# **Tea dance risk assessment**

# **Event date: [insert date]**

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| **What are the Hazards?** | **Who might be affected by them?** | **What safety measures need to be in place to reduce risks to an acceptable level?** | **Can the organisers put the safety measures in place?** | **What steps will be taken in an emergency** |
| See below | Students  School staff  Other volunteers  The public | See below | Yes: risk assessment, health and safety policy and insurance cover | See emergency procedures |

[Insert names of staff responsible for health and safety at the event]

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| **Activities** | **Item to assess** | **Action Required** | **By whom** | **Status** |
| 1. Venue | Does the venue have a Health and Safety Policy | Yes. Students and visitors will be briefed at the start of the event |  |  |
| 1. Disabled delegates | Are all relevant parts of the venue accessible to wheelchairs? | Yes. Wheelchair access to entrance, hall and toilets |  |  |
| 1. Parental approval | Have parents given approval for their child to take part? | Yes, letters/emails home and approval given |  |  |
| 1. Safeguarding | What is an acceptable level of supervision?  Do activities allow for an adult and a child to be alone together | Activities limited to the hall – easily visible to the responsible adults. Staff to support students at the event. No students left alone with visitors |  |  |
| 1. Medical treatment required | Designated 1st aider  Where is the First Aid box?  Where is Minor Injuries Unit?  Where is the nearest A&E department?  In an emergency what arrangements are there for arranging transport for injured parties? | [insert name]  [Insert details]  [Insert details]  [Insert details]  Leaders instructed to ring 999 in emergency.  Cars available nearby if transport is required and ambulance is not considered appropriate nor necessary |  |  |
| 1. Behavioural problems | Is this an issue? | No. Students are aware of the School’s expectations of behaviour |  |  |
| 1. Insurance | Is Insurance sufficient?  Making insurance claims | [insert insurance policy number/details]  [insert name of person responsible for claims] |  |  |
| 1. Emergencies | Beyond the control of this assessment | Delegate a responsible person and deputy to deal with emergencies |  |  |
| 1. Fire safety | Procedures for rapid evacuation of the venue | [Insert details of emergency exits/evacuation procedure]  Emergency exits are clear of obstructions. Visitors’ and students’ names will be recorded on arrival so that we know the number of people on site | All |  |
| 1. Health and Safety during the event | Hot drinks  General | Ensure urns are sited on a stable surface and are not over-filled. Water should be warm, but not boiling   * Number of persons allowed in the hall will not be exceeded to prevent overcrowding * Emergency procedures communicated to visitors at the beginning of the event * Area checked for slip, trip and fall hazards | All  All |  |