

THE ROSE SCHOOL OF BALLET

Introduction

In all education, childcare and social care settings, an awareness of any risks that may cause harm or injury to an individual whilst in the organisations care should be highlighted; and solutions found to minimise these risks. A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of harm or injury is substantially reduced.

This Risk Assessment is undertaken by information provided by The Rose School of Ballet.

It is assumed that this Risk Assessment forms part of The Rose School of Ballet 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;

- *Re-entry to Class General Terms and Conditions*
- *Re- entry to Class Venue Terms and Conditions*
- *Health and Safety Policy*
- *Child Protection and Safeguarding Policies.*
- *Intimate Care Policy*
- *Privacy Information Notice*
- *Code of Conduct*

Assessor	Job Title	Assessment Date	Review Date
Jemima Rose	Principal of The Rose School of Ballet	13/02/2023 <i>Last reviewed 21st July 2023</i>	This is an ongoing document and should be reviewed and updated if there are any changes to government/local authority guidance or from the RAD

Assessment task or location:	The task is to understand the likelihood of an employee, student or parent coming to harm or injury and highlight control measures put in place to minimise these risks. Locations include: Nuffield Health Fulham, Stevenage Road, Fulham, SW6 6PF : St Michael's Church Hall, Elm Bank Gardens, Barnes, SW13 0NX
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ENTRY TO CLASS			
1	Entry to class	<p>An individual may come to harm or injury whilst lining up/ entering the venue.</p> <p>An unknown individual who may present a risk to students/ staff or parents may enter the venue during class change over times when access to the venue is open.</p>	<p>-Staff of The Rose School of Ballet to sign in at the front desk in the visitor log to confirm on site before entering the studio for Fulham.</p> <p>- Students under the age of 11 must be accompanied by a parent/guardian while waiting for the teacher to collect them and not be left alone in the gym and/or church hall waiting area at the back. Parents/ guardians to inform teachers of any students over the age of 11 who will be travelling unaccompanied to class.</p> <p>-Students and parents/guardians to not arrive more than 10 minutes before the class starts to minimise time spent on premises.</p> <p>- A register will be taken at the start of each class for awareness of who is in the class. There is a bell that can be used for latecomers at St Michaels Church Hall, Barnes if the back door is closed.</p> <p>- Fulham- Students under the age of 11 to be accompanied by the teacher up the stairs into the studio to get ready for class.</p> <p>-Spots/ Chairs are placed at spacious intervals around the outside of the room for students to leave their belongings and bags to minimise items being left in the middle of the room where they may become a trip hazard.</p> <p>-Students to remain seated on their spots/chairs until the teacher starts the class to minimise the risk of students running around the hall where they may fall/trip over.</p> <p>- Contact numbers for individual teachers have been shared to the parents so they may</p>

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			<p>ring/text if running late and needing access.</p> <p><i>-Fulham-</i> At the discretion of the gym parents/guardians of students will be given the option to wait downstairs in the reception area during the class but must not enter the studio unless instructed by the teacher. A reception team provided by the gym is stationed at the front desk to ensure unknown individuals do not enter the premises.</p> <p><i>-Barnes-</i> Parents/guardians of students at St Michaels Church Hall will be given the option to wait outside the hall in the small waiting area by the kitchen but must not enter the hall unless instructed by the teacher. During the classes the back door will remain unlocked but the doors to the hall will be closed to prevent entry by unknown individuals.</p>
RISKS INSIDE THE CLASSROOM/HALL			
2.	Setting up the classroom/hall	Obstructions/ trip hazards or unidentified items may cause harm or injury to an individual.	<p>- Staff of Rose School of Ballet to arrive early before the session to check that the room is clear of any trip hazards or obstructions that may cause harm. Any such items are to be tidied away to a safe place away from where the children will be. If there is an obstruction left by the venue that cannot be moved away that area of the room will be cordoned off and students instructed not to dance/ walk in that area to minimise the risk of trips/ falls.</p> <p><i>- Fulham-</i> It is the responsibility of the cleaning team of the gym to regularly check that the toilets are clean and flushed before class to prevent the spread of any infections, i.e., Covid 19, to individuals.</p> <p><i>- Barnes-</i> Staff to check that the toilets are clean and flushed before class to prevent the spread of any infections, i.e., Covid 19, to individuals.</p> <p>- Any maintenance work needed to the studio/ church hall that could cause danger or harm that is noticed by the staff should be reported immediately to the Principal, who in turn will report directly to the venue. It is the responsibility of the venue to maintain the studio to a standard of safety that allows the let of the studio to remain ongoing.</p>

