

Event: All Styles Dance Competition – Primary & Secondary School

Location: Birmingham Hippodrome – Patrick Studio

Date(s): 14th March 2024

Activity: Dance

Time: Session 1: 09.30am-12.30pm & Session 2: 1.00pm – 4.00pm

No. of Participants: Session 1: 150 & Session 2: 150

HAZARD	PERSON(S) WHO ARE AT RISK	RISK RATING	EXISTING CONTROLS	ADDITIONAL CONTROLS
Transportation to and from the venue.	Participants & Staff	Medium	Attending schools to carry out full vehicle inspection if using school transport and to carry out their own risk assessment.	Schools to carry out safeguarding checks regarding driving qualifications etc.
Parking & Drop Off of participants.	Participants & Staff	Medium	Staff giving clear instruction on where to park and drop off. SB Staff member to ensure a safe journey to the venue from drop off point or car park. Boundaries to be made clear to participants when arriving to the venue.	School staff to ensure they are remaining vigilant while in the public area and re-enforcing boundaries.
Housekeeping and Introductions	Participants & Staff	Medium	Housekeeping briefing to be given at the start of event including making participants aware of emergency exits and procedures. Emergency exit signs in place at venue.	Ensure emergency exits are clear of obstructions.
Photography & Video	Participants & Staff	High	Colour coded bands are issued to pupils who do not have photographic and media permission(s). It is the school's responsibility to check their schools' records and provide information to Sport Birmingham.	Schools to sign a consent form provided by Sport Birmingham to state they have checked for media permissions.
Hygiene & COVID Procedures	Participants & Staff	Low	Hand sanitizer to be provided at event and made available to all participants. Current COVID guidelines will be adhered to by staff. A contact name and number must be given to SB staff in the event of a positive COVID case.	Staff to promote good hygiene to participants throughout event.

Inappropriate clothing and jewellery.	Participants	Low/Medium	Schools to ensure participants are wearing the correct footwear and clothing that is appropriate for the activity. Jewellery must be removed before activities start. In the case of a piece of jewellery that can't be removed e.g., a fresh piercing, the area must be covered with tape/plaster.	Staff to check their participants for hazards before activities start.
Toilets	Participants & Staff	High	Participants must use the toilet facilities allocated to them within the Hippodrome. Toilets to be cleaned before and after use.	Venue to communicate to cleaning staff that toilets must be cleaned prior to the event.
Equipment and Wall Mounted Equipment	Participants & Staff	Medium	Sport Birmingham staff to check for faulty SB owned equipment prior to usage and ensure equipment is clean. Venue staff to ensure any equipment provided by the Hippodrome e.g. staging, music, lighting & seating is in correct working order and safe to use.	Staff to remain vigilant for equipment faults throughout event. Any equipment faults or hazards must be reported to SB staff.
Risk of tripping/ falling due to waste/ water on the floor.	Participants & Staff	High	Trip hazards assessed by staff and made aware to participants at the start of an activity. Water spills will be cleared up immediately – wet floor signs to be used if needed.	Staff and participants to alert Sport Birmingham or venue staff to any spills so they can be dealt with.
First Aid	Participants and Staff	Medium	Qualified first aider on site to treat low/moderate injuries. First Aid kits to be stocked with necessary items.	In the event of a serious injury that requires further assessment – an ambulance/paramedic will be called.
General public	Participants and Staff	High	All staff that take part in the event must wear a form of identity. Adults present without ID must be challenged by staff to ensure the safeguarding of participants.	Coloured wristbands can be provided to staff/adults once identified. Schools to be made aware that this is a closed event and parents are not able to spectate.

Participants attempting to leave facility without staff/guardian knowledge.	Participants & Staff	Medium	A register will be taken at the start of the event by Sport Birmingham. Schools are responsible for their own participants for the duration of the event.	Staff to remain vigilant for pupils who enter and exit the sports hall.
Dehydration from activities & weather.	Participants	Low	Schools to ensure parents/guardians provide participants a refillable water bottle to bring to the event. Sport Birmingham to schedule regular water breaks when appropriate.	Sport Birmingham can provide water bottles when deemed necessary to those without. If temperatures become too hot for participants SB hold the right to postpone or bring an event to a close if participants are at risk.
Weather Conditions	Participants	Low	Schools to ensure parents/guardians prepare their children for the weather e.g., sunscreen, hats, water, coats etc. Sport Birmingham will make adjustments if necessary to the organisation of the day if the weather poses a risk.	Should the weather deteriorate, the event will be cancelled.
Collisions	Participants	Medium	Schools to ensure their choreography is mindful of potential collisions and take the necessary steps to prevent them. Schools need to adhere to 15 dancers maximum to ensure adequate space is available on stage.	Participants encouraged to keep head up and be aware of the space around them.

Date: September 2023
 Assessor: L. Davies
 Role: Education Development Manager