



Deborah Manning School Of Dance

General Risk Assessment

Dance Classes

Principal – Connie Manning

Name of Business: DEBORAH MANNING SCHOOL OF DANCE	Venues of Assessments: Northleigh, Carterton, Witney, Finstock, Shipton U Wychwood	Managed by: Connie Manning, Deborah Manning & Jade Simons
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Identify Hazards	Who might be harmed	How will you control the risk
Covid-19	Pupils & Teachers	<p>If anyone develops symptoms, parents will be contacted and students will be sent home and advised to follow the stay at home guidance. All Staff will be informed and a thorough clean will be implemented. Other students in this class will be sent home too.</p> <p>Please Note: <i>(On arrival to class all Staff and Students temperatures will be taken and Hand sanitisers will be made available throughout the workplace for all staff and students.)</i></p> <p>Thorough cleaning of the facility will help reduce the risk of spreading the virus. This is done regularly, before and between each exam group as well as after.</p> <p>Registers will be taken and contact details of those will be available to hand in case of emergency and to Track and Trace.</p> <p>If anyone becomes ill with COVID-19 they will immediately be isolated to a special designated room which is already setup and fully prepared. That particular class taking place will be cancelled and those students will be sent home.</p>
Lack of Register/ Accountability	Pupils	<p>A register will be taken to ensure we are aware of how many students we have attending class that day. Should we need to evacuate the building, this would give us accurate information to work with.</p> <p>Checking of parent/guardian contact numbers every month. It is important these are updated, should we need to contact home for an emergency.</p>
Large Equipment	Pupils	<p>Dance Studios will be checked upon arriving, ensuring there are no large apparatus left for students to trip or walk into.</p> <p>Equipment will be moved to a safe location before setting up the hall for designated class.</p>
Wet Floor	Pupils & Teachers	<p>All floors will be checked upon arrival, ensuring they are not freshly cleaned or wet. Teachers are to check there are no spillages. If there is, the floor will be marked as wet, until dried.</p>
Ventilation	Pupils & Teachers	<p>Windows and doors are opened on arrival to ensure a clean air flow, both before and during classes. Doors are then closed if the temperature gets too cold.</p>
Incorrect Dance Uniform	Pupils	<p>Upon arrival, students will be checked to ensure they are wearing the correct uniform, footwear, no jewellery and hair is off their face.</p> <p>Students will be asked to remove jewellery, change or to sit out and watch class if they are not wearing suitable clothing. Hair bands will be provided if necessary.</p>

Lack Of Drinking Water	Pupils	Fresh drinking water is available at every location, so water bottles can be filled up when needed. Teachers are encouraged to remind students to take regular drink breaks to avoid feeling faint or unwell
Unorganised Timetable	Pupils & Teachers	Timetables are planned very carefully, ensuring that students and teachers are able to have regular drink and toilet breaks between classes.
Lack of Toilet Facilities	Pupils	Toilets are checked upon arrival, ensuring they are clean and in a suitable using condition. Students are able to use private toilet facilities at all locations and are in the care of a Teaching Assistant at all times. Primary Students are asked to not lock the doors in case they risk being locked inside.
Safe Guarding, First Aid & DBS	Teachers	All Staff hold the relevant qualifications and are updated when necessary. All of these are available to view at any time.
Lack of Insurance	Teachers	Deborah Manning School Of Dance currently has Insurance through 'NOYCE Insurance Solutions'. All staff and the Business is covered, should a situation ever occur where this would be needed.
Lack of Teacher Knowledge	Pupils	All Staff currently hold a UTD Membership, First Aid, Safe Guarding & DBS Qualification. All Staff are trained before working for the Business and are background checked with where they have trained professionally. This is to ensure all Pupils are receiving the correct training in a safe and educational way.
Lack of GDPR	Parents	All contact information is kept within an online system called 'Class Manager' – Only the Principal, Connie Manning, has access to this information. All Mobile Numbers are printed on Class registers as an Emergency Contact. All contact information is deleted straight away, if Parents/Students decide to leave the Dance School.
Lack of Log Books	Pupils	Deborah Manning School Of Dance currently holds Accident Log Books and Fire Safety Log Books
Electrical Sockets	Teachers & Pupils	All sockets are checked upon arrival and electrical equipment will be used with great care. In case of any Fire or need to evacuate the building, we shall do so safely and carefully using the multiple fire exits available.

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
 - Regularly review and update this policy
 - A First Aid box is located in the kitchen or at the front of class
- An Accident Book is located with First Aid kit In the case of an emergency or serious injury
 - A Fire Safety Log Book is also available at the front of class, should a Fire occur

Signed: *Connie Manning*

Date: 06.07.2022

Position: Principal