

## DELIVERY OF CLASSES

What is the Hazard?	What Is the Risk? Who is at risk from the hazard?	What are you already doing to reduce this risk? Do you need to do anything else to manage the risk?	Who is responsible for further action?	Risk Level	Safety precautions in place
Injury due to steps and uneven pathways on Entrance and Exits	Students/staff/visiting adults tripping/falling when entering and leaving the building  Students, visiting adults, staff	<ul style="list-style-type: none"> <li>• Signage to be placed in view to take extra care on the steps</li> <li>• Sufficient lighting installed in both places to help with visibility</li> <li>• Notify all visiting students/staff/adults to take extra caution on the steps and pathways</li> <li>• Any students/visitors/staff who have mobility impairments to be aided if needed</li> </ul>	Principal/Coaches	M	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
Steep Stairs to Level 1 studios	Slips, trips & falls on the stairs to the Level 1 Studios  Students, visiting adults, staff	<ul style="list-style-type: none"> <li>• A sturdy handrail installed to use when on the stairs</li> <li>• Students/visitors/staff to be made aware to take extra care on the stairs</li> <li>• Signage to be placed in view to take care on the stairs</li> <li>• Any students/visitors/staff who have mobility impairments to be aided if needed</li> <li>• Any students/visitors/staff who have mobility impairments to be offered their training in the Ground floor studio if necessary</li> <li>• Sufficient lighting to help with visibility.</li> </ul>	Principal/Coaches	M	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
Flooring in Ground Floor Studio for group lessons	Slips, trips & falls in the ground floor studio  Students and Staff	<ul style="list-style-type: none"> <li>• Correct footwear to be made mandatory when entering the studio</li> <li>• Floor to be kept clean of excess dust</li> <li>• Any water spillages to be cleaned up immediately</li> <li>• Staff to ensure all attendees are acting responsible</li> <li>• Staff to make attendees aware of the uneven floor surface and to take extra precautions.</li> <li>• All wires to tidied away or secured down</li> </ul>	Principal/Coaches	M	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>

Placed furniture/ equipment in the Ground Floor Studio and upper level studios	Trips & falls over chairs, tables, teaching aids, equipment  Students and Staff	<ul style="list-style-type: none"> <li>• Staff to ensure all attendees are acting responsible</li> <li>• Any furniture not in use to be taken out to not overcrowd the space.</li> <li>• All attendees to be made aware of the furniture in the room</li> </ul>	Principal/ Coaches	L	√ √ √
Mirror in all studios	Injury due to Mirrors Breaking/ Cracking/damaged  Students and Staff	<ul style="list-style-type: none"> <li>• Staff to ensure all attendees are acting responsible</li> <li>• Attendees asked to not touch/lean/sit against the mirrors</li> <li>• Mirrors checked regularly for any chips/cracks</li> <li>• Mirrors to be replaced if damaged</li> </ul>	Principal/ Coaches	L	√ √ √ √
Heater in all areas/studios	Injury due to the heater being touched  Students and Staff	<ul style="list-style-type: none"> <li>• Staff to ensure all attendees are acting responsible</li> <li>• Attendees made aware of the heater and to take extra precautions when near it</li> <li>• Keep the heater on a lower heat setting when the studio is in use</li> <li>• Heater to be turned off for younger attendees who may not understand the danger</li> </ul>	Principal/ Coaches	M	√ √ √ √
Cleaning Products in the Kitchen/Utility Area	Substances drank, ingested, touched resulting in First Aid Assistance  Students, visiting adults, staff	<ul style="list-style-type: none"> <li>• Staff to ensure no students/visiting adults are in the kitchen area unattended</li> <li>• All chemicals/cleaning products to be kept in a locked cupboard</li> </ul>	Principal/ Coaches	L	√
Placed furniture in the Level 1 Studios	Trips & falls over chairs, tables, teaching aids  Students and Staff	<ul style="list-style-type: none"> <li>• Staff to ensure all attendees are acting responsible</li> <li>• Any furniture not in use to be taken out to not overcrowd the space.</li> <li>• All attendees to be made aware of the furniture in the room</li> </ul>	Principal/ Coaches	L	√ √ √
Electrical Equipment used in all areas	If electrical items are damaged, not working sufficiently, risk of electric shock, electrical fire, power cut  Students, visiting adults, staff	<ul style="list-style-type: none"> <li>• Check all electrical plugs/wires in use are not damaged</li> <li>• Any damaged wires/plugs to be replaced immediately</li> <li>• All items not in use to be switched off at the wall</li> <li>• Any plug sockets not in use to be switched off at the wall</li> <li>• Check for any burn marks/discolouration of plug sockets and notify Alex of any problems</li> <li>• Have the electrics checked every 5 years by a professional and obtain the relevant certificates</li> </ul>	Principal/ Coaches	L	√ √ √ √ √ √

