



Frances Lyn Theatre School

## Frances Lyn Theatre School: Risk Assessment

*N.B. Frances Lyn Theatre School will have at least one trained first aider, and a fully stocked first aid kit, on site at all times.*

<b>Hazard Description</b>	<b>Consequences</b>	<b>Level of Risk</b>	<b>Who is at Risk</b>	<b>Controls</b>	<b>Responsible</b>
Slippery/Unsafe Floor Surface including loose floor coverings (rugs, carpet, tiles etc)	Slips, trips, falls, broken bones or other minor injuries	Medium	All users	<ul style="list-style-type: none"><li>· Floor is inspected by programme and teaching staff before every class, and remain vigilant throughout</li><li>· Any loose floor covering either removed, sufficiently weighted or taped down</li></ul>	YPM and all staff
Uneven Floor Surface (external)	Slips, trips, falls, broken bones or other minor injuries	Medium	All users	<ul style="list-style-type: none"><li>· Any known trip hazards are pointed out to participants as they move around site</li><li>· Children always accompanied</li></ul>	YPM and all staff
Dance/Movement related injury	Minor to Major injuries	Medium	Participants	<ul style="list-style-type: none"><li>· Teachers will be advised as to the competence level of the participants in advance.</li><li>· Experienced teachers allowing for a thorough warm up and cool down at every session</li><li>· Teachers able to correct technique before risk of injury</li><li>· Dancers will be encouraged to ask questions if they do not understand the task.</li></ul>	Teachers
Stairs (internal & external)	Slips, trips, falls, broken bones or other minor injuries	Medium	All users	<ul style="list-style-type: none"><li>· Children encouraged to hold onto handrails and walk up/down carefully and slowly</li><li>· Children always accompanied</li></ul>	YPM and all staff. Building maintenance.



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				<ul style="list-style-type: none"><li>· Stairs properly maintained and signposted</li><li>· Stairs are properly lit after dark</li></ul>	
Stacked Chairs/Tables in rooms	Collision. broken bones or other minor injuries	Medium	All users	<ul style="list-style-type: none"><li>· Trained teachers vigilant in how students use the space</li><li>· Space activity out to avoid furniture</li><li>· Children encouraged and reminded to stay away from furniture</li></ul>	All staff
Wall Fixtures & Fittings	Collision. broken bones or other minor injuries	Low	All users	<ul style="list-style-type: none"><li>· Trained teachers vigilant in how students use the space</li><li>· Space activities out to avoid any unnecessary contact</li><li>· Children encouraged and reminded to stay away from walls</li></ul>	All Staff
Moving Large Equipment	Collision. Minor injuries and strained muscles	Low	All users	<ul style="list-style-type: none"><li>· Teachers wary of equipment always in relation to users</li><li>· More than one staff member required to move any heavy objects (e.g. piano)</li></ul>	All Staff
Electrical Equipment	Electrical fault resulting in Injury, death	Low	All users	<ul style="list-style-type: none"><li>· Only trained staff to use/touch electrical equipment</li><li>· Staff monitor drinks/water near equipment</li><li>· PAT test sought every 12 months</li><li>· Staff to monitor equipment for possible faults</li><li>· Children not allowed near electrical equipment and are always supervised in the studio</li></ul>	All Staff



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Exhaustion/Fatigue	Fainting, slips, trips, falls	Low	Teachers and Students	<ul style="list-style-type: none"><li>· Breaks and easier exercises to allow for 'rest' in longer sessions</li><li>· Experienced teachers who can recognise the signs of exhaustion</li></ul>	All Staff
Dehydration/Hunger	Fainting, Headaches	Low	Teachers and Students	<ul style="list-style-type: none"><li>· Water breaks encouraged throughout sessions</li><li>· Snack breaks in longer sessions</li><li>· Children encouraged to bring water bottles to class</li><li>· Site has an easily accessible free water fountain</li></ul>	All Staff
Heavy swing gate entry/exit to school premises	Minor Injury	Low	All Users	<ul style="list-style-type: none"><li>· Gate to be monitored at busiest times</li><li>· Gate to remain locked and closed and can only be opened by MTA staff</li><li>· If needed, gate can be disabled and weighted open. This must only be done by the YPM and only if they agree that no one without purpose could knock it closed.</li></ul>	YPM
Participants wearing unsuitable footwear	Slips, Trips, Minor injuries.	Medium	Teachers and Participants	<ul style="list-style-type: none"><li>· A range of spare footwear to be kept on site</li><li>· Participants will be aware of uniform requirements, including appropriate footwear</li><li>· Participants wearing unsuitable/unsafe footwear will be asked to sit out</li></ul>	All Staff
Participants belongings causing trip hazards	Slips, Trips, Minor injuries	Medium	Teachers and Participants	<ul style="list-style-type: none"><li>· If suitable, all possessions (except water bottles) must be left outside studio</li></ul>	All staff



