

Flipside Dance School - Risk assessment

November 2023

			VENUE / EXTERNAL		
HAZARD	RISK	WHO	CONTROLS	ACTION	RISK FACTOR
Parking and drop off	Running in front of a car – injury (possibly serious)	All students	Parents are told to collect their children from inside the venue.	Clear communication in emails	HIGH
Slips and trips due to paving/ adverse weather	Injury	Students, staff and parents	CVH committee are responsible for the ground’s maintenance.	Report any hazards to CVH	Medium
			FSD staff to check around the entrance area on their way into the		
Fire evacuation	Injury or death	Students, teachers, staff	All teachers to know where the fire exits are in the building (CVH)	Adhere to the evacuation plan and any policies put in	Low
Dirty Floors	Slips, illness	students and teachers	Teachers to check the venue (CVH) on arrival	Report any hazards to CVH	Low
Lack of lighting around the building	Trips and falls.	All	CVH responsible for maintenance.	Report any lights not working to the caretaker & secretary of CVH	Medium
	Open to strangers hanging around				

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			VENUE / EXTERNAL CONTINUED		
HAZARD	RISK	WHO	CONTROLS	ACTION	RISK FACTOR
Teaching staff not qualified	Reputation	Students	Staff have the correct qualifications	References and background checks done.	Low
	Injury to students due to lack of knowledge		Certificates such as enhanced DBS and First aid are in place.		
	Lack of knowledge	Students	Staff to have the appropriate certificates and training	Training given by Principal and Designated Safeguarding Lead (DSL)	Medium
Safeguarding	Inappropriate behaviour		Staff to hold a DBS certificate		
First Aid	Staff not aware of how to handle injuries	Students	First aid certificates to checked.	Training organised if necessary.	Medium

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STUDENT WELFARE					
HAZARD	RISK	WHO	CONTROLS	ACTION	RISK FACTOR
Not registered	No background information or contact information	Students	Registration forms sent out on sign	Check membermeister to make sure all students have up to date information.	Low
	No medical		Registration forms sent out on sign	information add students to the medical tracker and make a folder to add in to	High
No food or drink	Lack of energy / risk of faint	Students	Ensure students have the opportunity to drink & have snacks	Teachers are briefed by the principal when they start the	Medium
Inappropriate footwear, uniform & hair	Slips and trips. Not being able to dance correctly and safely.	Students	Teachers to check uniform as students arrive to class	All students to be sent the uniform handbook when joining FSD and advised the correct items for their genre	Low
Jewellery	Catching, snagging, restriction	Students	Teachers to check for any jewellery items as students arrive to class	Students advised of no jewellery	Low
Students with asthma	Asthma attack, hospitalisation, death	Students	Parents advise FSD about their child's condition on sign up	Asthma to be recorded on member	High
		Students	Students to carry the correct inhaler and a spare as prescribed at all times	Asthma policy in place	

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			STUDENT WELFARE CONTINUED		
Students with asthma	- continued			spare inhaler and spacer held on site for emergencies	
Allergies	Itchy skin, swelling of tongue and mouth, vomiting, wheezing, coughing, short of breath	Students and staff	Anyone with an allergy that requires medication e.g epi pen should have that with them during class. Parents to provide 2 epi pens incase the first failing	Any students and staff with allergies to have their plan in the medical files in the main cupboard and noted on membermeister.	HIGH
Behaviour	Students messing around which could cause an accident	students	Teachers to establish clear rules from the start of term	Unwanted / unsociable behaviour is not tollerated	Low
Child protection during toilet visit	Students may leave the building or meet members of the public unknown to FSD	Students	Teachers to watch at the door until a student has returned unless another member of staff is available e.g secretary, DSL or teaching assisstant.	FSD staff to remain in eye contact until the student returns.	Medium