4 | 8 |
| Lack of ventilation of space(s) | Spread of illness and sickness | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Spaces well ventilated using natural ventilation (opening windows). Endeavour to maintain a studio temperature between 18° and 24° degrees Increased ventilation (to ideally maximum) within enclosed spaces and ensure air handling systems are not occupancy driven (over-ride where possible). | 2 | 4 | 8 |

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| Lack of maintenance of gas heating systems and gas cooking systems (where applicable) | Carbon monoxide poisoning, explosion etc leading to major injury, property damage and death | All | 3 | 6 | 18 | <ul style="list-style-type: none"> Gas boiler and system checks and maintenance are carried out on a regular basis by Arranged by each individual venue Carbon Monoxide Alarm (audible alarm only) | 1 | 6 | 6 |
| Failure to maintain water system | Spread of illness and sickness | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre have a legionnaires policy in place | 2 | 4 | 8 |
| Lack of Hand Washing | Spread of illness and sickness | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Staff and students to wash their hands-on arrival at the school with soap and warm water for 20 seconds and dry thoroughly. Where hand washing is not readily available hand sanitiser may be used. Ensure help is available for children and young people who have trouble cleaning their hands independently Consider how to encourage young children to learn and practise these habits through drama games, songs and repetition. | 2 | 4 | 8 |
| Child Protection where toilet facilities are shared with other facility users | Child Protection concerns | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Dedicate a toilet for use by students where facilities are accessed by other persons such as members of the public and venue staff – consider Child Protection implications. Younger children to be accompanied to the toilet by an appropriate DBS checked adult (where parent is absent) | 2 | 4 | 8 |
| Furniture and other Hazards | Injuries from falling items | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Teacher will check the space before each class for any miscellaneous objects or hazards and will remove them. Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre should be notified of any damage or hazards pertaining to the building itself Remove unnecessary items from studio environments where there is space to store it elsewhere Chairs not to be stacked in piles of more than 6 and away from students. Common sense, awareness and reporting-on-sight promoted. Young people also asked not to take sharp items into studios and to be vigilant Stairs to some halls, heavy fire exit doors to be opened with care, Kitchen in some venues not to be used by students | 2 | 4 | 8 |

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| Ill student, child or member of staff | Failing to provide adequate and timely care | All | 4 | 4 | 16 | <ul style="list-style-type: none"> • There will always be a minimum of one member of staff present with a minimum of a one-day Emergency First Aid qualification. • Teachers will all carry their own first aid kit in addition to any equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary. • If a student or child is awaiting collection, they should be moved, if possible, to an area away from other students but under the supervision of staff. | 2 | 4 | 8 |
| Lack of Waste Management | Spread of illness and sickness Exposure to waste | All | 2 | 4 | 8 | <ul style="list-style-type: none"> • Marshalswick Baptist Church, Wheatfields infants' and Junior School, St Paul's Church, Skyswood Primary School, Sandrigham School, Marshalswick Community Centre, Jersey farm Community Centre to provide appropriate waste management solutions. | 1 | 4 | 4 |

Delivery of Classes

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|---|---------------------------------------|----------------|------------|----------|------------|--|------------|----------|------------|
| Class timetable- lack of planning | Personal injury | All | 4 | 4 | 16 | <ul style="list-style-type: none"> Teaching will be according to the age and ability of the students. Class structure will allow for an appropriate warm up and cool down for the class and ensuring the teaching of correct posture and technique to avoid injury. | 2 | 4 | 8 |
| Lack of rules and behavioural expectations | Injury or damage to property | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Rules for behaviour and conduct will be outlined at the start of term and reinforced when necessary at the start of class. School rules will be displayed where everyone can see them (these include general behaviour, clothing and footwear, food and drink in class and also general health and safety rules) | 2 | 4 | 8 |
| Partner work (including lifts and higher risk manoeuvres) | Injury to dancer and their partner(s) | All | 4 | 4 | 16 | <ul style="list-style-type: none"> Ensure appropriate staffing in place prior to any classes including manoeuvres of increased risk Staff to be appropriately qualified and affiliated Consider response times from the Emergency Services (this may vary depending on localised incidents) Correct landing techniques and methods of falling safely should be effectively taught and encouraged at all times. | 2 | 4 | 8 |
| Ill maintained Acro equipment or environment | Injury to dancer and their partner(s) | All | 4 | 4 | 16 | <ul style="list-style-type: none"> Acro/Gymnastics activity, training or coaching takes place in a safe environment, and the equipment and facilities used are suitable, safe and well-maintained. | 2 | 4 | 8 |

Pointe Work (Note: this section is only relevant if you specifically teach Pointe Ballet Work)

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|---|---|--------------------|------------|----------|------------|---|------------|----------|------------|
| Pointe Shoes/pointework lessons | Foot pain, injury and in some cases permanent foot damage | Individual student | 3 | 5 | 15 | <ul style="list-style-type: none"> The teacher will advise students when it is time for them to begin Pointework classes, this will be at the Principal's discretion only and will be subject to the following conditions: <ul style="list-style-type: none"> The child is the correct age and their physical development is slowing; The child has adequate technical ability and understanding to participate; The child has sufficient strength and control to participate safely. The teacher will lead appropriate strengthening and technical exercises to ensure sufficient foot strength before Pointework is offered The Pointe shoe must fit securely and provide the correct support and be shown to the teacher before wearing or modifying. If the teacher doesn't think the shoe is fit for purpose, then they reserve the right to ask for the shoe to be replaced before any Pointework lessons are delivered. | 1 | 5 | 5 |
| Upright pianos/keyboards (if used for ballet and singing classes) | Tipping and causing injury | All | 2 | 4 | 8 | <ul style="list-style-type: none"> Upright piano/keyboards are only held or moved from the two ends, and never pushed or pulled from the keyboard side or back. Suitable footwear is worn. A safety check on electrical pianos is made every year in line with electrical checks | 1 | 4 | 4 |

Singing (Note: this section is only relevant if you specifically teach Group Drama (Musical Theatre Based), Group Singing, and/or Individual Singing Lessons)

| Hazard | Risk | Who is at Risk | Likelihood | Severity | Risk Score | Control Measure | Likelihood | Severity | Risk Score |
|---|-----------------------------------|----------------|------------|----------|------------|---|------------|----------|------------|
| Noise (associated with Group Singing, Bands and Loud Music) | Noise related injury/hearing loss | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Pupils do not make loud sounds near to anyone's ear. Teachers do not expose pupils to excessively loud sounds and recognise and manage their own extended exposure to sound during the working day. Pupils are taught about potentially dangerous sound levels of music, and the permanent damage to hearing which can occur as a result of long-term exposure to excessive sound. | 1 | 4 | 4 |