

CN Active Staff Team Risk Assessment for School Bookings.



As a member of the CN Active Team, you must ensure the following are adhered to before the children arrive:

Hazards	Control measures in place	Persons at risk	Residual risk rating
1. Injury and First Aid	<ul style="list-style-type: none"> (a) The session is of appropriate length and content for the level and age of the participants (CN Club Leaders responsibility). (b) There are no obstructions in the workshop space. (c) If music is played it is at a reasonable volume to avoid damage to the ears. (d) Leaders and participants wear the appropriate clothing and footwear. No jewellery whatsoever is allowed, and long hair should be tied back. (e) Accessible windows / air condition and heating should be utilised to maintain a safe room temperature. (f) You ask if there are any illnesses/ allergies / prior injuries that may affect the safety and ability of a participant during the session. (Please ensure children do not share or swap their packed lunches.) (g) You notify CN Active immediately if you are aware of any injury to anyone before, during or after the workshop to either yourself or the children. (h) A thorough warm-up and cool down are to be completed before and after a performance. (i) Staff are not responsible for first aid, unless they have a current First Aid certification and will notify Chris Nay or one of the teachers immediately should any incident occur during the club. 	<p>CN Active Staff Participants Visitors</p>	Low
2. Accidents	<ul style="list-style-type: none"> (a) CN Active will familiarise the club instructors with the health and safety information, procedures and emergency contacts at the venue. (b) There at no time should be any obstructions in the room including water or other spillages. This is the CN Active's staff team responsibility. (c) All electrical equipment used must have been PAT tested within the last two years. The staff team should always inspect it is safe before use and notify CN Active immediately where this is not. (d) All property and equipment should securely packed away and safely stored during transportation. (e) Any vehicle used to transport persons and property is safe to be on the road - taxed, insured, and a valid MOT. 	<p>CN Active Staff Participants Activity venue Others in the surrounding vicinity and other commuters.</p>	Low
3. Fire Procedures	<ul style="list-style-type: none"> (a) Fire exits are to be kept clear at all times (furniture, equipment, bags and clothing) (b) CN Active's staff team are to calmly assist the teachers with the participants in the case of a fire if on a school site during the day. 	<p>CN Active Staff participants, others in the surrounding vicinity.</p>	Low
4. Security	<ul style="list-style-type: none"> (a) Do not take photographs unless consent has been given in writing by the school. (b) Do not bring any expensive items into the club. (c) You should carry a charged mobile phone in case of an emergency whilst travelling to and from a venue. This should be switched to silent and not used whilst on school premises. 	<p>CN Active Staff School Staff Participants Children</p>	Low
5. Manual Handling	<ul style="list-style-type: none"> a) The route should be walked and checked before any equipment is carried to ensure it is free from any 	<p>CN Active Staff</p>	Low

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	<p>obstructions, trip and slip hazards.</p> <p>b) Only ever carry any weight bearing load is within your capability. Always assess its weight prior to moving it. Always lift/pull/push items using the correct posture and technique.</p>		
6. Games / Matches	<p>(a) Items should be stored in a manner in which they are unlikely to become damaged or endanger others.</p> <p>(b) All equipment is checked prior to use and never left unattended.</p> <p>(c) Take care of all equipment whilst setting it out at the venue. Do not leave it unattended. Double check everything is safe once you have set it up.</p> <p>(d) When using equipment from the venue (e.g. chairs) make sure you practice with it first to check you are familiar and safe with handling it.</p> <p>(e) All wires are taped down and made safe.</p> <p>(f) Warm up your body and the children sufficiently before you start with a cool down at the end.</p>	CN Active Staff	Low
7. Safeguarding	<p>(a) Ensure you have your DBS certificate with you when entering all school premises and present this when you sign in at the school office.</p> <p>(b) All safeguarding procedures as set out in the School's Safeguarding Policy and Dance Equation Code of Conduct Statement should be adhered to at all times.</p> <p>(c) Ask to be made aware of the who the DSP (Designated Safeguarding Person) is when you enter the school site.</p> <p>(d) No adult may supervise children unless they have DBS clearance.</p> <p>(e) Any adult who does not have a DBS clearance MUST NOT be left alone with children at any time and always supervised by someone who does.</p> <p>(f) No children should left unsupervised at any time.</p> <p>(g) Do not let any child leave the premises with an adult unless it is the parent/guardian/named collection person you know about in advance.</p>	Participants Children	Medium

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On the day of the CN Active visit:

The lead team member must read and ensure all sections of the risk assessment have been taken to account and addressed where needed.

It is the responsibility of both the lead team leader and named school contact member that this risk assessment has been followed. As evidence of this please sign and date to demonstrate measures have been taken.

Named School Contact Signature:	CN Active Team Leader Signature:
Print full name:	Print full name:
Today's date:	Today's date:



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