



Hall Risk Assessment

Document No:	BAoD – PHC
Revision:	1
Date:	01/10/2025
Next review:	30/09/2026

**Putnoe Heights Church and Church Centre
Putnoe Heights
Bedford
MK41 8EB**



Dance Hall: Putnoe Heights Church Centre		Reference: BAoD PHC - Church Centre
Address: Putnoe Heights, Bedford. MK41 8EB.		
Key Contacts	Role	Contact Details:
Hannah Darcy	Dance Director	01234 358054 / 07799 677301 bedfordacademyofdance@gmail.com

Hall Risk Assessment

Introduction

Bedford Academy of Dance, under guidance from the Royal Academy of Dance and the management of Putnoe Heights Church and in line with Government Guidelines supply this Risk Assessment that confirms the requirements of safe dance while at Putnoe Heights Church Centre.

All parents and guardians of children planning to attend dance lessons at the Putnoe Heights Church location must follow the guidelines and Risk Assessment set out in this document.

Not following this guidance may result in your child being refused entry to the location and lesson. You will also still be charged for the lesson.

With your understanding, support and by following this guidance, we will ensure that your children get the best opportunity to carry on dancing and enjoy their lessons in a safe and secure manner.

We have a zero tolerance policy of any verbal or physical abuse to our teaching staff whilst trying to carry out their duties for lessons.

Location

Putnoe Heights Church has set out its own specific requirements for use of their facilities and this guidance document has been written to ensure we follow their specific requirements.

If we do not follow their guidelines, it may result in access to the Church Centre being denied and all dance lessons being cancelled until further notice.

Dancing Procedures

Dance Wear

1. Your child must be dressed in their dance outfit ready to dance. If they are not dressed, they will not be allowed to enter.
2. All dancers must wear some form of footwear during their lesson. This could be ballet shoes, dancing socks or tote socks. Your child can wear normal trainers or shoes and carry their dance footwear in a bag and change them inside the hall. For younger children, teaching staff / assistants will help them to change their footwear at the start and end of each lesson.
3. At the end of the class, children will collect all belongings and must leave as soon as is reasonably practicable to be collected by the parent/guardian in the foyer area.
4. All personal attire, equipment or props used for lessons must be brought labelled with your child's name on it, where reasonably practicable.

Dancing / Lessons

1. A register for each class is maintained by the teacher and for the purposes of safety, security and safeguarding compliance.
2. Please remember that dance is a physically demanding activity and we strive to provide a safe and supportive environment where everyone can learn, teach, and perform with confidence. Teaching staff / assistants will carry out warm ups and warm downs during each lesson.
3. Physical contact may be necessary by members of the teaching faculty due to the nature of dance and for your child's growth, development and safety. This will always be carried out in an appropriate manner and with your child's best interests in mind.
4. If your child requires to use the toilet in the lesson, teaching staff / assistants will take them to and from the toilet one at a time. Please ensure that you highlight any concerns around personal toiletry / hygiene / sanitary issues that your child may have or require prior to the lesson start.
5. Your child can bring water into the lesson in their own labelled, water bottle. See Welfare Facilities for more details.
6. Food and snacks can be consumed on site by children at the end of or between lessons as appropriate. Please do not bring any nut based foods. See Welfare Facilities for more details.
7. If any parent / guardian does not comply with the requirements of the lesson or access / egress procedures, your child will be refused access to the lesson. If a parent or guardian continues to ignore / breach the procedures set out in this document, then it may lead to a complete removal of further lessons for your child. You will still be liable for a terms fees and no refunds will be made.

Safe Access Procedures

The following information outlines the specific access / egress requirements and actions for dropping off and picking up your child.

Access and egress will always be through the main doors to the Church from Putnoe Heights as shown below. Please drop your children at the main doors, but do not enter.



Main Door Entrance

Access / Egress

1. All children will arrive and enter through the main door on Putnoe Heights where the dance teaching staff will be located to receive them.
2. Only children will be allowed to enter and will then be escorted to the main hall for their lesson.
3. No parents / guardians will be allowed access to the Church / main hall at any time.
4. If your child has specific medical issues or needs to take medication during lessons, then please read the information under Medical Requirements below.
5. If you believe you may be delayed in dropping off your child, please text or call to give advance warning of your delay.
6. All children will exit the hall through the main entrance. Do not approach or come into the Church, please wait for your child to come out to you.
7. If there is inclement weather, then please ensure you bring umbrellas.
8. If you believe you may be delayed in picking up your child, please text or call to give advance warning of your delay.

