Inclusive Academy Dance School

General Risk Assessment (including venue, fire, and Covid-19)

implementing protective measures in our dance settings

|  |  |
| --- | --- |
| **Name of school:** | Inclusive Academy Dance School |
| **Name of principal/owner:** | Ellie Mae Andrews |
| **Town where lessons take place:** | Stevenage |
| **Disciplines offered:** | Accessible Dance |
| **Start date:** | 26th February 2022 |
| **Ages attending:** | 3+ |

Risk assessment generated on Friday 18th February 2022, based on a template written by Hilary Spiers (from our venue, Community Arts Centre). Risk assessment implemented by Ellie Mae Andrews.

**Statement of general policy and arrangements for Inclusive Academy Dance School**

We 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/volunteers, participants, and parents on matters relating to health and safety,
* Provide information, instruction, and supervision for employees/volunteers and participants, and make them aware of this risk assessment,
* Ensure all employees/volunteers are capable of doing their tasks, hold any required qualifications, and that they receive adequate training,
* Record any harm or injuries that occur in our accident book and make changes where required to avoid similar incidents in the future,
* Regularly review and update this risk assessment.

Ellie Mae Andrews has overall responsibility for health and safety.

A First Aid bag is located at the front of the hall and in the kitchen.

Our accident book is kept with the First Aid bag at the front of the hall.

In case of an emergency or serious injury, please contact the emergency services on 999 or 111.

Risk assessment to be reviewed no less than once every six months.

Reviewed: 31st January 2023

Signed: E Andrews

**Introduction**

A risk assessment is a careful examination of anything that may cause harm to you or others during our lessons. The aim is to prevent incidents, accidents, and illnesses. It is carried out by identifying risk and using appropriate control measures to minimise or eliminate the risk.

This risk assessment was undertaken based on information provided by Ellie Mae Andrews. It is the responsibility of Ellie Mae Andrews to make sure that those carrying out the work are instructed and trained to do so using the control measures in identified in this risk assessment. Ellie Mae Andrews 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 Ellie Mae Andrews 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 must be reported to Ellie Mae Andrews. The severity rating and probability rating definitions can be found on the next page.

It is assumed that the risk assessment forms part of Inclusive Academy Dance School’s over-arching risk assessments, operating procedures, and preventative measures to minimise risk. It should not be viewed in isolation.

**THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY AND PROBABILITY/LIKELIHOOD.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEVERITY** | = | Worst credible outcome from the hazard | | | |
| **Major** | = | Death | e.g. multiple or single death including fatal disease | = | **5** |
| **High** | = | Severe permanent injury | e.g. paralysis, loss of limbs, blindness, chronic diseases | = | **4** |
| **Medium** | = | Permanent injury | e.g. partial disablement, loss of digits, deafness, sight impairment | = | **3** |
| **Moderate** | = | Temporary injury | e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts | = | **2** |
| **Low** | = | Minor injury | e.g. minor cuts and bruises, irritation to eyes, skin, respiration | = | **1** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | = | **of AN ACCIDENT/incident occurring** | | | |
| **High** | = | Almost Certain | e.g. the adverse event which could result in accident/incident will occur almost every time | = | **5** |
| **High /medium** | = | Very likely | e.g. the adverse event which could result in accident/incident will occur most times | = | **4** |
| **Medium** | = | Likely | e.g. the adverse event which could result in accident/incident will occur regularly | = | **3** |
| **Low** | = | Possible | e.g. the adverse event which could result in accident/incident could occur | = | **2** |
| **Very low** | = | Unlikely | e.g. the adverse event which could result in accident/incident will occur rarely, if ever | = | **1** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **5** | L | M | H | H | H |
|  | **4** | L | M | H | H | H |
| **SEVERITY** | **3** | L | M | M | H | H |
|  | **2** | L | L | M | M | M |
|  | **1** | L | L | L | L | L |
|  |  | **1** | **2** | **3** | **4** | **5** |
|  | **LIKELIHOOD** | | | | | |

**RISK SCORE**

The risk score is **SEVERITY X LIKELIHOOD**

e.g. Severity = 4. Likelihood = 3.

4 x 3 = 12.

Risk score = 12.

A high risk score will fall between **12 and 25**. Enter as **H**.

A medium risk score will fall between **6 and 10**. Enter as **M**.

