**Risk Assessment Checklist**

**Venue**

**Venue Address**

**Keyholder Name**

**Contact No:**

**Risk Area**

**Yes/ No**

**Date**

**Date**

**Date**

**VENUE**

Venue in a satisfactory state of repair

Premises give access and facilities for disabled persons.

Premises have adequate toilets facilities including those for disabled.

**EMERGENCY EXITS**

Exit & passageways safe and unobstructed.

Emergency exits clearly marked.

Does the venue have emergency lighting?

Knowledge of the emergency meeting point.

Knowledge of nearest Fire bell or fire alarm.

Knowledge of fire extinguishers accessible to your venue.

Extinguisher maintenance is up to date. (Every 12 months).

**FIRST AID**

Knowledge of where the First Aid Kit or the first aider can be found.

Venue Incident report book.

Knowledge of nearest Defibrillator.

**VENUE ROOM**

Room suitable size and shape for class.

Any obstructions (excess furniture, wires,)

Suitable chairs for seated exercise.

Floor safe to work on.

Heating adequate (caged if necessary)

Ventilation adequate

Lightening adequate

Acoustics adequate

Hearing loop available

**TEACHERS EQUIPMENT**

Music equipment and extension lead in working order and has been

PAT Tested

Exercise equipment in good repair.

Stored safely when not in use.

**CLASS INFORMATION – Filed in Teachers Portfolio/File (GDPR)**

Insurance Incident form.

PAR\_Q completed and signed by client and teacher. Kept secure.

Class register (keep for at least 21 days for track & trace re COVID)

**COVID MEASURES**

Copy of Venue COVID assessment form.

Social Distancing adhered to outside class.

Booking system in place. Ensure correct number of individuals allowed.

Self-Screen Individuals before they arrive at class.

Ventilation checked.

Equipment cleaned before and after class. ( If used)

Alcohol Gel available on arrival of class.

Chairs placed 2 meters apart (measured from center of chairs)

Face masks and shields can be worn but NOT Mandatory

Kitchen spaces NOT to be used.

**31/10/2021**

