

**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 st 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
			Likelihood				

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

Appendix E

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HAZARD	-	An activity where there is potential for harm to be caused	
RISK	-	An evaluation of the probability or likelihood of the hazard occurring	
RISK ASSESSMENT	-	An assessment of the severity of the potential outcome	
Location/Event: ST PAUL'S CHURCH HALL, CORBINS LANE S HARROW – BALLET LESSONS		Review Period: 1 year	
Assessor: ELEONORA ECONOMIDES		RA No: 01	Date of next Review: JAN 2024

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)	
Fire exit stairway to main hall upstairs	Tripping or slipping up or down the stairs when it is raining.	Pupils, parents, teacher.	M	Make children and parents aware of the dangers involving wet steps and encourage parents to accompany younger children up and down the stairs. Remind children to hold the handrail and to walk carefully.	L	
Wet floor in upper hall when it has been raining or recently washed Sticky or dirty floor after other hall users.	Slipping, tripping, falling in halls.	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. Floor is cleaned by St. Paul's Church staff on Friday evenings in-between our ballet days.	L	

				Inform St Paul's Church if the floor is dirty / sticky and avoid any hazardous areas. Make children aware.		
Lower Hall floor	Tripping and falling on carpet.	Pupil Teacher	M	Make children aware of hazard. Teacher to be aware.	LL	
Mains sockets	Electric shock	Pupils	M	Nursery/St Paul's Church use socket covers to avoid young children putting their fingers inside the sockets.	L	
Items / apparatus left out by Nursery or Church in hall or side rooms.	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. Keep side rooms closed.	L	
Kitchens		Pupils	M	Children not allowed to enter the kitchen unless supervised and in special circumstances.	L	
Large Walk in Cupboards (in upper and lower halls)	Falling, tripping, furniture or items falling down.	Pupils Teacher	M	Children not allowed to enter the cupboards unless supervised and in special circumstances. Teacher to be aware of dangers and St Paul's users to be made aware via St Paul's committee to keep the cupboards tidy.	L	

Moving tables and chairs in and out of Large Walk-in-Cupboards. Accessing own small cupboard inside large cupboard.	Falling, tripping, hurting back	Teacher	M	Be aware of dangers and take care when moving furniture. Inform secretary if own cupboard is blocked and take care whilst accessing own cupboard.		
Coats and bags	Tripping or slipping over items.	Pupils Teacher	M	Ensure coats and bags are kept neatly on large table placed at the back 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 are on the premises using the lower hall.	Children	M	Ensure that the children only use the upstairs toilet when running lessons in upper hall and downstairs toilets when using the lower hall. When possible, ask the parent to accompany the child to the toilet. 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. 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 ground floor main doors. Through fire exit door.	Children Staff	M	Keep ground floor main doors locked. If another group are using the building at the same time, and we are unable to keep the ground floor door locked, be alert and watch and listen for anyone coming into the building and up the stairs. Keep fire exit door closed in the upper hall. Door is opened intermittently during lessons to allow for fresh air as windows do not open in upper hall. Watch for unknown persons entering the hall.	L	
Pupil exuberance		Pupils	M	Pupils kept calm and do not leave children alone. If the teacher needs to leave the hall, the teacher will ask another adult (parent) to remain with the children.	L	
Radiators in lower hall	Burns	Pupils	M	Ensure heaters are not too hot and keep children away from them during lessons.	L	
Allergies	Snacks	Pupils	M	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.	L	
Risk of Covid-19		Pupils Staff	M	Ventilate lower hall by opening windows and door to corridor. Children who wish to wear masks can do so. Option to sanitize hands on entering the hall is available.	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>		
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Appendix E

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

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

Assessment carried out by (Name)	ELEONORA ECONOMIDES	Approved by (Name)	
Signature and Date	<i>Eleonora Economides</i> <i>1st January 2023</i>	Signature and Date	