

## RISK ASSESSMENT FORM

<b>Activity or Situation</b>	<b>DANCE FESTIVAL</b>
	<b>The Need</b>

Potential hazards	Potential Outcome	Likelihood/ Probability	Risk Rating (Outcome x probability)	Action
<b>Fire/Emergency evacuation</b>	<b>5</b>	<b>1</b>	<b>5</b>	<p>Staff escorting children must be made aware of Fire procedures in main reception. Fire assembly points to be identified.</p> <p>Visiting schools must have register of all children in case of evacuation.</p> <p>Visiting staff are responsible for ensuring all their children are evacuated to Fire Assembly points.</p>
<b>Student becomes lost</b>	<b>2</b>	<b>1</b>	<b>2</b>	<p>Visiting children must be supervised at all times by own staff or agreed alternative staff (must have full clearance)</p> <p>Need security procedures to be followed where all doors are locked.</p> <p>All site staff should be aware that primary children are visiting and be aware of possibility of lone children.</p> <p>Children must be signed out by parents/guardians at the end of the performance. No child to leave on their own. Exits are supervised at the end of show and locked during.</p>
<b>Student becomes ill/needs medical attention</b>	<b>2</b>	<b>2</b>	<b>4</b>	<p>Visiting staff to ensure they have full medical details of all their children, including emergency contact details.</p> <p>Trained first aiders only to implement first aid.</p> <p>Children must have access to drinking water and be able to access toilets at all times.</p>
<b>Activity specific injury</b>	<b>3</b>	<b>2</b>	<b>6</b>	<p>Coaches are responsible for checking all equipment is safe and age appropriate.</p> <p>Staff to ensure children understand how to safely use all equipment/staging</p>

Slip/Trip/Fall	3	2	6	Need site H&S procedures are in place. Corridors to be kept clear. All venues, apparatus and equipment must be checked before use. Staff to outline any potential hazards to children. Staff to ensure children understand how to safely use all equipment and are dressed appropriately with hair tied back, jewellery removed.
Adults dealing with juniors - possibility of molestation, bullying & abuse (or accusations thereof).	3	1	3	All sports coaches must have relevant and up to date qualifications and hold DBS and CRB certificates Adults do not get in 1-2-1 situations with juniors
<b>Additional notes: Visiting school to inform venue of any specialist access requirements</b>				

Potential Outcome	Numerical Value	Likelihood/Probability	Numerical Value	Risk Rating	
Minor injury	1	Unlikely	1	1 – 5	LOW
Injury needing medical attention	2	Low possibility	2	6 – 12	MED
Injury-off work/school	3	Possible	3	12 +	HIGH
Serious injury/long term	4	Probable	4		
Fatality	5	Near certainty	5		

<b>Low Risk</b>	Visit may proceed
<b>Medium Risk</b>	Consultation with Head required
<b>High Risk</b>	<b>VISIT MAY ONLY PROCEED WITH COUNTY APPROVAL</b>