

RISK ASSESSMENT

EXAMPLE

making it happen

Project/Activity:	Dance Academy	Location:	OakTree Leisure Centre
Artists involved:	Lucy Jones	Date(s) of Activity:	Mondays 6.30-8.30pm

Hazard	Who might be harmed and how?	Controls in Place	Further Action if required		
			Action required	By whom?	When?
Slips and Trips	Artist, Dancers	Bottled water only in the dance area. Restrict dance area to flat, level surfaces. Remove furniture and identify hazards where possible. Ensure all bags and clothing are set aside from the dance space. Securely tape down any loose cables.	Monitor throughout activity. Adapt size/area of space used if required. Ask dancers to return belongings if accessed during the session.	Artist	Monitor throughout
General Injury	Artist, Dancers	Ensure appropriate warm-up is practised prior to all practical activity and maintained if necessary. Monitor ability throughout. Plan all movement activity in advance of session and consider any potential hazards involved, especially with contact and floor-based movement. Explain and model safe practice throughout.	Continually monitor activity. Stop specific movement if required	Artist	Monitor throughout
Injury due to space	Artist, Dancers	Ensure spaces are of an appropriate size for number of dancers and activity undertaken, with enough flat surfaces to move freely on.	Adapt movement if space becomes unsuitable or move to back up location.	Artist & Dancers	Monitor throughout
Injury to self and others	Artist, Dancers	Artists to discuss expectations and respect of others. Set guidelines for any contact work.	Restrict or adapt movement where necessary.	Artist	Monitor throughout
Props/Costumes	Dancers	All props/costumes to be considered in advance and rehearsed with. Dancers briefed on safe use by Artist.	Stop using if the prop/costume restricts movement or poses injury.	Artist	Monitor throughout



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Dehydration/ Exhaustion	Dancers	Dancers to have regular breaks throughout the session. Length of sessions to planned based on dancers' age/needs. Encourage all dancers to bring water/ or provide access to water where possible. Monitor temperature of rehearsal space if possible and adapt physical exertion level of movement accordingly. In cold environments, access the space prior to the start of the session and turn on radiators/heaters.	Monitor ongoing use of heaters if used. Identify hazard to dancers. Only artist/site staff to use the equipment.	Artist	Monitor throughout
Welfare of Participants	Artist, Dancer	Dancers to have access to toilets and regular breaks.	N/A	N/A	N/A
Travelling to and from sites/spaces	Dancers, Artists	If travelling between venues during the activity, everyone to move as a group, crossing roads in a safe manner (at designated crossings if possible). Artist to keep register and count dancers in and out. Dancers responsible for own travel to and from start/end venue.	N/A	N/A	N/A
Lack of support	Artist, Dancers	For activities involving participants under 18, appropriate number of adults in attendance at all sessions in accordance with current ratio guidelines.	Plan artist support into project prior to activity start date	Artist/ Project Manager	Prior to sessions
Permissions	Dancers	All dancers to sign photo/film consent forms and Participant Consent Forms prior to activity and artists to follow permissions as advised. Under 18's to have completed an emergency contact/medical form where appropriate.	Artist to hold emergency contact and medical details at all times.	Artist	Monitor throughout
Cyber Bullying and Grooming	Dancers	Only Artist (with permission) to take photos/films of participants during sessions. Photographs and films only to be taken and shared with Parental Consent and in line with Photographic Consent & Child Protection Policy. Artist to monitor any potential bullying behaviour and complete Incident Reporting Form where appropriate, with relevant ongoing reporting if applicable, in line with organisation guidelines.	Artist to explain Photographic Consent policy to participants.	N/A	N/A



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Losing a Child	Dancers	Dancers not to leave rehearsal space without prior permission. All dancers sign in and out with Artist.		N/A	N/A
Fire Evacuation	Artist, Dancers	Artist to be familiar with and follow Fire evacuation procedures at the venue. Take part in regular Fire Safety drills where required by the venue.		N/A	N/A
Various Emergencies	Artist, Dancers	Artist to have emergency contact numbers and medical information on hand for all participants in case of emergency. Access to First Aid in the venue. Artist to call 999 in case of emergency.	Artist to complete Accident/Incident Reporting Form when events occur and follow up reporting in line with organisation guidelines.	Artist	Monitor throughout

Date of Assessment:	1.9.24	Completed by:	Charlotte Neea and Lucy Jones
Signed:	CJNEEA	Position:	Principal



RISK ASSESSMENT GUIDANCE

making it
happen

A Risk Assessment is all about preparing the space you are going to be working in, and keeping you, your participants and anyone else entering the space connected to your session, safe throughout your Youth Dance Activity. Put simply a risk assessment identifies potential hazards, outlines measures to be put in place to minimise any risk, and by whom, and highlights any on-going monitoring or measures that must be in place to keep your activity safe.

As an Artist you are not only responsible for delivering your session, but also ensuring the venue is suitable for your activity, and your participants are kept safe throughout. A Risk Assessment should be completed prior to any activity being undertaken. This template outlines potential hazards you may come across in a studio setting, however please remember that every space and activity is different, as is every group of participants. You will need to adapt your Risk Assessment with each activity and add other considerations if including performances, audience and outdoor activity etc. In doing so you will be able to identify more specific hazards to your space and participants that are not outlined in the template.

When writing your Risk Assessment, here are some things to consider:

THE PEOPLE

Who is at risk? Participants, Parents, Audience, Artists?

Do any participants have any injuries?

Do you ensure participants are wearing suitable clothing/footwear/jewellery?

Will you include appropriate rest time/water breaks for participants?

Have you got all necessary permissions and emergency contact details for participants?

THE CONTENT

Have you planned the session to support the needs of the group and will this be continuously assessed (their energy, ability, mood, experience etc)

Will you include a warm-up and cool down responding to people and environment?

How will you adapt movement content to support ability levels?

In what way will you highlight any health and safety considerations for the movement content of the class?

Does movement content put participants at risk of falling from height?



THE SPACE

Access

- Can all participants safely access the venue?
- Is there a risk of participants leaving the building without your knowledge?
- Are you familiar with Fire Evacuation Procedures?
- Have you followed all Health & Safety guidance given to you by the venue?
- Is there easy access to toilets and water?
- Do you have access to a First Aid kit/onsite First Aider?
- Will you be lone working? If so, are you at risk from unwanted attention? (*See guidance below*)

Ventilation/heating/lighting

- Is the room at a suitable temperature?
- Is there sufficient lighting to ensure safety?
- Is there access to drinking water?

Flooring

- Is the floor surface suitable for dance?
- Is there any uneven surfaces or loose flooring?
- Are there any nails/pins/other sharp objects on the floor?
- Have any sharp objects/obstructions been removed from the floor?

Equipment/Apparatus/Furniture

- Is there any equipment in the centre of the room?
- Is there any dangerous equipment at the edges that may cause a hazard?
- Is there any stacked furniture that may cause a hazard?
- Does your electrical equipment meet safety regulations? (*ie. PAT Tested*)
- Are you bringing any props or equipment into the session? If so, do these pose any additional risk (through use and/or storage)?

PUBLIC HEALTH/PANDEMIC

- Have you complied with government guidance in light of pandemic/health warnings? (*See guidance below*)
- Have you consulted with the venue and filled out any additional risk assessments required?

FURTHER GUIDANCE

Further information on safety for lone workers

<https://www.communitydance.org.uk/DB/legal-compliance-2/is16-health-and-safety-for-lone-and-remote-workers-information-sheet>

Further information on delivery during the Coronavirus pandemic

<https://www.gov.uk/coronavirus>