Fire	Fire break out in any area of the building resulting in the need to evacuate	<ul style="list-style-type: none"> <li>Please refer to fire safety regulations.</li> </ul>	Principal/ Coaches	L	√
Parking and Drop off of students	Collision with cars or other hazards in the car park	<ul style="list-style-type: none"> <li>Make all parents aware of the dangers</li> <li>Ensure that parents are supervising students until they enter the gate to the building</li> <li>Escort vulnerable students to their parents</li> <li>Ask parents to collect younger students from the gate</li> </ul>	Parents/ Principal/ Coaches	M	√ √ √ √
Staff failing to act appropriately	Reputation and Financial impact on the business/ teacher	<ul style="list-style-type: none"> <li>Ensuring all staff hold appropriate qualifications for the lessons they are teaching.</li> <li>Ensuring all staff hold a current DBS (Disclosure and Barring Service) certificate. Certificate must be less than 3 years old unless subscribed to the DBS update service in which case an update should be run every 3 years.</li> <li>Refer to The Voice Academy Safeguarding/Child Protection Policy</li> <li>Staff have been regularly consulted and informed about the school policies and procedures (for example, safety measures, safeguarding, reporting requirements etc)</li> <li>Staff have been trained in correction methods (where these would normally be done with considered physical contact)</li> <li>Staff have been trained in how to deliver instruction to younger children who sometimes need things to be explained to them in a different way. They may not understand some of the language that adults use. Therefore, it is important to make sure that techniques are explained using language that they understand or demonstrate to them to make sure that they understand what they need to do</li> </ul>	Principal/ Coaches	M	√ √  √ √  √  √

Lack of Insurance	Reputation and Financial impact on the business/ teacher	<ul style="list-style-type: none"> <li>• Staff hold their own Public Liability Insurance including Professional Indemnity cover.</li> <li>• Copies of Public Liability Insurance certificates are available to view at the studio</li> </ul>	Principal/ Coaches	M	✓ ✓
Lack of qualified First Aider(s) and first aid kit	Unable to facilitate appropriate care	<ul style="list-style-type: none"> <li>• There will always be a minimum of one member of staff present with a minimum of a one-day Emergency First Aid qualification.</li> <li>• Venue first aid boxes will be checked regularly to make sure that they are fully stocked and, where possible, they should include resuscitation face shields.</li> <li>• All TVA Coaches have received training in basic First Aid</li> </ul>	Principal/ Coaches	L	✓ ✓ ✓
Lack of understanding and support from venue	Failing to minimise hazards leading to likely increase in accidents/ incidents	<ul style="list-style-type: none"> <li>• Communicate with the venue owner (Alexandra Hans), about any discrepancies with the upkeep of the venue and if the venue violates anything on the policies and procedures are provided.</li> <li>• Discuss with the venue of any cleaning requirements (floors, toilets, kitchens, bins etc)</li> </ul>	Principal/ Coaches	M	✓ ✓

