

Risk Assessment

Company name: Haus of Ruby’s Rebels

Assessment carried out by: Kelly Woolley

Date of next review: 15.09.2023

Date assessment was carried out: 15.09.2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and Trips	All	General good housekeeping. • All areas well lit, including stairs. • No trailing leads or cables. • Staff and dancers keep work areas clear, eg, no shoes, props or costumes left out.	All	Already Present	Done
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Staff trained to spot any defective plugs, discoloured sockets or damaged cable/ equipment. • Defective equipment taken out of use safely and promptly replaced. • All electrical equipment regularly tested.	Staff	Already Present	All

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Teaching and coaching staff failing to act appropriately	Reputational and Financial impact on the business/teacher	All staff hold the relevant qualifications or have a minimum of 3 years experience in the field. Refer to Haus of Ruby's Rebels policies and procedures. Staff have been trained in correction methods. Staff have been trained in how to deliver instruction to those who might need it explained to them in a different way. Therefore, it is important to make sure that dance moves are explained using language that they understand or demonstrate the moves to them to make sure that they understand what they need to do.	Staff	Already Present	Done
Lack of Insurance	Reputational and Financial impact on the business/teacher	Public Liability Insurance provided by Rees Astly Performing Arts Insurance Broker and a copy of the certificate is available to view. Each solo student has been recommended to get their own PLI	All	Already Present	Done
Failing to secure data leading to a breach of GDPR regulations	Reputational and Financial impact on the business/teacher	Haus of Ruby's Rebels is committed to protecting the privacy and confidentiality of its students. Haus of Ruby's Rebels will only collect; - Personal information (such as name and date of birth); - Next of kin (such as name/s and emergency contact number/s); - Relevant medical information; - Attendance information (such as dates of	School & Staff	Already Present	Done

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		attendance/absence and reason for absence); - Assessment information. Contact details (such as name, address, telephone number and email address). We do not sell or pass on personal data to any other organisation or use for any other purpose. The personal information held by Haus of Ruby's Rebels about our Students is the minimum necessary to facilitate the running of our business; such as contact detail.			
Lack of register/accountability in the event of fire or evacuation	Significant injury /death	All students are registered within the first 15 minutes of their class commencing.	All	Already Present	Done
Lack of Emergency contact details and related information	Unable to facilitate appropriate care	All Staff and Students to complete a 'contact form' including; - Personal information (such as name and date of birth); - Next of kin (such as name/s and emergency contact number/s); - Relevant medical information; Students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an Epi Pen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection.	All	Already Present	Done

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Lack of drinking water	Fainting leading to minor/major injury	Ensuring students are drinking plenty of water. As with every active sport, fluids lost through sweating must be replaced. Even mild dehydration can harm performance and reduce the ability to concentrate. Drinking enough is especially important when temperature and humidity levels increase. Ensure that there is water available for them to drink. Teacher to remind them to stop and rest as required. Spillages will be mopped up immediately and cordoned off until dry.	Individual	Already Present	Done
Inappropriate footwear and clothing	Slip, trips and falls	Students should always wear appropriate clothing and footwear for the dance class. This should not be restrictive or uncomfortable and footwear should support the foot. No mule type, platforms above 6", flip flops or sling back shoes allowed. No outside clothing is allowed during class.	Individual	Already Present	Done
Jewellery and valuables	Injury through catching/snagging Theft	Where possible students should not bring valuables to class. Students are to remove any restrictive jewellery. Mobile devices are not to be used in class except with permission of the teacher due to media release.	Individual	Already Present	Done

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Exhaustion	Fainting, slips, trip and falls	Include times for a break between performances or classes. Students encouraged to have a snack to increase energy levels	Individuals	Already Present	Done
Unsuitable venue (including floor, lighting and ventilation)	Slips, trips and falls, illness and dehydration	The facilities at the venue are suitable for the type of dance. Flooring is suitable for the students to move freely, and free of obstructions. The room is well ventilated, lit and of an appropriate size. Class Teacher to ensure that dancers are well spaced out within the room and that they have sufficient room for the activity	All	Already Present	Done
Ingress/Egress to site	Contracting and/or conveying COVID-19. Injury	To be aware and manage the following if applicable; - Heavy swing doors into building and studio - Entry and exit route from the studio is up/down a flight of stairs, railing and lift available.	All	Already Present	Done
Lack of knowledge of fire evacuation procedures	Impeded evacuation resulting in personal injury/death	Studios have clearly marked illuminated fire exits indicating exit routes. A meeting point has been established in Car Park in front of the centre and this is shown to students at the commencement of each term.	All	Already Present	Done
Ill student, child or member of staff	Failing to provide adequate and timely	There will always be a minimum of one member of staff present. Teachers will all carry their own first aid kit in	All	Already Present	Done

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	care	addition to any equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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