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			<ul style="list-style-type: none"> - Any chairs or tables used by the staff/parents or students should be of good condition. Any broken tables/ chairs should be isolated to one side away from the rest of the room and reported to the venue to be fixed/ removed. - Check fire exits are not obstructed. -Check temperature of the room is suitable for exercise.
3.	Barre/ Props/ Dance items bought in directly by staff of Rose School of Ballet	Broken props/ unsafe ballet barres or items bought in by staff could cause harm or injury to an individual.	<p><i>-Fulham-</i> Staff to check that the permanent barre is fixed securely to the wall and in good condition. Should the barre appear to be loose or broken then the barre must not be used until fixed/ replaced.</p> <p><i>Barnes-</i> Ballet barres to be set up under supervision by staff of The Rose School of Ballet, making sure the fittings of the barre have been tightened correctly and are not loose or broken in any way to minimise the risk of falling. Should the barre appear to be loose or broken then the barre must not be used until fixed/ replaced.</p> <ul style="list-style-type: none"> - If portable barre/ props are allowed to remain on the venue in between lets then staff to make sure that the barre and any props have been moved and stacked securely to an area agreed by the venue that is safe and out the way of other individuals who may also use the studio. - Any props used by staff to aid teaching must be of good quality and have no sharp or broken edges that may cause harm to an individual. Any broken props to be taken out of use until repaired or replaced. - Props to be cleaned/ disinfected on a regular basis by staff to reduce the risk of transmission of any infections between individuals i.e., Covid 19.
4.	Uniform/ Hair/ Jewellery	Lack of correct uniform/ untidy hair or jewellery may cause injury/ harm to an individual	<ul style="list-style-type: none"> -Students to wear the correct uniform, as advised by The Rose School of Ballet, to class. Students must wear ballet shoes, grip socks, or go bare feet to dance. Students must not dance in just socks or tights to reduce the risk of slipping on the floor. - Hair to be tied up away from the face to prevent students getting hit in the face by hair when

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			<p>dancing or getting caught on any other individual/ item.</p> <p>- Jewellery should not be worn by students to class (<i>unless worn for religious/medical reasons</i>) to prevent the risk of getting caught or scratching others.</p>
5.	Electrical items	Poor maintenance of electrical equipment/wiring or sockets may cause harm or injury to an individual	<p>- Any electrical items being used by staff (i.e., speakers, iPod, charger etc) to be always of good condition and to undergo annual visual PAT testing to minimise the risk of faulty electricals in the room. Stickers with annual date to be added.</p> <p>-Any broken wires/lights or unsafe sockets inside the studio/hall to be reported immediately to the Principal, who will in turn report to the owners of the venue. It is the responsibility of the venue to maintain safe working plug sockets/ lights and electrical items. Any unsafe electrical sockets or faulty wiring/ lights are not to be used by The Rose School of Ballet until the venue has repaired or replaced.</p> <p>- Students must not touch or operate any electrical equipment during class to minimise the risk of harm to themselves, unless asked to do so by the teacher.</p>
6.	Fire	Fire outbreak inside the premises may cause harm or injury to an individual.	<p>- Staff, students, and parents to be aware of the fire evacuation procedure for their specific venue. An annual fire drill should be undertaken by The Rose School of Ballet.</p> <p>- All fire exit doors to remain unobstructed during class to allow for a swift exit in the event of a fire.</p> <p>- Registers to be taken by the teacher at the start of each class which can then be used to ensure all students are accounted for if an evacuation needs to take place.</p> <p>- Staff to ensure at the end of the let that any items inside the studio that could lead to a fire have been unplugged or turned off, as directed by the venue instructions.</p>
7.	Trips/ Slips and Falls	Trips/ slips and falls by an individual may cause harm or injury to themselves or others	<p>- Staff to ensure that any objects that could cause a trip or fall have been moved safely to one side before class starts to minimise the risk.</p> <p>- All staff to make sure that they promote and engage safe dance practice when teaching or</p>