<p>Failing to secure data leading to a breach of GDPR regulations</p>	<p>Reputation and Financial impact on the business/ teacher</p>	<ul style="list-style-type: none"> <li>• The Voice Academy is committed to protecting the privacy and confidentiality of its students.</li> <li>• TVA will only collect: <ul style="list-style-type: none"> <li>- Personal Info (Such as name, date of birth)</li> <li>- Emergency contact</li> <li>- Relevant Medical info</li> <li>- Attendance information (such as dates of attendance/absence)</li> <li>- Assessment information (such as examination results).</li> <li>- It also includes (parent/carer's details)</li> <li>- Contact details (such as name, address, telephone number &amp; email address)</li> </ul> </li> <li>• We do not sell or pass on personal data to any other organisation or use for any other purpose. The personal information held by The Voice Academy about our Students is the minimum necessary to facilitate the running of our business; such as contact details.</li> <li>• See The Voice Academy GDPR or Privacy Policy</li> </ul>	<p>Principal/ Coaches</p>	<p>L</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p>Lack of Emergency contact details and related information</p>	<p>Unable to facilitate appropriate care</p>	<ul style="list-style-type: none"> <li>• All Students to complete a 'new students enrolment form' including: <ul style="list-style-type: none"> <li>- Personal Info (Such as name, date of birth)</li> <li>- Emergency contact</li> <li>- Relevant Medical info</li> <li>- Attendance information (such as dates of attendance/absence)</li> <li>- Exam information (such as examination results).</li> <li>- It also includes (parent/carer's details)</li> <li>- Contact details (such as name, address, telephone number &amp; email address)</li> </ul> </li> <li>• All coaches to keep their personal info up to date on My Music Staff including Emergency contact details</li> <li>• Parents/carers or students must inform their Alexandra Hans of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection.</li> </ul>	<p>TVA Principal</p>	<p>M</p>	<p>√</p> <p>√</p> <p>√</p>

Innaporpaie clothing for group classes	Slips, trips, and falls	<ul style="list-style-type: none"> <li>• Encourage students to wear uniform and easy to move in clothing for group lessons.</li> <li>• Students should always wear appropriate clothing and footwear for all sessions, unless specific footwear is needed for performance purposes.. This should not be restrictive or uncomfortable and footwear should support the foot</li> <li>• No mule type platforms, flip flops or sling back shoes allowed in group classes</li> </ul>	Principal/ Coaches/ Parents/ Students	L	√  √  √
Jewellery and valuables	Injury through catching/ snagging. Theft	<ul style="list-style-type: none"> <li>• Where possible students should not bring valuables to class</li> <li>• Notify all students to remove any jewellery that might pose a risk (such as necklaces and earrings) in group sessions.</li> <li>• Mobile devices are not to be used in class except with permission of the teacher</li> </ul>	Principal/ Coaches/ Parents/ students	M	√  √  √
Ill student, child or member of staff	Failing to provide adequate and timely care	<ul style="list-style-type: none"> <li>• There will always be a minimum of one member of staff present in all group classes.</li> <li>• There will always be a minimum of one qualified Emergency First Aider on site.</li> <li>• Teachers will be aware of where the First Aid Kit and Accident book is</li> <li>• If a student or child is awaiting collection, they should be moved, if possible, to an area away from other students but under the supervision of staff.</li> <li>• Teachers/staff will be refer to the Health and Safety Policies in the event of a child becoming ill in a session and follow the procedures outlined.</li> </ul>	Principal/ Coaches	H	√  √  √  √  √

<p>ACTIVITIES and PROCEDURES</p>	<p>Vocal strain or injury</p>	<ul style="list-style-type: none"> <li>• Teachers should apply appropriate teaching strategies in all sessions.</li> <li>• Teachers to always do a vocal warm up on all session to prevent vocal fatigue and/or strain.</li> <li>• Teachers to advise on cool downs if necessary</li> <li>• Physical warm ups to be carried out in group lessons if deemed necessary for the choreography being taught.</li> <li>• Teachers to ensure they explain clearly what is expected of a student, and check that there is an understanding of what is being asked of them.</li> <li>• Activities are tailored for the space and the ability of the student, including the learning strategies and capabilities of the student.</li> <li>• Students are taught to sing with good technique, using a theory approach as outlined in the TVA teaching style.</li> <li>• Appropriate songs are chosen that are suitable for the students vocal range and ability</li> <li>• If a student is struggling with their voice, or feeling tiredness/strain, change the course of the lesson to accommodate and where necessary end the lesson to avoid injury. Communicate with parents as to the reason why.</li> </ul>	<p>Principal/ Coaches</p>	<p>H</p>	<p>√  √ √ √  √  √  √</p>
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