



Risk Assessment - Herts Performing Arts Stage School

Organisation: Herts Performing Arts Stage School

Location: Ashwell Village Hall

Activity: Drama, Dance and Singing Workshops

Age Group: 4–11 years

Dates/Times: Monday 30th March to Thursday 2nd April 2026

Assessed by: Elizabeth Townsend

Date of Assessment: 29th March 2026

1. General Hall Safety

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Slips, trips, falls	Injury	Children, staff	Floors kept clear; bags stored safely; spills cleaned immediately	Low
Fire	Serious injury	All	Fire exits marked; staff aware of procedures; register taken	Medium
Unsafe	Cuts, falls	Children	Equipment	Low

equipment

checked and
stacked safely

2. Safeguarding & Supervision

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Inadequate supervision	Injury, distress	Children	Appropriate ratios; DBS-checked staff	Medium
Lost child	Distress	Children	Register; sign-in/out; children not leaving alone	Low
Unauthorised access	Safeguarding risk	Children	Doors monitored; visitors supervised	Medium

3. Physical Activity (Dance/Drama)

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Overexertion	Injury, fatigue	Children	Warm-ups; breaks; water available	Low
Collisions	Minor injuries	Children	Defined space; controlled group sizes	Medium
Improper footwear	Slips	Children	Advise suitable clothing/footwear	Low

4. Props & Equipment

Hazard	Risk	Who at Risk	Control Measures	Risk Level
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Props use	Injury, choking	Children	Age-appropriate props; supervision; no small items for under 5s	Medium
Electrical equipment	Electric shock	All	PAT-tested; staff-operated only	Low

5. Toilets & Hygiene

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Slips in toilets	Injury	Children	Regular checks; spills cleaned	Low
Hygiene issues	Illness	All	Handwashing encouraged; tissues available	Low
Assistance needed	Safeguarding concern	Children	Follow safeguarding policy; two adults where possible	Medium

6. First Aid & Medical Needs

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Minor injuries	Cuts, bruises	Children	First aid kit; trained first aider	Low
Medical conditions	Serious risk	Children	Medical info collected; medication	Medium

accessible

7. Arrival & Collection

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Wrong collection	Safeguarding risk	Children	Named adult/password system	Medium
Congestion	Trips, confusion	All	Staggered times; clear signage	Low

8. Illness Control

Hazard	Risk	Who at Risk	Control Measures	Risk Level
Spread of illness	Infection	All	Hand hygiene; do not attend if unwell	Low

Emergency Procedures

- Fire evacuation point identified outside the hall
- Register taken on exit
- First aider identified at start of session
- Emergency contact details available at all times

Signed: 

Date: 29th March 2026