



# Risk Assessments

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Risk Assessments

Slips, Trips & Falls

Falls from a Height

Musculoskeletal Disorders

Display Screen Equipment

Noise

Electricity

Maintenance & Building Work

Stress

First Aid and Accident Reporting

Form for Recording Significant Findings

## RESPONSIBILITIES

Overall and final responsibility for Health & Safety in the Company is that of:

*Tina Jameson*

*Tina Jameson* is responsible for this policy being carried out at the premises at:

*Tina's Dance Studios Ltd*

*Throstlenest Avenue*

*Wigan*

All employees have the responsibility to co-operate with the directors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.

Person responsible for:

Safety Training: *Stacey Tordoff* \*

Carrying out safety inspections: *Stacey Tordoff*\*

Investigating accidents: *Stacey Tordoff* \*

Monitoring maintenance of plant & equipment:  
*Tina Jameson*

\* These tasks/duties may be carried out by:

Tina Jameson

### WEBSITES

- [www.hse.gov.uk](http://www.hse.gov.uk)
- [www.cdnet.org.uk](http://www.cdnet.org.uk)
- [www.istd.org](http://www.istd.org)
- [www.qca.org.uk](http://www.qca.org.uk)
- [www.tinasdancestudios.cu.uk](http://www.tinasdancestudios.cu.uk)

## Your risk assessment

Risk assessment helps you protect your workers and your business, as well as comply with the law. It helps you focus on the risks that really matter – the ones with the potential to cause real harm.

A risk assessment is simply a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- ☒ a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer;
- ☒ 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.

### *Step 1 Identify the hazards*

First you need to work out how people could be harmed. The risk assessment form in this booklet includes tips on how to spot the hazards that matter.

### *Step 2 Decide who might be harmed and how*

Identify groups of people who might be harmed and how they might be harmed, eg 'shelf stackers may suffer back injury from repeated lifting of boxes'.

### *Step 3 Evaluate the risks and decide on precautions*

Having spotted the hazards, you then need to decide what to do about them. Compare what you currently do with what's accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- ☒ Try a less risky option.
- ☒ Prevent access to the hazard.
- ☒ Organise work to reduce exposure to the hazard.
- ☒ Issue personal protective equipment.
- ☒ Provide welfare facilities.

### *Step 4 Record your findings and implement them*

If you employ five or more people, the law requires you to record your findings. You can download a form from [www.hse.gov.uk/risk/template.pdf](http://www.hse.gov.uk/risk/template.pdf). When writing down your results, keep it simple.

If, like many businesses, you find that there are quite a lot of improvements that you could make, don't try to do everything at once. Make a plan of action to deal with the most important things first. *Step 5 Review your risk assessment and update if necessary*

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. Every year or so, formally review where you are to make sure you are still improving, or at least not sliding back. Set a date for the review and put it in your diary so you don't forget it.

**Source of this information is HSE**

## Slips, trips and falls

*What are the chances of slipping or tripping at work?*

The most common cause of injuries at work is the slip or trip. Resulting falls can be serious. They happen in all kinds of businesses, but sectors such as food and catering report higher than average numbers. It's a particularly important subject if members of the public use your premises. The estimated cost to employers of all these injuries is over £500 million a year, and insurance only covers a small part of this. Effective solutions are often simple, cheap and lead to other benefits.

*Does this concern me?*

- Do you have floors which are, or can become, slippery, eg when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?
- Might temporary work such as maintenance or alterations take place? It could introduce slipping and tripping hazards such as trailing cables.
- Do you use floor cleaning materials anywhere? Are the right methods and materials being used?

*What law applies?*

- Workplace (Health, Safety and Welfare) Regulations 1992

RISK ASSESSMENT

ASSESSMENT REVIEW DATE OCTOBER 2025

What are the hazards?

Slips trips and falls

Who might be harmed and how?

Students and Teachers

What are you doing already?

