

## Risk Assessment for Downland Dance

**Location:** Downland Dance West Wing Studio, Coxeter House, OX14 3RG, UK

**Activity:** Ballet classes for students aged 18 months – adults.

**Dates:** Daily.

**Scope of Risk Assessment:** The Students attend timetabled dance and body conditioning classes, as well as scheduled rehearsals provided by a teacher through agreement with Downland Dance Ltd.

### 1. Risk Identification

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
<b>Slips, trips, and falls (on floor)</b>	Students, teachers, and staff	High	<ul style="list-style-type: none"> <li>- Ensure floors are clean and dry before classes.</li> <li>- Ensure proper footwear is worn (non-slip ballet shoes).</li> <li>- Use of "wet floor" signs where applicable.</li> <li>- Maintain clear walkways and organise equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor floor condition regularly.</li> </ul>

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
<b>Injury during dancing (e.g., falls, sprains)</b>	Students, teachers	High	<ul style="list-style-type: none"> <li>- Supervision at all times.</li> <li>- Warm-up and cool-down exercises to prevent injuries.</li> <li>- Correct technique and posture taught.</li> <li>- Ask all students if they have any pains we need to know about at the start of each class.</li> <li>- Individualised attention for younger children.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure staff are fully trained in first aid.</li> </ul>
<b>Allergic reactions (e.g., latex, nuts, airborne particles) or other medical conditions (e.g. asthma)</b>	Students with allergies or other medical conditions (parents to notify)	Medium	<ul style="list-style-type: none"> <li>- Gather medical history on registration forms for all students.</li> <li>- Ask new students if they have any allergies or medical conditions at the start of their first class.</li> <li>- Avoid latex balloons or products in the classroom.</li> <li>- Food is not to be consumed in the studio.</li> <li>- Ensure any students with serious allergies carry allergy medications (e.g., epinephrine, asthma inhaler) to classes.</li> </ul>	<ul style="list-style-type: none"> <li>- Update allergy and medical records regularly.</li> </ul>

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
<b>Strain from over-exertion (physical fatigue)</b>	Students	Medium	<ul style="list-style-type: none"> <li>- Age-appropriate dance routines.</li> <li>- Frequent breaks.</li> <li>- Ensure that students do not push beyond their physical capability.</li> <li>- Monitor hydration during classes.</li> </ul>	<ul style="list-style-type: none"> <li>- Adjust class duration as needed.</li> </ul>
<b>Fire safety</b>	Students, teachers and staff	High	<ul style="list-style-type: none"> <li>- Fire exits clearly marked and accessible.</li> <li>- Ensure there are no obstructions near fire exits.</li> <li>- Fire extinguisher and alarms to be kept in working order.</li> <li>- Staff aware of evacuation procedures.</li> <li>- Smoking is not allowed anywhere on the premises.</li> <li>- All students attending classes are recorded on a register that would be used for a roll call after an evacuation.</li> </ul>	<ul style="list-style-type: none"> <li>- Check fire safety equipment regularly.</li> <li>- Landlord to maintain fire alarms.</li> </ul>
<b>Child protection (e.g., inappropriate contact or behaviour)</b>	Students, teachers, staff	High	<ul style="list-style-type: none"> <li>- All staff must undergo DBS (Disclosure and Barring Service) checks.</li> <li>- Set clear behaviour expectations for both students and staff.</li> <li>- Ensure a suitable number of adults for supervision.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure safeguarding policies are up to date.</li> </ul>

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
<b>Inadequate first aid response</b>	Students and staff	High	<ul style="list-style-type: none"> <li>- First aid kits on-site and regularly stocked.</li> <li>- At least one first aid trained member of staff present during all classes.</li> <li>- Staff instructed to call a parent or dial 999 in case of serious injury.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure first aid certifications are renewed.</li> <li>- Ensure an up to date record of emergency contacts is kept.</li> </ul>
<b>Inappropriate equipment or props</b>	Students, teachers	Medium	<ul style="list-style-type: none"> <li>- Ensure equipment is age-appropriate and in good condition.</li> <li>- Check props for stability and safety before use.</li> <li>- Avoid sharp or heavy objects.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular checks on all props and equipment.</li> </ul>
<b>Security and safeguarding (e.g., unauthorised access)</b>	Students and staff	Medium	<ul style="list-style-type: none"> <li>- Registers are taken for students at the beginning of each class.</li> <li>- Students to be accompanied if they need to leave the studio in the middle of a class.</li> <li>- Students are only released from the teachers care when their parent or caregiver is there to receive them.</li> </ul>	<ul style="list-style-type: none"> <li>- Review building security systems regularly.</li> </ul>
<b>Danger from cars manoeuvring, getting lost, abduction</b>	Students, teachers, and staff	Medium	<ul style="list-style-type: none"> <li>- Parents responsible for supervising own children from the car park to the studio.</li> </ul>	<ul style="list-style-type: none"> <li>- Regularly review number of safe parking spaces available on-site.</li> </ul>

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
<b>Risk of injury from manual handling of barres, chairs, and table used by the teacher</b>	Students and teachers	Medium	<ul style="list-style-type: none"> <li>- Teachers to supervise all movements, dismantling and erection of the barres as well as the placing of any chair and the teacher's folding table.</li> <li>- Students instructed to use barres or chairbacks carefully, and not to lean on them or apply too much weight.</li> <li>- Chairs to be stacked and any other equipment to be stored neatly out of the way when not in use.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor condition of barres, chair backs and chair legs to ensure stability and safety.</li> </ul>
<b>Injury caused by slipping or tripping whilst climbing stairs to first floor studio</b>	Students, teachers, staff, parents	Medium	<ul style="list-style-type: none"> <li>- Teachers are first aid trained and have access to a first aid box.</li> <li>- Parents to escort young children to and from the studio.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure stairs are free from obstacles or trip hazards.</li> </ul>

## 2. Risk Assessment Ratings

- **High risk:** Immediate action required. These risks are likely to cause serious harm or injury and need to be addressed promptly.
- **Medium risk:** Action needed. These risks have the potential to cause harm but are less likely to cause severe injury.
- **Low risk:** Minimal action needed. These risks are unlikely to cause harm but should still be managed.

### **3. Control Measures Implementation**

- **Staff Training:**
  - Ensure all staff members are trained in child safeguarding, first aid, and health & safety procedures.
  - Staff should also receive regular updates on injury prevention and emergency protocols.
- **Regular Checks and Maintenance:**
  - Daily checks before classes begin to ensure the floor is clean, non-slip, and free of obstacles.
  - Weekly checks for equipment and props.
  - Regular fire safety checks.
- **Communication with Parents:**
  - Parents should complete medical and contact forms for their children before starting classes.
  - Any changes in schedule or venue should be clearly communicated in advance.

### **4. Emergency Procedures**

- **Injury Management:**
  - Minor injuries: Immediate care using first-aid protocols, with an emphasis on reducing strain and preventing further injury.
  - Major injuries: Call emergency services immediately and take necessary action based on the injury, such as immobilising a limb or applying pressure to a wound.

- **Evacuation:**

- In case of fire or other emergencies, ensure children are calmly escorted to the nearest fire exit.
- Teachers and staff will account for all students in a safe area once outside.

## **5. Review and Monitoring**

- This risk assessment should be reviewed every 12 months or if there are any significant changes to the venue, activities, or regulations.
- Ensure all staff members are involved in ongoing discussions regarding risk management, particularly when any incidents or near-misses occur.

Last reviewed: September 2025.