

# GREENFORD SCHOOL OF DANCE

## Introduction

In all education, childcare and social care settings, an awareness of any risks that may cause harm or injury to an individual whilst in the organisations care should be highlighted; and solutions found to minimise these risks. A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of harm or injury is substantially reduced.

This Risk Assessment is undertaken by information provided by Greenford School of Dance.

It is assumed that this Risk Assessment forms part of Greenford School of Dance 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;

- *Re-entry to Class General Terms and Conditions*
- *Re- entry to Class Venue Terms and Conditions*
- *Health and Safety Policy*
- *Child Protection and Safeguarding Policies.*
- *Intimate Care Policy*
- *Privacy Information Notice*
- *Code of Conduct*

Assessor	Job Title	Assessment Date	Review Date
Rachael Greenall	Principal of Greenford School of Dance	24/01/2023 <i>Last Reviewed: 30/08/2023</i>	<b>This is an ongoing document and should be reviewed and updated if there are any changes to government/local authority guidance or from the RAD</b>

<b>Assessment task or location:</b>	The task is to understand the likelihood of an employee, student or parent coming to harm or injury and highlight control measures put in place to minimise these risks.  Locations include: Edward Betham Infant School, Greenford, UB6 9JU Holy Cross Scout Hall, Greenford, UB6 9NF
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ENTRY TO CLASS			
1	Entry to class	<p>An individual may come to harm or injury whilst lining up/ entering the venue.</p> <p>An unknown individual who may present a risk to students/ staff or parents may enter the venue during class change over times when access to the venue is open.</p>	<ul style="list-style-type: none"> <li>- Students under the age of 11 must be accompanied by a parent/guardian while waiting for the teacher to collect them and not be left alone outside the gate. Parents/ guardians to inform teachers of any students over the age of 11 who will be travelling unaccompanied to class.</li> <li>-Students and parents/guardians to not arrive more than 10 minutes before the class starts and will only be let on the venue premises no more than 5 minutes before their class starts to minimise time spent on premises.</li> <li>- Whilst waiting please do not sit blocking the steps to the reception area of the school.</li> <li>-Only the staff of Greenford School of Dance will be allowed to open the gate and allow students and parents/guardians onto the premises. A register will be taken at the start of each class for awareness of who is in the venue. There is a bell that can be used for latecomers.</li> <li>-Parents and students have been informed to not allow access to anyone else to the premises, regardless of if they know the individual or not, to minimise the risk of an unknown individual entering the premises.</li> <li>- Students to be accompanied by the teacher into the hall to get ready for class (<i>students in the Introduction class only to be accompanied by a parent/guardian to help get them ready</i>)</li> <li>-Hoops are placed at spacious intervals around the outside of the room for students to leave their belongings and bags to minimise items being left in the middle of the room where they may become a trip hazard.</li> </ul>

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			<p>-Students to remain seated in their hoops until the teacher starts the class to minimise the risk of students running around the hall where they may fall/trip over.</p> <p>-The gate to the premises will be closed 5 minutes after the class starts to prevent any unknown individual entering the premises during the class. Students running late must ring the bell at Edward Betham to be allowed access by the teacher. Contact numbers for individual teachers have been shared to the parents so they may ring/text if running late and needing access.</p> <p>- Parents/guardians of students from the Pre-Primary class upwards will not be permitted to wait on the premises once the class starts to reduce the number of individuals who will be on the site.</p> <p>-Parents/guardians of students in the Introduction class will be given the option to wait outside in the playground during the class but must not enter the hall unless instructed by the teacher. During this class the gate will remain open but the doors to the hall will be closed to prevent entry by unknown individuals.</p>
RISKS INSIDE THE CLASSROOM/HALL			
2.	Setting up the classroom/hall	Obstructions/ trip hazards or unidentified items may cause harm or injury to an individual.	<p>- Staff of Greenford School of Dance to arrive early before the session to check that the room is clear of any trip hazards or obstructions that may cause harm. Any such items are to be tidied away to a safe place away from where the children will be. If there is an obstruction left by the venue that cannot be moved away that area of the room will be cordoned off and students instructed not to dance/ walk in that area to minimise the risk of trips/ falls.</p> <p>- Staff to check that the toilets are clean and flushed before class to prevent the spread of any infections, i.e., Covid 19, to individuals.</p> <p>- Any maintenance work needed to the hall that could cause danger or harm that is</p>

