



Donahey's Events Ltd

Dance Event Risk Assessment

Version 1 Revision 2

Last Updated 8th December 2022

Risk Assessment

A Risk Assessment is a systematic method of looking at work activities, considering what could go wrong, and deciding on suitable control measures to prevent loss, damage or injury in the workplace. The Assessment should identify the controls required to eliminate, reduce or minimise the risks.

The Management of Health and Safety at Work (MHSW) Regulations 1999 requires all employers and the self-employed to assess the risks from their work on anyone who may be affected by their activities. In addition to which there are numerous other pieces of legislation that require specific risk assessments be undertaken.

This risk assessment represents a live document and as such is subject to change and dynamic amendments as required to ensure the risk assessment remains suitable and sufficient.

A review of the assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices or an incident occurs.

For the purposes of this document the term Contractor shall be deemed to incorporate all other similar parties including suppliers, traders, exhibitors, coaches / teachers, artists, performer's et al.

The figures, definitions and risk levels are determined using the matrix shown below.

Note: This document has been prepared on behalf of Donaheys Events Ltd by Sophie Kelly and Laura Davies A.C.T. (National Ltd), and is specific to their event as outlined within the event overview.

This Risk Assessment does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the Risk Assessment or subsequently in communications prior to or post issue of this document. Whilst every precaution has been taken in the preparation of this document, we assume no responsibility for errors or omissions resulting from the client's / organisers failure to disclose relevant information.

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Risk Matrix

5 x 5 - Risk Assessment Definitions, Ratings and Matrix Guide									
The purpose of a risk assessment is to identify significant hazards, those controls established to manage the risk and to prioritise those additional actions required to remove or further reduce the hazard thereby reducing the likelihood of a hazardous event occurring and/or the potential consequences of such an event.									
Activity		The task, job or type of work the person(s) are doing.							
Hazard		Anything that has a potential to cause harm.							
Hazardous Event		Contact with a hazard.							
Likelihood		The level of probability that an accident will occur as a result of contact with or exposure to a hazard.							
Severity / Consequence		Reasonably foreseeable negative outcome following a hazardous event (injury, harm to health, damage, or loss).							
Risk Rating		A calculation based on multiplying the consequence by the likelihood to produce a level of risk associated with the hazard.							
Likelihood =	1. Very Unlikely	Never happened before, no reason to suggest an incident would occur.			Severity / Consequence =	1. Minimal	No physical harm, potential for minor damage. No impact on the activity or business.		
	2. Unlikely	On the balance of probability, the chances of an incident occurring would be low.				2. Minor	Minor injury requiring basic intervention. Minimal impact on the activity or business.		
	3. Possible	On the balance of probability, an incident is possible but would not be expected to occur under reasonably foreseeable conditions.”				3. Significant	Significant injury / harm to health requiring professional intervention and / or hospitalisation. Significant impact on the activity or business.		
	4. Likely	On the balance of probability, an incident would be expected to occur under reasonably foreseeable conditions.”				4. Severe	Major / life changing injuries / health effect leading to long term incapacity / disability / singular fatality. Major impact on the activity or business.		
	5. Very Likely	On the balance of probability, the chances of an incident occurring are high.				5. Catastrophic	Multiple serious injuries / serious damage to health, life changing events, one or more fatalities. Catastrophic impact on the activity or business.		
		SEVERITY / CONSEQUENCE					RISK RATING		
		1. Minimal	2. Minor	3. Significant	4. Severe	5. Catastrophic	1 - 2	Trivial / Very Low	Monitor and review
LIKELIHOOD	1. Very Unlikely	1	2	3	4	5	3 - 5	Tolerable / Low	Monitor and review, additional risk reduction measures should be considered
	2. Unlikely	2	4	6	8	10	6 - 10	Moderate / Medium	Additional risk reduction measures must be considered and implemented where reasonably practicable to do so
	3. Possible	3	6	9	12	15	11 - 15	Significant / High	Additional risk reduction measures are required along with strict control systems and procedures
	4. Likely	4	8	12	16	20	16 - 25	Intolerable / Very High	Stop the activity or manage with very strict control systems and procedures
	5. Very Likely	5	10	15	20	25			

