

RISK ASSESSMENT: Crystal Academy: Aerial Arts & Dance CIC

**Activity analysis:** Acrobatics, Aerial Hoop, Dance and Fitness.

Last updated: April 2025 by Jason Kolmer.

Address: 10 Market Street, Crystal Academy, Hednesford WS12 1AF

Instructors responsible for closing down the premises – lights, any open windows, equipment storage, fans, hi-fi equipment, check lost property, rubbish etc, ensure premises is empty before locking up.

Instructors to report damage to common areas, acro aerial areas or equipment immediately to Jason or Kirsty Kolmer.

Persons at Risk attending the Studio (up to 50 persons attending at busier times):

Instructors and housekeeping staff; visitors in waiting area including carers/parents; class attendees/members; and public visitors

Staff members: Jason Kolmer (DSL), Kirsty Kolmer (Lead Instructor and FA), Gemma Wileman (Assistant and FA).

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| **Hazards** | **Risk and outcome** | **Severity** | **Likelihood** | **Risk factor****(prior to control)** | **Control measures****Existing & required to be put in place****ALL RIDDOR – Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013** | **Risk factor****With all controls in place** |
| Entrance/ stairs | Trip Hazard | **1** | **1** | **3** | Housekeeping – clear of obstructions.Staff Training - Wet sign in situ when requiredMaintenance | **2** |
| Entrance | Injury hazard | **1** | **1** | **1** | Safety door closing mechanism – Staff training | **1** |
| Laminate Floor AreaArea raising | Trip Hazard | **1** | **1** | **1** | Check floor area for house keeping | **1** |
| Equipment, mats, cloths, grips storage | Trip hazard | **1** | **1** | **3** | Visual risk assessment on entrance into the studio. Report in the Directors WhatsApp chat, keeping a communication trial. Instructors check after class everything is put back in situ.* Staff training
* Good house keeping
* Signs for mats, shoes
 | **3** |
| Acrobatics, Aerial Hoop and Dance floor maintenance. | CutsInjuryBroken bonesSprainsSlipsSpillagesDeath | **3** | **3** | **3** | Both hoops fixed to ceiling and tested with 200kg weight test. Aerial hoops bought new through Amazon and fitted by a qualified engineer (Aqua Leisure Tech, July 2022).Fittings and equipment suitability checked weekly for faults and damages – weight load tested by Principal Kirsty weekly before all Aerial Hoop classes.Checks daily – visual by all instructorsReport issue through Directors WhatsApp.Immediately stop activity if required.Weekly equipment check – visual and touch.Weekly fixing check – Kirsty, Gemma or Jason. | **3** |
| Slips and bruising from aerial hoop and exercise equipment, including body work. | CutsBruisingBroken bonesSprainsDeath | **3** | **1** | **3** | Cloths provide to clean Aerial HoopsGrips available to purchaseMats provided and recommendedExperience instructors (over 3 years)In house trained (Aerial Arts is a non-statutory nor licensed area of training)All instructors follow aerial hoop syllabus clearly on display on internal windows, which introduce safe practice into progression on the Aerial Hoop (students are taught appropriate levels only).Spotting new moves and teaching from low level. Instructors spot moves when they feel appropriate, even when not new to the student. Students must wear appropriate attire.No jewellery. No moisturiser or lotion to their body (within 24hrs is advised).Instructors are required to write accidents in the accident book supplied. All students will take part in a warm up specific to the activity (any student arriving late maybe not be able to take part under at the instructor discretion.* Ongoing action
 | **1** |
| Dance floor (vinyl) | TripsInjurySpillages | **1** | **1** | **1** | Visual risk assessment before classes commence; ensure first aid pack is always accessible; wipe/clear any spillages. | **1** |
| Waiting Area | Trip HazardsSlipsTable/chair maint | **1** | **1** | **1** | Visual risk assessment before customers enter.* Good House keeping
* Wet sign in situ
 | **1** |
| Cleaning products | Cleaning spillageStaff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems | **1** | **1** | **1** | Cleaning products locked away from public.Mops/brushes and protective gloves are provided and usedStaff wash rubber gloves after using them and store them in a clean dry placeProducts are used in accordance with safety data sheetsAll staff are trained how to safely use and store cleaning products |  |
| Walk way | TripsSigns | **3** | **1** | **3** | Visual risk assessment before customers enter. Clear of equipment.Clear walk way.* Good House keeping
* Wet sign in situ
* Mats placed to wall side to clear main walkway
* Staff training
* Good house keeping