Regular cleaning and tidying  
Doormats at the main entry to dry shoes if raining  
Caution wet floor sign if wet

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Falls from a height

*Do you perform work at height and if so is it done safely?*

Falls from height at work account for around 60 deaths and just under 4000 major injuries each year. One of the main causes is falls from ladders. To help prevent falls from height, make sure you consider the risks to all your workers, the work is planned, organised and carried out by competent people and you follow the hierarchy for managing risks. Make sure workers are properly trained and supervised, have the right equipment and know how to use it safely.

*Does this concern me?*

- Do you carry out simple maintenance or cleaning tasks that require working where you could hurt yourself if you fell?
- Can you avoid the need to work at height? For example, could the work be done using long handled tools or by bringing it down to ground level?
- Do you have the most appropriate equipment for the job? It may often be safer to use a tower scaffold or mobile elevating work platform than a ladder.
- Is the equipment you have well maintained and do your employees know how to use it safely?

*What law applies?*

- Work at Height Regulations 2005

RISK ASSESSMENT

ASSESSMENT REVIEW OCTOBER 2025

What are the hazards?

Fall from stepladder

Who might be harmed and how?

Staff when pinning notices high on board

What are you doing already?

Grip footed stepladder supplied

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Musculoskeletal disorders

*Do you suffer from sprains, strains and pains?*

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over three day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equipment safely (see page 12 'Work equipment and machinery').

*Does this concern me?*

- Does your work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?
- Do you have repetitive finger, hand or arm movements which are frequent, forceful or awkward?
- Does your work involve twisting, squeezing, hammering or pounding?

*What law applies?*

- Manual Handling Operations Regulations 1992 (as amended)
- Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT

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What are the hazards?

Injury whilst dancing

Who might be harmed and how?

Students if land badly or bump together

What are you doing already?

Being aware of space whilst dancing  
Warming up before taking on strong movements  
Not trying anything too advanced for the level of child

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Display screen equipment

*Do you use computers or other display screen equipment?*

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

*Does this concern me?*

Is there regular use of display screens as a significant part of the work?

Does anyone use a keyboard, mouse or other input device?

Are people complaining of discomfort, aches and pains?

*What law applies?*

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

RISK ASSESSMENT

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What are the hazards?

Computer usage

Who might be harmed and how?

Registrar if too long at screen

What are you doing already?

Checking hours of work  
Giving space to take a break

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Noise

*Is your workplace noisy?*

High levels of noise at work can cause hearing damage. A little damage happens every time it is noisy, gradually adding up to serious harm. Young people can be damaged as easily as the old. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.

*Does this concern me?*

- Are there times when the workplace is so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.
- Are noisy powered tools or machinery in use for at least part of the day?
- Are there noisy bangs from hammering, explosive or impact tools, or guns?
- Are there areas where noise could interfere with warning and danger signals?
- Control of Noise at Work Regulations 2005

RISK ASSESSMENT

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What are the hazards?

Loud music from speakers

Who might be harmed and how?

Children and teachers if too close to speakers or volume too high

What are you doing already?

Ensure volume is kept to acceptable levels and speakers are at an acceptable distance.

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Electricity

*How safe is electricity in your workplace?*

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even nonfatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

*Does this concern me?*

- Does anyone do electrical work in your business? Only those with appropriate technical knowledge and experience should be allowed to do this.
- Is your electrical equipment in good working order?
- Do you choose equipment that is suitable for its working environment, eg waterproof or dustproof?
- Do you dig in the street, pavement or near buildings? Knowing the proper precautions for avoiding underground cables is essential.
- Do you work near or under overhead power lines? There are essential safety precautions to follow.

*What law applies?*

- Electricity at Work Regulations 1989

RISK ASSESSMENT

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What are the hazards?

Plugs and sockets

Who might be harmed and how?

Children and teachers if equipment not used safely

What are you doing already?

Ensure all sockets are switched off when not in use  
Ensure all electrical equipment is safe for use  
5 Year Electrical Certificate in place for the entire building

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Maintenance and building work

### *What maintenance and building work takes place?*

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes, eg the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, eg ladders, are the most common cause of serious injury.

### *Does this concern me?*

- Did you know that if you are the person responsible for your business, you are also responsible for contractors, service engineers, etc who do work for you?
- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go  
– and would you know if they did?
- Have you found out whether there is any asbestos\* in your buildings or plant which could be disturbed during maintenance or alterations?

