

Risk assessment

Company name: Armley Dance Studios **Assessment carried out by:** F.George/J.Wilkinson (Co-Principals)

Date of next review: 11.9.20 **Date assessment was carried out:** 18.7.20

What are the hazards?	Who might be harmed and how?	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
Slips and Trips	Staff and customers may be injured if the trip over objects or slip on sanitiser spillages, water droplets, cleaning fluids etc.	<ul style="list-style-type: none"> • General good housekeeping. • All areas well lit, including stairs. • No trailing leads or cables. • Staff and dancers keep work areas clear, eg, no tap shoes left out. 	<ul style="list-style-type: none"> • Make sure that no objects are left lying around on the floor that people can trip over. • All sanitising stations to have a drip mat below and be regularly checked for spillages. • Wet floor sign available for spillages and cleaning times. • Step up cleaning/tidying regimes. 	<ul style="list-style-type: none"> • All staff • All customers • All dancers • Staff to oversee after dancers and customers have left the building. 	Already Present	Done

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<p>Electrical</p>	<p>Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> • Staff trained to spot any defective plugs, discoloured sockets or damaged cable/ equipment. • Defective equipment taken out of use safely and promptly replaced. • All electrical equipment regularly tested. 	<ul style="list-style-type: none"> • Ask landlord when the next electrical installation safety check is due. • Confirm the system with landlord for making safe any damage to building installation electrics, eg broken light switches or sockets. • Up to date electrical equipment testing. 	<ul style="list-style-type: none"> • Staff 	<p>Already Present</p>	<p>Done</p>

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Fire	Staff and visitors and other units connected to the studios and staff or visitors inside these. If trapped could suffer fatal injuries from flames or smoke inhalation.	<ul style="list-style-type: none"> Working with landlord, fire risk assessment done, see www.fire.gov.uk/workplace+safety/and necessary action taken. 	<ul style="list-style-type: none"> Ensure the actions identified as necessary by the fire risk assessment are done. 	<ul style="list-style-type: none"> Staff 	Already Present	Done
Lone Working	Staff could suffer injury or ill health while working alone at the studios.	<ul style="list-style-type: none"> Staff to make sure someone else knows where they are. Staff to carry mobile phone with them at all times when working alone. 	<ul style="list-style-type: none"> Whereabouts of staff to be monitored by other staff member. 	<ul style="list-style-type: none"> Staff 	Already Present	Done

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Heavy fire doors on each studio/ entry to reception	Students and visitors entering.	<ul style="list-style-type: none"> • Door wedges on all studios. • Handles or push panels on all doors. 	<ul style="list-style-type: none"> • Verbal reminder that doors are heavy. 	<ul style="list-style-type: none"> • Staff 	Already Present	Done
Steps upon entry to the dance school building/down to male & female bathrooms.	Anyone entering the building or going to the toilets.	<ul style="list-style-type: none"> • Hand Rails • Steps marked clearly. 	<ul style="list-style-type: none"> • Making sure if they are wet through rain or spillages that it is dried immediately. • Wet floor sign is put out. 	<ul style="list-style-type: none"> • Staff 	Already Present	Done
Students wearing jewellery when dancing.	Students	<ul style="list-style-type: none"> • Telling students to remove all jewellery when entering studios. 	<ul style="list-style-type: none"> • Enforcing by sending letters/emails to parents stating no jewellery in class what so ever. 	<ul style="list-style-type: none"> • Staff and Pupils and Parents of pupils 	Already Present	Done

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Pull Up Bars (Falls)	Students	<ul style="list-style-type: none"> Making sure they are used with supervision and children are knowledgeable in exercises. 	<ul style="list-style-type: none"> Verbally tell students they cannot be used without direct supervision from a teacher. 	<ul style="list-style-type: none"> Staff 	Already Present	Done
No stick- on/fake Nails within the studio(injury)	Students	<ul style="list-style-type: none"> Remind every dancer no stick-on/fake nails in dance classes. 	<ul style="list-style-type: none"> If a child comes into class with them on – a polite reminder that they cannot perform certain exercises and are wearing them at their own risk. No air track or pull up bars. 	<ul style="list-style-type: none"> Staff 	Already Present	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/