

UPDATED 2026



Department  
for Education

## Risk Assessment-STEPHANEZ SCHOOL OF DANCE

Facility / Activity	Identify the hazards	Who/what may be harmed	Risk likelihood	Severity of harm	Overall risk	Existing control measures	Recommendations/ further action required
WICKHAM PARK SPORTS CLUB	Equipment left in the hall.	The children/adults	Likely if not secured.  Equipment could fall and cause injury/death	Minimal to extreme/fatal	Possible risk	Secure any equipment or remove it from the hall area. Full first aid kit available if required and signage.	Contact Chair/governors of W.P.S.C and request all equipment to be removed and hall area to be cleared whilst teaching.
	Electrical appliances and sockets. Hall area and kitchen.	The children/adults	Not likely if all procedures are in place.  Burns/Electrical shocks/death	Minimal to extreme/fatal	Possible risk	Electrical socket covers. The kitchen door is always closed and off limits. Pat tests every two years. Fire extinguishers in the dance area. Full first aid kit available if required and signage	Contact Chair/governors of W.P.S.C and request all Pat testing is up to date and regular checks are completed.
	Toxic chemical and substances or flammable products	The children/adults	Not likely if all procedure	Minimal to extreme/fatal	No Risk	Locked in a cupboard away from the teaching area.	Contact Chair/governors/head of W.P.S.C make sure they regularly check all toxic

			s are in place. Burns/reactions/death			Full first aid kit available if required and signage	and flammable products under the risk assessment and health and safety.
	Open doors	The children/adults	Not likely with procedure in place	Minimal	Risk	Door barriers to stop children leaving the premises. Staff monitoring.	Constant monitoring.
	Registers and attendance	The children	Not likely with procedure in place	Minimal	Possible risk	Ensure registers are up to date and check absences before the start of session	Contact the appropriate adult should the child be expected in that session.
	Releasing of the children at the end of the session	The children	Not likely with procedure in place	Minimal	Possible risk	Safe dismissal from sports hall to named parent or carer passwords are to be used where necessary. Not to release the children without any responsible adult present at collection.	Procedure in place. Any child will stay onsite with staff member/s of Stephaneez School of Dance until the agreed cleared appropriate parent/carer/adult has collected the child/children. Where necessary the named adult/s will be contacted if late on collection.
WICKHAM COMMON ACADEMY AND HARRIS ACADEMY GREEN	Equipment left in the hall.	The children/adults	Equipment could fall and cause injury	Minimal to extreme/fatal	Possible risk	Secure any equipment or remove it from the hall area. Full first aid kit available if required and signage	Contact Chair/governors of Wickham common and HAG and request all equipment to be removed and hall area to be cleared whilst teaching.
	Electrical appliances and sockets. Hall area and kitchen.	The children/adults	Burns/Electrical shocks	Minimal to extreme/fatal	Possible risk	Electrical socket covers. The kitchen door is always closed and off limits.	Contact Chair/governors/head of Wickham common and

						Pat tests every two years. Fire extinguishers in the dance area. Full first aid kit available if required and signage	HAG and request all Pat testing is up to date and regular checks are completed.
	Toxic chemical and substances or flammable products	The children/adults	Equipment could fall and cause injury	Minimal to extreme/fatal	No Risk	Locked in a cupboard away from the teaching area. Full first aid kit available if required and signage.	Contact Chair/governors/head of Wickham common and HAG make sure they regularly check all toxic and flammable products under the risk assessment and health and safety.
	Open doors	The children/adults	Not likely with procedure in place	Minimal	Risk	Door barriers to stop children leaving the premises. Staff monitoring.	Constant monitoring.
	Registers and attendance	The children	Not likely with procedure in place	Minimal	Possible risk	Ensure registers are up to date and check absences with office before the start of session	Report back to the main office immediately after the register has been taken, should there be any children that have not arrived at the start of the session of whom are expected to be in that class.
	Releasing of the children at the end of the session	The children	Not likely with procedure in place	Minimal	Possible risk	Safe dismissal from sports hall to named parent or carer passwords are to be used where necessary. Not to release the children without any responsible adult present at collection.	Procedure in place. Any child will stay onsite with staff member/s of Stephaneez School of Dance until the agreed cleared appropriate parent/carer/adult has

							collected the child/children. Where necessary the named adult/s will be contacted if late on collection.
PICKHURST JUNIOR ACADEMY	Equipment left in the hall.	The children/adults	Likely if not secured.  Equipment could fall and cause injury/death	Minimal to extreme/fatal	Possible risk	Secure any equipment or remove it from the hall area. Full first aid kit available if required and signage	Contact Chair/governors/Caretaker /onsite management of Pickhurst Junior Academy and request all equipment to be removed and hall area to be cleared whilst teaching.
	Electrical appliances and sockets. Hall area and kitchen.	The children/adults	Not likely if all procedures are in place.  Burns/Electrical shocks/death	Minimal to extreme/fatal	Possible risk	Electrical socket covers. The kitchen door is always closed and off limits. Pat tests every two years. Fire extinguishers in the dance area./outside hall area. Full first aid kit available if required and signage	Contact Chair/governors of Pickhurst Academy and request all Pat testing is up to date and regular checks are completed.
	Toxic chemical and substances or flammable products	The children/adults	Not likely if all procedures are in place.  Burns/reactions/death	Minimal to extreme/fatal	No Risk	Locked in a cupboard away from the teaching area. Full first aid kit available if required and signage	Contact Chair/governors/head of Pickhurst Academy make sure they regularly check all toxic and flammable products under the risk assessment and health and safety.

	Open doors	The children	Not likely with procedure in place	Minimal	Risk	Door barriers to stop children leaving the premises. Staff monitoring.	Constant monitoring.
	Registers and attendance	The children	Not likely with procedure in place	Minimal	Possible risk	Ensure registers are up to date and check absences with office before the start of session	Report back to the main office immediately after the register has been taken, should there be any children that have not arrived at the start of the session or who are expected to be in that class.
	Releasing of the children at the end of the session	The children	Not likely with procedure in place	Minimal	Possible risk	Safe dismissal from sports hall to named parent or carer passwords are to be used where necessary. Not to release the children without any responsible adult present at collection.	Procedure in place. Any child will stay onsite with staff member/s of Stephaneez School of Dance until the agreed cleared appropriate parent/carer/adult has collected the child/children. Where necessary the named adult/s will be contacted if late on collection.

