

Health and Safety Venue Assessment			
Venue Information and contacts			
Venue Name	Witney Congregational Church	Date of Assessment / Review date	27/09/2021
Contact Person / Details for Venue	Sue - 01993 709992 witneycongoffice@gmail.com	Person(s) writing assessment	Caroline Moss
Address of Venue	Welch Way, Witney OX28 6JF		
Client/Patient Information			
Maximum number within class	12	Any known special requirements of client group i.e. Medical/Overall Risk Stratification /Behavioural	NO (But refer to separate Infectious Diseases Risk Assessment)
Are support Staff required	Yes		
First Aid and Fire			
Location of First Aid Kit	First Aid Box in the Kitchen and one down the corridor by the toilets.	Fire Exits	Fire doors on side & either end of building
First Aider on call during class	Caroline Moss	Fire Fighting equipment locations	Kitchen door in the Lounge. Fire blanket & small extinguisher in kitchen.
Location of Telephone	Mobile Phone	Fire Assembly point	Halifax Building Society
Venue specific procedure for 1st Aid	Call 999	Venue Specific procedure for Fire	Vacate building on hearing alarm.
Location of nearest Defibrillator	Witney Community Hospital/Call 999		
Site Information			
Location / Distance of toilets	Next to front door/approx. 200 m	Wheelchair access	Through fire door on side

Car Parking Information	Disabled parking spaces on road immediately outside venue/free public parking off Witan Way	Hearing aid loop?	None	
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	
Chairs	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. Legs of chair could stick out causing trip hazard. Space between chairs is insufficient and could cause trips, falls. Participants could fall, trip, or injure themselves if moving chairs.	Check all chairs before start of session, including suitability of design. Participants to check their own chair. Remind participants of any specific things to be aware of with the chair, eg legs sticking out at an angle. Ensure chairs are set out with sufficient spacing & check this is maintained. Staff & volunteers help set out/move chairs – participants only move chairs themselves if able to do so safely.	L – 1 x S-3 = R3	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	Low

**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		
			L	S	=R
Ceiling Height	n/a		L	S	=R
Floor	Floor may be dirty or wet due to outdoor shoes being worn in space and could cause trips/falls from slipping. Uneven floor surface – eg, between 2 rooms by sliding doors, could cause trip hazard	Check floor is clean and dry before session; ensure participants wipe feet before coming into the space, especially in wet weather. Inform participants of trip hazard by sliding doors and ensure that they do not dance in this area. Advise participants, staff & volunteers that they may change into indoor shoes if they like.	L - 1	S - 3	=R 3 Low
Obstacles	Space may have obstacles on the floor left from previous classes, such as clothing, chairs, equipment, and could cause trips/falls. Participants' own belongings may be left in the space and cause trips/falls.	Check that space is free from trip hazards/ obstacles before session. Remove any obstacles from space. Ask participants to safely store their belongings, eg bags, coats, sticks etc at the side of the room, on their designated chairs/tables.	L - 1	S -3	=R 3 Low

Temperature / Ventilation	Room may be too hot or cold resulting in injury to participants or could cause fainting from heat. Particular risk with leaving doors open for ventilation (see Infectious Diseases Risk Assessment)	Locate source of temperature control prior to session and ensure that it is at correct level for the session. Ensure participants are not seated in front of open doors. Locate ventilation points for hot weather and advise participants on drinking water, stopping exercise immediately if feeling unwell. Adapt exercises according to temperature – eg, reduce intensity in hot weather. Ensure that participants warm up and cool down properly.	L - 2	S -2	=R 4 Moderate
Electrical equipment	Electrocution	Ensure any electrical equipment (i.e heaters/speakers/kitchen equipment) has been Pat Tested with the venue duty manager.	L-1	S-4	=R 4 Moderate
Access to venue (i.e. car loading etc)	Trip and car hazards crossing car parking area.	Advise participants of any trip hazards in and out of venue, including raised surfaces/steps, and advise participants to be careful when walking close to parked cars.	L - 1	S -3	=R 3 Low
Privacy / Protection issues	Vulnerable participants may be put at risk through lack of confidentiality or abuse.	Ensure all participants are fully assessed prior to starting the class and allow time for any updates before each session. Ensure safeguarding procedures are in place, staff & 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. 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.	L - 1	S - 2	=R 2 Low

