

The Performance Programme
General Risk Assessment
Implementing Protecting Measures in Dance and Drama settings

Name of Establishment:	The Performance Programme
Name of Owners:	Abbey Maginnis and Sara Clayton
Postcode of registered Address:	AL4 0HR, AL5 5NS
Disciplines Offered:	Group Dance - Classical Ballet, Contemporary, Jazz, Modern Theatre, Tap, Pointe, Commercial, Conditioning, Pilates, Stretch, Improvisation, Choreography.
Intended Start Date:	Monday 4th April 2023
Ages Attending:	5 - 18 years

Risk Assessment initially generated February 2022. Risk Assessment implemented by Abbey Maginnis and Sara Clayton.

Statement of general policy and arrangements for The Performance Programme

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks
- Be open to comments and suggestions from staff and students and parents on matters relating to health and safety.
- Provide information, instruction and supervision for staff and students, and make them aware of this policy.
- Ensure all staff 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.
- The Performance Programme has overall responsibility for Health and Safety.
- Staff will have access to a fully equipped first aid box, at all times.
- An accident book will be in every first aid box. The Performance Programme staff will have an additional accident book to record all incidents under their care.
- In case of a serious emergency or injury please contact the emergency services on 999 or 111.

This policy was last reviewed Dec 2023.

Names of Owners: Abbey Maginnis and Sara Clayton

Signed: ABBEY MAGINNIS & SARA CLAYTON

Introduction

A risk assessment is simply a careful examination of anything that may cause harm to you or others during the course of our intensives. The aim is to prevent incident, accidents, and illness. It is carried out by identifying risk and using appropriate control measures to minimize or eliminate the risk.

This Risk Assessment was undertaken based on information provided by The Performance Programme.

It is the responsibility of Abbey Maginnis and Sara Clayton to make sure that those carrying out the work are instructed and trained to do so using the control measures identified in the risk assessment. They will directly supervise those with the least experience until they are deemed to be competent to carry out the work unsupervised. Those carrying out the work must co-operate with The Performance Programme regulations by following the instructions they have been given.

Any change resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to Principals. The severity and probability definitions relating to this document can be found below.

It is assumed that this Risk Assessment forms part of The Performance Programme's over-arching Risk Assessments, Operating Procedures and preventative measures used to minimise risk. It should not be viewed in isolation. Other documentation that should be considered, where applicable, includes:

- The Performance Programme's Terms and Conditions
 - The Performance Programme's Health and Safety Policy
 - The Performance Programme's Child Protection Policy
 - The Performance Programme's GDPR Policy
 - The Performance Programme's Covid-19 Policy
 - RAMS

		RISK TOLERANCE					
		6	12	18	24	30	36
LIKELIHOOD	ALMOST CERTAIN	6	12	18	24	30	36
	VERY LIKELY	5	10	15	20	25	30
	LIKELY	4	8	12	16	20	24
	POSSIBLE	3	6	9	12	15	18
	VERY UNLIKELY	2	4	6	8	10	12
	UNFORESEEABLE	1	2	3	4	5	6
		1	2	3	4	5	6
		NEGLECTIBLE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
		SEVERITY					

SEVERITY DEFINITIONS

NEGLECTIBLE: May lead to a miscommunication, no foreseeable risk of harm or discomfort, no damage.
MINOR: Superficial injury, temporary discomfort or distress, minor property damage.
MODERATE: Cuts, grazes or other injury which require on-site first aid, moderate property damage.
MAJOR: Minor fractures, requires hospital treatment, absence from work for 3 days or more, major property damage. (RIDDOR)
CRITICAL: Major fractures, ill health leading to disability or reportable disease (RIDDOR). critical property damage, e.g. structural.
CATASTROPHIC: Amputations, fatality, life shortening illnesses, catastrophic property damage.

TO CALCULATE RISK SCORE:

First..... Assess the likelihood of the hazard occurring.
 Second..... Assess the severity of the hazard if it were to occur.
 Third..... Calculate risk score using the matrix to the left. This is done by reading from the box at the intersection between your chosen severity and likelihood figures.

RISK TOLERANCE:

The Risk Tolerance is 9. Anything above this is deemed an unacceptable risk and appropriate control measures need to be applied in order to reduce the risk factor below 9.

