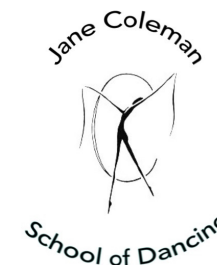


Jane Coleman School of Dancing Risk Assessment



Location of risk assessment: Burwash 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?	Safety precautions are in place
Swinging double doors at entrance	Staff and students attending classes	Hooking doors back to wall.	Place sign on the door to be left open	Principal and teachers	✓
Children running in corridor (fall)	Students attending classes	Reminding students and parents not to run through corridor via email and verbally	Place sign on door to remind students as they enter the building	Principal and teachers	✓
Steps up to stage (fall or trip)	Staff and students attending classes	Verbal warning to students not to use the steps/ dance near them	Continue to verbally remind students	Principal and teachers	✓
Stage (fall) Low level due to NO ENTRY	Staff and students attending classes	Verbal warning to students not to enter stage area.	Continue to verbally remind students and place a NO ENTRY sign on stage door	Principal and teachers	✓
Chairs stacked on stage (trip and fall)	Staff and students attending classes	Verbally reminding students not to enter stage area. Ensure that chairs are neatly stacked before students enter hall.	Continue to verbally remind students	Principal and teachers	✓

Wall mounted wooden barres (bump injury)	Young students attending classes	Verbally instructing students to avoid dancing near barres	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	✓
Outside entrance (slippery in winter/wet months)	Staff, students and parents	There is a sign up to take care. Verbal warning and reminder to children. Hall maintained with salt if needed.	Continue to verbally remind students.	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 (including fire blanket), main hall by the main entrance. 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

The back of the hall from the corridor - single fire door

In the main hall - 2 sets of double patio doors with easy access to the outside pathway leading to front or back of hall.

Single fire door in kitchen

Fire assembly point - On the pavement in 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.