Risk Assessment Form

Title of Risk Assessment	Tappin' in – Are you dancing workshop activities	Date of assessment	12/01/2026
Venue	Various locations	Date review due	Ongoing
Description of Task/Process	Workshop activities including		
Assessment carried out by	Tom Langford – Production Manager		

Additional information	Are You Dancing? is a brand-new, tourable, community-devised theatre piece that celebrates the joy of dance in all its forms. At its heart lies the stories of local people, their memories, their music, and the places where dancing has brought them together. The purpose of this risk assessment is to provide information of the potential risks that exist within and the control measures that are currently in place and the additional control measures that should be considered where reasonably practicable. This document will be held by management team and shared with other stakeholders as is appropriate, requested or required

Hazards and how they may cause harm	Who may be at Risk?	Existing Control Measures	Current Risk Level (VL,L,M,H,VH)	Where current risk is M, H or VH, what additional Control Measures are required?	Action required by whom & by when?	Final Risk Level
Manual Handling Cuts, crush injuries, broken bones, muscular skeletal injuries, ligament damage, tendon damage, herniated discs, hernias, death.	Staff, visitors, volunteers, contractors	● Manual handling task are eliminated where possible ● Employ group lifting techniques with clear instruction and communication relating to the task ● Appropriate manual handling equipment is in place with regular inspections and maintenance records kept ● Duration of manual handling task are monitored and reduced as required. ● Load to be lifted is assessed for any risks, centre of gravity, sharp corners or edges, stable position for it to be lifted or places on manual handling equipment. ● Rotation of staff on durational manual handling tasks ● Load is reduced by splitting the load ● Good housekeeping ● The environment is suitable for the task Appropriate PPE for the task	Medium	Ad-hoc walkarounds of venues used Tool Box talks as required	workshop leaders and management	Low

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Slips, Trips and falls Breaks, strains/sprains, muscular skeletal injuries, head injury, death.	Staff, visitors, volunteers, contractors	• Good house keeping • Walk ways are kept free from obstructions • Loose cables are taped down where applicable • Adequate lighting • Floor surfaces are level and well maintained • Spills are reported, cordoned off, signed and cleaned up efficiently as appropriate. • Cleary signed access and egress points • Signage to indicate potential hazards e.g. “Wet floor” signage after cleaning • Obstructions are cordoned off as appropriate • Inductions to workshop locations and equipment as required	medium	Ad-hoc walkarounds Tool Box talks to participants	workshop leaders and management	low
Muscular Skeletal injury from taking part in dance/ movement related activities	Workshop participants, Dance captains, workshop leaders	• Physical warm-ups for participants • A “warm” ambient temperature in the host venue • Accessible/ Alternative movement to be implemented by Dance leader to consider an	Low		workshop leaders and management	Low

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		individual's movement restrictions ● Participants will be monitored to ascertain their physical capacity				
Electricity Injuries resulting from contact with electricity, burns, electric shock, nerve damage, muscular skeletal injuries, fire and explosion, death	Staff, visitors, volunteers, contractors	● Suitable equipment selected for the task ● Visual inspections of equipment before use ● PAT testing schedule and maintenance plan in place with all records kept if required ● Defects are reported to host venue staff as required	Medium		Tappin' in Dance workshop leaders and management	Low
Fire Smoke inhalation, burns, loss of life. Damage to property, major loss to business.	Staff, visitors, volunteers, contractors	● Good housekeeping practice ● Sources of ignition including portable heating appliances are kept away from flammable materials and people.	L	Adhoc – walkarounds	Tappin' in Dance workshop leaders and management	L

Overall Final Risk Rating (Highest level in final column above)	**low**

Additional Comments from Risk Assessor	N/A

(e.g. funding or practical implications)	

Approved By	
Date	

Position	

Please print a copy, sign it and keep for your records

Tables used to ascertain severity levels

	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	**Very low**	**Very low**	**Low**	**Low**	**Moderate**
Possible	**Very low**	**Low**	**Low**	**Moderate**	**High**
Likely	**Low**	**Low**	**Moderate**	**High**	**Very high**
Very likely	**Low**	**Moderate**	**High**	**Very high**	**Very high**

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored
Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced

Extremely likely	**Moderate**	**High**	**Very high**	**Very high**	**Very high**