Event Overview

Donahey's Events Ltd organise 5 annual weekend breaks at carefully selected hotels based in the United Kingdom. The weekends feature the Stars of Strictly Come Dancing teaching & performing at the events and are held between the months of March to July inclusive. The events allow participants to engage in dance classes and similar organised dance related activities taught by dance professionals. The classes are graded as Beginner, Improver/Intermediate and Intermediate/Advanced. None of the classes teach nor permit lifts or acrobatic dance movement's likely to cause injury.

Our team will be responsible for the health, safety and welfare of up to 460 guests at each of our weekend breaks. The venues selected to host our events have been chosen & previously inspected by Paul & Shirley Donahey to assess their suitability for dancing, dance-floor space, access & facilities, location and the general maintenance and upkeep of the venue. Venues that don't match our high standards and requirements are not considered or used for our events. All of the venues chosen for our 2023 series of events have been used in previous years and we enjoy a strong working relationship with each of the venues.

Dates and locations for 2023 are:

Friday 3rd - Sunday 5th March 2023
4 * Alton Towers Resort Hotel
Staffordshire ST10 4DB

Friday 24th - Sunday 26th March 2023
4* De Vere Beaumont Estate Hotel
Old Windsor, Berkshire SL4 2JJ

Friday 14th - Sunday 16th April 2023
5* Celtic Manor Resort Hotel
Newport NP18 1HQ

Friday 23rd - Sunday 25th June 2023
4* De Vere Beaumont Estate Hotel
Old Windsor, Berkshire SL4 2JJ

Friday 14th - Sunday 16th July 2023
5* Celtic Manor Resort Hotel
Newport NP18 1HQ

All participants receive a pre-event information letter, which includes details of our Health and Safety arrangements and advisory notes on dress codes and acceptable behaviour.

For the duration of each event, an Information Point (iPoint desk) is operational and forms a central hub for all queries from staff and event participants. There are two designated venue liaison personnel; Cheryl Batley & Jacqueline Fairbrother who are in direct contact with the venue designated person to allow for cooperation and coordination of the event delivery and any safety issues should they arise. Paul Donaghey, Jacqueline Fairbrother & Freda Sutton are responsible for conducting extensive Risk Assessment Checks prior to the event opening to the public at the start of each day or session.

RISK ASSESSMENT

General Safety Arrangements

Subject Area	Hazards & Consequences	Persons At Risk	Risk Control Measures	Severity x Likelihood = Residual Risk			Further Actions / Comments & Observations
				S	x	L = R	
Lack of effective planning and communications	<p>Failure of the pre event planning process and / or the event safety management systems and procedures.</p> <p><i>Effect - failure of the safety systems and procedures resulting in a significant impact upon the event and a potential for physical injury, life changing injuries or death.</i></p>	<p>Employees</p> <p>Contractors</p> <p>Coaches</p> <p>Participants</p>	<p>The event organisers, Donahey's Events Ltd, are responsible for the management and delivery of safety for this event.</p> <p>As part of the event planning process, Donahey's Events Ltd, shall source competent and professional contractors and suppliers to assist in the delivery of the event.</p> <p>Safety information shall be collated and communicated, as required, to all relevant persons, including but not limited to, employees, clients, promoters, organisers, contractors, suppliers, participants artists, performers, local authorities / statutory bodies, visitors and those other relevant persons as applicable so as to ensure all health & safety duties and obligations are adequately discharged and effective systems and procedures are employed to safeguard those working at, participating in, visiting or otherwise adversely affected by the event.</p> <p>A suite of event planning, safety documents, systems and procedures shall be developed and implemented for use at this event.</p>	5	1	5	<p>This series of themed events has been successfully delivered by Donahey's Events Ltd for >five years.</p> <p>Paul Donaghey shall, on behalf of the Client assume the role of Managing Director and will have in place a support network to assist them in managing safety.</p> <p>Roles and responsibilities for the delivery of safety at the event are as outlined within the event overview.</p>
Health and safety assistance	Lack of suitably qualified health and safety assistance	<p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	Donahey's Events Ltd has sought professional health and safety advice to assist them in the planning and	4	1	4	Donahey's Events Ltd has appointed Paul Donaghey to be the

