

COLCHESTER SCHOOL OF DANCE - RISK ASSESSMENT FORM WITHIN THE STANWAY SCHOOL SETTING.

SECTION A

LOCATION: STANWAY SCHOOL	ACTIVITY: DANCE CLASSES
DATE CARRIED OUT: 6/9/25	TIME: 9.15am
COLLATED BY: JANE HANSFORD	DATE TO BE REVIEWED: Jan 26

MAIN ASSESSOR: Jane Hansford (Principal)

OFFICE MANAGER: Joanne White

DAILY ASSESSORS:

Monday: Jane Hansford/ Elisabeth Campbell

Tuesday: Elisabeth Campbell/Grace Grisby

Wednesday: Shannon Parker/Grace Grisby

Thursday: Sarah Lloyd/Elisabeth Campbell/Grace Grisby

Friday: Shannon Parker

Saturday: Jane Hansford/Elisabeth Campbell

First Aid officers – All staff are first aid trained.

SECTION B

AREA:	CORRIDORS, WAITING AREA, STUDIOS 1 & 2 AND TOILETS
RISKS:	SLIPS AND TRIPS
WHO IS AT RISK:	STUDENTS, STAFF AND PARENTS/CARER OF STUDENTS (CORRIDORS ONLY)
CONTROL MEASURES 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 and or large equipment (TVS, lighting) within the studios. Staff to keep all dance areas clear of all equipment. Making sure the freestanding ballet barre is securely fastened and chairs used for barre stacked correctly. Making sure that tables are moved in Studio 2 as they limit space.	
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:	STUDIOS
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 STANWAY SCHOOL 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 Stanway school fire procedure and evacuation plan. Documents have been emailed to all staff and are discussed at term meetings.	
ADDITIONAL CONTROLS	Stanway School 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 so Stanway site team are aware they are onsite. All staff to carry mobile phones with contact details for CSOD school office and Caretaking staff onsite.	
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:	HEAVY FIRE DOORS
WHO IS AT RISK:	STAFF, STUDENTS AND PARENTS/CARERS
CONTROL MEASURES Security pass system in place for all main doors (corridor and studio doors) Doors to be securely wedged or door magnets to be used when students enter and leave lessons. At all other times doors are closed and on security locked system.	
**STANWAY SITE TEAM TO MAKE SURE DOORS ARE ALWAYS CLOSED AND ON LOCK SYSTEM DUE TO OTHER HIRERS USING STANWAY SCHOOL ESPECIALLY ON A SATURDAY **	
ADDITIONAL CONTROLS	Verbal reminders to staff
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day

AREA:	STUDIO 1 & 2
RISKS:	EQUIPMENT USED FOR LESSONS
WHO IS AT RISK:	STUDENTS
CONTROL MEASURES To check free standing ballet barres are safely secured Mirror covers to be removed and put back by staff only. Notices on mirror covers for daytime students and staff not to touch. Gym mats, bands and sponge blocks to be safely stored by staff after lessons Making sure ballet barres and gym mats are only used by students under staff supervision. ** STANWAY SCHOOL STAFF/STUDENTS MUST NOT REMOVE MIRROR COVERS IN THE SCHOOL DAY**	
ADDITIONAL CONTROLS	Stanway site team to be aware of how to remove mirror covers and where gym mats are stored.
ACTION BY AND WHEN	Jane Hansford and Teaching Staff on each day, office manager.

AREA:	STUDIO 1 & 2
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 INJURY
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

6/9/25



