



General Risk Assessment

implementing protective measures in Dance and Drama settings

Name of Academy: Let's Dance Academy LTD

Name of Manager/Owner: Rebecca Sherman

Postcode of premises: Various as per operational requirements (Marshalswick Baptist Church, Downes Road, Wheatfields Junior School, AL4 9NT, Wheatfields Infants School, AL4 9NT, St Pauls Church and Marshalswick Community Centre)

Disciplines offered: Group Dance - Ballet, Group Dance - Modern, Group Dance - Tap, Group Dance - Jazz, Group Dance - Street & HipHop, Group Dance - Contemporary

Ages: 3-5yrs, 6-10yrs, 11-13yrs, 14-18yrs, 18yrs+

Intended start date (based on continuing guidance): September 2020

Risk Assessment written by Alex Ralls (AIIRSM, TechIOSH) based on information provided.

Dated: Wednesday, 7 October 2020

Risk Assessment implemented by Rebecca Sherman

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

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 academy
- 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 the respective venues

A First Aid box is located in the respective venues

An Accident Log is retained on the Let's Dance Academy server

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, 7 October 2020

Name: Rebecca Sherman Job Title: Principal/Owner

Signature:  _____

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 LTD.

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 LTD. 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 LTD'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;

- Safeguarding/Child Protection Policy (4. LDA SG Policy)
- Privacy and General Data Protection Regulation Policy
- Venue (as listed above) Handbooks and RAMS
- Fire risk assessments where applicable

		RISK TOLERANCE						
		1	2	3	4	5	6	
LIKELIHOOD	ALMOST CERTAIN	6	6	12	18	24	30	36
	VERY LIKELY	5	5	10	15	20	25	30
	LIKELY	4	4	8	12	16	20	24
	POSSIBLE	3	3	6	9	12	15	18
	VERY UNLIKELY	2	2	4	6	8	10	12
	UNFORESEEABLE	1	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 parking) 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 in Year 7 (aged 11+) and above may arrive/depart on their own with parental permission 	1	5	5
Slip or Trip hazard (raised paving slabs, slippery surface following rainfall, snow etc)	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 the respective premises (outlined on pg 1) 	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"> Car park and route to/from academy entrance are covered by street 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"> The respective premises (outlined on pg 1) or council to be informed and requested to repair or replace the lighting within 24hrs 	1	3	3
Building work adjacent to Marshalswick Baptist Church	Personal injury	All	4	3	12	<ul style="list-style-type: none"> Additional caution as church car park is currently closed and as such parents need to park nearby and walk their child to the entrance. Awareness of building site activity including reversing HGV's, large deliveries and impact on roads and footpaths. Report any hazards or concerns to the site foreman. 	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"> ○ BECKY SHERMAN LISTD, DDE, DipMT (Trinity) ○ ALISON BODEN CDE, Dip. LCDD, Dip. AISTD ○ TANIA DOUGLAS BSc Hons. MCSP SRP A.I.S.T.D ○ LEWIS JENKINS B.A (Hons) ○ CORINNE SAMUELS AITDA Freestyle ○ GEMMA MATHEWS I.S.T.D (DDE) ○ GABBY MAURO B.A (Hons) First class I.S.T.D (DDE) ○ BECCA KING I.S.T.D (DDE) COVER TEACHER ○ STEPH McMILLIN BA Hons - Musical Theatre, Bird College. I.S.T.D. (DDE) COVER TEACHER • All staff to hold a current DBS (Disclosure and Barring Service) certificate. Certificate must be less than 3 years old unless subscribed to the <u>DBS update service</u> in which case an update should be run every 3 years. • Refer to Child Protection Policy • Staff have been regularly consulted and informed about the academy 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 	1	4	4

						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.			
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 Gallagher Heath Insurance • Public Liability Insurance provided by Gallagher Heath Insurance 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 	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. • The following staff are paediatric first aid trained <ul style="list-style-type: none"> ○ BECKY SHERMAN ○ ALISON BODEN ○ TANIA DOUGLAS ○ LEWIS JENKINS ○ CORINNE SAMUELS ○ GABBY MAURO • 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/never-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 venues (as listed on pg 1) contractors and suppliers that will need to support dance classes and ensure copies of policies and procedures are provided where appropriate. • Discuss with venue cleaning contractor or staff the cleaning requirements (floors, toilets, kitchens etc) 	1	4	4
Failing to secure data leading to a breach of GDPR regulations	Reputational and Financial impact on the business/teacher	Dance Academy and staff	3	3	12	<ul style="list-style-type: none"> • Let's Dance Academy LTD is committed to protecting the privacy and confidentiality of its students. • Let's Dance Academy LTD 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 LTD about our Students is the minimum necessary to facilitate the running of our business; such as contact details and examination history. • All data is destroyed when a student no longer attends the Academy in line with our policy - 3 years after leaving the school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. • See Privacy and General Data Protection Regulation 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 the book in reception 	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; In line with the Academy rules 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. Contact details are retained online via Think Smart software app 	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 	2	3	6

