

Pointe works: Risk Assessment

N.B. Pointe Works will have at least one trained first aider, and a fully stocked first aid kit, on site at all times.

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

				<ul style="list-style-type: none"> Stairs are properly lit after dark 	
Stacked Chairs/Tables in rooms	Collision. broken bones or other minor injuries	Medium	All users	<ul style="list-style-type: none"> Nicolle is vigilant in how students use the space Space activity out to avoid furniture Children encouraged and reminded to stay away from furniture 	Nicolle
Wall Fixtures & Fittings	Collision. broken bones or other minor injuries	Low	All users	<ul style="list-style-type: none"> Nicolle is vigilant in how students use the space Space activities out to avoid any unnecessary contact Children encouraged and reminded to stay away from walls 	Nicolle
Moving Large Equipment	Collision. Minor injuries and strained muscles	Low	All users	<ul style="list-style-type: none"> Nicolle wary of equipment always in relation to users More than one staff member required to move any heavy objects 	Nicolle
Electrical Equipment	Electrical fault resulting in Injury, death	Low	All users	<ul style="list-style-type: none"> Only trained staff to use/touch electrical equipment Staff monitor drinks/water near equipment PAT test sought every 12 months Staff to monitor equipment for possible faults Children not allowed near electrical equipment and are always supervised in the studio 	Nicolle/Staff
Exhaustion/Fatigue	Fainting, slips, trips, falls	Low	Teachers and Students	<ul style="list-style-type: none"> Breaks and easier exercises to allow for 'rest' in longer sessions Experienced teachers who can recognise the signs of exhaustion 	Nicolle/Staff

Dehydration/Hunger	Fainting, Headaches	Low	Teachers and Students	<ul style="list-style-type: none"> Water breaks encouraged throughout sessions Snack breaks in longer sessions Children encouraged to bring water bottles to class 	Nicolle/ Staff
Participants wearing unsuitable footwear	Slips, Trips, Minor injuries.	Medium	Teachers and Participants	<ul style="list-style-type: none"> A range of spare footwear to be kept on site Participants will be aware of uniform requirements, including appropriate footwear Participants wearing unsuitable/unsafe footwear will be asked to sit out 	Nicolle/ Staff
Participants belongings causing trip hazards	Slips, Trips, Minor injuries	Medium	Teachers and Participants	<ul style="list-style-type: none"> If suitable, all possessions (except water bottles) must be left outside studio 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 	Nicolle/All staff
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"> Ask participants to report any spillages to staff Any liquid spillages are immediately mopped/wiped, and where appropriate a 'wet sign' is used Any food crumbs are swept away Where possible, recreation including food/liquid will take place outside the studio 	Nicolle/ staff
Nuts/ other allergens brought to site	Allergic reactions/death	Low	All Users	<ul style="list-style-type: none"> Participants are asked not to bring anything containing nuts to site Foods containing allergens are removed from participant until the end of the day, or are eaten in alternative space 	Nicolle/ All Staff/ First Aider

				<ul style="list-style-type: none"> Participants with severe allergies are told to bring Epi-pens There is always one first aider (with Epi-Pen training) present 	
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"> Classes will be sold to a maximum 12 student capacity Room will always be inspected before use. 	Nicolle / All Staff
Hot Water Taps/Hot Drinks	Burns, Scolds	Low	All Users	<ul style="list-style-type: none"> Children under the age of 11 are supervised in bathrooms Staff to not drink hot drinks near students Premises team to be alerted if there are any worries regarding water temperature 	Nicolle / 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"> Children to be supervised on sites at all time and between classes Children to be told and reminded not to run outside of the classroom 	Nicolle / All Staff
Traffic/Main Road nearby	Traffic Accident, minor to major injuries and death.	Low	All Users	<ul style="list-style-type: none"> Entrance/exit to site to be locked during long sessions Children always supervised when moving around site Nicolle to monitor parental supervision to cars home 	Nicolle / All Staff
Fire	Damage to venue, minor to major injuries and death	Low	All Users	<ul style="list-style-type: none"> Nicolle fully briefed on all fire procedures as per JH fire evacuation policy Please see separate JH Fire Risk Assessment 	All Staff