	<i>Effect - lack of competent safety advice resulting in ineffective safety management thereby having a significant impact upon the event and the potential for physical injury as a consequence</i>	Coaches Participants	<p>delivery of their events inclusive of the production of event related safety documentation.</p> <p>Donahey's Events Ltd shall ensure that appropriately qualified and competent person(s) are appointed to ensure that their undertakings in relation to this event are managed safely and in accordance with any statutory requirements, applicable national standards and guidance and industry best practise.</p> <p>Suppliers should also have in place a suitably qualified and competent safety advisor so as to ensure that their undertakings are managed safely and in accordance with any statutory requirements, applicable national standards and guidance and industry best practise.</p>				<p>designated Health and Safety Officer for our events.</p> <p>They shall monitor health and safety throughout the event and be responsible for investigating and recording any accidents.</p> <p>The appointed health and safety officer will have access to direct telephone contact with the Donahey's Events Ltd appointed safety advisors.</p>
Safety inspection	<p>Insufficient number of effective safety checks and inspections being undertaken.</p> <p><i>Effect - un safe acts or conditions, poor standards of safety, non-compliance with agreed and established safe systems of work, staff working in an unsafe manner resulting in the potential for physical injury</i></p>	Employees Volunteers Contractors Coaches Participants	<p>Donahey's Events Ltd, via their organisational arrangements, shall monitor the event during all phases of the event to ensure safety systems and procedures are implemented as required and as per the event risk assessment and procedures.</p> <p>They shall monitor to ensure systems and procedures are effective, fit for purpose and functioning in the intended manner.</p> <p>All personnel engaged in the delivery of the event shall monitor those elements of the event, their activities, and local areas to identify any developing safety concerns, issues and circumstances so as to allow for reporting and proactive and remedial actions to eliminate / minimise those</p>	4	2	8	<p>Responsible persons are Paul Donaghey, Jacqueline Fairbrother and Freda Sutton.</p> <p>A documented pre-event opening check will be completed on the morning of each event day to ensure that the event is in a state of operational readiness and there are no significant health and safety issues that would prevent the event from opening.</p>

			<p>developing risks. Such concerns being reported through to Paul Donaghey.</p> <p>Participants are also encouraged to report any health and safety concerns.</p>				
Venue selection	<p>Lack of a suitable venue and/or activity, display, or activation areas.</p> <p><i>Effect - unsafe / hazardous venue, work, activity, display or activation areas resulting in a significant adverse impact upon the event and potential for physical injury.</i></p>	<p>Employees Volunteers Contractors Coaches Participants</p>	<p>Donahey's Events Ltd visit each venue in advance of any advertising of appointment to meet with the venue to establish its suitability for hosting events of this nature.</p> <p>The events has been hosted at the chosen venues previously and provides sufficient resources and infrastructure so as to allow for the safe delivery of the event.</p> <p>The chosen venues are all existing venues for the provision of public gatherings and have in place sufficient infrastructure including permanent roads, pathways, buildings, structures, resources, facilities and capacity for the anticipated numbers (approximately 350 persons) attending the event.</p> <p>All event areas shall afford sufficient space to allow for the safe set up, operation and dismantling of the event and associated displays, activations, activities, and any ancillary equipment.</p>	3	1	3	<p>The venues selected to host our events have been chosen & previously inspected by Paul & Shirley Donaghey to assess their suitability for dancing, dance-floor space, access & facilities, location and the general maintenance and upkeep of the venue.</p> <p>Venues that don't match Donahey's Events Ltd high standards and requirements are not considered or used for events.</p> <p>All of the venues chosen for the 2023 series of events have been used in previous years and Donahey's Events Ltd enjoy a strong working relationship with each of the venues.</p>
The general activity of contractors	<p>Lack of competent, trained and authorised contractors / suppliers appointed for the delivery of the event.</p> <p><i>Effect - Poor standards of safety, non compliance with agreed and established safe</i></p>	<p>Employees Volunteers Contractors</p>	<p>Competent and professional contractors and suppliers shall be sourced to assist in the delivery of the event.</p> <p>They shall have in place and operate those safety management systems and procedures, as required, so as to</p>	4	2	8	<p>Responsible person Paul Donaghey.</p>

