

Flamingo Chicks RISK ASSESSMENT_ CLASSES DELIVERED AT SCHOOL & COMMUNITY GROUP PREMISES_April 2017

Brief details	Risk assessment with regards to hazards for Flamingo Chicks classes and workshops held in school & community group premises			
Business area/department	Flamingo Chicks classes and workshops	Person completing assessment	Katherine Sparkes	
Assessment date	April 2017	Review date	October 2017	
Likelihood (L) Severity (S) Initial Risk Rating (IR) Residual Rating (RR) Likelihood x Severity = IR or RR				
Key to risk level	Low 1 – 3	Moderate 4 - 6	Significant 8 - 12	High 15 - 25

What are the hazards from the activity or programme? E.g. Spot hazards by walking around the workplace/,site, talking to workers/volunteers, checking equipment and their instructions	Who might be harmed, and how? Remember: <ul style="list-style-type: none"> Some workers/volunteers have specific needs People who are not present when the assessment is taking place Members of the public 	What is already being done? List precautions already in place	L	S	IR	Additional controls Who will take the action, by what date	L	S	RR	Person responsible	Date
Slips, trips and falls	All	Appropriate footwear worn by employees	1	2	2	Ensure the space is suitable and	2	2	4	Dance teacher	

	Physical injury	<p>Employees made aware of risks associated with slips, trips and falls</p> <p>Dynamic assessment made of environment for slip or trip hazards on arrival at premises <i>(details on class checklist)</i></p> <p>Any fluid spills cleaned up as appropriate</p>				<p>safe for the activity e.g. the floor is clear, there are no sharp or dangerous items present, chairs and tables have been cleared etc.</p> <p>As per manufacturer's instructions ensure floor mats are only cleaned/wiped with bicarbonate of soda</p>					
Manual Handling	<p>Dance Teachers</p> <p>Volunteers</p> <p>Physical injury</p>	<p>Ensure safe manual handling practices are adopted. Please see separate safe moving and handling techniques fact sheet.</p> <p>If using public transport store kit in a roll-along suitcase for ease of transportation.</p>	1	3	3	Undertake moving and handling assessment if any work activity is deemed to place employees at significant risk of injury	1	3	3	Teachers/ Operations Manager / Katherine Sparkes	
Substances hazardous to health	Teachers - accidental inhalation, absorption or ingestion	Low risk 'household' cleaning products used:	1	2	2		1	2	2	Teachers/ Operations Manager /	

	of hazardous substances	<p>Any fabric items need to be washed once a week unless obviously soiled. Only non-bio washing powder can be used in case of allergies.</p> <p>Any hard plastic items that need cleaning, please use bicarbonate of soda or Milton antibacterial spray and follow the directions of use on the packaging.</p> <p>All kit must be stored in a protective plastic box (with secure lid) in a hygienic environment and away from harmful chemicals or damp locations.</p>							Katherine Sparkes		
Fire	All Physical injury Smoke inhalation	<p>See venue Fire Risk Assessment and Evacuation Plan</p> <p>Implement the required actions identified in the fire risk assessment/evacuation plan</p>	1	5	5		1	5	5	Teacher responsible for the session	

Lone working	Lone working employee - physical injury - ill health	Clear guidelines for teachers and volunteers making sure they are never left alone with the children at ANY time Clear guidelines agreed with schools/community group to ensure that members of their staff are present at ALL times and adopt the correct child ratios School/community group ensure that one-to-ones are present during the classes to support children who need help Employees must ensure they have access to a mobile phone (charged and with signal) in the event of an emergency.	1	2	2	Monitor lone working arrangements and review regularly	1	2	2	Operations Manager / Katherine Sparkes	
Working with vulnerable children and children.	Vulnerable children. Children. Volunteers.	DBS checks for teachers and volunteers Details are obtained from school/community group regarding first aider and procedure to follow if an accident occurs. Clear guidelines for	1	5	5	Ensure volunteers and teachers are not left unaccompanied. Written brief to be provided to all volunteers.	1	5	5	Operations Manager / Katherine Sparkes and Teachers responsible for the session	

		<p>teachers and volunteers making sure they are never left alone with the children at ANY time</p> <p>Clear guidelines agreed with schools/community group to ensure that members of their staff are present at ALL times and adopt the correct child ratios</p> <p>School/community group ensure that one-to-ones are present during the classes to support children who need help</p>				<p>Briefing for all staff and volunteers before the session</p> <p>Emergency exists pointed out to volunteers</p> <p>Class checklist completed by teacher prior to class starting</p>					
Use of sensory equipment.	<p>Vulnerable children.</p> <p>Children.</p> <p>Volunteers.</p>	<p>Kit management guidelines provided to every teacher detailing appropriate storage, use and cleaning of sensory equipment.</p> <p>All equipment used will be in a supervised environment.</p> <p>Details are obtained from school/community group regarding first aider and procedure to follow if an</p>	1	2	2	<p>Ensure children are supervised when playing with equipment.</p> <p>Making sure equipment is put away between each activity to prevent trips and falls.</p>	1	2	2	Teachers responsible for the session / Operations Manager / Katherine Sparkes	

		accident occurs								
Awareness of potential risks of environment/building	All	<p>All teachers complete a class checklist at the beginning of each class.</p> <p>Relevant risk assessments regarding the space being used for classes obtained from school/community group prior to starting any sessions.</p> <p>Fire escape and evacuation procedures obtained from relevant individual at school/community group.</p> <p>Main exit doors – risk of running out. Doors to be shut when class begins.</p> <p>Slippery floor – teacher to check slippiness of floor at the start of classes.</p>	1	2	2	<p>Class checklist completed by Flamingo Chicks Teacher before each class starts.</p> <p>Appropriate risk assessments and evacuation procedures obtained from school/community group.</p>	1	3	3	Dance Teacher
Toileting.	Vulnerable children. Children.	Flamingo Chicks teachers or volunteers should not accompany a child to the toilet. If a child needs to use the toilet a member of staff from the school/community group	1	5	5		1	5	5	Teacher responsible for the session

Please sign and date to confirm you have read the risk assessment and agree to abide by the guidelines:

Name.....

Date.....

If any additional hazards/risks were identified and added to the risk assessment, please sign and date to acknowledge when the amendments were made:

Name.....

Date.....