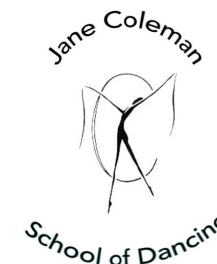


Jane Coleman School of Dancing Risk Assessment



Location of risk assessment: Catsfield Village Hall

Date: 28/08/2025

Carried out by: Kate Riches

Date of next assessment: 28/08/2026

- ◆ **High level of risk**
- ◆ **Medium level of risk**
- ◆ **Low level of risk**

What is the hazard?	Who is at risk from the hazard?	What you are doing already to reduce the risk?	Do you need to do anything else to reduce the risk?	Who is responsible for further action?	Tick when safety precautions are in place
Swinging double doors at venue entrance (trapped fingers)	Students attending classes	Opening doors fully to hold open	Place sign on the door to be left open	Principal and teachers	√
Raised metal step at venue entrance (trip hazard)	Students attending classes	Reminding students and parents to watch their step	Continue to verbally remind students	Principal and teachers	√
Swinging double doors into hall (trapped fingers)	Students attending classes	Hook one door open for entry	Continue to verbally remind students and place sign on door	Principal and teachers	√
Stage (fall)	Students attending classes	Verbal warning to students not to enter stage area.	Continue to verbally remind students and close stage curtains	Principal and teachers	√

Piano and stool in main hall (trip hazard)	Students attending classes	Verbally reminding students not to dance near the piano	Continue to verbally remind students and ensure that the dance area is away from the piano	Principal and teachers	√
Radiators possibly hot to touch	Students attending classes	Verbally instructing students to avoid touching radiators	Continue to verbally remind students	Principal and teachers	√
Raised metal step at venue exit from fire doors (trip hazard)	Students and parents attending classes	Reminding students and parents to watch their step	Continue to verbally remind students	Principal and teachers	√
Child running out from gate into car park	Students attending classes	Keeping gates closed at all times whilst JCSD is in the hall	Remind parents and students to close the gate after the enter	Principal and teachers	√
Students wearing jewellery or watches during class	Students attending classes	Reminding students to remove items before class and including it on our school policy.	Continue to remind students to remove items before class	Principal and teachers	√
Security risk of strangers entering the building during classes	Staff and students attending classes	Doors to be kept locked during class times and entry gained via walkie talkie	Email sent to remind students and parents	Principal and teachers	√
Insurance for individual teachers	Teachers	Ensure that every teacher has valid insurance before each term	Remind teachers on annual basis to keep a copy of insurance certificate on file	Principal and teachers	√

Fire plan -

Fire extinguishers - placed in the kitchen and in main hall

Fire exits are located at -

The main entrance - double doors

In the main hall - double French window doors with easy access to the outside terrace, car park and grass area outside - this would be the preferred exit point.

Fire assembly point - grass area outside the hall, maintaining a good distance from the building where a register or head count will be taken to ensure everyone has been evacuated safely from the building.