	<p><i>systems of work resulting in physical injury</i></p>		<p>ensure they comply with all applicable statutory regulations and duties, British and European Standards, manufacturer's instructions, approved codes of practice, industry guidance and best practise along with all company health and safety policies, procedures, risk assessments and safe systems of work.</p> <p>Additionally, they shall have in place.</p> <ul style="list-style-type: none"> • Relevant insurances to cover their undertakings • Safety plans, systems and procedures • Risk Assessments • Safe systems of work / method statements • Certificates of competency / licences <p>Donahey's Events Ltd shall undertake a review of contractor / supplier safety documentation and shall complete such site safety audits, inspections and surveys as it deems necessary to seek assurance that all safety management systems and procedures are being complied with and are functioning as intended so as to minimise risks associated with the related activity.</p> <p>All parties are required to cooperate and coordinate activities so as to ensure that such activities do not adversely affect the activities and undertakings of those others operating in the vicinity and to ensure the activity / final product is safe for its intended use.</p>				
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	<p>Insufficient control over safety standards. Lack of awareness of systems of work of contractors, etc.</p> <p><i>Effect - Poor standards of safety, non compliance with agreed and established safe systems of work resulting in physical injury.</i></p>	<p>Employees Volunteers Contractors</p>	<p>Donahey's Events Ltd shall ensure that appropriately qualified and competent contractors are appointed to support the delivery of their events and ensure that contractor undertakings and activities are managed safely.</p> <p>All contractors are required to operate in accordance with statutory and regulatory requirements, industry best practice, the content of their Risk Assessments & Method Statements (RAMS) as issued along with compliance with any event / local site rules and regulations.</p> <p>Each contractor will be required to nominate a named person(s) who will be available to deal with any safety issues relevant to their undertakings or activities that may impact upon the safety of their employees or others working within the vicinity .</p> <p>All contractors must complete any required venue site induction process as required prior to commencing any works.</p>	3	2	6	Responsible person Paul Donaghey.
Information, training and supervision	<p>Lack of suitable levels of information or training.</p> <p>Lack of suitably qualified supervision of trainees and/or apprentices.</p> <p><i>Effect - Poor standards of safety, non-compliance with agreed and established safe systems of work, staff working in an unsafe manner resulting in physical injury.</i></p>	<p>Employees Volunteers Contractors Coaches</p>	<p>Only competent employees, contractors and suppliers to be engaged for the delivery of the event.</p> <p>Suitable levels of supervision must be in place for any trainees, apprentices or young persons.</p> <p>All Client employees and those directly engaged by the Client shall receive a event safety briefing and site induction.</p>	4	2	8	Responsible person Paul Donaghey.

