



STUDIO SIX DANCE SCHOOL RISK ASSESSMENT

Principal: Laura Gibson		Signed:	
Studio Six Dance School 24a Rendezvous street Folkestone	Risk assessment August 2024 Review Date August 2025	Dated:	

Hazard	Who is affected	Control measures	Who is responsible	Further action to be taken	How/when is it monitored?
Entrance hallway stairs - slips/trips/falls	All users	Ensure that hallways/ staircase is kept clear of physical hazards. Report any maintenance issues (ie ripped/worn carpets)	All staff	Principal to report any maintenance issues to building owners as appropriate	Staff to check hallways/stairs before classes begin and users enter
Slips/Trips/Falls classroom	All classroom users	Teachers to ensure that there are no trip hazards and any props/sets are used safely. Only bottled water is allowed in the dance studio and any spills are identified and cleared up immediately.	Classroom staff	Regular reminders to users	Ongoing
General injuries	Students	All teachers to ensure students are appropriately warmed up. Plan activities before class to consider any potential hazards. Check students are medically fit and able to perform movements. Ensure access to a first aid box, a trained first aider and a working telephone	Classroom staff	Students monitored throughout lesson and movement/activity is stopped or changed if necessary	Principal to ensure that all teachers are qualified/supported by qualified staff. Review classroom practice weekly



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Injury due to space	Students and classroom staff	Teachers to ensure that space is of an appropriate size for the activity planned	Classroom staff	Space is evaluated throughout the lesson and movement is adapted as applicable	Principal to ensure class numbers are appropriate for the planned activities
Injury due to contact moves	Students	Teachers set expectations for contact work and ensure students are aware of correct technique. Staff to support lifting movements	Staff and students	Regular reminders on safe practice	Ongoing
Manual Handling	Staff and students	Appropriate instructions are given on how to lift or move specialist items of equipment. Ensure enough staff are available to move heavy objects as required	Principal	A simple risk assessment is performed before any heavy objects are moved	Principal to assess as appropriate
Child Protection	Students and vulnerable adults that could be at risk of abuse	All staff to be trained in child protection identifying and reporting procedures. No adults other than trained staff are allowed in the changing/toilet areas or classrooms without consent. Ensure there is consent forms for social media/photos	Principal to ensure all child protection policies and procedures are in place.	Refresher safeguarding training yearly before school year begins	Ongoing
Props/costumes	Classroom staff and students	All props/costumes to be considered in advance as appropriate. Students will have rehearsals and be advised on safe use by teacher	Teachers	Teacher to be aware of use and is prepared to stop activity if there is risk	As and when appropriate



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				of injury	
Weather extremes	All users	Principal to ensure there are working heating/cooling systems as appropriate. Students encouraged to dress appropriately and hydrate regularly	All staff	Staff to be aware of outside temperatures and act accordingly. Include breaks as part of lesson planning	As and when required
Welfare	Students Staff	Students and staff have access to toilets and refreshments as needed. Staff and students are encouraged to share their concerns regarding themselves or other users	All staff to promote positive mental health and well being	Principal to regularly meet with staff to discuss any concerns they may have. Principal to be actively foster a supportive environment	Ongoing
Various emergencies	All Staff and Students	Data collection before a student can start classes including legal name, DOB, next of kin and any existing relevant medical information School to keep a record of this date ensuring that GDPR is maintained. Staff briefed on calling 999 as appropriate	All staff/Teachers should know how/where to access this information	Reminders added to social media posts and letters home that parents are to ensure the school has accurate information. Staff to complete accident/incident form and report to principal for action/follow up	Termly data collection update and tracking responses



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Losing a child	Students	Children are not to leave the premises without prior permission. External doors are to be kept closed during sessions All Little Stars Students are signed in and out by their parent/guardian. Staff are present in the reception/entrance and exit area	All staff	Principal to follow up on any concerns regarding students/events as applicable	Ongoing
Potential Terror Attack	All users	Ensure that the main doors are kept locked from the inside at all times. Only known users to be allowed entry into the dance school	All staff Receptionist	Principal to ensure all staff/users are aware of the potential dangers	Ongoing
Bomb Threat	All users	In the event of a bomb threat, all users are to evacuate the building via the back door, taking personal belongings with them, and only re-enter once advised it is safe to do so.	All staff on site. Teachers to register students and check all students have evacuated	Regular monitoring of who is allowed into the building	Ongoing
Fire Evacuation	All users	In the event of fire, all users are to leave belongings behind and exit through the rear door down the fire escape. Meeting point is the Turning Point Payers Park.	Principal to ensure all users are aware of evacuation procedures. Teachers on site are required to register students and ensure all students have	Fire evacuation drills to be performed termly.	Principal to update Evacuation procedures as and when needed and ensure staff receive training



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			evacuated		
Jewellery/ Valuables	Students	Where possible valuables should not be brought into school and jewellery should be removed before classes to avoid injury Mobile devices are not to be used during classes	Classroom staff	Regular reminders to students	Ongoing