Medical Requirements

Medical Needs, Conditions or Medication

If your child has specific medical needs, issues or medication that they need during their lesson then please ensure you discuss this with Miss Hannah prior to the beginning of the term, so a strategy can be organised to manage the medical needs of your child.

Covid 19

The government has removed the remaining domestic restrictions in England, although there are still steps you can take to reduce the risk of catching and spreading COVID-19:

- Get vaccinated.
- Let fresh air in if meeting indoors, or meet outside.
- Consider wearing a face covering in crowded, enclosed spaces.

We will maintain a watching brief of the guidance and update this policy, and inform everyone, in line with current Government guidance.

Emergency Procedures

In the event of an emergency on site, all children, staff and visitors must follow the on-site emergency and evacuation arrangements and will be directed to the site assembly point.

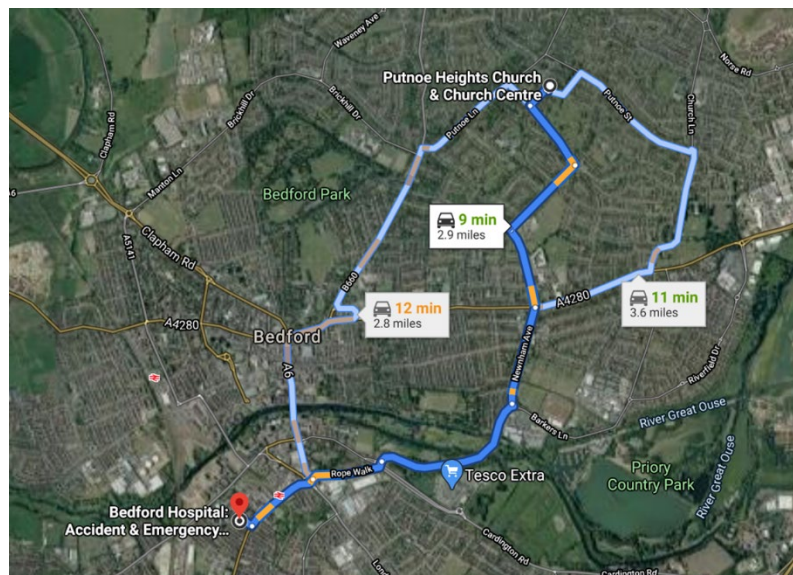
Communication with the emergency services will be managed by the Church on-site staff / dance teaching staff with the local emergency services, as required. Parents / guardians will be informed as soon as possible to organise pick up if the situation is not resolved and access back into the building is prohibited.

First Aid

Arrangements are covered by the trained first aider from the teaching staff. Where an accident / incident requires further medical intervention or emergency assistance, then parents / guardians will be contacted and informed of the procedures for retrieving your child or directions to the emergency facility.

The nearest 24 hours Accident and Emergency hospital is:

**Bedford Hospital
Accident & Emergency Department
1 Kempston Rd,
Bedford
MK42 9DJ**



Fire Safety

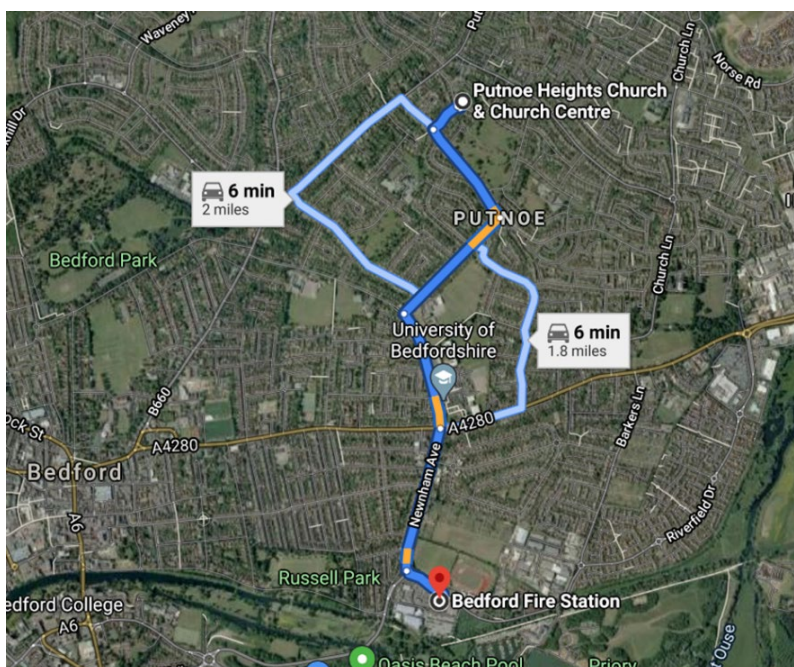
Arrangements are covered by the relevant on-site fire and emergency plan provided by Putnoe Heights Church, who operate under standard fire procedures and in accordance with The Regulatory Reform (Fire Safety) Order 2005.

