

# CARRIE MAY SCHOOL OF PA

## General Risk assessment

Company name: Carrie May School of Performing Arts Assessment carried out by: Caroline Parry (Principal)

Date assessment was carried out: 13/08/2020

Venue	What is the hazard?	Who is at risk?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Nora Grace Hall	Heavy swing door on entry to studio space causing students to have fingers caught or get knocked over when the door swings back.	Anyone entering or leaving the main hall	The doors should either be hooked back or held open for the students by the teacher.	Students should be warned about the risks of the swinging doors and encouraged to wait for a teacher.	Teachers	Each class	
Wheathampstead Memorial Hall, Nora Grace Hall	High stacks of chairs - falling on those passing by.	Teacher, teaching assistant, students	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.	Teachers, teaching assistants	Each day	
All	'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.	Teachers, teaching assistants	At the end of each class	

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All	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.	Teachers, Principal	Upon enrolment. Whenever we have private photoshoots.	
All	Heavy speakers	Teachers, teaching assistants, students	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.	Teachers	Each day or between classes	

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All	People participating who are not eligible or medically fit.	Students	Ensure students are eligible to participate – age, ability etc relevant to the session We ensure students are medically fit to participate by asking about all relevant medical information in our enrolment form	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.	Teachers, teaching assistants, principal	Upon enrolment. Each class.	
All	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	Each class	

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All	Bags, bottles or clothing etc left on the floor by students - falls, trips or slips.	Teacher, teaching assistants, students	Students should place all belongings at the sides of the room, away from any dancing or in a designated area outside of the room. Teachers will keep their belongings on a table. Everyone will have access to a Qualified First Aider, First Aid Kit and Telephone (all teachers should update their first aid certificate every 3 years)	Teachers and assistants will regularly check if they have			
All	Electrical equipment such as speakers and music devices – electrical shock from exposed wires, trip hazards, fire caused by faulty electrics	Teachers, teaching assistants, students	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.	

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All	Strains and Injuries during and after classes	Teacher, students	1 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 2 We will ensure adequate matting is in place and secured, where necessary.	1 Teachers will keep themselves up to date on the correct practices. Teachers will report any signs of developing injuries to the Principal so the parents/guardians can be informed. 2 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.	Teachers, principal	1 Each class 2 Weekly	
All	Fire Evacuation procedures	Everyone in the buildings	Fire evacuation procedures in place on site (PLEASE SEE OUR HEALTH AND SAFETY POLICY)	Teachers and teaching assistants will familiarise themselves with evacuation procedures and exits, and brief group if necessary	Teachers	Yearly, or when updated	
All	Weather conditions - Dehydration, heatstroke, sunburn Hypothermia, pneumonia	Teachers, teaching assistants, students	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.	Teachers	Daily (if necessary)	

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All	Cleaning Fluids – may cause allergic reactions, rashes, poisoning, etc.	Teachers, teaching assistants, students, visitors	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.	Teachers	Always	