						<p>available for them to drink. Teacher to remind them to stop and rest as required.</p> <ul style="list-style-type: none"> • Spillages will be mopped up immediately and cordoned off until dry. • Only water in sealable bottles will be allowed in studio spaces. 			
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 except school branded outerwear 	1	4	4
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 	1	5	5

						<ul style="list-style-type: none"> 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. 			
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 must be turned off or on mute during 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

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(s) are suitable for the type of dance. The type of floor are wooden/a concrete floor with a vinyl overlay and suitable for the students to move freely, and free of obstructions. The room(s) 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; <ul style="list-style-type: none"> Use of spiral staircase at St Pauls (adult class) – to advise students to use handrail and minimise passing on the staircase. Concrete stairs leading to upstairs room of Marshalswick Baptist Hall. Students and children advised to hold handrail to prevent trips and falls. 	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"> The respective premises (outlined on pg 1) engage the services of fire and security consultation services (such as Codrus Fire at Wheatfields Junior School) to undertake regular Fire Risk Assessments and make these available to Let's Dance Academy LTD The respective premises (outlined on pg 1) are responsible for the regular inspection and maintenance of the fire alarm system and emergency lighting. Fire Alarm tests are undertaken weekly and Emergency Lighting is tested monthly 	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/spaces have clearly marked illuminated fire exits indicating exit routes to the ground floor A meeting point has been established at each venue and this is shown to students at the commencement of each term. The Fire alarm is sounded in the presence of each class in order they recognise the sound 	1	6	6
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 are provided by the venue in accessible positions in high risk areas. Fire extinguishers are serviced annually by the venues chosen fire and security company Flammable liquids are to be stored away from any sources of ignition and in their correct containers. Strictly no smoking allowed in the venue(s). 	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 academy equipment is PAT tested by an appropriate company on an annual basis All work to conform to IEE Regulations and Electricity at Work Regulations 1989. The respective premises (outlined on pg 1) 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
Lack of maintenance of gas heating systems and gas cooking systems (where appropriate)	Carbon monoxide poisoning, explosion etc leading to major injury, property damage and death	All	3	6	18	<ul style="list-style-type: none"> Where applicable, gas boiler and system checks and maintenance are carried out annually by the venues chosen accredited Gas engineer (such as Arnold James at Marshalswick Baptist Church) Carbon Monoxide Alarm (audible alarm only) fitted where required. 	1	6	6

Failure to maintain water system	Legionnaires leading to illness and sickness	All	3	4	12	<ul style="list-style-type: none"> The respective premises (outlined on pg 1) have a legionnaires policy in place Where a venue isn't able to confirm the above Let's Dance Academy LTD will undertake to flush the water system through where the system has been left idle for more than 5 consecutive days. Hot water should be stored at 60 °C at least in order to kill legionella bacteria. 	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 academy with soap and warm water for 20 seconds and dry thoroughly (ideally every 60mins). 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"> Separate toilets which are used by children or staff one at a time All children can go to the toilet by themselves. Younger children may be assisted by an appropriate adult where necessary (i.e stuck leotard) 	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. The respective premises (outlined on pg 1) 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 are stacked in piles of no more than 6 Common sense, awareness and reporting-on-sight promoted. Young people also asked not to take sharp items into studios and to be vigilant. 	2	4	8
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. 	2	4	8

						<ul style="list-style-type: none"> 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. 			
Lack of Waste Management	Spread of illness and sickness Exposure to waste	All	2	4	8	<ul style="list-style-type: none"> The respective premises (outlined on pg 1) 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. Academy 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

Noise	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
Upright pianos/keyboards (if used for ballet and singing classes)	Tipping and causing injury	All	2	4	8	<ul style="list-style-type: none"> Short Dance piano is extremely heavy and rarely moved. Where it is required to be moved it is only held or moved from the two ends, and never pushed or pulled from the side or back. Suitable footwear is worn. 	1	4	4