A low risk score will fall between **1 and 5**. Enter as **L**.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Venue** | | | | | | | | | |
| 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 | * The venue is suitable for our type of dance lessons. * The floor is suitable for participants to move freely without obstruction. * The room is well ventilated and of an appropriate size. * Class teacher to ensure that participants are well spaced out within the room with enough room for the activity. * We will have rest and drinks breaks throughout the lessons to decrease the risk of dehydration and illness. | 2 | 4 | 8 |
| Chairs stacked around the outside of the hall | Falls and injuries | All | 4 | 4 | 16 | * The teacher will make sure the chairs are not stacked too high to discourage them from falling. * The teacher must explain to the participants that it is not safe to play around on or around the chairs. | 2 | 4 | 8 |
| Unsecured power cables | Slips, trips, and falls | All | 3 | 4 | 12 | * All power cables are to be run to the nearest access point in the venue. * Any exposed cabling should be moved or covered by chairs. | 2 | 4 | 8 |
| Unsafe, poorly maintained/installed electrical equipment | Electrocution or fire | All | 3 | 5 | 15 | * Any of our equipment that needs to be PAT tested, will be done so by the venue and their chosen company on an annual basis. * The venue is responsible for ensuring venue electrical systems are installed and inspected by qualified contractors. * All cables are rated for use. * All fittings positioned so they do not cause a fire. * CO2 fire extinguisher is available at all times. | 2 | 4 | 8 |
| Keys are given to venue users so possibility for others to be in the venue | Safeguarding concerns | All | 2 | 5 | 10 | * The venue is not used by other venue users before us on a Saturday so if the door is unlocked, I will go in first and check there is no other person in the venue. * The venue only has the main hall, a small kitchen, and a small foyer, so we will be aware of all people in the building. | 1 | 5 | 5 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fire** | | | | | | | | | |
| Hazard | Risk | Who is at risk | Likelihood | Severity | Risk score | Control measure | Likelihood | Severity | Risk score |
| Lack of fire evacuation procedures | Impeded evacuation resulting in injuries/death | All | 3 | 5 | 15 | * The council are responsible for the inspection and maintenance of the fire alarms and exits. * Inclusive Academy Dance School have a written fire procedures policy that every member of staff is aware of and understands. It is also available on our website for parents and participants to view. | 1 | 5 | 5 |
| Lack of register/accountability in the event of a fire or evacuation | Significant injury/death | All | 3 | 5 | 15 | * All participants are registered at the start of each lesson. * As registers would have been completed, should we need to evacuate the building, we will be able to do a head count and check we have all of the participants. | 1 | 5 | 5 |
| Lack of knowledge of fire evacuation procedures | Impeded evacuation resulting in personal injury or death | All | 3 | 5 | 15 | * Our venue has clearly marked illuminated fire exits indicating exit routes. * A meeting point has been established in the car park in front of the venue and this explained in our fire evacuation procures policy. * All staff/volunteers have read the fire evacuation procedures policy and I explain the procedures to them in the first lesson. | 1 | 5 | 5 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Welfare** | | | | | | | | | |
| Hazard | Risk | Who is at risk | Likelihood | Severity | Risk score | Control measure | Likelihood | Severity | Risk score |
| Participants in power/electric chairs | Crashes, personal injury, and injury to others | All | 4 | 5 | 20 | * The teacher must make sure all participants, especially those in power/electric chairs, have sufficient space for it to be safe. * The teacher must explain to those in power/electric chairs the importance of listening, looking, and being safe. * All staff at the lesson must keep a look out so they can intervene if necessary. | 2 | 5 | 10 |
| Wet floor/drink spillage | Slips, trips, falls | All | 4 | 4 | 16 | * When the teacher enters the hall, we should check the floor for any spillages. * The teacher should ask everyone to wipe their feet on the mat in the foyer when entering the building. * If a drink is spilt, we must dry the floor straight away. * The teacher should explain the importance of informing an adult should they spill a drink or find a wet patch. | 1 | 4 | 4 |
| Lack of emergency contact details and related information | Unable to facilitate appropriate care in the event of an emergency | All | 3 | 5 | 15 | * All participants to have an enrolment form completed before starting with Inclusive Academy Dance School which includes:   + Personal information,   + Main contact information,   + Emergency contact information,   + Relevant medical information. * Parents/carers or participants should inform the teacher of any injuries, medical conditions/needs, or if they/anyone in their household are showing signs of infection. | 1 | 5 | 5 |
| Lack of drinking water/dehydration | Fainting leading to minor or major injury | All | 4 | 3 | 12 | * Every participant is encouraged to bring a drink with them to our lessons. * We will encourage rest and drinks breaks throughout the lessons. * Spillages will be wiped up immediately. * Drinks must be brought in sealed/lidded bottles and cups. | 2 | 3 | 6 |
| Inappropriate footwear/clothing | Slips, trips, and falls.  Feet could get run over by a power/electric chair. | All | 4 | 4 | 16 | * Participants should always wear appropriate clothing and footwear for the lesson. This should not be restrictive or uncomfortable. * No outside clothing (such as coats) is allowed to be worn during the lesson. * Participants who drive power/electric chairs will be informed about the importance of them keeping a safe distance away from other participants. | 1 | 4 | 4 |
