

**Health and Safety  
Assessment for Dance for  
Life Online Classes**

**Venue Information and  
contacts**

Venue Name	Home	Date of Assessment / Review date	Sept 2021
Contact Person / Details for Venue	N/A	Person(s) writing assessment	Caroline Moss
Address of Venue	Zoom		

**Client/Patient  
Information**

Maximum number within class	15	Any known special requirements of client group i.e. Medical/Overall Risk Stratification /Behavioural	NO (if yes please indicate action below)
Are support Staff required	Yes		

**First Aid and Fire**

Location of First Aid Kit	N/A	Fire Exits	N/A
First Aider on call during class	Caroline Moss	Fire Fighting equipment locations	N/A
Location of Telephone	Mobile Phone	Fire Assembly point	N/A
Home Procedure for 1 <sup>st</sup> Aid	<ul style="list-style-type: none"> <li>- Call 999 if necessary</li> <li>- Call participant's emergency contact if non-emergency assistance is required</li> <li>- Advise participant to seek medical advice if concerned</li> </ul>	Home Procedure for Fire	In case of fire/smoke alarm, participant to evacuate premises immediately
Location of nearest Defibrillator	Call 999		

**Equipment Used: Safety Points.**

Equipment Name	Hazards or Risks Associated (i.e. perished resistance-bands)	Controls in place (instructor actions) to reduce risk	Likelihood (L) x Severity (S) = Risk (R) Risk Rate
Resistance bands	Bands could break & injure a participant causing cuts, friction burn, bruising, instability	Participants check own bands before start of session for wear and tear. Remind participants to close eyes if hear snapping sound. Monitor technique & remind participants of safety teaching points.	L – 1 X S- 2 = R2 Low
Other equipment, eg wrist bells, scarves, pom poms, gel balls	Equipment may cause trip hazard on floor Participants may injure themselves through incorrect use of equipment	Ensure that all equipment is stored safely & out of the way when not being used. Monitor technique & remind participants of safety teaching points.	L1 x S – 3 = R3

<p>Chairs</p>	<p>Chairs may have unstable legs or be broken, may have splinters if wooden. Design of chair may be unstable, eg. Folding chair is wobbly or back of chair is too high or too low. Chairs and especially chair legs could cause trips, falls. Participants could fall, trip, or injure themselves if moving chairs. Getting up from the chair/sitting down could be a fall risk if participants do not have sufficient strength or balance.</p>	<p>Ask participants to make sure that they have a chair which is stable and upright. Offer seated alternatives for exercises and reiterate that participants can remain seated throughout if they need to. Remind participants of any specific things to be aware of with the chair, eg legs sticking out at an angle. Participants should not need to move chairs during the session – just their own position around the chair. Remind participants to keep one hand on chair if necessary. Verbally assess participants' ability to get out of chair and sit down before starting sessions and if there are concerns arrange a practice session to observe. Teach and remind participants of correct rising/sitting techniques. Ask all participants to rise/sit at same time and observe throughout.</p>	<p>L – 1 x S-3 = R3  Low</p>	
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**Environmental /  
Exercise/ Client Based  
Risk Assessment**

Potential Risk	Hazards or Risks Associated (i.e. uneven floor surfaces)	Controls in place (instructor actions) to reduce risk	Likelihood (L) x Severity (S) = Risk (R)      Risk Rate		
Flooring and Obstacles	<p>Flooring, including rugs and carpet, may be uneven and could cause trips/falls.</p> <p>There may be obstacles in the space such as furniture, other belongings, which could cause trips/falls.</p> <p>Pets may enter the space and cause a trip/fall hazard.</p>	<p>Remind participants to check their flooring is even and the space is free of obstacles before the start of each session.</p> <p>Remind participants to keep pets away from the space while the session is taking place.</p>	L - 1	S - 3	=R 3 Low
Temperature / Ventilation	<p>Room may be too hot or cold resulting in injury to participants or could cause fainting from heat.</p>	<p>Remind participants to check the temperature of the room prior to starting the session and ensure there is adequate ventilation.</p> <p>Remind participants to keep water nearby throughout the session and advise to stop exercise immediately if feeling unwell.</p> <p>Adapt exercises according to temperature – eg, reduce intensity in hot weather; provide longer warm up/cool down in cold weather.</p>	L - 1	S -2	=R 2 Low

