



Cranleigh Dance and Theatre Arts Ltd

Risk Assessment

<i>HAZARD</i>	<i>LIKELIHOOD</i>	<i>IMPACT</i>	<i>RISK LEVEL</i>	<i>Controls To Reduce Probability</i>	<i>Controls To Mitigate the Consequences</i>
FIRE & SMOKE	1	6	6	<ul style="list-style-type: none"> ▪ Smoking is not allowed; cooking is not permitted ▪ Appliances are checked at the start of every session to ensure that previous users have turned them off Landlords responsibility: <ul style="list-style-type: none"> ▪ Gas & Elec installations should be annually inspected ; Fire Officer annual inspection ▪ There is RCD protection on electrical circuits 	<ul style="list-style-type: none"> ▪ Smoke alarm & CO detector fitted in kitchen ▪ Smoke alarms fitted in main lobby ▪ Emergency lights and escape signs throughout ▪ Owners declined to replace heavy extinguishers ▪ Fire doors to be kept closed ▪ Staff have mobile phones for 999 ▪ School has issued evacuation guidelines to staff
ELECTROCUTION	1	6	6	<ul style="list-style-type: none"> ▪ Hall owners are responsible for safe installation, testing and upkeep of Hall electrics ▪ There is RCD protection on electrical circuits ▪ Ensure all sockets not in use have covers 	<ul style="list-style-type: none"> ▪ All regular Teaching staff have First Aid certificates ▪ Staff have mobile phones for 999 ▪ Slips/trips/falls mitigators apply here
POWER FAILURE	Winter 3 Summer 1	Winter 3 Summer 1	Winter 9 Summer 1	<ul style="list-style-type: none"> ▪ None applicable 	<ul style="list-style-type: none"> ▪ Regular Teachers have phones ▪ There are emergency lights everywhere ▪ CDTA has a register of pupils' emergency telephone numbers and the SEEBOARD emergency number ▪ Staff have guidelines to follow
SLIPS, TRIPS & FALLS	4	4	16	<ul style="list-style-type: none"> ▪ Regular Teachers are qualified and trained to be able to supervise classes appropriately ▪ Ballet classes are provided with rosin if needed ▪ Sound system leads are to be kept neat, tidy and away from the dance area ▪ Toilet trips for young children are accompanied ▪ Pupils/children are asked not to run outside class or climb on railings outside ▪ Junior school children must be collected from the building by an adult ▪ There is a large mat in the lobby to wipe wet feet ▪ There is a special floor in the Tap Hall 	<ul style="list-style-type: none"> ▪ All regular Teaching staff have First Aid certificates There is normally more than one Teacher or supervising adult on the premises ▪ School and Teaching staff have insurance ▪ Teachers have access to list of pupils' medical conditions ▪ Staff have access to First Aid box and Cold Packs ▪ Staff have mobile phones for 999 ▪ Emergency contact cards for children are on the premises ▪ All incidents are to be recorded in Accident Book ▪ Parents/Guardians are advised that CDTA is not responsible for activity outside the classroom ▪ Parents/Guardians are advised that CDTA is not responsible for acts or omissions of third parties



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MEDICAL EMERGENCY	2	4	8	<ul style="list-style-type: none"> <input type="checkbox"/> None applicable 	<ul style="list-style-type: none"> ▪ Teachers have access to list of pupils' medical conditions (as long as parents have responded to requests for this information and kept it up to date) ▪ All regular Teaching staff have First Aid certificates ▪ Teachers have mobile phones ▪ There is normally more than one Teacher or supervising adult on the premises ▪ Staff have access to First Aid box and Cold Packs ▪ Staff have mobile phones for 999 ▪ Emergency contact cards for children are on the premises ▪ Epi-pens & inhalers are taken into classes
DAMAGE TO STUDENTS' JOINTS & BONES	3	4	12	<ul style="list-style-type: none"> ▪ Regular Teachers are qualified and trained to be able to supervise classes appropriately The regime of syllabus based classes ensures levels of physical activity appropriate to age and ability ▪ Students are not allowed into pointe work the teaching staff are satisfied they have the necessary strength ▪ Pupils with injuries are only allowed to rejoin classes when judged appropriate ▪ Dance Classes start with a warm-up ▪ Late arrivers asked to warm-up before dancing 	<ul style="list-style-type: none"> ▪ All regular Teaching staff have First Aid certificates ▪ School and Teaching staff have insurance ▪ There is normally more than one Teacher or supervising adult on the premises ▪ Parents are made aware of the concrete floors and there is a sign displayed on the noticeboard ▪ Slips/trips/falls mitigators all apply here also
CHARGES OF ABUSE	1	4	4	<ul style="list-style-type: none"> ▪ Staff hold enhanced DBS check <ul style="list-style-type: none"> ▪ CDTA have a safeguarding and child protection policy 	<ul style="list-style-type: none"> ▪ Parents are advised that CDTA takes a "hands-on" approach to teaching ▪ Parents are advised that Senior Students and Helpers will accompany smaller children to toilets <ul style="list-style-type: none"> ▪ CDTA safeguarding and child protection policies
PHOTOGRAPHS AND VIDEO CONTENT ABUSED	1	4	4	<ul style="list-style-type: none"> ▪ Class photographs are not allowed (except at end of term "watching" classes) ▪ Use of cameras and video equipment by the audience at shows is forbidden ▪ NB Backstage pictures by participants and use of cameras in public performances (eg fete on the common) cannot be controlled 	<ul style="list-style-type: none"> ▪ Parents are advised that photos taken by CDTA may be used for publicity purposes including the CDTA website; they are invited to tell us if they object to that use (in which case their children would be excluded) ▪ CDTA photos and film of specific events (eg shows) have parents permission sought and signed-for



