

Risk Assessment for Downland Dance

Location: East Hagbourne Village Hall, OX11 9LR, UK

Activity: Ballet classes for students aged 12 years – adults.

Dates: Saturdays weekly during term time.

Scope of Risk Assessment: The Students attend timetabled dance and body conditioning classes 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
Slips, trips, and falls (on floor)	Students, teachers, and staff	High	- Ensure floors are clean and dry before classes. - Ensure proper footwear is worn (non-slip ballet shoes). - Use of "wet floor" signs where applicable. - Maintain clear walkways and organise equipment.	- Monitor floor condition regularly.

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
Injury during dancing (e.g., falls, sprains)	Students, teachers	High	- Supervision at all times. - Warm-up and cool-down exercises to prevent injuries. - Correct technique and posture taught. - Ask all students if they have any pains we need to know about at the start of each class. - Individualised attention for younger children.	- Ensure staff are fully trained in first aid.
Allergic reactions (e.g., latex, nuts, airborne particles) or other medical conditions (e.g., asthma)	Students with allergies or other medical conditions (parents to notify)	Medium	- Gather medical history on registration forms for all students. - Ask new students if they have any allergies or medical conditions at the start of their first class. - Avoid latex balloons or products in the classroom. - Food is not to be consumed in the studio. - Ensure any students with serious allergies carry allergy medications (e.g., epinephrine, asthma inhaler) to classes.	- Update allergy and medical records regularly.

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
Strain from over-exertion (physical fatigue)	Students	Medium	- Age-appropriate dance routines. - Frequent breaks. - Ensure that students do not push beyond their physical capability. - Monitor hydration during classes.	- Adjust class duration as needed.
Fire safety	Students, teachers and staff	High	- Fire exits clearly marked and accessible. - Ensure there are no obstructions near fire exits. - Fire extinguisher and alarms to be kept in working order by EHVH staff. - Staff aware of evacuation procedures. - Smoking is not allowed anywhere on the premises. - All students attending classes are recorded on a register that would be used for a roll call after an evacuation.	- East Hagbourne Village Hall to check fire safety equipment regularly.
Child protection (e.g., inappropriate contact or behaviour)	Students, teachers, staff	High	- All staff must undergo DBS (Disclosure and Barring Service) checks. - Set clear behaviour expectations for both students and staff. - Ensure a suitable number of adults for supervision.	- Ensure safeguarding policies are up to date.

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
Inadequate first aid response	Students and staff	High	- First aid kits on-site and regularly stocked. - At least one first aid trained member of staff present during all classes. - Staff instructed to call a parent or dial 999 in case of serious injury.	- Ensure first aid certifications are renewed. - Ensure an up to date record of emergency contacts is kept.
Inappropriate equipment or props	Students, teachers	Medium	- Ensure equipment is age-appropriate and in good condition. - Check props for stability and safety before use. - Avoid sharp or heavy objects.	- Regular checks on all props and equipment.
Security and safeguarding (e.g., unauthorised access)	Students and staff	Medium	- Registers are taken for students at the beginning of each class. - Students to be accompanied if they need to leave the studio in the middle of a class. - Students are only released from the teachers care when their parent or caregiver is there to receive them.	- Review building security systems regularly.
Danger from cars manoeuvring, getting lost, abduction	Students, teachers, and staff	Medium	- Parents responsible for supervising own children from the car park to the studio.	- Regularly review number of safe parking spaces available on-site.

Hazard	Who is at Risk?	Risk Level (High, Medium, Low)	Control Measures	Further Action Required
Risk of injury from manual handling of barres, chairs, and table used by the teacher	Students and teachers	Medium	- 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. - Students instructed to use barres or chairbacks carefully, and not to lean on them or apply too much weight. - Chairs to be stacked and any other equipment to be stored neatly out of the way when not in use.	- Monitor condition of barres, chair backs and chair legs to ensure stability and safety.

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.