Privacy / Protection issues	Vulnerable participants may be put at risk through lack of confidentiality or abuse.	<p>Ensure all participants are fully assessed for medical and other needs prior to starting the online sessions and ask them to complete a registration form.</p> <p>Remind participants to update medical information if necessary by telephone or individually before/after sessions.</p> <p>Ensure that confidential information, including phone numbers and addresses, is not shared through Zoom. Try to ensure that this information is shared through encrypted channels if possible such as What's App, or during a phone conversation.</p> <p>Ensure safeguarding procedures are in place, staff &amp; volunteers have DBS checks which are updated annually or at least every 3 years, and that volunteers are closely monitored and supervised and are aware of all relevant policies and procedures including Safeguarding.</p> <p>Ensure safeguarding procedures are in place, staff &amp; volunteers have DBS checks which are updated annually or at least every 3 years, are aware of all relevant policies and procedures including Safeguarding, and attend annual Safeguarding training.</p> <p>Ensure that Dance Creative Privacy Policy is reviewed regularly and that participants know how request information about the policy or themselves, including how to make a complaint.</p>	L - 1	S - 2	=R 2 Low
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<p>Exercise / Skill Choices</p>	<p>Participants may have varying needs/levels of ability and might cause injury to themselves or others if trying to do something which is too difficult.</p> <p>Participants may injure themselves through doing exercises incorrectly.</p> <p>Risk of injury eg muscle strain.</p> <p>Risk of dehydration.</p> <p>Risk of injury/falling from trying to carry out movements which are too difficult/unclear/too intense.</p> <p>Risk of illness caused by exercising too intensely – eg low blood sugar (Diabetes), angina attack, asthma attack.</p> <p>Risk of all of above combined with lone exercising.</p>	<p>Verbally assess participants’ needs and abilities before starting the sessions to ensure it is suitable and appropriate for them. If there are concerns, arrange a practice 1-1 session to observe and assess participants’ abilities.</p> <p>Remind participants to only do what is comfortable for them, and offer adaptations of exercises.</p> <p>Ensure that participants can communicate with the Dance Artist, and that the Dance Artist and Assistant can see them clearly. Check that participants can both see and hear the Dance Artist properly before starting the session.</p> <p>Remind participants to have a phone within reach if they are on their own.</p> <p>Ensure that best practice in leading dance sessions is followed:</p> <ul style="list-style-type: none"> <li>- ensure that participants have a thorough warm-up incorporating mobility and circulation exercises</li> <li>- adjust exercises according to participants’ individual ability and create options for seated alternatives where necessary</li> <li>- give clear instructions when leading the movement, clearly explain alternatives, and use volunteers where appropriate to demonstrate alternatives such as seated exercises</li> <li>- advise participants of teaching points for each movement through both verbal and physical demonstration</li> <li>- be clear on safe practice and of the physical needs of older people and each individual throughout each session</li> <li>- be aware and make provision for participants with particular needs such as balance and mobility issues or cognitive needs – these are noted on medical and health information sheet</li> <li>- ensure participants are properly cooled down at the end of the session, including stretching and safe circulation lowering</li> <li>- ensure that all participants are closely monitored throughout exercises and that incorrect technique is corrected</li> </ul>	<p>L -1</p>	<p>S - 3</p>	<p>=R 3 Low</p>
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		-ensure that participants are reminded throughout session to use chair if needed			
Health/ Suitability of Clients	Participants may not be fit/healthy enough to take part and may become injured as a result.	Ensure all participants are fully assessed prior to starting the sessions and advise participants not to attend class if health is too poor – refer back to GP/Medical professional.	L - 1	S - 3	=R 3 Low
Poor Posture	Might result in toppling off the chair, losing balance whilst standing, or causing loss of balance to other participants.	Ensure participants have enough strength to keep head lifted for the majority of the class. If posture is too poor refer to GP/Medical professional. Remind participants throughout the class of correct posture when standing and sitting.	L1	S3	=R 3 Low
Medical	Due to age of participants they may have medicine that they need to have close at hand or they could be at risk of:- Angina Attacks Asthma Attacks Low blood Sugar Some medications, or combinations of medication may cause risk of falling or illness. Participants with existing heart conditions or high blood pressure might be at risk of Sudden Cardiac Arrest (SCA).	Ensure all participants' medical history is known. Remind participants to have any inhalers, angina spray, glucose tablets, and other medication nearby during the session. Remind participants to update staff on any changes to medication or medical/health conditions. Ensure that particular risk medications or combinations of medication are noted, and that emergency contact details are up to date. Before starting the sessions, ensure that participants' heart conditions and blood pressure are under control through medication and that they have not been advised to avoid exercise. Remind participants to have a phone within reach if they are on their own. Phone 999 in case of emergency.	L-1	S-4	=R 4 Moderate
Lighting/Distractions	Lighting may be too bright causing discomfort or too dark making vision difficult.	Remind participants to check that their lighting is not too bright or dark prior to start of session.	L - 1	S -2	=R 2 Low
Clothing	Participants may be dressed in unsuitable clothing, trousers that are too long, or shoes with a heel/loose laces.	Ensure participants are aware of the most suitable clothing and footwear for the session, and advise participants of the risks of participating in inappropriate clothing or footwear. Remind participants to check footwear for loose laces.	L -1	S - 3	=R3 Low

Chewing Gum or other food items in mouth	Choking	Remind participants not to eat or drink hot drinks during session. Remind participants of the risks of participating in exercise with chewing gum/other food in the mouth.	L-1	S-3	=R3 Low
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**Medium or High Level Risk Continuation Assessment for L4 PSI Session**

Name of Risk	Original Risk Rating	Further Action taken to reduce risk rating	Revised Risk Rating
			Likelihood (L) x Severity (S) = Risk (R) Level
Medical emergency	R4	Advise participants not to take part if feeling unwell or if don't have emergency medication with them, eg inhalers/angina spray/glucose tablets. Ask all participants to complete a registration form outlining medical information before starting class and make them aware that it is their responsibility to provide updates of any changes to their medical conditions and medication. Inform participants not to take part if they have been advised against exercise by their GP/Medical professional.	R2
			L
			L
			L
			L
			L
			L
			L

Source: St John Ambulance Issue 3 (2007). Level 2 Certificate in Risk Assessment Booklet. BSC Awards.