



COLCHESTER SCHOOL OF DANCE - RISK ASSESSMENT FORM WITHIN EARLS COLNE VILLAGE HALL.

SECTION A

LOCATION: EARLS COLNE VILLAGE HALL	ACTIVITY: DANCE CLASSES
DATE CARRIED OUT: 4/9/2024	TIME: 4.45pm
COLLATED BY: JANE HANSFORD	DATE TO BE REVIEWED: Jan 2025

MAIN ASSESSOR: Jane Hansford (Principal)

OFFICE MANAGER: Joanne White

DAILY ASSESSORS:

Wednesday: Jane Hansford

Thursday: Shannon Parker/Elisabeth Campbell

First Aid officers – All staff are first aid trained.





SECTION B

AREA:	CORRIDORS, WAITING AREA, SMALL AND LARGE HALL
RISKS:	SLIPS AND TRIPS
WHO IS AT RISK:	STUDENTS, STAFF AND PARENTS/CARER OF STUDENTS (CORRIDORS ONLY)
CONTROL MEASURES	<p>Making sure all areas are well lit. Checking that signs are put up after the cleaners have been in all areas used by CSOD Making sure all fire doors are secure No trailing leads or cables. Staff to keep all dance areas clear of all equipment.</p>
ADDITIONAL CONTROLS	During class to make sure no objects are left lying around on the floor that people can trip on.
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day





AREA:	SMALL AND LARGE HALL
RISKS:	ELECTRICAL
WHO IS AT RISK:	STAFF
CONTROL MEASURES	
All stereo equipment to be Pat tested. Staff to be able to notice defective plugs and or discoloured sockets Defective equipment is to be removed and replaced	
ADDITIONAL CONTROLS CONFIRM WITH EARLS COLNE UP TO DATE ELECTRICAL TESTING	
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day

AREA:	ALL AREAS
RISKS:	FIRE
WHO IS AT RISK:	STAFF, STUDENTS AND PARENTS
CONTROL MEASURES	
Ensure that all staff are aware of Earls Colne Village Hall fire procedure and evacuation plan. Documents have been emailed to all staff and are discussed at term meetings.	





ADDITIONAL CONTROLS	Earls Colne Village Hall RA and Fire procedures
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day

AREA:	ALL AREAS
RISKS:	LONE WORKING
WHO IS AT RISK:	STAFF COULD SUFFER INJURY OR ILL HEALTH WHILE WORKING ALONE
CONTROL MEASURES	
Staff to make sure someone else onsite knows where they are and to only work within the booked time slots. All staff to carry mobile phones with contact details for CSOD school office.	
ADDITIONAL CONTROLS	Teachers to have a TA with them when teaching younger students.
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day



AREA:	ALL AREAS
RISKS:	SECURITY
WHO IS AT RISK:	STAFF, STUDENTS AND PARENTS/CARERS
CONTROL MEASURES	
Security key pad system in place for main door which needs to stay closed during lessons. Sign in and out of visitor book.	
ADDITIONAL CONTROLS	Verbal reminders to staff
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day

AREA:	MAIN HALL
RISKS:	EQUIPMENT USED FOR LESSONS
WHO IS AT RISK:	STUDENTS
CONTROL MEASURES	
Gym mats, bands and sponge blocks to be safely stored by staff after lessons. Making sure gym mats are only used by students under staff supervision.	



ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day,
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AREA:	ALL AREAS
RISKS:	STUDENT ATTIRE
WHO IS AT RISK:	STUDENTS
CONTROL MEASURES	Letters to parents and students reminding them not wear Jewellery, false nails or have hair down. Students to not be allowed to enter the studios if they are not dressed correctly in correct uniform with hair safely tied back.
ADDITIONAL CONTROLS	Termly emails to parents/carers regarding correct attire.
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day, office manager.

AREA:	ALL AREAS
RISKS:	STUDENT SAFETY, ACCIDENT AND INURY
WHO IS AT RISK:	STUDENTS





CONTROL MEASURES	
A Separate document 'Colchester School of dance policies and safeguarding' including child protection, safeguarding policy, accident and injury procedures and staff qualifications and training.	
ADDITIONAL CONTROLS	Document is emailed to parents/carers on becoming members of the school and is also available to view on the school website. Termly meetings to discuss staff training.
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day, office manager.

Name.....Jane Hansford

4/9/2024...



