# Risk assessment template

## Company name: Natalie Tough School of Dance Ltd Assessment carried out by: Natalie Tough

## Date of next review: Jauary 2023 Date assessment was carried out: August 2022

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Parking and drop-off/collection** | Children – collision with motor vehicles on road | Asking parents to supervise children until they have entered the building and to collect from entrance/exit. | Supervise children when leaving class and reminder to not leave building without parent. | Parents and class teachers. | Continually. |  |
| **General public accessing the building** | Students, teachers, parents/guardians and anyone else in the building | Internal security door controlled by swipe access cards only given to teachers and students of the dance school. | Ensure that any lost/stolen cards are reported to Principal and voided. Ensure students who leave the school return their key cards. | Principal and parents/guardians. | Continually. |  |
| **Students being injured waiting for classes in waiting area/changing rooms** | Students due to parent negligence. | Parents are informed that students should be supervised at all times outwith their class time. | Parents to supervise students at all times outwith class times. | Parents and students. | Continually. |  |
| **Slip or trip hazard outside** | Children, parents/guardians and teachers – steps down to entrance from street level, slippery surfaces following rainfall/due to ice or snow | Well lit entrance to aid with vision. Gritting slabs/path in icy weather. | None at moment. | N/A | N/A |  |
| **Students being injured when going to the toilet during class times.** | Students if not supervised | Class assistants to supervise children under 6 years old when going to the toilet, or if they ask for assistance. | Check with any students 6 years old or over if they would like any assistance when going to the toilet. Advise all students to preferably go to the toilet with supervision of parents before class start time. |  |  |  |
| **Fingers being trapped in doors** | Anyone accessing the building | Slow closing doors. | No further action. | N/A | N/A |  |
| **Teaching staff failing to act appropriately** | Students due to negligence | Ensure all teachers are qualified and insured. | Ensure continual CPD and renewal of relevant insurances. | Individual class teachers | Annually |  |
| **Lack of stocked first aid kits** | Students/teachers or anyone in building | Keep all first aid kits topped up and in correct places and clearly signed. | Continue to keep first aid kits well stocked. | Principal | Continually |  |
| **Failing to secure data, leading to breach of GDPR** | Students and families of students | All information stored on secure, password protected database. Info deleted after 1 year of leaving school unless requested to be erased earlier. | Continue to adhere to GDPR and provide information regarding this in T&Cs upon enrolment at school. | Principal | Continually |  |
| **Lack of register/accountability in the event of fire or other evacuation** | All in the building when evacuation called for. | Register taken at beginning of each class by class teacher. | Continue to take registers at start of each class. | Individual class teachers | Continually |  |
| **Lack of emergency contact details and related information.** | Students in class, if accident/illness occurs. | All information stored by class teacher. | Continue to obtain emergency contact details upon enrolment. | Principal | Continually |  |
| **Lack of drinking water** | Students/teachers participating in classes – not bringing enough of their own from home | Kitchen accessible with fresh drinking water via tap. | Have kitchen accessible at all times. | All studio users. | Continually |  |
| **Inappropriate footwear and/or clothing** | Students – slips, trips and falls | Uniform guidelines given to all families upon enrolment. Teachers to check students at the start of each class. | Check students’ footwear and clothing at the start of classes | Individual class teachers | Continually |  |
| **Inappropriate hair style** | Students – hair obstructing vision and distracting them | Hair guidelines given to all families upon enrolment. Teachers to check students at the start of each class. | Check students’ hair at the start of classes | Individual class teacher | Continually |  |
| **Jewellery and valuables causing injury/being lost** | Students/teachers and other studio users – injury from jewellery snagging on clothing or cutting/scraping skin. Loss of valuables of all studio users. | No jewellery permitted in dance classes, other than small studded earrings. Valuables can be brought into main studio during class if students wish. Front door secure when classes are in session. | Check students at the start of classes and ensure security door is properly shut. | Individual class teacher | Continually |  |
| **Exhaustion** | Students – may faint, or injure themselves due to poor concentration. | Include time for a break during classes, and time to drink water | Monitor students throughout class | Individual class teacher | Continually |  |
| **Medical conditions** | Students with medical conditions who may need to administer medication themselves | Have parents/guardians disclose any medical conditions upon registration. Parents to stay in building at all times if required to administer medication. | No further action required. | Students and/or parents/guardians. | Continually. |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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