<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. Participants may injure themselves through doing exercises incorrectly.</p>	<p>Assess participants' needs and abilities before starting the sessions to ensure it is suitable and appropriate for them. Advise not to attend class and refer back to GP/Medical Professional if not able to participate safely. Provide alternative exercises to ensure that all levels / abilities within the class are catered for. Ensure that best practice in leading dance sessions is followed:</p> <ul style="list-style-type: none"> - ensure that participants have a thorough warm-up incorporating mobility and circulation exercises - adjust exercises according to participants' individual ability and create options for seated alternatives where necessary - give clear instructions when leading the movement, clearly explain alternatives, and use volunteers where appropriate to demonstrate alternatives such as seated exercises - advise participants of teaching points for each movement through both verbal and physical demonstration - be clear on safe practice and of the physical needs of older people and each individual throughout each session - 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 	<p>L -1</p>	<p>S - 3</p>	<p>=R 3 Low</p>
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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.	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 back to GP/Medical Professional and advise not to attend class. Remind participants throughout the class of correct posture when standing and sitting.	L1	S3	=R 3 Low
Medical	<p>Due to age of participants they may have medicine that they need to have close at hand or they could be at risk of:-</p> <p>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).</p>	<p>Ensure all participants' medical history is known and that staff and volunteers know where any inhalers, angina spray, and glucose tablets are if needed. Check participants have these items with them at the beginning of each session and 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.</p> <p>Ensure that participants' heart conditions and blood pressure are under control through medication and that they have not been advised to avoid exercise. Know the location of the nearest public defibrillator if possible and that staff and volunteers are aware of the procedures in the event of SCA.</p>	L-1	S-4	=R 4 Moderate

Chemicals	Allergies, choking and reactions	Ensure the room is as dust free as possible before starting the class, and raise concerns with the duty manager. Be aware on any strong toxic chemicals being used for cleaning and if the smell is strong open windows and inform the duty manager. If necessary cancel class for that day.	L1	S3	=R 3 Low
Lighting/Distractions	Lighting may be too bright causing discomfort or too dark making vision difficult.	Check lighting is not too bright or dark prior to start of session and ask participants if they are comfortable with level of lighting.	L - 1	S -2	=R 2 Low
Clothing	Participants may arrive in unsuitable clothing, trousers that are too long, or shoes with a heel.	Ensure participants are aware of the most suitable clothing and footwear for the class, and advise participants of the risks of participating in inappropriate clothing or footwear.	L -1	S - 3	=R3 Low
Chewing Gum or other food items in mouth	Choking	Ensure any gum or food items are taken out/finished before the class starts, and remind participants of the risks of participating in exercise with chewing gum/other food in the mouth.	L-1	S-3	=R3 Low
Weather	Slips and Falls on icy pavements, Heat stroke, getting too wet in rain	Look at weather forecast and consider the journeys people make to class and if necessary cancel if weather severe. Check for slippery surfaces from outside into venue in cold or wet weather.	L-1	S-3	=R3 Low
Allergies	Anaphylactic shock	Be aware of anyone with severe allergies and know where they keep their epi pen. Know symptoms of severe allergic reaction.	L-1	S-3	=R3 Low

Medium or High Level Risk Continuation Assessment

Name of Risk	Original Risk Rating	Further Action taken to reduce risk rating	Revised Risk Rating
			Likelihood (L) x Severity (S) = Risk (R) Level
Electrical equipment	R4	Do not use equipment which has not been PAT tested	R 2
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
Temperature/Ventilation	R4	In cold weather, prop doors open slightly, or keep closed and open intermittently through class.	R3

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