

Generation Dance – Risk Assessment

Location: 4a Clay Pit Lane, Roecliffe, YO51 9NS

Date of Assessment: 21/04/2025

Review Date: 21/04/2026

Assessed By: Caitlin Brown (Principal, Certified First Aider)

Maximum Occupancy: 18 students (plus staff)

Studio Overview

- Upstairs location (1st floor)
- Access via magnetic entry lock (buzzer-controlled)
- 2 toilets with soap provided (no hand sanitiser on site)
- 1 kitchen with coffee machine
- Waiting area for parents (within kitchen zone)
- TV, air conditioning
- Acro equipment and portable dance gear
- Large mirrors, speakers, laminate flooring
- Electrical sockets throughout
- Windows fitted with bars in front
- First aid kit stored in kitchen
- Registers taken at the start of every lesson

Risk Assessment Table – Expanded and Detailed

Hazard	Persons at Risk	Risk Level	Control Measures
Slips, trips, and falls (stairs/floor)	Students, parents, staff	Medium	Non-slip laminate flooring, stair handrails, studio kept free of clutter, staff check walkways before each class
Acro equipment misuse	Students	High	Supervised use only, soft matting around all acro zones, instructors trained in spotting techniques, weekly inspection for wear and tear
Coffee machine (burn risk/spill hazard)	Parents, staff	Medium	Machine placed at back of kitchen counter, no access to children, signage warning of hot surfaces, spill mat beneath, unplugged when unsupervised

Toilets hygiene	All occupants	Low	Soap provided, bathrooms cleaned daily, bins emptied, child-safe toilet paper dispensers, staff check bathrooms regularly during session blocks
Absence of hand sanitiser	All occupants	Medium	Encourage hand washing with soap pre- and post-class, option to provide sanitiser in future if needed
No parent sign-in/out	Parents, children	Low	Registers taken for all students each lesson. Parents reminded not to leave children unattended. Staff supervise transition in and out of class
Electrical hazards (TV, plugs, chargers)	Students	Medium	All sockets fitted with covers or placed at height, no trailing wires, equipment tested annually (PAT), unplugged when not in use
Windows (fall or injury)	Students	Low	Windows remain closed during class unless supervised, blinds installed to reduce sun glare
Mirrors (impact hazard)	Students	Medium	Mirrors securely fitted to wall, padding on sharp corners if any, regular checks for cracks or damage
Waiting area congestion	Parents, children	Medium	Limited chairs to avoid crowding, coffee machine use advised with caution, no running in kitchen area
Fire/emergency evacuation	All occupants	High	Fire drill practiced biannually, extinguishers tested annually, fire exits kept clear
Injury during dance (falls, strains)	Students	High	Thorough warm-up/cool-down, skill-appropriate progression, instructors monitor form closely, first aid immediately available
Kitchen access/storage safety	Staff	Medium	Cleaning supplies stored high or in locked cupboard, kitchen not accessible to students, regular appliance safety checks
Manual handling (e.g. lifting mats)	Staff	Medium	Staff instructed in safe lifting techniques, large items moved as a pair, trolley used where needed
Overheating/fatigue	Students	Low	Breaks encouraged, water bottles allowed in studio, AC use monitored, shaded windows, instructor checks for signs of overheating
Security breach (unauthorised access)	All occupants	Medium	Entry only via magnetic lock/buzzer, students only released to known parents/guardians, staff supervise all entry/exit points
Allergies (snacks in waiting area)	Students, children	Medium	Parents advised to avoid nuts/snacks, students not allowed to share food, allergy info collected on enrolment, signage as reminder
Noise levels/hearing damage	Students, staff	Low	Music levels monitored, speakers away from young children, volume reduced between sessions
Fatigue/injury from overtraining	Students	Medium	Adequate rest time between routines, feedback encouraged, injuries monitored, parents informed when caution needed
Illness/infection control	All occupants	Medium	Daily cleaning of high-touch surfaces, studio aired out between sessions, unwell students asked not to attend, tissues available
Evacuation access (stairs only)	All occupants	Medium	Staff trained to support quick evacuation down stairs, fire escape signage visible, children assisted by staff in emergency

Lone working (lock-up by staff)	Staff	Medium	Lock-up checklist in place, staff member checks in/out via phone, all external doors secured before leaving
Lack of sign-in procedure (visitors)	Parents, public	Low	No general public access; entry controlled via safeguarding lock. All visitors pre-approved or accompanied by staff

Emergency Preparedness

Emergency Equipment	Details
First Aid Kit	Kept in kitchen; fully stocked and checked monthly
Emergency Contact List	Stored securely on Class Manager
Fire Extinguishers	2 units, inspected annually
Fire Exit Locations	Clearly marked; main stairs and corridor
Assembly Point	Front car park at 4a Clay Pit Lane
Nearest Hospital	Harrogate District Hospital, HG2 7SX (20 minutes)
Emergency Drill Schedule	Practiced every 6 months with all staff



Summary of Safety Systems in Place

- Registers taken **every lesson** for all students.
- Kitchen is **staff-only and parent** zone for safety, especially with hot appliances.
- Parents may **wait in the waiting area**, but are advised to stay seated and supervise young children.
- Studio cleaned daily, with particular attention to toilets and shared surfaces.
- **No formal parent sign-in system**, but staff closely monitor drop-off/pick-up and control door access.
- Mirrors, AC, and electrical systems are checked quarterly.
- **No hand sanitiser**, but strong hand washing practices enforced.
- First aid always available on site.