| Hair | Obstruction of sight causing slips, trips, and falls, or wheelchair crashes | All | 3 | 5 | 15 | * Hair must be tied back for all lessons and fringes that drop below the eyebrow should be pulled back. | 1 | 5 | 5 |
| Jewellery and valuables | Injury through catching/snagging  Theft | Individual student and their partner(s) | 3 | 3 | 9 | * Where possible, participants should not bring valuables into lessons. * Participants must remove all jewellery that could pose a risk (as stated in our health and safety policy). * Mobile devices are not to be used during lessons unless instructed by the teacher. | 1 | 3 | 3 |
| Exhaustion | Fainting, slips, trips, and falls | Individual student | 3 | 3 | 9 | * We include rest and drinks breaks throughout the lessons. | 1 | 3 | 3 |
| Lack of planning class timetables/activities | Injury | All | 4 | 4 | 16 | * Activities will be according to the age and ability of the participants. * Class structure will allow for an appropriate warm up and cool down for the participants. * We ensure we teach correct posture and technique to avoid injury. | 2 | 4 | 8 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Training** | | | | | | | | | |
| Hazard | Risk | Who is at risk | Likelihood | Severity | Risk score | Control measure | Likelihood | Severity | Risk score |
| Staff and volunteers failing to act appropriately | Reputational and financial impact on Inclusive Academy Dance School | All | 3 | 4 | 12 | * All staff and volunteers hold a current DBS (disclosure and barring service) certificate. Certificates 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. * Refer to Inclusive Academy Dance School’s safeguarding policy. * All staff must read and sign all Inclusive Academy Dance School’s policies and procedures. | 1 | 4 | 4 |
| Lack of insurance | Reputational and financial impact on Inclusive Academy Dance School | All | 3 | 4 | 12 | * Insurance provided by Watkin Davies Insurance Consultants. A copy is available should anyone want to see it. | 1 | 4 | 4 |
| Lack of qualified First Aider and first aid kit | Unable to facilitate appropriate care | All | 3 | 4 | 12 | * There will always be a minimum of one member of staff present with an Emergency First Aid qualification. * There will always be an available first aid kit in addition to a first aid kit kept in the kitchen at the venue. Our first aid kit will be checked every 6 months and supplies replaced as necessarily. * Venue first aid kit should be checked regularly to make sure they are fully stocked. | 1 | 4 | 4 |
| Failing to secure data leading to a breach of GDPR regulations | Reputational and financial impact on Inclusive Academy Dance School | Dance school, Participants, and staff | 3 | 3 | 9 | * Inclusive Academy Dance School is committed to protecting the privacy and confidentiality of its participants and their parents/carers. * Inclusive Academy Dance School will only collect:   + Personal information (such as name and date of birth),   + Main contact (such as name and contact information),   + Emergency contact (such as name and contact information),   + Relevant medical information,   + Attendance information (such as dates of attendance),   + Photographs and videos for consented reasons. * We do not sell or pass on personal data to any other organisation or use for any other purpose. * The information held by Inclusive Academy Dance School is the minimum necessary to facilitate the running of our business. * See Inclusive Academy Dance School’s GDPR and privacy notice for more information. | 1 | 3 | 3 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Covid-19** | | | | | | | | | |
| Hazard | Risk | Who is at risk | Likelihood | Severity | Risk score | Control measure | Likelihood | Severity | Risk score |
| Inadequate cleaning of space(s) | Spread of illness and sickness | All | 3 | 4 | 12 | * Regularly clean common contact surfaces. * Clean frequently touched surfaces using standard products, such as detergents and bleach. * The venue will monitor supplies of tissues, hand sanitiser, soap and disinfection wipes. | 2 | 4 | 8 |
| Lack of ventilation | Spread of illness and sickness | All | 3 | 4 | 12 | * Ventilate spaces by opening windows and doors. * Increased ventilation within enclosed spaces. | 2 | 4 | 8 |
| Lack of hand washing | Spread of illness and sickness | All | 3 | 4 | 12 | * Staff and participants to wash their hands on arrival with soap and warm water for at least 20 seconds and dry thoroughly. Where hand washing is not available, hand sanitiser may be used. * Ensure help is available for participants who have trouble cleaning their hands independently. | 2 | 4 | 8 |
| Entering/exiting building | Spread of illness and sickness | All | 3 | 4 | 12 | * Encourage participants and their parents/carers to maintain socially distanced when in the venue. * Encourage a one-way system through the foyer. * Hand washing facilities are available within the venue. * We will reduce things that people need to touch to a minimum, such as door handles. | 2 | 4 | 8 |
| Use of toilets | Spread of illness and sickness | All | 3 | 4 | 12 | * Encourage participants to wash their hands after using the toilet facilities. * Encourage participants to maintain social distancing. | 2 | 4 | 8 |
| Lack of track and trace | Spread of illness and sickness | All | 3 | 4 | 12 | * We will remind participants and parents/carers should not enter the building if displaying symptoms of Covid-19. * Should someone with Covid-19 enter the building, the venue will carry out a deep clean. * All staff and volunteers will be encouraged to carry out a Lateral Flow Test (LFT) twice a week. * Should a member of staff/volunteer test positive for Covid-19, all participants and parents/carers will be informed that a positive case has been identified. * Should our teacher (Ellie Andrews) test positive for Covid-19, lessons will be suspended until she no longer has to isolate within government guidelines. | 2 | 4 | 8 |