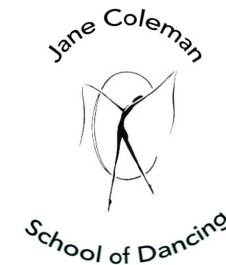


Jane Coleman School of Dancing Risk Assessment



Location of risk assessment: Hawkhurst - Copt 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?	Safety precautions are in place
Stage (fall)	Staff and students attending classes	Verbally reminding students not to enter stage area.	Continue to verbally remind students	Principal and teachers	✓
Stacked Chairs	Staff & students attending classes	Ensure that chairs are neatly stacked before students enter hall.	Continue to verbally remind students and keep chairs neatly stacked	Principal and teachers	✓
Kitchen Area	Out of bounds to all students	Ensuring all children bring their own filled water bottle.	Verbally remind everyone not to use the kitchen and place a sign on the door and hatch	Principal and teachers	✓
Stage (fall) (3 slippery steps up to stage area. Stage area has equipment stored on it from other hall users.	Students attending classes.	No student is allowed on the stage without permission. Verbal warning and signage on stage door.	Continue to verbally remind students	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. Door entrance to hall and double emergency exit doors at back of the hall	Staff and students attending classes	Doors to be kept locked during class times. Ensuring the doors are not touched during classes	Email sent to remind students and parents Place chairs in front of doors to prevent accidental pushing of door opening.	Principal and teachers	✓
Piano in the main hall	Students and teachers	Piano is permanently locked	Remind students not to touch piano	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 - There are 4 fire extinguishers in the building. One by the entrance hall, two in the main hall and one in the toilet area. There is also a fire blanket in the kitchen area. All are regularly serviced by the fire brigade and clearly marked to show the date of inspection.

Fire exits are located at -

The main entrance - double doors and door at the back of building and several French windows on the side of the main hall.

Fire assembly point - Outside of the front of 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