



Risk Assessment Policy

The purpose of this policy is to enable the company to meet its duty of care to students, staff, parents and other visitors by creating a culture of undertaking risk assessments to reduce the risks of all company operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of participants, staff, parents, professional partners and others affected by the company's operations and deployments.

This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. Risk assessments must be 'suitable and sufficient'. The Regulatory requirements in the UK demand that the company ensures the welfare of participants is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

Fundamentally Dance must take a proactive approach to managing risk, and thereby reduce the likelihood that students and staff and others will be harmed through negligence and lack of foresight or proper planning. Our objectives are, therefore:

- To ensure that major risks are identified and managed as part of an overarching strategy with a view to promoting the welfare of our [participants, staff and related partners;
- To meet all requirements for a written risk assessment policy to be in place and to meet the requirements for adequate leadership and management of the company;
- To ensure that suitable and sufficient risk assessments are undertaken for all activities involving students where there is likely to be significant risk including working in studio environments and coming to and from the courses;
- That identified control measures are implemented to control risk so far as reasonably practicable;
- That those participating in Fundamentally Dance activities have received suitable information on what to do and risks identified and explained;

- That the risk management strategy and risk assessments are recorded and reviewed when appropriate by the Executive Artistic Director and relevant Directors;
- To identify those in the company responsible for conducting risk assessments and monitoring their implementation

Definitions

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the company's case to students, staff and partners that could result from a business activity or situation and to identify action needed to reduce the level of risk. A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, injury or destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

Risk assessments are used to identify the potential hazards to people from Fundamentally Dance activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health), property (fire), strategic (reputation, loss of participants), financial, compliance (data protection) and environmental risks.

Hazard

Something with the potential to cause harm to people, such as chemicals, electricity or working from height.

Risk

The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Control measures

Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences.

Roles and responsibilities

Risk assessments form an integral part of overall course safety, which in turn is a key component to safeguarding which is everybody's responsibility, the Executive Artistic Director has ultimately responsibility but will delegate day-to-day responsibility to the Director of Engagement.

The company will provide suitable and sufficient training for relevant staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective assessment.

Key staff in support departments with a responsibility for completing risk assessments will also undertake training or obtain the required knowledge and skills via other training methods. Fundamentally Dance Masterclasses staff are responsible for:

Workers/Participants

Workers, participants and if applicable their associated parties (for example, parents or carers) are responsible for following our advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Risk Assessment Process

When assessing risks which are identified as possible throughout the courses, we will follow the process outlined below. We will also involve staff, where appropriate, to ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled.

Risk assessments will enable suitable controls, helping establish safe systems of work and meeting H&S training needs of staff/workers or volunteers.

Step 1: identify hazards – we will consider activities, processes and substances within the activities Fundamentally Dance produces and establish what associated-hazards could injure or harm the health of staff, students and partners.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so.

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of after this time.

We consider that our key risk areas are:

- Safeguarding, including: Appointment and training of suitable Pastoral Staff;

- Bullying · Child-on-child abuse · Allegations
- Student welfare, including supervision and Medical needs
- Recruitment-related matters, including:
 - the suitability of staff to undertake designated roles including staff not employed by the company but who work with students during its courses;
 - the implementation of appropriate and timely checks (e.g. enhanced DBS checks) to ensure suitability
- Management of visitors within the course
- Health and safety considerations, including fire
- Other risk areas, including but not limited to:
 - Financial
 - Data/GDPR

Staff/Workers/Volunteers

All new members of staff are given an induction into the specific project(s) they are working on and their arrangements for risk assessments and health and safety. As Fundamentally Dance operates across several areas and territories, these are all project-specific and as such an individualised approach is taken to the creation and application of these preparations. Specialist training is given to those whose work requires it. All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances (e.g. new venues/ways of working);
- After an accident or incident;
- If the original assessment is no longer valid (e.g. change in legislation or changes in situation)

A "library" of risk assessments on a shared secure drive stored securely for staff to refer to and adapt for their own use.

Types of risk assessment undertaken by the company but not exhaustive are:

- 1) Insufficient or waiting for further references
- 2) Waiting for oversea checks (with DBS in place)
- 3) Venue-specific RA's

A member of the Engagement team carries out a daily sweep of the facilities being used for the day and any concerns are flagged immediately to the venue and dealt with in a time sensitive manner.

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