### *What law applies?*

- Construction (Health, Safety and Welfare) Regulations 1996 (building work)
- Construction (Design and Management) Regulations 2007
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Confined Spaces Regulations 1997

RISK ASSESSMENT

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What are the hazards?

Accidents whilst working on maintenance

Who might be harmed and how?

Contractors and self employed workers

What are you doing already?

Using reputable workmen with their own policies and insurances in place

All maintenance work is done out of teaching hours so does not effect students or staff

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## Stress

*Are you feeling stressed by your work?*

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. HSE has chosen to use the word stress and define it as 'the adverse reaction people have to excessive pressure or other types of demand placed on them.'

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action. Hazards can include: lack of control over the way you do your work, work overload (or under load), lack of support from your managers, conflicting or ambiguous roles, poor relationships with colleagues (including bullying), or poor management of organisational change.

Benefits to tackling stress in your organisation can include increased productivity and efficiency, lower staff turnover and sickness absence, and increased morale.

*Does this concern me?*

Do you have a high staff turnover, low productivity or low morale? Have you noticed bullying, changes in behaviour, staff working late or increased sickness absence?

Do your employees seem happy to come into work?

Are you aware that there are individual differences in vulnerability to stress and To order any of these that situations outside work can also affect the ability to cope with excessive titles, call HSE Books on pressure at work? 01787 881165 or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)To order any of these titles, call HSE Books on 01787 881165 or go to [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

*What law applies?*

RISK ASSESSMENT

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What are the hazards?

Becoming stressed and anxious

Who might be harmed and how?

Children can get nervous before performing exams and shows.

Teachers can get stressed preparing for above

Registrar can feel under pressure on a busy day up to an event

What are you doing already?

Being well rehearsed and practised ahead of events

Giving extra lesson time for events

Working in advance for administration

What further action is necessary?

None

Action by who?

Action by when?

Done when?

## First aid and accident reporting

*What do you do if there's an accident at work?*

This booklet has been all about prevention. But sometimes things do go wrong. If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from becoming major ones.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

Report incidents to: Incident Contact Centre (ICC), Caerphilly Business Park, Caerphilly CF83 3GG Tel: 0845 300 9923 Fax: 0845 300 9924 [www.riddor.gov.uk](http://www.riddor.gov.uk) email: [riddor@natbrit.com](mailto:riddor@natbrit.com).

*Does this concern me?*

Do you have at least the minimum first aid provision at your workplace? As an employer you must provide first aid equipment, facilities and personnel appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.

Do you know whether you might need to provide more than the minimum?

Do you know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.

Do you know what accidents cost – and that insurance policies do not cover all the costs?

*What law applies?*

The Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

RISK ASSESSMENT

ASSESSMENT REVIEW DATE OCTOBER 2025

What are the hazards?

Accidents and injury

Who might be harmed and how?

Children and teachers whilst dancing

What are you doing already?

Being aware of space whilst dancing

Warming up before taking on strong movements

Not trying anything too advanced for the level of child

What further action is necessary?

None

Action by who?

Action by when?

Done when?

Form for recording significant findings—see accident report book

<b>Risk Assessment – Record of significant findings</b>		
Risk assessment for Building: Tina's Dance Studios Throstlenest Avenue Location: Wigan		Assessment undertaken by Date: Completed by: Signature:
Sheet number : 05		Use:
<b>Step 1 – Identify hazards</b>		
Sources	Areas	Reasons
<b>Step 2 – People at risk</b>		
<b>Step 3 – Evaluate, remove, reduce and protect from risk</b>		
(3.1) Evaluate the risk  (3.2) Evaluate the risk to people in the premises  (3.3) Remove and reduce the hazards  (3.4) Remove and reduce the risks to people		
<b>Assessment review</b>		
<b>Assessment/review date</b>	<b>Completed by</b>	<b>Signature</b>
<b>Review outcome (where substantial changes have occurred a new record sheet should be used)</b>		

Notes:

- (1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan; co-ordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.