

Health and Safety Venue Assessment			
<b>Name of Activity:</b> Dance for Life Witney			
<b>Venue Information and contacts</b>			
<b>Venue Name</b>	Witney Congregational Church	<b>Date of Assessment / Review date</b>	29/09/2023
<b>Contact Person / Details for Venue</b>	Sue - 01993 709992 <a href="mailto:witneycongooffice@gmail.com">witneycongooffice@gmail.com</a>	<b>Person(s) writing assessment</b>	Caroline Moss
<b>Address of Venue</b>	Welch Way, Witney OX28 6JF		
<b>Client/Patient Information</b>			
<b>Maximum number within class</b>	15	<b>Any known special requirements of client group i.e. Medical/Overall Risk Stratification /Behavioural</b>	NO (But refer to separate Infectious Diseases Risk Assessment)
<b>Are support Staff required</b>	Yes – 2 Support Staff required plus additional individual support for some participants provided by external carers. More vulnerable participants (eg those with dementia) must have carer present if need close one to one supervision. Participants with mobility or balance issues may be asked to remain seated during class if no volunteers/assistants present.		
<b>First Aid and Fire</b>			
<b>Location of First Aid Kit</b>	First Aid Box in the Kitchen and one down the corridor by the toilets.	<b>Fire Exits</b>	Fire doors on side & either end of building
<b>First Aider on call during class</b>	Caroline Moss/Jenny Parrott	<b>Fire Fighting equipment locations</b>	Kitchen door in the Lounge. Fire blanket & small extinguisher in kitchen.
<b>Location of Telephone</b>	Mobile Phone	<b>Fire Assembly point</b>	Halifax Building Society

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<b>Procedure for 1<sup>st</sup> Aid</b>	Call 99 in emergency. At least one trained emergency First Aider is present at activity.	<b>Procedure for Fire</b>	Follow known evacuation routes if fire alarm is sounded.
<b>Defibrillator procedures</b>	Trained First Aiders are present at each activity and have been trained in recognising the symptoms of SCA (Sudden Cardiac Arrest), CPR, and the use of defibrillators. In the case of SCA, call emergency services on 999 and use the nearest defibrillator to the venue under paramedic instructions at: Methodist Church, 40 High Street, Witney, OX28 6HG, Oxfordshire First Aid, Kernahan Way, Witney, OX28 6HJ, Thames Valley Police Station, Welch Way, Witney, OX28 6JN (all 3 are available 24/7)		
<b>Site Information</b>			
<b>Location / Distance of toilets</b>	Next to front door/approx. 200 m	<b>Wheelchair access</b>	Through fire door on side
<b>Car Parking Information</b>	Disabled parking spaces on road immediately outside venue/free public parking off Witan Way or at multistorey car park on Welch Way.	<b>Hearing aid loop?</b>	None
<b>Equipment Used: Safety Points.</b>			
Equipment Name	Hazards or Risks Associated	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, eye injuries	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

<p>Other equipment, eg wrist bells, scarves, pom poms, gel balls</p>	<p>Equipment may cause trip hazard on floor Participants may injure themselves through incorrect use of equipment.</p>	<p>Ensure that all equipment is stored safely &amp; out of the way when not being used. Monitor technique &amp; remind participants of safety teaching points.</p>	<p>L1 x S – 3 = R3 Low</p>
<p>Chairs/tables</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. 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. Chairs could be unstably stacked, causing accidents and injuries if participants or staff/volunteers try to move them or lean against them/sit on them. Risk of pinching fingers between tables when moving tables for refreshments at end of class; also risk of injury for participants moving tables unsafely.</p>	<p>Check all chairs before start of session, including suitability of design; participants to check their own chair for instability. Remind participants of specific things to be aware of with the chair, eg legs sticking out at an angle. Ensure chairs are set out with sufficient spacing &amp; check this is maintained. Participants only move chairs/tables themselves if able to do so safely, otherwise staff &amp; volunteers move chairs/tables. Participants/staff/volunteers advised to keep fingers away from spaces between tables when they are being moved. Participants/staff/volunteers advised to not sit or lean against stacked chairs, and to only remove chairs from low, stable stacks. If in doubt, Lead Dance Artist to supervise moving of chairs and to contact venue manager if there are safety issues.</p>	<p>L – 1 x S-3 = R3 Low</p>

