

# Be Sharp Academy

## Health & Safety and Risk Assessment

### Health & Safety Statement

Be Sharp Academy is committed to providing a safe, supportive, and inclusive environment for all pupils participating in drama workshops. All sessions are delivered using age-appropriate activities with clear expectations, careful planning, and active supervision. Risk is minimised through safe practice, adherence to school policies, and ongoing assessment during sessions.

### Activity Details

Activity	Drama & Performance Workshops
Age Group	5–11 years
Session Length	1 hour
Delivery Period	39 weeks (aligned with school term time)
Location	School hall, classroom, or drama space Class-sized
Group Size	group with teacher present
Instructor	Be Sharp Academy practitioner

### Risk Assessment

Hazard	Who Might Be Harmed	Risk	Control Measures
Slips, trips, falls	Pupils	Minor injury	Space checked before session; bags and coats cleared; pupils instructed to move safely.
Collisions during movement	Pupils	Minor bumps	Clear boundaries set; no running unless directed; controlled movement activities used.
Overexertion or fatigue	Pupils	Tiredness	Rest moments included; water breaks encouraged; activities adapted as needed.
Behavioural issues	Pupils	Emotional distress	Clear expectations set; positive behaviour management used; teacher remains present.
Vocal strain	Pupils	Voice discomfort	Safe voice use taught; no sustained shouting; vocal warm-ups included.
Medical conditions	Pupils	Health risk	School responsible for medical information and medication; staff notify practitioner as required.
Fire alarm or emergency	All	Panic or injury	School emergency procedures followed at all times.
Instructor injury	Instructor	Minor injury	Safe movement demonstrated; appropriate footwear worn; environment checked before session.

### Supervision & Responsibility

A member of school staff remains present at all times during sessions. The Be Sharp Academy practitioner does not take sole unsupervised responsibility for pupils. The school retains responsibility for medical conditions, medication, and emergency procedures.

# Safeguarding

All sessions are delivered in line with Be Sharp Academy's Safeguarding Policy. The practitioner holds an Enhanced DBS check. Any safeguarding concerns are reported immediately to the school's Designated Safeguarding Lead.

**Completed by:** Jonathan Walker

**Organisation:** Be Sharp Academy

**Date:** \_1\_5\_/0\_1\_/2\_6\_\_\_\_\_

**Review Date:** \_1\_4\_/0\_1\_/2\_7\_\_\_\_\_