ACTIONSIGNS – tbc – MARCH 24 |  |
| Aerial Area | Trip Hazard | **1** | **1** | **1** | Check soft mat floor area for raised and damaged areas. Report in Directors WhatsApp group chat - keeping a communication trial. and mark areas. Instructors required to advise suitable footwear (non outdoor). Clear walkways around blue soft mat area.* Signage
* Mats placed under all hanging equipment (prevents students from walking underneath)
* Staff training
* Good house keeping
 | **1** |
| Falls from aerial equipment | Trip HazardsAir HazardsCutsBruisingBroken BonesSprainsDeath | **3** | **1** | **3** | Visual risk assessment of equipment on arrival. . Grips provided. Mats used at all times. Various sizes of equipment to cover all shapes and sizes of students. Music only at low level. Students introduced into the health and safety of aerial safety on their first lesson. All instructors follow Aerial Fit syllabus /X pert which introduces safe practice into progression on the equipment (students are taught appropriate levels only). spotting new moves and teaching from low level. Instructors spot moves when they feel appropriate, even when not new to the student. Students must wear appropriate attire. No jewelry. Instructors are required to write accidents in the accident/ incident folder supplied. All students will take part in a warm up specific to the activity (any student arriving late maybe not be able to take part under at the instructor discretion).* Ongoing action
 | **1** |
| Aerial Equipment failure | CutsBurnsBruisingBroken bonesSprainsDeath | **1** | **1** | **1** | All equipment purchased new, from reputable retailer through Amazon. Aerial equipment checks daily, monthly and by the engineer 6 monthly JAN 24Record in equipment log Fixtures and fitting installed and designed by engineer or purchased from a reputable lifting establishment.All students asked to remove jewelry prior to participation.Checks :Visual – dailyWeekly – Visual and touchMonthly – Clamps and fixing check (maintenance folder) | **1** |
| Power/ Lighting failure | Tripslip | **1** | **1** | **1** | Emergency lighting - Fire safety folder checks – weekly | **1** |
| Manual Handling | InjuryInjury-Staff risk injuries or back pain from handling or moving heavy/bulky objects, eg cleaning equipment or heavy waste bags | **1** | **1** | **1** | Trolleys are available for moving heavy items. Aerial Hoop bags have wheels/ are carried in pairs.Staff do not overfill waste bags or buckets (Carry in pairs)Cleaning equipment provided on has wheels/ long handlesProvide lifting training to staff. ONGOINGStaff Training – ongoing |  |
| Fire | BurnDeathSmoke inhalation | **3** | **1** | **3** | Fire risk assessments completed monthly.Staff fire evacuation training, signage.Evacuation notice situated by the front entrance.Students directed to fire exits on first visit. Class registrations.Assembly points. Firefighting equipment in situ.* Staff report issues daily

Ongoing – checks on smoke alarms\* fire extinguishers* House keeping
 |  |
| Electrical Equipment | Electrocution | **3** | **1** | **3** | Only staff to use electrical equipment. Staff report concerns.Ongoing: New electrics being installed JAN 24-FEB24 |  |
| Not in use areas | TripsFailsCombustibles | **1** | **1** | **1** | Not available |  |

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| **SEVERITY** | **LIKELIHOOD** | **RISK FACTOR** |
| 1 – Minor injury2 – Major injury3 – Possible fatality | 1 – Unlikely to happen in normal operation2 – Can happen infrequently in normal operation3 – Common occurrence in normal operation | 1-2 – Low risk (acceptable)3-5 – Medium risk (high monitoring)6+ - High risk (suspend until controlled)9 – Very high risk (stop activity) |

**Risk Assessment carried out by:** Jason and Kirsty Kolmer

**Date: 1st July 2024**

Cannock Chase District Council visit, Environmental Health visit, First Aid Training, Insurance and PAT testing all achieved/reviewed in 2024.

**Child Protection and Safeguarding**

Policy reviewed by Staffordshire County Safeguarding Team annually; safeguarding concerns to be raised to Jason Kolmer, Kirsty Kolmer or Gemma Wileman.

Work place accidents/incidents

Incident - A near miss or undesired circumstance.
Near miss - An unplanned event that does not cause injury, damage or ill health but could do so. Undesired circumstance - A set of conditions or circumstances that have the potential to cause injury or ill health
Accident - An unplanned event that causes injury to people, damage to property or a combination of both
Dangerous occurrence - A serious failure of equipment, premises or plant as defined in RIDDOR Reportable disease - A work-related disease or condition listed in RIDDOR that has been confirmed by a medical practitioner
Major injury - An injury as described in RIDDOR
Over seven day injury - Where an employee has taken more than seven days off work with a work related illness or injury
For more information on RIDDOR, see the RIDDOR guidelines.