General – Car Parking and External Safety

Hazard	Risk	Who is at risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Parking and drop off measures	Collision with a motor vehicle or other hazard in car park	All	3	5	15	<ul style="list-style-type: none"> Plan parents' drop-off and pick-up protocols that minimise risk of harm (getting to/from nearby car park) Tell parents and young people their allocated drop off and collection times and the process for doing so. Older students aged 11 years are allowed to arrive/depart on their own. 	1	5	5
Slip or Trip hazard (raised paving slabs, slippery surface following rainfall)	Personal injury	All	4	3	12	<ul style="list-style-type: none"> Any slip or trip hazards to be identified and marked Slip or trip hazards to be addressed and resolved by the Hertfordshire Combat Centre 	1	3	3
Lack of light during dark evenings	Unable to see and identify trip and slip hazards	All	4	2	12	<ul style="list-style-type: none"> Route to/from entrance/exits are covered by appropriate lighting 	1	3	3
Lack of external lighting (due to blown lamp or tripped circuit)	Unable to see and identify trip and slip hazards	All	4	3	12	<ul style="list-style-type: none"> The Hertfordshire Combat Centre to be informed and requested to repair or replace the lighting within 24hrs 	1	3	3

Staff Training

Hazard	Risk	Who is at risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Teaching and coaching staff failing to act appropriately	Reputational and Financial impact on the business/ teacher	All	3	4	12	<ul style="list-style-type: none"> • All staff hold the appropriate qualifications from their respective accreditation bodies. • Abbey Maginnis Level 4 Diploma in Teaching Studies, ISTD Level 4 Diploma in Dance Education in Imperial Classical Ballet, Modern Theatre and Tap Dance. • Sara Clayton Trinity Level 5 Diploma in Professional Dance, ISTD Level 4 Diploma in Dance Education in Imperial Classical Ballet, ISTD Level 3 Diploma in Dance Instruction in Modern Theatre • All staff to hold a current DBS (disclosure and barring service) certificate. Certificate must be less than three years old. • Staff are regularly consulted and informed about policies and procedures. • Staff have been trained in appropriate correction methods (normally considered contact) • Staff have been trained in how to deliver instruction to younger children who sometimes need things to be explained to them in a different way. 	1	4	4

Lack of Insurance	Reputational and Financial impact on the business/ teacher	All	3	4	12	<ul style="list-style-type: none"> • Employer's Liability Insurance provided by Gallagher/AXA • Public Liability Insurance provided by Gallagher/ AXA and a copy of the certificate is available. • Each teacher has been confirmed to have their own Professional Indemnity Insurance 	1	4	4
Lack of qualified First Aider(s) and first aid kit	Unable to facilitate appropriate care	All	3	4	12	<ul style="list-style-type: none"> • There will always be a minimum of one member of staff present with a minimum of a one-day Emergency First Aid qualification. • Teachers will all carry their own first aid kit in addition to any equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary. • All first aid boxes should be checked regularly to make sure that they are fully stocked. • First aiders should all be briefed to check the latest Government guidance on coronavirus precautions and procedures- https://www.gov.uk/coronavirus 	1	4	4
Lack of understanding and support from venue, support staff, and delivery workers	Failing to minimise hazards leading to likely increase in accidents/ incidents	All	4	3	12	<ul style="list-style-type: none"> • Communicate early with venue, contractors and suppliers that will need to support dance classes and ensure copies of policies and procedures are provided. • Discuss with cleaning contractors or staff the cleaning requirements (floors, toilets, kitchens etc) 	1	4	4

<p>Failing to secure data leading to a breach of GDRP regulations</p>	<p>Reputational and Financial impact on the business/ teacher</p>	<p>Dance School and Staff</p>	<p>3</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> • The Performance Programme is committed to protecting the privacy and confidentiality of its students. • The Performance Programme will only collect: <ul style="list-style-type: none"> - Personal information (such as name and date of birth) - Next of kin (such as name/s and emergency contact number/s) - Relevant medical information - Attendance information (such as dates of attendance/absence and reason for absence) - Assessment information (such as examination results). It also includes your (parent/guardian's or students over 16 years of age) - Contact details (such as name, address, telephone number and email address). • We do not sell or pass on personal data to any other organisation or use for any other purpose. The personal information held by The Performance Programme about our Students is the minimum necessary to facilitate the running of our business: such as contact details and medical history. • See The Performance Programme GDPR or Privacy Policy for full details. 	<p>1</p>	<p>3</p>	<p>3</p>
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Student Welfare