In the event of an evacuation all personnel are to stop the lesson and go to the agreed assembly point under the direction of the dance teaching staff.

Immediate safety will always be the priority.

Nearest Fire Station:

Bedford Fire Station
Barkers Lane, Bedford. MK41 9LN



Welfare Facilities

There are welfare facilities on site for use as agreed with the Church. These facilities include toilets and sinks for washing / sanitisation.

Food and snacks can be consumed on site by children at the end of or between lessons as appropriate. Please ensure no nut based products are brought on to site. Your child may bring a water bottle for their personal use only and labelled with their name on it.



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Risk Assessment – Putnoe Heights Church - Dance Lessons.

Hazard	Effect	Who is at Risk	Control Measures	Risk Rating with Controls			Further Actions/ Comments	Manager Initials
Covid 19 – Virus Transmission	Although COVID-19 has reduced its effect, it can still cause a range of symptoms of wildly varying severity in people. Some might be asymptomatic or have mild symptoms, while others may have more severe reactions.	Staff, Dancers, on-site staff and parents/ guardians.	- Follow all procedures / guidance as set out in this document. - Follow Government advice for Covid 19 and do not put yourself, family members or dance staff at risk if you think anyone has symptoms. - If you believe you or a member of your family has any symptoms, seek advice and inform your dance teacher as soon as possible, even if it has occurred after a lesson so that we can take necessary steps.	3	3	9	The main symptoms of coronavirus are: - a high temperature - a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours - a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.	
Access / Egress	Congested areas, injuries through overcrowding etc.	Staff, Dancers, on-site staff and parents/ guardians.	- Follow procedures for dropping off and picking up your child at the correct access / egress points. - Ensure you explain the requirements of the procedures to your child so they understand why you cannot come into the lesson with them.	3	2	6	- Ensure your child is dressed and ready to attend lesson. - Entry to the church / hall is prohibited for parents / guardians. Please do not try to gain access if you arrive early.	
Medical Needs, Conditions and Medication.	Ill effects to a current condition or exposure to predisposed or underlying conditions.	Staff, Dancers, on-site staff and family of dancers.	- Discuss, as soon as possible, with Staff if your child has specific medical needs, issues or medication that they need during their lesson. - Do not attend lessons if your child is suffering a bad cold or flu. Inform teaching staff of the situation. - If a medical emergency occurs during a lesson you will be informed of the situation as soon as is practicable and given further information. - Ensure you raise any other medical issues or concerns for your child with teaching staff.	3	3	9	- If your child is feeling unwell and you are not sure if they have a virus, cold/flu or Covid 19, then consider not attending to ensure any germs are not spread to others. - If your child has an injury i.e. bruising, sprains or strains to any limb etc, then please consider rest and treatment before attending lessons and inform teaching staff.	



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All risks are assessed and controls determined using a standard 5 x 5 Risk Rating Matrix as below. Provided the Risks are Managed as stated in the control measures, there should be no requirement to adjust the controls unless there is an incident, change in procedure or change to Government guidelines or regulations.

Risk Rating Matrix

0 – 5 Low Risk 6 – 10 Moderate Risk 11 – 15 High Risk 16 – 25 Unacceptable Risk	Minor Injury, insignificant property or equipment damage. 1	Non-Reportable injury, minor loss of process or slight property damage. 2	Reportable Injury, moderate loss of process or limited property damage. 3	Major injury, single fatality, critical process loss or critical property damage. 4	Multiple fatalities or catastrophic business loss. 5
Remote 1	1	2	3	4	5
Unlikely 2	2	4	6	8	10
Possible 3	3	6	9	12	15
Probable 4	4	8	12	16	20
Near Certain 5	5	10	15	20	25