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				<ul style="list-style-type: none"><li>· A section of studio space will be designated to leave possessions in. Staff will avoid this space in exercises and encourage children to avoid it also</li></ul>	
Participants eating/drinking in studios/classrooms.	Spillages/Crumbs create unsafe floor, which result in slips, trips and/or minor injuries	Medium	All Users	<ul style="list-style-type: none"><li>· Ask participants to report any spillages to staff</li><li>· Any liquid spillages are immediately mopped/wiped, and where appropriate a 'wet sign' is used</li><li>· Any food crumbs are swept away</li><li>· Where possible, recreation including food/liquid will take place outside the studio</li></ul>	All staff
Nuts/ other allergens brought to site	Allergic reactions/death	Low	All Users	<ul style="list-style-type: none"><li>· Participants are asked not to bring anything containing nuts to site</li><li>· Foods containing allergens are removed from participant until the end of the day, or are eaten in alternative space</li><li>· Participants with severe allergies are told to bring Epi-pens</li><li>· There is always one first aider (with Epi-Pen training) present</li></ul>	All Staff/ First Aider
Participants are ill-spaced or activity's set to take place in too small a room	Participants causing accidental minor injury to each other through collision etc.	Low	Teachers and Participants	<ul style="list-style-type: none"><li>· Classes will be sold to a capacity, based partially on known space in the studio</li><li>· Room will always be inspected before use. If a room is deemed unsuitable, another space will be sought.</li><li>· Experienced teachers using the studio and can space out participants accordingly</li></ul>	All Staff



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Hot Water Taps/Hot Drinks	Burns, Scolds	Low	All Users	<ul style="list-style-type: none"><li>Children under the age of 11 are supervised in bathrooms (assuming there are private cubicles within the bathrooms)</li><li>Staff to not drink hot drinks near students</li><li>Premises team to be alerted if there are any worries regarding water temperature</li></ul>	All Staff
Staff Kitchen (Kettle etc)	Burns, Scolds and other kitchen related injuries	Low	All Staff	<ul style="list-style-type: none"><li>Staff to look for any faults and report them to the Premises team</li><li>Staff to be given kitchen orientation on arrival</li><li>Staff to be sure they are aware of how to use equipment (e.g. hot water tank) before doing so</li></ul>	All Staff
Children running between classes	Slips, trips, falls, broken bones or other minor injuries	Medium	Children and Young People	<ul style="list-style-type: none"><li>Children to be supervised on sites at all time and between classes</li><li>Children to be told and reminded no running between classrooms</li></ul>	All Staff
Traffic/Main Road nearby	Traffic Accident, minor to major injuries and death.	Low	All Users	<ul style="list-style-type: none"><li>Entrance/exit to site to be locked during long sessions</li><li>Children always supervised when moving around site</li><li>Staff to monitor parental supervision home (unless permission to walk home alone has been received)</li></ul>	All Staff



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Site Security	Locked in/out users	Low	All Users	<ul style="list-style-type: none"><li>· Arrival and leaving times to be closely monitored to allow access to, and exit from site through locked doors/gates</li><li>· Staff to check for any persons left in building upon locking up</li></ul>	All staff and YPM
Accidental/Malicious damage to venue/property	Damage to venue	Low	All users	<ul style="list-style-type: none"><li>· All participants under the age of 18 are supervised to avoid damage to any damage accidental or otherwise to venue/property</li><li>· Any broken/damaged equipment reported to Premises team immediately</li><li>· All users reminded that MTA does not own the space and therefore require users to be respectful of it</li><li>· Any user who is not respectful of the venue or property will be asked to leave and banned</li></ul>	All staff
Fire	Damage to venue, minor to major injuries and death	Low	All Users	<ul style="list-style-type: none"><li>· Staff fully briefed on all fire procedures as per our fire evacuation policy</li></ul>	All Staff