Hazard	Risk	Who is at risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Lack of register/ accountability in the event of fire or evacuation	Significant injury/ death	All	3	6	18	<ul style="list-style-type: none"> All students are registered within the first 15 minutes of their class commencing Parents/guardians who remain in the building must also sign in at the teachers table 	1	6	6
Lack of Emergency contact details and related information	Unable to facilitate appropriate care	All	3	5	15	<ul style="list-style-type: none"> All Staff and Students to complete a 'registration form' including: <ul style="list-style-type: none"> - Personal information (such as name and date of birth) - Parent/guardian contact (such as name/s and emergency contact number/s) - Relevant medical information Parents/guardians or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection. 	1	5	5
Staff or students with individual Risk Assessments (i.e. disability or young persons)	Individuals personal needs are not met resulting in distress or harm	Identified individual	4	3	12	<ul style="list-style-type: none"> Existing individual Risk Assessments to be implemented and reviewed as necessary and additional measures put in place for those at enhanced risk. 			6

Lack of drinking water	Fainting leading to minor/major injury	Individual student	4	3	12	<ul style="list-style-type: none"> Ensuring students are drinking plenty of water. As with every active sport, fluids lost through sweating must be replaced. Even mild dehydration can harm performance and reduce the ability to concentrate. Drinking enough is especially important when temperature and humidity levels increase. Ensure that a class for younger children includes breaks for them to rest and that there is water available for them to drink. Teacher to remind them to stop and rest as required. Spillages will be mopped up immediately and cordoned off until dry. Only water in sealable bottles will be allowed in studio spaces. 	2	3	6
Lack of food	Lack of energy resulting in loss of focus and injury	Individual student	4	3	12	<ul style="list-style-type: none"> To ensure that students have eaten properly before they dance. If they don't eat enough, they won't have enough energy particularly if doing a class or performance. Teacher to ensure students don't eat a big meal just before a class or performance as they could feel unwell. 	2	3	6

Inappropriate footwear and clothing	Slips, trips and falls	Individual student	4	3	12	<ul style="list-style-type: none"> • Students should always wear appropriate clothing and footwear for the dance class. This should not be restrictive or uncomfortable and footwear should support the foot – proper ballet, jazz or other dance shoes are best. • Shoes should be correctly fitted by a teacher or at an outfitter. Unless requested by the teacher, ballet shoes should have elastic to hold the shoes on securely. • No outside clothing is allowed during class. 	1	4	4
Hair	Obstruction of sight causing slips, trips and falls	Individual student	3	4	12	<ul style="list-style-type: none"> • Hair must neatly tied back for all classes; any fringes that drop below the eyebrow must be gripped back or a hair band worn. 	1	4	4
Jewellery and valuables	Injury through catching/snagging	Individual student and their partner(s)	3	4	12	<ul style="list-style-type: none"> • Clear policy for all students to remove any jewellery that might pose a risk (such as necklaces and earrings other than studs). • No jewellery is to be worn in class at any time apart from stud earrings that do not hang. 	1	4	4
Exhaustion	Fainting, slips, trips and falls	Individual student	4	3	12	<ul style="list-style-type: none"> • Include times for a break between performances or classes. • Students encouraged to have a snack to increase energy levels 	2	3	6

Venue - Spaces/Studios

Hazard	Risk	Who is at risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Unsuitable venue (including floor, lighting and ventilation)	Slips, trips and falls, illness and dehydration	All	3	4	12	<ul style="list-style-type: none"> • The facilities at the venue are suitable for all types of dances. • Wooden sprung floor for cushioning landings. • The room is well ventilated, lit and an appropriate size. • Class Teacher to ensure that dancers are well spaces out within the room and that they have sufficient room for the activity. 	2	4	8
Lack of fire Risk Assessment	Impeded evacuation resulting in personal injury/death	All	3	6	18	<ul style="list-style-type: none"> • The Hertfordshire Combat Centre are responsible for the regular inspection and maintenance of the fire alarm system and emergency lighting. • The Hertfordshire Combat Centre are responsible for undertaking regular Fire Risk Assessments and make these available to The Performance Programme. 	1	6	6
Lack of knowledge of fire evacuation procedures	Impeded evacuation resulting in personal injury/death	All	3	6	18	<ul style="list-style-type: none"> • Studios have clearly marked fire exits indicating exit routes • A meeting point has been established in the front car park and this is shown to students at the commencement of each Intensive. 	1	6	6