			Contractors and suppliers should ensure that their employees also receive suitable and sufficient safety briefings and event information so as to allow them to undertake their activities safely.				
	<p>Employees and contractors not familiar with risk assessments, method statements and event / local site rules and regulations.</p> <p><i>Effect - Poor standards of safety, non compliance with agreed and established safe systems of work, staff working in an unsafe manner resulting in physical injury.</i></p>	<p>Employees Volunteers Contractors Coaches</p>	<p>Donahey's Events Ltd has produced an event risk assessment (this document) that captures those strategic and tactical risks associated with the delivery of the event.</p> <p>All employees and contractors to be trained for the activities/tasks they are engaged to deliver.</p> <p>They shall have been provided with all risk assessments and method statements applicable to their undertakings along with any other relevant information required for them to complete their activity/task safely.</p> <p>All employees and contractors to be issued and comply with any event / local site rules and regulations.</p> <p>Employer and contractor supervisors to monitor and ensure safe working practises are being applied at all times.</p>	4	2	8	<p>Responsible person Paul Donaghey.</p> <p>A copy of this event risk assessment will be available upon request and a hard copy shall be displayed.</p>
Electrical Supply	<p>Faulty or unsuitable supply, equipment/cables.</p> <p><i>Effect - failure of supply, electric shock, electrocution, fire causing physical injury / death.</i></p>	<p>Employees Volunteers Contractors Coaches Participants</p>	<p>Fixed electrical systems are in use, provided by the venue who will ensure supplies and distribution have been inspected, serviced, maintained, and certificated as required by the Electricity at Work Regulations 1989 and other applicable legislation and in accordance with all applicable standards including but not limited to BS7671:2018 18th Edition Wiring</p>	5	1	5	<p>Responsible person Paul Donaghey.</p>

			<p>Regulations, by the persons in control of the premises.</p> <p>Venues to ensure that the electrical system is suitable to meet the output requirements for the event.</p> <p>The venue will ensure that competent electricians are available should a problem arise.</p> <p>Donahey's Events Ltd will ensure that they / their contractors don't overload the electrical system.</p>				
Electrical Equipment	<p>Failure of electrical equipment.</p> <p><i>Effect - failure of equipment, electric shock, electrocution, fire causing physical injury / death</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>All electrical equipment to have a valid Portable Appliance Test Certificate.</p> <p>All equipment to be visually checked by the operators prior to use.</p> <p>RCD Power supply leads to be used throughout installation.</p> <p>Portable electrical tools to be examined and certificated. Use of 110V or battery-operated tools should be used in preference where practicable.</p>	5	1	5	Responsible person Paul Donaghey & Jacqueline Fairbrother.
Cable Runs	<p>Exposed cables across designated traffic / pedestrian routes.</p> <p><i>Effect - damaged cables, trip hazards causing physical injury.</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Contractors</p> <p>Coaches</p> <p>Participants</p>	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these should not be in Guests areas. If in Guests areas, suitable cable ramps in high visibility colours to be used.</p> <p>Cables to be placed in such a way as to prevent slips, trips and falls.</p>	3	2	6	Responsible person Paul Donaghey & Jacqueline Fairbrother.
<p>Temporary structures / stand construction</p> <p>Design, construction,</p>	<p>Incorrectly constructed assembled or erected structures.</p> <p><i>Effect - failure of the structure resulting in physical injury or</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Contractors</p> <p>Coaches</p> <p>Participants</p>	<p>Competent supplier and installers using proprietary products to be sourced for the event.</p> <p>All structures to be secure, stable, and fit for purpose. All structures</p>	5	1	5	<p>Responsible person Paul Donaghey & Jacqueline Fairbrother.</p> <p>Emergency contact details to be provided for the supplier /</p>

