

Risk Assessment - Dance/Drama classes

Name of school: Big Stars Theatre School

Business owner: Jessie Bouch

Disciplines: Drama, Musical Theatre, Street Dance, Contemporary Dance

Ages attending: 3-7 yr olds, 8-11 yr olds, 8-16 yr olds, 11-16 yr olds, 16+, 18+

Statement of general policy and arrangements for Big Stars Theatre School:

We will actively maintain and promote good health and safety procedures and will:

Maintain safe and healthy work conditions

Provide adequate control of the health and safety risks at our school

Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety

Provide information, instruction and supervision for employees and students and make them aware of this policy

Ensure all employees are capable of doing their tasks and that they receive adequate training

Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future

Regularly review and update this policy.

Jessie Bouch has overall responsibility for health and safety.

Each class leader carries a First Aid Kit and an Accident Book is located within this.

In the case of an emergency or serious injury, please contact the emergency services on 999.

Hazard Identified	Who may be harmed	Controls required	How is this supervised?
Parking and drop off measures. Collision with a motor vehicle or other hazard in the car park.	Participants Staff Visitors Spectators	Plan parents' drop-off and pick-up protocols that minimise risk of harm (getting to/from nearby car park). Tell parents and young people	Class leader takes responsibility during lesson times. Parents responsibility outside of lesson times.

		<p>their allocated drop off and collection times and the process for doing so (i.e. day students should be walked to the building entrance).</p> <p>Older students aged Year 6 pupils and above (but only with prior parental permission) are allowed to arrive/depart on their own</p>	
<p>Teaching and coaching staff failing to act appropriately.</p>	<p>All</p>	<p>All staff hold the appropriate qualifications or have relevant teaching experience.</p> <p>All staff to be first aid trained.</p> <p>All staff hold a current DBS (Disclosure and Barring Service) certificate.</p> <p>Safeguarding/Child Protection Policy. DSL is Jessie Bouch.</p> <p>Staff have been regularly consulted and informed about the school policies and procedures (for example, safety measures, safeguarding, reporting requirements etc).</p> <p>Staff have been trained in how</p>	<p>Big Stars to provide relevant training and information to staff.</p>

		<p>to deliver instruction to younger children who sometimes need things to be explained to them in a different way. They may not understand some of the language that adults use. Therefore, it is important to make sure that dance moves are explained using language that they understand or demonstrate the moves to them to make sure that they understand what they need to do.</p>	
Lack of insurance	All	<p>Employer's Liability Insurance</p> <p>Public Liability Insurance</p> <p>Each teacher has their own Professional Indemnity Insurance</p>	
Lack of first aider or first aid kit	All	<p>There will always be a minimum of one member of staff present with a first aid qualification.</p> <p>Teachers will all carry their own first aid kit in addition to any equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary.</p>	

		<p>Venue first aid boxes should be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields.</p>	
<p>Failing to secure data leading to a breach of GDPR regulations</p>	<p>Dance school & staff</p>	<p>Big Stars Theatre School is committed to protecting the privacy and confidentiality of its students.</p> <p>Big Stars Theatre School will only collect;</p> <ul style="list-style-type: none"> - Personal information (such as name and date of birth, address); - Next of kin (such as name/s and emergency contact number/s); - Relevant medical information; - Attendance information (such as dates of attendance/absence and reason for absence); - It also includes your (parent/carer's or students over 16 years of age): - Contact details (such as name, address, telephone number and email address). <p>We do not sell or pass on personal data to any other organisation or use for any other purpose. The personal information held by Big Stars Theatre School about our</p>	<p>Big Stars Theatre School.</p>

		<p>students is the minimum necessary to facilitate the running of our business and ensure safety of students.</p> <p>See Privacy Policy for further details.</p>	
<p>Surfaces and Ground</p>	<p>Participants Staff Visitors Spectators</p>	<p>Surfaces and ground:</p> <p>Regularly check that all surfaces are unlikely to cause injury.</p> <p>Prompt maintenance of defects to be instructed to staff of indoor settings.</p> <p>Indoor settings:</p> <p>Check the condition of each indoor setting upon arrival.</p> <p>Look for bumps or inclines on floors.</p> <p>Remove any hazardous objects and water/liquid spills.</p> <p>Clean floors to reduce slip accidents.</p> <p>Outdoor settings:</p> <p>Check the ground is level, no</p>	<p>Class leader to supervise in all instances.</p>

		<p>holes etc.</p> <p>Check for and remove any obstructions or hazardous objects.</p> <p>Obstructions and hazardous objects can include water / liquid spills, broken glass, fallen branches, stones or other hard/large objects, dog faeces, etc.</p> <p>Slips, Trips or Falls: All equipment, bottles, bags, jumpers etc must be stowed away or put to the side.</p> <p>Any liquid on the floor must be cleaned immediately.</p>	
Classes	Participants Staff Visitors Spectators	Hazards and potential injury exist with dance and occasionally drama therefore proper guidance and teaching will help to avoid any potential injuries.	Class leader to supervise in all instances.
Misuse of equipment	Participants Staff Visitors Spectators	Adequate supervision by trained authorised staff throughout all sessions.	Class leader to supervise in all instances.

