



CMSPA GENERAL RISK ASSESSMENT

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IN LESSON

Hazard	Who is at risk?	Controls in place	Further action required	By whom? When?
Stranger danger' – child leaving with inappropriate adult	Students	Teachers and teaching assistants watch as children leave with their parents. Parents are asked if there is anyone specifically that should not be taking the child home (even if the child recognises them).	Parents will be regularly asked to update their information in case their family situation changes.	Teacher. End of each class.
Cyber-bullying / grooming	Students	Children are not permitted to take their phones out in class, unless they are filming their solos. We have a child protection policy in place (PLEASE SEE OUR CHILD AND VULNERABLE ADULT PROTECTION POLICY FOR MORE INFORMATION) All parents/guardians must give signed permission for us to use photos of their children in advertising/social media.	We will regularly check that parents are happy for us to use photos of their child. In any photo shoot sessions, a parent/guardian must sign a Model Photo Release form.	Teacher, principal. Upon enrolment. Whenever we have private photoshoots.



IN LESSON

Hazard	Who is at risk?	Controls in place	Further action required	By whom? When?
Strains and Injuries during and after classes	Teachers, teaching assistants, students	<p>An adequate Warm Up and Cool Down will occur in each class. Students will be asked to wear suitable clothing and footwear (PLEASE SEE OUR UNIFORM CODE). Everyone will have access to a Qualified First Aider, First Aid Kit and Telephone</p> <p>We will ensure adequate matting is in place and secured, where necessary.</p>	<p>Teachers will keep themselves up to date on the correct practices and will report any signs of developing injuries to the Principal so the parents/guardians can be informed. Any mats will be checked on a regular basis to ensure they are safe. If a teachers believes equipment to not be safe, they must inform the Principal and stop using it immediately.</p>	<p>Teacher, principal. Monitor throughout.</p>
Bags, bottles or clothing etc left on the floor by students - falls, trips or slips.	Anyone	<p>Belongings should be kept at the sides of the room, away from any dancing or in a designated area outside of the room. There should always be a Qualified First Aider, First Aid Kit and Telephone (all teachers should update their first aid certificate every 3 years).</p>	<p>Ask dancers to place belongings back in designated spaces, if moved.</p>	<p>Teacher. Monitor throughout.</p>
People participating who are not eligible or medically fit.	Students	<p>Ensure students are eligible to participate – age, ability etc relevant to the session</p> <p>We ensure students are medically fit to participate by asking about all relevant medical information in our enrolment form</p>	<p>Teachers are responsible for keeping an eye on the health of all students. If a teacher believes someone may have developed a new problem or have an undiagnosed ongoing condition, they must inform the Principal as soon as possible. The principal will then speak to the parents/guardians, as necessary.</p>	<p>Teacher, Principal. Upon enrolment. Beginning of each class, monitor throughout.</p>



EQUIPMENT

Hazard	Who is at risk?	Controls in place	Further action required	By whom? When?
Electrical equipment such as speakers and music devices	Anyone	Only teachers or assistants are allowed to play the music, preventing students from the risk of touching any exposed wires. All equipment is put on a surface or out of the way as much as possible.	The objects and charging cables must be checked on a regular basis for any exposed wires which could cause injury. Where possible, all electrical items should be fully charged, preventing the need for cables to be plugged in in the studio.	The owner of the equipment. At least once a month.
Heavy speakers	Anyone	Teachers will set up their equipment before students enter the room.	If teachers have to move heavy speakers between classes, students will be asked to keep well clear of them.	Teacher. Each day/between classes.
Manual Handling from moving equipment (e.g. crash mats and ballet barres) - injury	Teacher, teaching assistants, students	Appropriate instructions are given on how to lift or move specialist items of equipment We will ensure enough staff are available to move heavy objects as required. If students move the barre, they must work in pairs or groups. Ideally a teacher or assistant will move it themselves.	Teachers and assistants will be given instructions of moving any new equipment.	Teachers, principal, teaching assistants. Monitor throughout.
Props/Costumes	Students	All props/costumes to be considered in advance of classes and rehearsed with before any performances. Students to be briefed on safe use before using.	Stop using if prop/costume restricts movement or poses injury.	Teacher, student. Monitor throughout.



AT THE VENUE

Hazard	Who is at risk?	Controls in place	Further action required	By whom? When?
Premises Safety	Anyone	Fire doors are kept clear at all times.	We will ask for an updated risk assessment from our venues each year	Principal. Yearly.
Cleaning Fluids – may cause allergic reactions, rashes, poisoning, etc.	Anyone	All cleaning products will be kept out of reach of students at all times. Upon arrival, teachers will check they are securely put away, ideally in a different room than classes.	If a product has to be used during a sessions for any reason, the person responsible for cleaning must ensure there are no traces of the product left. Ideally, this area will be sectioned off for 30 minutes to allow them to dry and any fumes to dissipate.	Teacher. Check upon arrival, monitor throughout.
Fire Evacuation procedures	Anyone	Fire evacuation procedures in place on site (VENUE SPECIFIC).	Teachers and teaching assistants will familiarise themselves with evacuation procedures and exits, and brief group if necessary	Teacher, principal. Yearly or when updated by the venue.
High stacks of chairs - falling on those passing by.	Anyone	Students are asked to avoid dancing near the stacks of chairs. High stacks are stacked facing the wall which is the direction they are more likely to fall.	If the teacher feels a stack of chairs is dangerous, they should reduce the height of the stack, ideally with the help of another adult.	Teacher. Monitor throughout.



OTHER HAZARDS

Hazard	Who is at risk?	Controls in place	Further action required	By whom? When?
Weather conditions - Dehydration, heatstroke, sunburn Hypothermia, pneumonia	Anyone	Teachers will allow for regular breaks and access to drinking water. Appropriate clothing, footwear and protection should be worn for the weather	Teachers will assess the conditions and plan accordingly. Allow warm up clothing to be worn for longer in classes.	Teacher. Monitor throughout.
Various Emergencies	Anyone	Teachers will have emergency contact numbers and medical information on hand for all students & teaching assistants.	Teacher to complete an accident/incident report when events occur and pass report on to Principal.	Teacher. Monitor throughout.