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			<p>noticed by the staff should be reported immediately to the Principal, who in turn will report directly to the venue. It is the responsibility of the venue to maintain the hall to a standard of safety that allows the let of the hall to remain ongoing.</p> <ul style="list-style-type: none"> <li>- Any chairs or tables used by the staff/parents or students should be of good condition. Any broken tables/ chairs should be isolated to one side away from the rest of the room and reported to the venue to be fixed/ removed.</li> <li>- Check fire exits are not obstructed.</li> <li>-Check temperature of the room is suitable for exercise.</li> </ul>
3.	Barre/ Props/ Dance items bought in directly by staff of Greenford School of Dance	Broken props/ unsafe ballet barres or items bought in by staff could cause harm or injury to an individual.	<ul style="list-style-type: none"> <li>- Ballet barres to be set up under supervision by staff of Greenford School of Dance, making sure the fittings of the barre have been tightened correctly and are not loose or broken in any way to minimise the risk of falling. Should the barre appear to be loose or broken then the barre must not be used until fixed/ replaced.</li> <li>- If the barre/ props are allowed to remain on the venue in between lets then staff to make sure that the barre and any props have been moved and stacked securely to an area agreed by the venue that is safe and out the way of other individuals who may also use the hall.</li> <li>- Any props used by staff to aid teaching must be of good quality and have no sharp or broken edges that may cause harm to an individual. Any broken props to be taken out of use until repaired or replaced.</li> <li>- Props to be cleaned/ disinfected on a regular basis by staff to reduced the risk of transmission of any infections between individuals i.e., Covid 19.</li> </ul>

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4.	Uniform/ Hair/ Jewellery	Lack of correct uniform/ untidy hair or jewellery may cause injury/ harm to an individual	<p>-Students to wear the correct uniform, as advised by Greenford School of Dance, to class. Students must wear ballet shoes, grip socks or go bare feet to dance. Students must not dance in just socks or tights to reduce the risk of slipping on the floor.</p> <p>- Hair to be tied up away from the face to prevent students getting hit in the face by hair when dancing or getting caught on any other individual/ item.</p> <p>- Jewellery should not be worn by students to class (<i>unless worn for religious/medical reasons</i>) to prevent the risk of getting caught or scratching others.</p>
5.	Electrical items	Poor maintenance of electrical equipment/wiring or sockets may cause harm or injury to an individual	<p>- Any electrical items being used by staff (i.e., speakers, iPod, charger etc) to be always of good condition and to undergo annual visual PAT testing to minimise the risk of faulty electricals in the room. Stickers with annual date to be added.</p> <p>-Any broken wires/lights or unsafe sockets inside the hall to be reported immediately to the Principal, who will in turn report to the owners of the venue. It is the responsibility of the venue to maintain safe working plug sockets/ lights and electrical items. Any unsafe electrical sockets or faulty wiring/ lights are not to be used by Greenford School of Dance until the venue has repaired or replaced.</p> <p>- Students must not touch or operate any electrical equipment during class to minimise the risk of harm to themselves, unless asked to do so by the teacher.</p>
6.	Fire	Fire outbreak inside the premises may cause harm or injury to an individual.	<p>- Staff, students, and parents to be aware of the fire evacuation procedure for their specific venue. An annual fire drill should be undertaken by Greenford School of Dance.</p> <p>- All fire exit doors to remain unobstructed during class to allow for a swift exit in the event of a fire.</p> <p>- Registers to be taken by the teacher at the start of each class which can then be used to ensure all students are accounted for if an evacuation needs to take place.</p>

