

**HITCHIN SCHOOL OF DANCE**  
**GENERAL RISK ASSESMENT FOR LUCAS LANE SPORT CLUB, HITCHIN, SG5 2JA**  
Updated: September 2023

Name of Hirer:	Hitchin School of Dance
Name of company hiring out:	Lucas Lane Sports Club
Time Hiring:	Tuesdays 16:00-19:30 Thursdays 16:00-20:15
Teachers:	Miss Gabrielle Tuck (07801261249) Miss Alison Head
Qualifications/Insurance/DBS:	ISTD qualified, first aid trained, DBS checked, public liability insurance, Covid Safe training
Activates taking place on the premises:	Dance classes (Ballet, Tap, Modern, Jazz, Lyrical, Contemporary)

<u>AREAS AND CIRCUMSTANCES AT RISK</u>	<u>RISK CONTROL MEASURES</u>	<u>WHO MIGHT BE AT RISK</u>	<u>ACTION REQUIRED</u>
Car Park	Students will not be left unattended in the car park or allowed to wait in the car park unless written permission is given for anyone aged 14 or over	Teachers, students, parents	Parents will wait outside in the bar area or in their cars to collect their child
Flooring in the hall i.e. hazards on floor, slippery floor	Teacher will check the flooring before classes commence. Personal belongings and other hazards will not be left on the floor. Spillages will be cleaned up straight away	Teachers, students	Floor may need sweeping before the first class
Flooring in corridor	The floor will be kept clear of personal belongings which may cause a trip hazard	Teachers, students, parents	
Dance Injuries, slips, trips and falls	The teacher will insure all students are fully warmed up and ready to dance.  Appropriate clothing will be worn to dance in	Teachers, students	All teachers are first aid trained
Temperature of the room	Taking into account the weather and temperature of the room, a longer warm up may be required  Contact with Lucas Lane Staff to adjust heating if need be/access to heating and cooling system in adjoining cupboard	Teachers, students	Doors will be opened to monitor temperature OR heating/cooling system will be adjusted
Medical Emergency	Teachers are aware that an accident report form must be completed in the event of an accident. HSofDance has a first aid kit and are aware of other first aid kits within the building and where the defibrillator is.  Teachers have number for Lucas Lane in the case that they need to be informed. OR teachers will notify staff on the premisis	Teachers, students, parents	All teachers are first aid trained. Teachers have numbers of parents/guardians to contact in compliance with GDPR.  All students have provided any medical and/or injuries of which teachers have a record of
Moving Furniture	In the case of furniture needing to be moved i.e. chairs/hazards in the hall this will be done safely and with supervision if a student is moving them	Teachers, students	
Toilets	Students aged 7 or under will be accompanied by a parent helper or DBS checked adult.  Wet floor will be wiped and cleaned straight away	Teachers, students, parents	Toilets will be checked before and after hiring
Collecting students	Students will not be let out of the building until a parents or guardian is there. In the case of a delay in collection, students will wait in the hall with the teacher. Written permission for students aged 14 or over needs to be given to allow then out of the building without a parent or guardian.	Teachers, students, parents	Students aged 13 or over with written permission form their parents/guardian can leave class without a parent/gaurdian

Locking up	Teachers will check all areas are left as found, toilets are checked and left clean and tidy, lights turned off. Shutters for hall and bar area to be closed by teacher.		
Cleaning after hiring	Hired areas will be left clean and tidy. Lucas Lane to clean in between hirers		

**ADDITIONAL**

Displaying Symptoms during period of hire	Any student that is displaying Covid symptoms during class, are to be moved to a designated safe area distanced away from everyone. A parent or guardian will be contacted immediately for the student to be collected. Symptomatic students will be advised to arrange to have a test as soon as possible to check if they have Covid 19 and to inform Gabrielle Hammond, the Principal, of the result in case further action is required.	Teachers have up to date information of all students and parents/guardians
Security Cameras	There are no security cameras facing into the hall whilst students are dancing	
Access to Hall	No-one other than HSD staff and students are allowed access to the hall due to safeguarding. The area along the balcony will not be used by members of the public, cricket club or Blueharts hockey club whilst classes are in progress.	Signs on the balcony to notify Lucas Lane customers.