

Risk Assessment – Workshops

Workshop		Venue	
Date	December 2020		

Approved by Lucy Knight Signed  Date 3rd December 2020

Assessed by Tina Heeley Signed  Date 3rd December 2020

Hazard	Potential Effect People at Risk Likely Causes	Residual Risk Rating High/Medium/Low	Control Measure in Place, Preparation	Site Check to carry out (state who)	Checked? (Tick when done)
Bodily Injury	Effect: Injury including strain, sprain, back injury or fall Who: participant or leader Causes: Lack of warm-up and cool down, collision with person or object, slip or undertaking difficult movement, impact injury	Medium	<ul style="list-style-type: none"> • Warm-up and cool down included in lesson plan • Encourage body/space awareness • Leader alert to participant capability / health issue • Ensure space is clear to work • First Aid kit on site • Avoid loose clothing • Avoid impact work if hard floor 	Leader: <ul style="list-style-type: none"> • Check participants wearing suitable clothing and footwear • Check floor suitable and adjust content accordingly • Ask participants if any health problems leader should be aware of
Dehydration / Exhaustion	Effect: Fainting, fall, fatigue injury Who: participant or leader Causes: Lack of water, lack of rest, over-exertion	Medium	<ul style="list-style-type: none"> • Ensure water is available • Advise people to bring drink/food if required • Plan regular breaks into session 	Leader: <ul style="list-style-type: none"> • Ask if any particular health issues tutor needs to be aware of (as above). • Participants sign declaration in registration process.
Lone Working	Effect: Attack or unwanted attention, isolation, injury Who: leader Causes: Accident, unsafe practice, breakdown	Medium	<ul style="list-style-type: none"> • Inform another person of travel route, time of return, advise them of any changes • Carry mobile phone that is charged up • Carry emergency contact numbers • Use well-lit parking areas and routes where possible • Avoid taking valuables, and keep what you need secure 	Leader:	

Electric Shock	Effect: Risk of serious injury, Burns Who: Leader Causes: Faulty equipment, incorrect use of equipment	Low	<ul style="list-style-type: none"> All equipment PAT tested Use equipment in accordance with manufacturer's instructions Do not overload sockets Do not operate electrical equipment with wet hands Remove any faulty electrical equipment from service immediately and MARK CLEARLY it is FAULTY and inform Dance4 	Leader: <ul style="list-style-type: none"> Visually inspect plugs and flex for damage. Do not use if any fault detected. Any equipment used at the theatre to check is PAT tested
Obstruction of Fire Exit routes	Effect: Risk of serious injury or death in a fire Who: All Causes: blocked exit, locked door	Low	<ul style="list-style-type: none"> Leader to familiarise themselves with fire procedure – look at signs or ask venue staff 	Leader: <ul style="list-style-type: none"> Fire exit identified Route to fire exit unobstructed Fire exit unlocked
Tripping Hazzard	Effect: Injury, collision with other objects and or people Who: All Causes: trailing cable, uneven floors, bags/clothes on floor	Low	<ul style="list-style-type: none"> Ensure all cabling secured. Keep work area clear Equipment / cables no longer in use should be returned to a safe area 	Leader: <ul style="list-style-type: none"> Check space clear Check cables secured
DBS Checked	Effect: non-compliance with CRB law, children of vulnerable adults alone with unsuitable person Who: Participants Causes: not following code of conduct	Low	<ul style="list-style-type: none"> Child Protection and vulnerable adults Policy and DBS checks in place, issued to and read by leader Ensure vulnerable adults have at least 1 DBS checked person with them at all times Cameras prohibited unless permission obtained 	Leader: <ul style="list-style-type: none"> Child Protection and vulnerable adults Policy read and understood Complete DBS check personnel list below if required for group

PERSONNEL DETAILS:	
Project Leader:	Appointed First Aider:
DBS Checked staff present:	