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			<p>correcting students to minimise the risk of any individual falling or slipping when dancing.</p> <ul style="list-style-type: none"> - Any liquids on the floor (i.e., spilt, or leaked water bottles or a child wetting themselves) that may cause a slip to be cordoned off by a chair/ hoop and that area of the room to be avoided until can be cleaned and mopped up. - Students must wear ballet shoes, grip socks, or go bare feet to dance. Students must not dance in just socks or tights to reduce the risk of slipping on the floor. - Spots/chairs are placed at spacious intervals around the outside of the room for students to leave their belongings and bags to minimise items being left in the middle of the room where they may become a trip hazard. -Students to wait on their spots at the start of class or during a water break to minimise the risk of students running around the hall where they may fall/trip over. - Staff to be responsible for keeping up with regular first aid training so that if a fall is to occur there is a first aid trained individual in the room who can apply first aid correctly and effectively. First aid boxes are to be kept on site/ with the teacher and kept well stocked.
8.	Food and Drink	Food and drink bought into the studio may cause harm or injury to an individual through spillage or allergic reaction	<ul style="list-style-type: none"> - Any drinks bought into the studio/hall must come in a bottle with a top/lid to avoid spillage if knocked over. Students to place water bottles on their spots at the side of the room to minimise the risk of leaks on the floor. In the event of water being spilled the affected area will be cordoned off by a chair/ hoop over the area until it can be safely mopped up and cleaned. - Any snacks bought into the hall to remain on the spot of the child and to be eaten only on their spot. Students to not share their snack with others to reduce the risk of an allergic reaction. In the event of a child having an airborne allergy, it is the responsibility of the parents/ guardian to inform the school who will then stop any snacks being bought into and consumed by that class. - Children who carry an Epi-pen to bring the Epi-pen to class and leave on the teacher's table. All staff at The Rose School of Ballet to be responsible for keeping up to date with first aid in order to be able to administer the medication correctly and effectively if needed.

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9.	Administering of medication	Negligence of staff regarding any medication taken by students could cause harm or injury to an individual.	<ul style="list-style-type: none"> - Any student or staff member who is required to take life- saving medication (i.e., insulin, inhalers, or Epi-pens) must make this information accessible to the Principal of the school in writing on the registration form who will inform the relevant teacher of that class. - Students who need to bring medication into class will leave on the teacher’s desk or easily accessible on their spot to allow direct access if needed in an emergency. Any parent/guardian of students who may need parental help to take the medication should remain in proximity on the premises if needed. - All staff of The Rose School of Ballet to be responsible for keeping up to date with first aid training to ensure could administer the correct treatment if needed in an emergency. First aid boxes are to be kept on site/ with the teacher and kept well stocked.
END OF CLASS/ SESSION			
10.	Exit from class	Negligence by staff as students exit from class could cause harm or injury to an individual.	<ul style="list-style-type: none"> - Students to return to their spots/chairs to get ready at the end of class/ pick up their personal belongings. <i>Fulham</i>-When all students under the age of 11 are ready the teacher will then escort them down the stairs to be collected by a parent/ guardian in the reception area. Staff must make visual contact with a parent/guardian before allowing a student to leave for safeguarding. <i>Barnes</i>- When all students under the age of 11 are ready the teacher will escort them to the backway to be collected by a parent/guardian in the waiting area by the kitchen. Staff must make visual contact with a parent/guardian before allowing a student to leave for safeguarding. - Parents/ guardians must inform the teacher in advance of any child under the age of 11 who will be collected by another parent/guardian. - Any parent/guardian who allows their child over the age of 11 to travel home unaccompanied must inform the teacher in advance.

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			<p>- Staff to check at the end of each class if any items need to be re-tidied away to clear the space safely before allowing the next class to enter the studio.</p>
11.	End of let	Negligence of staff when leaving the venue could cause damage to the venue or allow for unpermitted individuals to access the studio without permission.	<p>-Staff to ensure any electrical equipment/ lights/ heating (if applicable) have been turned off before leaving to minimise the risk of fire in the venue.</p> <p><i>Fulham</i>-It is the responsibility of the gym, not The Rose School of Ballet, to ensure all toilets are flushed to prevent the spread of infections. Any taps to be turned off to prevent flooding.</p> <p><i>Barnes</i>- Staff to ensure all toilets are flushed to prevent the spread of infections. Any taps to be turned off to prevent flooding.</p> <p>If portable barre/ props are allowed to remain on the venue in between lets then staff to make sure that the barre and any props have been moved and stacked securely to an area agreed by the venue that is safe and out the way of other individuals who may also use the studio/hall.</p> <p><i>Fulham</i>- Staff to ensure that all doors of the studio have been closed before leaving the venue and to sign out of the gym via the visitor log at the front desk. It is the responsibility of the gym to lock the building at the closing time of the gym.</p> <p><i>Barnes</i>-Staff to ensure that all hall doors and windows have been closed and locked and the venue is securely locked upon leaving to prevent access from any individual who does not have permission to be on the site.</p>