



Kellen Dance Academy

HEALTH & SAFETY RISK ASSESSMENT

Whessoe Parish Hall

Introduction

Kellen Dance Academy have developed this risk assessment to control the risks to those people attending classes at Whessoe Parish Hall, Darlington.

Kellen Dance Academy

Date of Risk Assessment: October 2025

What are the hazards?	Who might be harmed and how?	What are we doing already	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls E.g uneven surfaces, cleaning of floors, spillages	Pupils of the academy may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	<p>All floor areas to be checked at the start of lessons to reduce trips or falls.</p> <p>No trailing electrical cables/leads.</p> <p>Ensure areas are well lit ie entrance ways and kitchen.</p> <p>Clean up spillages immediately and know where cleaning equipment is kept.</p> <p>Ensure any mats are flat to avoid trips.</p> <p>Ensure all pupils are wearing the correct footwear for lessons.</p>	Ensure any damages or breakages are reported to the hall committee.	Teachers	Ongoing	

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Pupils using the car park	Children who are arriving and leaving for lessons could be hit by cars. Vulnerable adults arriving and leaving for lessons could slip and fall due to conditions.	Ensure lights are coming on when it is dark. Children to be supervised by their adults as they arrive and leave. Children not to play in the car park whilst waiting for lessons, or waiting for siblings. Teachers to be aware of weather conditions to ensure vulnerable adults can be accompanied if required ie icy conditions	Ensure all members of the academy receive regular communication regarding car parking. Ensure any accidents or any damages are reported to the committee via email.	Teachers	Ongoing as required	
Use of the kitchen	Teachers and volunteers using the kitchen facilities. Children who enter the kitchen area have access to kettles, knives etc which could lead to burns, cuts	Only adults – teachers, volunteers to use the kitchen facilities as required. Children not to enter the kitchen area unless supervised by an adult.	Children not to be allowed into kitchen without adult supervision.	Teachers, adults	Ongoing	
Children leaving the building	Young children leaving the main hall to use the toilet facilities could use	Teachers to know who is at the toilet at all times.		Teachers Parents/guardians	Ongoing	

	<p>the door leading to the car park unless supervised.</p> <p>Children who have finished lessons and returning to parents/carers are able to access car park unattended and could be injured.</p> <p>Children not with their parent/guardian at the end of lessons.</p>	<p>Main front door to be closed during lessons.</p> <p>Younger children to be escorted to toilet either by a parent/guardian or teacher.</p> <p>Children to remain with teachers until parent/guardian is present.</p> <p>Children to remain in main hall with teacher supervision until parent/guardians arrive.</p>			
Fire	<p>Users could suffer serious or fatal injury if trapped</p>	<p>Fire exits are visible and all teachers and adults know where the nearest exits are.</p> <p>Both front and rear doors and gates are open during lessons to ensure exits are accessible at all times.</p> <p>Teachers to have a list/register of children attending class.</p> <p>Teacher to have mobile phone access at all time.</p> <p>All emergency contact numbers accessible in case of emergency.</p>	<p>Report damages or not working emergency lights to the committee.</p>	Teachers	Annual Revie

		In case of fire, teachers to evacuate the building via the nearest fire exit and assemble in the car park.				
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