# **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 staffOther volunteersThe 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 aiderWhere 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 drinksGeneral | 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
 | AllAll |  |