

**HITCHIN SCHOOL OF DANCE**  
**GENERAL RISK ASSESMENT FOR TILEHOUSE STREET BAPTIST CHURCH, HITCHIN,**  
**SG5 2EE (MAIN HALL, UPSTAIRS HALL, FRONT ROOM)**

UPDATED: September 2023

Name of Hirer:	Hitchin School of Dance
Name of company hiring out:	Tilehouse Street Baptist Church
Time Hiring:	Mondays 16:00-19:30 Tuesdays 16:00-19:45 Wednesdays 16:00-20:30
Teachers:	Miss Gabrielle Tuck (07801261249) Miss Alison Head Miss Ylana Schafer Miss Lucy Pugh
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>
Opening up	Teacher will be solely responsible for opening up		Keys provided by Tilehouse Street Baptist Church
Car Park	Students will not be left unattended in the car park. Parents are aware of the roundabout and awareness of safely parking i.e. not parking in front of fire exits	Teachers, students, parents	Parents will wait in the designated waiting area (front room) or outside the class to collect their child  E-mail to parents to make them aware of parking
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.  Rubber floor tiles will be places down in the main downstairs hall.
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 Tilehouse Street Baptist Church to adjust heating if need be	Teachers, students	Windows will be opened to monitor temperature. Only the teacher will be opening and closing windows.

Medical Emergency	<p>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. <b>Defibrillator?</b></p> <p>Teachers have number of Tilehouse Street Baptist Church in the case that they need to be informed</p>	Teachers, students, parents	<p>All teachers are first aid trained. Teachers have numbers of parents/guardians to contact in compliance with GDPR.</p> <p>All students have provided any medical and/or injuries of which teachers have a record of</p>
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	<p>Teachers will move furniture.</p> <p>Students will be assisted if moving ballet barres</p>
Waiting Area (front room)	<p>Area is to be cleared by Tilehouse Street Pre-School before hire. HSD to check area is clean and tidy before setting out chairs. Students and parent to wait in waiting area before classes. Parents to wait during classes. HSD will provide books and paper &amp; pens for students waiting. Under no circumstances will HSD use any property that belongs to Tilehouse Street Pre-school.</p>	Students, Parents	GT will be responsible for the property of HSD and to make sure property of Tilehouse Street Pre-School is not used. E-mails detailing how we use that room are sent out and regular checks by all teachers during class change overs.
Toilets	<p>Students aged 7 or under will be accompanied by a parent helper, student helper or DBS checked adult.</p> <p>Wet floor will be wiped and cleaned straight away</p>	Teachers, students, parents	Toilets will be checked at the beginning and end of each session
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	Teachers, students, parents	Students aged 13 and over have been given permission by a parent or guardian to leave class unattended do not need an adult on site to collect them
Locking up	Teachers will check all areas are left as found, toilets are checked and left clean and tidy, lights turned off and double checking locking of main door		Keys provided by Tilehouse Street Baptist Church
Cleaning after hiring	Hired areas will be left clean and tidy. Tilehouse Baptist Church clean in between hirers		

**ADDITIONAL**

Cleaning during classes	Any spillages or hazards will be cleaned up straight away during class.	Gloves, wipes and antibac spray provided by HSD are in the locked cupboard on high shelf.
Water Bottles	Students will bring their own water bottles. The kitchen at Tilehouse Street will only be used by teachers at HSD to fill up water bottles	
Toilets	One student and if needed, one member of staff allowed in the toilets at any one time. Social distancing will be followed when waiting for the toilet. Hand washing is essential after visiting the toilet.	
Displaying COVID-19 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 Tuck, the Principal, of the result in case further action is required.	GT has up to date information of all students and parents/guardians