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Risk assessment

Company name: Apex School of Dance

Assessment carried out by: Alison Head

Date of next review: 24/07/2026

Date assessment was carried out: 24/07/2023

Dance styles offered: group classes, Ballet, Modern, private lessons.

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?
Slips and trips	Students	Bottled water only. Check dance area is flat and level. All bags and clothing on benches to reduce trip hazards.	Monitor area for new hazards at the beginning of every session.	Teacher	The beginning of every session
Injury	Students	Appropriate warm ups at the beginning of session. Safe dance practice. All lesson plans planned in advance, potential risks considered.	Monitor class activity. Stop specific class activity if required.	Teacher	Every session
Injury due to space	Students	A maximum of 16 students per class to ensure appropriate space for movement.	Monitor class size.	Teacher	Every week
Injury to self and others	Students	Expectations and respect for each other explained. Set guidelines for contact work.	Adapt movement if necessary.	Teacher	Every session

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Props	Students	All props to be considered safe in advance. Ribbons to be held up above head when moving around the room.	Monitor class activity. Stop specific class activity if required.	Teacher	Every time props are used.
Welfare of students	Students	Dancers have access to toilets and regular water breaks.	None	Teacher	Every session.
Lack of support	Students	Appropriate number of students per class in accordance to current ratio guidelines.	Monitor class size.	Teacher	Every week.
Permissions	Students	All students' (under 18) parents/guardians to sign photo/film consent forms prior to enrolment to follow permissions as advised.	New students to receive photo/film consent form in welcome pack.	Teacher	Each new enrolment.
Cyber bullying and grooming	Students	Only teacher (with permission) to take photos/film during classes. Photographs and films only to be taken and shared with Parental Consent and in line with Photographic Consent & Child Protection Policy. Teacher to monitor any potential bullying behaviours and take action if appropriate.	New students to receive photo/film consent form in welcome pack.	Teacher	Each new enrolment.
Losing a child	Students	Students not allowed to leave hall without permission.	None	Teacher	Every session.
Fire	Student, teacher, parents/guardians	Teacher to be familiar with and follow fire evacuation procedures at the venue. Fire alarm working.	None	Teacher	None

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Emergency	Student	Teacher to have emergency contact numbers and medical information for all students in case of emergency. Access to first aid box in the venue. Teacher to call 999 in case of a medical emergency.	New students to receive an emergency contact form and medical information form in welcome pack.	Teacher	None