Lack of firefighting equipment and familiarisation in its use	Impeded evacuation and further damage	All	3	6	18	<ul style="list-style-type: none"> Teachers are familiar with the venue fire procedure and brief any staff under their duty of care. Adequate and appropriate fire extinguishers. Fire extinguishers are serviced annually by the respective venue's provider. Flammable liquids are to be stored away from any sources of ignition and in their correct containers. Strictly no smoking allowed in the venue. 	2	4	8
Unsecured power cables	Slips, trips and falls, illness and dehydration	All	3	4	12	<ul style="list-style-type: none"> All power cables are to be run to the nearest access points in the venue Any exposed cabling is to be secured into place with gaffer tape or equivalent 	2	4	8
Inadequate cleaning of space(s)	Spread of illness and sickness	All	3	4	12	<ul style="list-style-type: none"> Regularly clean common contact surfaces in all communally areas in the venue including any equipment used. Cleaning frequently touched surfaces using antibacterial products following the correct cleaning procedures 	2	4	8
Lack of ventilation of space(s)	Spread of illness and sickness	All	3	4	12	<ul style="list-style-type: none"> Where possible, all spaces should be well ventilated using natural ventilation (opening windows and doors if possible) keeping in mind safety and safeguarding. Increase ventilation (to ideally maximum) within enclosed spaces and ensure air handling systems are not occupancy driven (over-ride where possible). 	2	4	8
Lack of Hand Washing	Spread of illness and sickness	All	3	4	12	<ul style="list-style-type: none"> Staff and students to hand sanitise or wash their hands thoroughly on arrival with warm soapy water for 20 seconds. 	2	4	8

Toilet facilities	Child Protection concerns	All	3	4	12	<ul style="list-style-type: none"> Dedicate a toilet for use by students where facilities are accessed by other persons such as members of the public and venue staff – consider Child Protection implications. 	2	4	8
Furniture or Equipment Hazards	Injuries from items	All	3	4	12	<ul style="list-style-type: none"> Staff will check the space before each class for any miscellaneous objects or hazards and will remove them. The Hertfordshire Combat Centre should be notified of any damage or hazards pertaining to the building itself Remove unnecessary items from studio environments and store it elsewhere Chairs not to be stacked in piles of more than 6 and away from students. Common sense, awareness and reporting-on- sight promoted. Young people also asked not to take sharp items into studios and to be vigilant 	2	4	8
Lack of provision of First Aid or failing to consider implications on first aid and medical provisions	Failing to provide adequate and timely care	All	4	4	16	<ul style="list-style-type: none"> First aid boxes should be checked regularly to make sure that they are fully stocked. First aiders should all be briefed to check the latest Government guidance on cardiopulmonary resuscitation. There will always been one First Aider in supervision of all children. 	2	4	8
Lack of Waste Management	Exposure to waste	All	2	4	8	<ul style="list-style-type: none"> Centre provides appropriate waste management solutions. 	1	4	4

Delivery of Classes

Hazard	Risk	Who is at risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Class timetable - lack of planning	Personal injury	All	4	4	16	<ul style="list-style-type: none"> Teaching will be according to the age and ability of the students. Class structure will allow for an appropriate warm up and cool down for the class and ensuring the teaching of correct posture, technique to avoid injury. 	2	4	8
Lack of rules and behavioural expectations	Injury or damage to property	All	3	4	12	<ul style="list-style-type: none"> Rules for behaviour and conduct will be outlined at the start of Intensive and reinforced, when necessary. The Performance Programme expectations will be relayed to everyone and will be available to read on the website in the Terms and Conditions (these include general behaviour, clothing and footwear, food and drink in class and general health and safety rules) 	2	4	8
Partner work	Injury to dancer and their partner(s)	All	4	4	16	<ul style="list-style-type: none"> Ensure appropriate staffing in place prior to any classes. Including manoeuvres of increased risk, Staff to be appropriately qualified. Correct landing techniques and methods of falling safely should be effectively taught and encouraged at all times. 	2	4	8
Environment and equipment	Injury to dancer and their partner(s)All	4	4	16		<ul style="list-style-type: none"> Teaching takes place in a safe environment. Equipment and facilities used are suitable, safe and well-maintained. 	2	4	8

This Risk Assessment was issued by The Performance Programme Dec 2023.
 Risk Assessment review date: Dec 2024