

# RISK ASSESSMENT

**Name: KATIE KIRBY**

**Assessment No: 3**

**Signed:** *Katie Kirby*

**Date: 11th July 2020**

**Review Date: 11<sup>th</sup> July 2021**



1. Risk Assessment must be undertaken prior to any activity taking place
2. Young persons will be provided with information, training and constant supervision by competent persons, tutors/supervisor
3. Young persons must not be employed in the activities involving agent if there is an identifiable significant risk to their health and safety which cannot be avoided e.g. Machinery, equipment, noisy machinery, extreme cold/hot, compressed air, liquid and inflammable gases, gas cylinders, biological agents, carcinogenic chemical agents, lead, asbestos and any activities beyond their physical and psychological capacity.
4. Findings of this risk assessment must be communicated to young persons' parents/guardians.

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	Responsibilities
Fire	Everybody	Fire exit marked constant supervision of minors by a responsible adult.	Low	Fire extinguisher, fire blanket & smoke alarm.	Permanent fire warden (Any Staff Member)
Accident or injury	Everybody	Qualified first aider on the premises.	High	All activities are supervised to a high level.	Teachers
Car parking pedestrian hazard	Everybody	Designated drop off zone & parental assistance.	Low	A recognised safe procedure for parents dropping off children.	Parents and staff
Helping to ensure safety of dance practise	Everybody	A strict adherence to acknowledged warm-up practice and correct clothing and footwear.	High	All dance classes are strictly monitored and follow a documented lesson plan.	Teachers
Dancing outside of the safe area	Everybody	A 1m <sup>2</sup> marked area to indicate the dancing area.	High	The safe dancing area is explained to all students.	All staff

<b>Temperature and ventilation of the studio</b>	<b>Everybody</b>	<b>2 heating appliances, 2 cooling appliances, air purifiers and the doors can open safely.</b>	<b>Medium</b>	<b>2 large fans and 2 fixed heaters have been put in place to help ventilate and heat the area.</b>	<b>All staff</b>
<b>Cleaning cupboard in studio</b>	<b>All minor students</b>	<b>All cleaning appliances are stored in a cupboard that is locked.</b>	<b>Low</b>	<b>All young children are supervised at all times and have no access to the cupboard.</b>	<b>All staff</b>
<b>Losing a young person</b>	<b>All students</b>	<b>Young people will need to ask permission to leave the room to go to the toilet and only 1 child at a time will be allowed to go.</b>	<b>Low</b>	<b>No outside access unless supervised. Staff are to ensure young people are signed in and out of the room using a virtual register.</b>	<b>All staff</b>
<b>Hazards during games and activities</b>	<b>All students</b>	<b>The general environment where the games and activities will be played will be free of obstacles and floors will be dry and free of dirt.</b>	<b>Medium</b>	<b>Participants are supervised at all times, including during break times.</b>	<b>All staff</b>
<b>Unauthorised or inappropriate behaviour towards young people by staff, the public, spectators e.g. taking pictures</b>	<b>All students</b>	<b>All staff are CRB checked and parental consent forms regarding photographs will have been completed by the parents of all involved.</b>	<b>Medium</b>	<b>All sessions are supervised by suitably trained member of staff or volunteer</b>	<b>All staff</b>
<b>Loss of vital staff due to illness</b>	<b>All Staff</b>	<b>Health forms provided to complete in advance cleaning equipment provided, PPE equipment may be worn by choice</b>	<b>Medium</b>	<b>Internal contingency plans that allow staff to cover responsibilities to ensure smooth running of business</b>	<b>Management &amp; Staff</b>

<b>Spread of COVID-19</b>	<b>All users</b>	<b>Hand washing on entry, PPE equipment, Staff training has been provided, extra cleaning regimes are in place, no un-necessary visitors permitted within the venue &amp; sanitising areas have been installed</b>	<b>Medium (may rise)</b>	<b>Thorough COVID-19 procedure in place to minimise risk of infection (please refer to procedure) Trained staff in COVID-19 procedure to ensure safeguards are in place No one with COVID-19 allowed on site.</b>	<b>All staff, students and their parents/guardian</b>
<b>Loss of students due to illness</b>	<b>All Students</b>	<b>Hand washing measures in place as well as sanitising of equipment &amp; venue each hour. Parents are not permitted not to send children displaying symptoms of COVID-19</b>	<b>Medium (may rise as positive diagnosis is rise)</b>	<b>Business contingency plans in place including alternative lesson formats, condensing classes, venue changes etc.</b>	<b>All Staff, Parents &amp; Students</b>
<b>Loss of Income</b>	<b>Entire Business</b>	<b>Continue running the business to with the necessary precautions and extra safety measures</b>	<b>Low</b>	<b>Business contingency including running with skeleton staff and providing alternative services online</b>	<b>All Staff</b>