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<b>Environmental / Exercise/ Client Based Risk Assessment</b>			
Potential Risk	Hazards or Risks Associated	Controls in place (instructor actions) to reduce risk	L x 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 or change shoes before coming into the space in wet weather. Inform participants of trip hazard by sliding doors and ensure that they avoid the raised surface where the room is divided.	$L - 1 \times S - 3 = R 3$ 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 chairs/tables around the edges of the room.	$L - 1 \times S - 3 = R 3$ 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 directly in front of open doors in cold weather. 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.	$L - 2 \times S - 2 = R 4$ Moderate
Electrical equipment	Electrocution	Ensure any electrical equipment (I.e heaters/speakers/kitchen equipment) has been Pat Tested with the venue duty manager.	$L-1 \times S-4 = R 4$ 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 if necessary.	L - 1 x S -3 = R 3 Low
Privacy / Protection issues	Vulnerable participants may be put at risk through lack of confidentiality or abuse.	<p>Ensure all participants are fully assessed prior to starting the class and allow time for any updates before each session begins. Ensure that electronic confidential participant information is kept securely in password protected documents, that these are only shared with the appropriate staff members, and that passwords are shared separately through an encrypted format. Ensure that original paper registration forms are kept in a locked box. Update safeguarding policy annually or more frequently if needed, and regularly review safeguarding procedures at quarterly Board meetings. Ensure that staff &amp; volunteers have Enhanced DBS checks and are aware of all relevant policies and procedures including Safeguarding, and attend regular Safeguarding training.</p> <p>Ensure that Dance Creative Privacy Policy is reviewed regularly and that participants know how to request information about the policy or themselves, including how to make a complaint.</p>	L – 1 x 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. 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"> <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 the participants' details spreadsheet</li> <li>- ensure participants are properly cooled down at the end of the session, including stretching and safe circulation lowering</li> </ul>	<p>L -1 x S – 3 = 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 and advised not to participate if unsafe to do so. Ensure that if participants do not feel well at the beginning of/during an individual session, they are advised not to participate and to return home/contact their GP. Ensure that participants are informed at the start of the session that if they feel unwell, or something hurts, to stop exercising and inform staff.	L - 1 x S - 3 = 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 x S3 = R 3 Low

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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</p> <p>Some medications, or combinations of medication may cause risk of falling or illness.</p> <p>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 and that staff and volunteers are aware of the procedures in the event of SCA.</p>	<p>L-1 x S-4 = R 4 Moderate</p>
Chemicals	Allergies, choking and reactions	<p>Ensure the room is clean 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.</p>	<p>L1 x S3 = R 3 Low</p>
Lighting/Distractions	Lighting may be too bright causing discomfort or too dark making vision difficult.	<p>Check lighting is not too bright or dark prior to start of session and ask participants if they are comfortable with level of lighting.</p>	<p>L - 1 x S -2 = R2 Low</p>
Clothing	Participants may arrive in unsuitable clothing, eg trousers that are too long, or insecurely attached shoes (eg flip flops)/shoes with a heel, or participate in socks only, causing risks of slipping, tripping, loss of balance through instability, or being trod on by others.	<p>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, including the risks of insecurely attached shoes. Advise participants to put appropriate shoes on when moving around the space/dancing with others or if there is a risk of slipping.</p>	<p>L -1 x S - 3 = R3 Low</p>



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 x 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 x S-3 = R3 Low
Allergies	Anaphylactic shock	Participants make DC aware of allergies on the registration form. Ensure that staff and volunteers are aware of participants with allergies and know where they keep their epi pen if necessary. Trained First Aiders know symptoms of severe allergic reaction. Make participants with allergies aware of potential risks in ingredients served with refreshments eg nut allergies/Coeliac's disease.	L-1 x S-3 = R3 Low
Illness	Participants, staff or volunteers could become ill during session, including vomiting – risk to individual and of transmission to others	Advise participants not to attend class if they feel unwell before the session, and to stop exercising and inform staff if they feel unwell during the session. If participants, staff or volunteers are suddenly unwell during the session, follow first aid procedures depending on nature of illness, or call 999 in an emergency. Ensure that staff and volunteers have access to disposable gloves and ensure that all staff and volunteers know the procedures for illness.	L-1 x S-3 = R3 Low

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Scalds, accidents, or choking during refreshment time	Participants, staff or volunteers could be injured or scalded by hot drinks following class, or choke	Ensure that only staff and volunteers serve hot drinks in the kitchen, and that participants know to avoid entering the kitchen when hot drinks are being served. Ensure that staff and volunteers are aware of procedures in the event of an injury or accident.	L-1 x S-3 = R3 Low
Lone Working	Risk to staff or volunteers from members of the public coming in to the room/building if they are on their own.	Ensure that staff/volunteers are able to contact the administrator in the church office and have mobile phone with them in case of emergency. Ensure that staff/volunteers know how to lock internal doors if necessary.	L-1 x 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.

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