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UNWANTED VISITORS HAVING ACCESS TO CHILDREN	1	6	6	<ul style="list-style-type: none"> ▪ Premises are routinely checked before sessions begin ▪ Teachers have a toilet drill for young children ▪ Teachers supervise departure from Hall ▪ Juniors have adult supervision when leaving ▪ Good incident links with local primary schools ▪ See also Safety Guidelines issued with every invoice and to all new parents 	<ul style="list-style-type: none"> ▪ Teachers have mobile phones ▪ There is normally more than one Teacher or supervising adult on the premises ▪ Parents/Guardians are advised that CDTA is not responsible for activity outside the classroom ▪ Parents/Guardians are advised that CDTA is not responsible for acts or omissions of third parties
MAJOR INCIDENT	1	6	6	<ul style="list-style-type: none"> ▪ None applicable 	<ul style="list-style-type: none"> ▪ Same as power failure ▪ There is a set of instructions to follow in the case of "terrorist" alert
MINOR INCIDENTS	3	1	3	<ul style="list-style-type: none"> ▪ No controls available for e.g. Local youths banging on doors/windows at night! 	<ul style="list-style-type: none"> ▪ Regular Teachers are advised of what steps to take including locking doors, closing curtains, advising police, managing pupil collection for Seniors etc ▪ Landlords have provided external lighting ▪ Normally at least two CDTA adults are on site ▪ Male support people are available by phone call
ABSCONDING PUPILS	1	6	6	<ul style="list-style-type: none"> ▪ Hall Doors are closed during classes ▪ Teachers have a toilet drill for young children ▪ Teachers supervise departure from Hall ▪ Juniors have adult supervision when leaving ▪ Seniors asked to tell teachers of trips to village ▪ See also Safety Guidelines 	<ul style="list-style-type: none"> ▪ Emergency contact numbers are held for each pupil ▪ Teachers have mobile phones ▪ There is normally more than one Teacher or supervising adult on the premises
OTHER	-	-	-	<ul style="list-style-type: none"> ▪ New Teachers are given a copy of CDTA Teacher Guidelines and formally introduced to our Risk Management procedures ▪ Hall owners have been asked to ensure cleaning materials (e.g. bleach) are kept locked away ▪ Nut based products are banned to protect those with allergies ▪ Glass bottles are banned ▪ Regular Teachers are alert to the early signs of eating disorders ▪ Pupils are given regular drink breaks; drinking 	



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				<p>water is available</p> <ul style="list-style-type: none"> ▪ Pupils on long sessions are given eating breaks 	
COVID -19	3	3	9	<ul style="list-style-type: none"> ▪ Follow current guidance given by the Government and Public Health and make sure families and teachers are aware of this. ▪ People with any COVID-19 symptoms must not come to class and not return until a negative test result has been shown. ▪ Anyone who has been told to self-isolate must not come to class. ▪ Teachers to take a lateral flow test the evening before they come to teach. ▪ All touch points and toilet areas to be sprayed and wiped with antibacterial spray/wipes on first entrance each day – teachers. ▪ Everyone must use hand sanitiser when entering and exiting the premises – hand sanitiser will be available in the main entrance. ▪ Sneeze into a tissue which is then put straight into the bin, or into an elbow and always wash hands thoroughly afterwards. ▪ Ensure soap is available in all toilets – children reminded to wash hands regularly. ▪ Rooms to be kept well ventilated – windows open to keep air flowing through. 	<ul style="list-style-type: none"> ▪ Inform families and teachers if they have been in contact with someone who has tested positive so they can take a PCR test. ▪ Teachers and Secondary school age children should be taking a lateral flow test twice a week. ▪ Keep rooms well ventilated to help stop the spread. ▪ Continue the use of hand sanitising before and after class. ▪ Clean touch points at the start of the evening.

Last updated: September 2021 Jasmine Lomanto