

**ELEONORA DANCE STUDIOS  
GENERAL RISK ASSESSMENT (RA) FORM RA0001  
BEFORE STARTING PLEASE READ RISK ASSESSMENT POLICY**

**Step 1 – List the work tasks/activities;** activities, equipment used, substances, locations

**Step 2 – Identify the Hazards;** consider slips/trips, falls, fire, falling from height, electrocution, noise, gas, machinery/equipment, strategic (reputation, loss of pupils), financial (falling pupil rolls), compliance (child protection) and environmental (asbestos, legionella) to decide who might be harmed and how

**Step 3 – Assess and evaluate the Risk Rating;** Likelihood x Consequences

**Step 4 – Apply Risk Control Measures;**

1. Eliminate the hazard – most effective risk control method
2. Reduce the hazard – perhaps substitute with a less hazardous solution
3. Prevent people coming into contact with the hazard – for example putting distance between people and the hazard
4. Safe systems of work – procedures, permits, safety rules that need to be put in place
5. Personal Protective Equipment – for example crash helmets, gloves, goggles

**Step 5 – Rescore the Hazard Risk and Assess Residual Risk Rating for that activity/event**

**Step 6 – Record your findings and be prepared to revise if necessary**

**Hazard Risk Scoring** (columns (c) & (e) below). Use the matrix to score the hazard risk.

Consequence		Consequence x Likelihood					
Catastrophic	Death/permanent disability	5	5	10	15	20	25
Major	Serious injury/long term illness	4	4	8	12	16	20
Moderate	Injury or illness (e.g. doctor)	3	3	6	9	12	15
Minor	Minor injury, needs 1 <sup>st</sup> aid	2	2	4	6	8	10
Insignificant	No injury or illness	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Unlikely	Possible	Probable	Very Likely
			<b>Likelihood</b>				

Score	Risk Rating
<b>21-25</b>	<b>Extreme</b> – Unacceptable, stop activity/event
<b>16-20</b>	<b>High</b> – Unacceptable, improve risk control & rescore
<b>10-15</b>	<b>Moderate</b> – Concern, reconsider risk control measures
<b>5-9</b>	<b>Low</b> – Adequate, improve at next review
<b>1-4</b>	<b>Very Low</b> – Acceptable, no further action

Appendix E

**ELEONORA DANCE STUDIOS  
GENERAL RISK ASSESSMENT (RA) FORM RA0001**

<b>HAZARD</b>	-	An activity where there is potential for harm to be caused
<b>RISK</b>	-	An evaluation of the probability or likelihood of the hazard occurring
<b>RISK ASSESSMENT</b>	-	An assessment of the severity of the potential outcome
<b>Location/Event: PINNER BAPTIST CHURCH HALL – BALLET LESSONS</b>		<b>Review Period: 1 year</b>
<b>Assessor: ELEONORA ECONOMIDES</b>	<b>RA No: 01</b>	<b>Date of next Review: MAY 2024</b>

Hazards Identified	Risks before control measures	Persons at Risk (please state)	Initial Risk Rating (E, H, M, L, VL)	Risk Control Measures	Residual Risk Rating (E, H, M, L, VL)	Additional actions to further reduce the risk
(a)	(b)	(c)	(d)	(e)	(f)	
Wet floor in main hall when it has been raining or recently washed.  Sticky or dirty floor after other hall users.	Slipping, tripping, falling in hall.	Pupils Teacher	M	Make children aware of the dangers and ask them to dry their shoes on the mat supplied by the fire exit door.  Dry any wet areas with paper towels and make hall secretary aware in case of future incidents.	L	
Items / apparatus left out by Nursery or Church in hall.	Falling or tripping	Pupils Teacher	M	Instruct children to perform away from items left out. Remove items if possible or block areas off. Instruct children to stay away from these items and make them aware of any dangers.	L	

Kitchen	Kitchen appliances.	Pupils	L	The kitchen is kept locked and children are not allowed to leave the hall and are not allowed to enter the kitchen.	Very L	
Coats and bags	Tripping or slipping over items.	Pupils Teacher	M	Ensure coats and bags are kept neatly on a table placed at the back or side of the hall and or under the table and use edges and sides of the hall floor avoiding areas of performance.	L	
Toilet visits	Other hall users (Nursery) are on the premises using the lower hall.	Children	M	Ensure that the children are accompanied by an adult to the toilet and whenever possible and ask parents to take them to the toilet before a lesson starts.  Teacher should always be aware of the children's movements.	L	
Accidents	Tripping or falling.  Water bottles leaking or spilling.	Children Staff	M	The teacher should not leave the children unaccompanied. If the teacher needs to leave the hall, the teacher must ensure there is another adult (parent) available to remain with the children. The teacher should make any toilet breaks in-between lessons to avoid leaving the children unattended.  Clean any spillages immediately.  Teacher will have a mobile phone to call the parent or ambulance in case of a serious accident.  First Aid kits available on both floors.	L	

Intruders	Through fire exit door or windows if opened.	Children Staff	M	<p>We use the fire exit double doors directly into the hall. The doors are opened only to allow parents and children in and out.</p> <p>In the summer, the doors may be intermittently opened for fresh air. A couple of windows are also opened. Intruders could also enter via the windows. Be vigilant.</p>	L	
Pupil exuberance	During a lesson or when changing.	Pupils	M	<p>Pupils are kept calm. Do not leave children alone.</p> <p>If the teacher needs to leave the hall, the teacher will ask another adult (parent) to remain with the children.</p>	L	
Radiators in lower hall	Burns	Pupils	M	<p>Ensure heaters are not too hot and keep children away from them during lessons.</p>	L	
Allergies	Snacks	Pupils	M	<p>Children do not eat during lessons and do not generally bring food into the hall. Teacher to be alert in case a child does bring food and inform parent.</p>	L	
Risk of Covid-19	During lessons or when getting changed.	Pupils Staff	M	<p>Ventilate lower hall in the summer by opening fire exit doors, and windows and door to corridor.</p> <p>Children who wish to wear masks can do so.</p> <p>Option to sanitize hands on entering the hall is available.</p>	L	

				<p>If a child sneezes or coughs ask them to wash or sanitize hands.</p> <p>Remind children to use elbow and not hands.</p> <p>Anyone who is unwell with a temperature must be sent home.</p>		
--	--	--	--	--	--	--

Appendix E

**ELEONORA DANCE STUDIOS  
GENERAL RISK ASSESSMENT (RA) FORM RA0001**

<b>Action required (note any temporary action / control measures required):</b>	<b>Action Review Date</b>	<b>Action Completed (Name and title) / Date</b>
<b>Further actions that may require longer term consideration:</b>	<b>Action Review Date</b>	<b>Action Completed (Name and title) / Date</b>
<b>If any issues are outstanding from the 'Action Review' date, detail the reasons:</b>		

<b>Alternative Plans (for poor weather)</b>	<b>Emergency Plan in case of an accident or Emergency (Plan B)</b>

<b>Assessment carried out by (Name)</b>	ELEONORA ECONOMIDES	<b>Approved by (Name)</b>	
<b>Signature and Date</b>	<i>Eleonora Economides May 2023</i>	<b>Signature and Date</b>	