

JANICE THOMPSON PERFORMANCE TRUST
Charity no 1101723



JTPTRUST OVERARCHING RISK ASSESSMENT FOR CLASSES AND ACTIVITIES

The JTPTrust is an educational charity and as such carries out regular lessons with under 18-year-olds plus concerts and activities involving the wider community. It has a small team of teachers and administrators. As part of its activities the JTPT also offers outreach lessons to local schools. The JTPTrust operates within a current Safeguarding Policy and all activities are covered by a Combined Liability Policy.

The JTPTrust generic Risk Assessments presently include the following

- JTPT Junior Classes Venue
- Concerts and Activities
- Peripatetic Teaching
- Online Lessons during the Covid19
- Outreach Lessons

A handwritten signature in black ink, appearing to read 'Janice', is written over a horizontal line.

Signed _____

JANICE THOMPSON, TRUST DIRECTOR

DATE: GENERATED Feb 2014

UPDATED April 2017, Feb 2021, 6 April 2021

Director: Janice Thompson MA, LRAM, ATCL, SWINDON, Wiltshire, SN2 1AZ, Tel/Fax: (07919373416
E-mail: info@jtptrust.org, www.jtptrust.org

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ACTIVITY: CLASSES, CONCERTS AND EVENTS

GENERAL: The JTPTrust adheres to the relevant standards and practices drawn up in the document throughout all its activities

IN PRESENCE LESSONS AND EVENTS:

The JTPTrust adheres to present Covid-19 guidance

Singers and parents receive prior information relating to lessons and concert procedure.

There is always supervision by competent, trained and qualified staff at the correct ratio.

The DSL and DSO will have mobile phone contact with parents

Accident and emergency procedures will be known known to all Teaching Team in all venues

Group leader will be familiar with, or will check fire evacuation procedures on arrival

Group Leader will brief all staff, voluntary helpers and singers on fire evacuation procedures

Group Leader will brief all staff, voluntary helpers and singers on all hazards (eg electrical equipment and wires, slippery floors etc)

Singers will be briefed and monitored on codes of conduct throughout activity

Singers and parents will be aware of safeguarding procedures, including the identity of the JTPT Designated Safeguarding Lead and Deputies

Singers and parents will be briefed on who to contact in the event of an emergency

ONLINE LESSONS AND EVENTS

The JTPTrust Director and Deputy Team teacher will send Zoom Invites to participants

There will always be a waiting room to check participants

Only recognised participants will be admitted

Singers should not use Backgrounds during lessons.

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VENUE HAZARD	EXPECTED CONSEQUENCES	WHO IS AFFECTED	RISK LEVEL	EXISTING RISK CONTROLS	MONITORING
FIRE	Serious	All participants	LOW	Group Leader to check and communicate fire evacuation procedures on arrival	Brief all present on Fire evacuation procedures
PREMISES HAZARD	Low - moderate	All participants,	LOW	Group Leaders to control room and visits to toilets, will check and remove furniture, staging hazards on arrival, advise participants of any dangers	Director and Team to liaise with venue caretaker
ACTIVITY HAZARD	Moderately	All participants engaging in movement and dance	LOW	Qualified choreographer, monitoring of footwear, checking of floor condition.	All Teaching and Admin team.
ELECTRIC HAZARD	Possible electrocution	All participants and general public at events	LOW	Equipment to be PAT Tested Space to be left around recording equipment. Wires to be taped and separate from public	Director and relevant Team Teachers will monitor.
SAFEGUARDING	Serious,	Children, parents, teachers, venue. Police.	LOW	Safeguarding policy in place. Register taken on arrival. All under 18s supervised at correct ratio. Classes in close proximity with each other. Clear signage at concerts. Minimise changing at concerts. Designated dressing rooms supervised by JTPT Team Teachers and DBS checked volunteers	Director, Registrar DSL, and Teaching Team plus DBS checked volunteers monitor throughout
COVID AND OTHER INFECTION HAZARD	Moderate – serious	Teachers, children, parents,	MEDIUM	Social distancing in place, disinfectant hand gel available from desk, teachers in schools and secondary school pupils undertaking lateral flow testing, several teachers already vaccinated, parents drop off and collect from the door, spaces/equipment cleaned post-activity. Masks to be worn on arrival and departure (Secondary age and adults).	Director, Registrar, and Teachers
WEATHER & OTHER	Low	All Participants	LOW	Monitored by Director, pre-event email informing parents of any hazards sent if required	By Director and Team Teachers
ONLINE CLASSES	Moderate	All participants	LOW	Director manages Zoom invites and waiting and room admission procedure 2 Teaching Team members present,	Director and TT present

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