		<p>Participant and/or group inductions in correct method of use at start of session and during session as required.</p> <p>First aid trained staff to deal with any injuries.</p>	
Space	<p>Participants Staff Visitors Spectators</p>	<p>Ensure there is adequate space to demonstrate dance routines/movements/technique /lifts and help participants perform them correctly without potentially causing injury to another person or themselves.</p>	<p>Class leader to take responsibility.</p>
Temperature	<p>Participants Staff Visitors Spectators</p>	<p>We'll make sure that any indoor space is at an adequate temperature and take sufficient steps to remind participants to bring sweat towels (if deemed necessary) and water bottles to keep hydrated.</p>	<p>Class leader to take responsibility.</p>
Weather	<p>Participants Staff Visitors Spectators</p>	<p>Rain: The floor could become slippery. Any water on the floor should be mopped up immediately.</p>	<p>Class leader to take responsibility.</p>
Injuries/Health conditions	<p>Participants Staff Visitors Spectators</p>	<p>Considerations to be made around:- age of participants physical abilities and any limitations</p>	<p>Class leader to take responsibility.</p>

		<p>existing medical conditions including disabilities or medications regularly taken (details obtained through registration form)</p> <p>existing injuries</p> <p>Participants will be shown how to correctly take part in each dance move/lift to avoid injury.</p> <p>Staff first aid trained.</p> <p>Students with existing medical conditions/injuries: All new students' parents will be asked to declare existing medical conditions before their child takes part in the lesson.</p>	
<p>Fire</p>		<p>If someone discovers a fire: Sound the nearest fire alarm available and follow directions below. If there isn't a fire alarm get everyone out and inform the caretaker of the venue. If the caretaker cannot be found call the fire brigade.</p> <p>If the fire alarm sounds: Everyone leaves the building by the nearest exit, the caretaker</p>	<p>Class Leader takes responsibility.</p>

		will then be informed that everyone has been evacuated and wait for the all clear.	
Lack of knowledge of fire evacuation procedures.	All	<p>Each venue has clearly marked illuminated fire exits indicating exit routes.</p> <p>A meeting point has been established outside of the centre.</p>	Class leaders should be aware of fire exits, evacuation routes and meeting points.
Child Protection where toilet facilities are shared with other facility users.	All	<p>Dedicate a toilet for use by students where facilities are accessed by other persons such as members of the public and venue staff.</p> <p>Younger children to be accompanied to the toilet by an appropriate adult.</p>	Class leader takes responsibility for children's safety.
Inadequate cleaning of spaces promoting the spread of sickness/illness/bugs.	All	<p>Regularly clean common contact surfaces in reception, offices and studios (such as drama blocks, pianos, chairs and barres), particularly during peak flow times.</p> <p>Each venue is responsible for ensuring the space is clean before we enter. Class teachers should report any uncleanliness of venues to Jessie who will report this with</p>	Class teachers should report any uncleanliness of venues to Jessie who will report this with the venue directly.

		the venue directly.	
Partner work (including lifts)	All	<p>Ensure appropriate staffing in place prior to any classes including manoeuvres of increased risk.</p> <p>Correct landing techniques and methods of falling safely should be effectively taught and encouraged at all times.</p>	Class leader to take responsibility.
Lack of rules and behavioural expectations, including damage to property.	All	<p>Students will be asked not to bring valuable items to class. Big Stars Theatre School does not take responsibility for damage to personal belongings.</p> <p>Rules for behaviour and conduct will be outlined at the start of term and reinforced when necessary at the start of class.</p>	Class leader to take responsibility.
Furniture and other Hazards	All	<p>Teacher will check the space before each class for any miscellaneous objects or hazards and will remove them.</p> <p>Each venue should be notified of any damage or hazards pertaining to the building itself.</p>	Class teacher takes responsibility.

		<p>Remove unnecessary items from studio environments where there is space to store it elsewhere.</p> <p>Chairs not to be stacked near students.</p>	
Lack of Emergency contact details and related information.	All	<p>All Staff and Students to complete a 'contact form' including; - Personal information (such as name and date of birth); - Next of kin (such as name/s and emergency contact number/s); - Relevant medical information; Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring).</p>	All new students must fill in a registration form upon arrival at their first class.
Lack of drinking water.	All	<p>Ensuring students are drinking plenty of water.</p> <p>Ensure that classes include breaks for rest and to drink.</p> <p>Parents will be reminded to bring along a drink for their child to class.</p>	Class leader will take responsibility.

<p>Inappropriate clothing/jewellery/footwear.</p>	<p>All</p>	<p>Injury resulting from inappropriate clothing or jewellery: Jewellery or inappropriate clothing to be removed before taking part/ Appropriate clothing to be worn including trainers. Hair should be tied back.</p> <p>Students should always wear appropriate clothing and footwear for the dance class. This should not be restrictive or uncomfortable and footwear should support the foot.</p> <p>No mule type, platforms, flip flops or sling back shoes allowed.</p> <p>Hair must be neatly tied back for all classes; any fringes that drop below the eyebrow must be gripped back or a hair band worn.</p>	
<p>Lack of register/accountability in the event of fire or evacuation.</p>	<p>All</p>	<p>All students are registered within the first 15 minutes of their class commencing.</p>	

Signed: J F Bouch
Big Stars Theatre School/Big Stars Sport & Fitness

Risk Assessment updated: 19th July 2022