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			<ul style="list-style-type: none"> <li>- Staff to ensure at the end of the let that any items inside the hall that could lead to a fire have been unplugged or turned off, as directed by the venue instructions.</li> </ul>
7.	Trips/ Slips and Falls	Trips/ slips and falls by an individual may cause harm or injury to themselves or others	<ul style="list-style-type: none"> <li>- Staff to ensure that any objects that could cause a trip or fall have been moved safely to one side before class starts to minimise the risk.</li> <li>- All staff to make sure that they promote and engage safe dance practice when teaching or correcting students to minimise the risk of any individual falling or slipping when dancing.</li> <li>- Any liquids on the floor (i.e., spilt or leaked water bottles or a child wetting themselves) that may cause a slip to be cordoned off by a chair/ hoop and that area of the room to be avoided until can be cleaned and mopped up.</li> <li>- Students must wear ballet shoes, grip socks, or go bare feet to dance. Students must not dance in just socks or tights to reduce the risk of slipping on the floor.</li> <li>- Hoops are placed at spacious intervals around the outside of the room for students to leave their belongings and bags to minimise items being left in the middle of the room where they may become a trip hazard.</li> <li>-Students to wait in their hoops at the start of class or during a water break to minimise the risk of students running around the hall where they may fall/trip over.</li> </ul> <p>Staff to be responsible for keeping up with regular first aid training so that if a fall is to occur there is a first aid trained individual in the room who can apply first aid correctly and effectively. First aid boxes are to be kept on site/ with the teacher and kept well stocked.</p>
8.	Food and Drink	Food and drink bought into the hall may cause harm or injury to an individual through spillage or allergic reaction	<ul style="list-style-type: none"> <li>- Any drinks bought into the hall must come in a bottle with a top/lid to avoid spillage if knocked over. Students to place water bottles in their hoops at the side of the room to minimise the risk of leaks on the floor. In the event of water being spilled the</li> </ul>

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			<p>affected area will be cordoned off by a chair/ hoop over the area until it can be safely mopped up and cleaned.</p> <ul style="list-style-type: none"> <li>- Any snacks bought into the hall to remain in the hoop of the child and to be eaten only in the hoop. Students to not share their snack with others to reduce the risk of an allergic reaction. In the event of a child having an airborne allergy, it is the responsibility of the parents/ guardian to inform the school who will then stop any snacks being bought into and consumed by that class.</li> <li>- Children who carry an Epi-pen to bring the Epi-pen to class and leave on the teacher's table. All staff at Greenford School of Dance to be responsible for keeping up to date with first aid in order to be able to administer the medication correctly and effectively if needed.</li> </ul>
9.	Administering of medication	Negligence of staff regarding any medication taken by students could cause harm or injury to an individual.	<ul style="list-style-type: none"> <li>- Any student or staff member who is required to take life- saving medication (i.e., insulin, inhalers or Epi-pens) must make this information accessible to the Principal of the school in writing on the registration form who will inform the relevant teacher of that class.</li> <li>- Students who need to bring medication into class will leave on the teacher's desk or easily accessible in their hoop to allow direct access if needed in an emergency. Any parent/guardian of students who may need parental help to take the medication should remain in proximity on the premises if needed.</li> <li>- All staff of Greenford School of Dance to be responsible for keeping up to date with first aid training to ensure could administer the correct treatment if needed in an emergency. First aid boxes are to be kept on site/ with the teacher and kept well stocked.</li> </ul>

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END OF CLASS/ SESSION			
10.	Exit from class	Negligence by staff as students exit from class could cause harm or injury to an individual.	<ul style="list-style-type: none"> <li>- Students to return to their hoops to get ready at the end of class/ pick up their personal belongings. When all students are ready the teacher will then escort them back to the gate to be collected by a parent/ guardian. Staff must make visual contact with a parent/guardian before allowing a student to leave for safeguarding.</li> <li>-For the Introduction class students to wait sitting at the front of the hall for their parents to then enter to help them get ready to leave. The teacher must wait by the door to the hall to ensure all parents have arrived for handover of pupils.</li> <li>- Parents/ guardians must inform the teacher in advance of any child under the age of 11 who will be collected by another parent/guardian.</li> <li>- Any parent/guardian who allows their child over the age of 11 to travel home unaccompanied must inform the teacher in advance.</li> <li>- Staff to check at the end of each class if any items need to be re-tidied away to clear the space safely before allowing the next class to enter the hall.</li> </ul>
11.	End of let	Negligence of staff when leaving the venue could cause damage to the venue or allow for unpermitted individuals to access the hall without permission.	<ul style="list-style-type: none"> <li>-Staff to ensure any electrical equipment/ lights/ heating (if applicable) have been turned off before leaving to minimise the risk of fire in the venue.</li> <li>-Staff to ensure all toilets are flushed to prevent the spread of infections. Any taps to be turned off to prevent flooding.</li> <li>- If the barre/ props are allowed to remain on the venue in between lets then staff to make sure that the barre and any props have been moved and stacked securely to an</li> </ul>

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			<p>area agreed by the venue that is safe and out the way of other individuals who may also use the hall.</p> <p>- Staff to ensure that all hall doors and windows of the hall have been closed and locked before leaving the venue and the main gate is securely locked to prevent access from any individual who does not have permission to be on the site.</p>