<p>assembly, disassembly</p> <p>Examination, inspection, certification and sign off.</p>	<p><i>damage to property / equipment.</i></p>	<p>installed, operated, maintained, and disassembled by a competent supplier / contractor in accordance with manufacturer's instructions, industry best practice, applicable statutory obligations and the contractors risk assessments and method statements.</p> <p>Monitoring at all stages of installation by the appointed safety officer.</p> <p>Restriction as to height, weight loading etc due to the design of the structure or conditions imposed by the venue to be applied as applicable.</p> <p>Roof/Rig loading plans for all ceiling rigs submitted to venue for observations or objections no later than 20 working days prior to event.</p> <p>Installation area(s) to be segregated to prevent unauthorised access during the build / removal of the structures.</p> <p>Steps to be provided at both sides of stage, properly installed and secured.</p> <p>Sufficient bracing provided to prevent stage pieces drifting apart.</p> <p>Stage to be laid evenly so as not to create trip hazards.</p> <p>Stage floor covering to be even so as not to create trip hazards.</p>				<p>contractor onsite / on call should they be required to carry out remedial works or re-inspect the structure.</p>
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			<p>Safety barriers to be securely attached to the rear of stage to prevent falls from height.</p> <p>All structures & installations to be signed off (certificate of completion) by the installer once completed</p>				
	<p>Failure of the structure due to defective fixtures and fittings, competency of contractors or external influences (items falling into / onto or from the structure).</p> <p><i>Effect - failure of the structure resulting in physical injury or damage to property / equipment.</i></p>	<p>Employees Volunteers Contractors Coaches Participants</p>	<p>Competent supplier and installers using proprietary products to be sourced for the event.</p> <p>Monitoring at all stages of installation by the appointed safety officer.</p> <p>All ancillary products, fixtures and fittings to be positioned, affixed and located so as not to compromise the integrity of any structures or travel routes</p> <p>Where necessary, during build up/breakdown suitable supporting beams shall be used to stabilise the structure to prevent it collapsing.</p> <p>All equipment once complete shall be stable and fit for purpose.</p> <p>No equipment should be lent against or fixed to any temporary structure where in doing so is likely to destabilise or otherwise compromise the structure.</p> <p>No persons should be allowed to lean on any temporary structures.</p> <p>Where equipment / structures have been custom built, then they shall be built by a competent person.</p>	5	1	5	Responsible person Paul Donaghey & Jacqueline Fairbrother.
	<p>Absence of any examination, inspection, certification and sign off for the completed structure.</p>	<p>Employees Volunteers Contractors Coaches</p>	<p>Safety paperwork such as structural information and build instruction shall be obtained from the person building / installing the structure.</p>	5	1	5	Responsible person Paul Donaghey & Jacqueline Fairbrother.

	<i>Effect - possible failure of the structure resulting in potential physical injury or property / equipment damage.</i>	Participants	All structures to be signed off or a completion certificate / hand over certificate supplied confirming the structure is as safe, secure, and suitable for its intended use.				
Fixtures, fittings and furniture	Defective fixtures, fittings, furniture including seating / tables and ancillary furniture. <i>Effect - collapse or failure of an object e.g. chair or table etc resulting in a potential physical injury.</i>	Employees Contractors Participants Visitors	All fixtures, fittings, furniture etc. supplied are to be fit for purpose and checked before use. Fire loading to be considered in the selection of fixtures, fittings, furniture and should be inherently fire resistant and/or treated to provide a suitable level of fire resistance. Tables, chairs etc. to be configured so as not to create an obstruction or trip hazard.	2	1	2	
Sound and Lighting	Insecure or incorrectly installed equipment. <i>Effect - unsafe working conditions, serious injury.</i>	Employees Volunteers Contractors Coaches Participants	All equipment to be constructed, installed, operated and maintained by competent persons. All equipment being used should be fit for purpose. All sound & light equipment electrically tested within the past 12-months by a suitably competent person. PAT testing Certificate provided. Current PAT testing stickers to be clearly visible on each piece of equipment. RCD's installed and used for all temporary electrical equipment at all times. All speaker stands / lighting stands / rigging etc to be sufficiently braced and secured so as to prevent	3	1	3	Responsible person Paul Donaghey & Jacqueline Fairbrother Responsible person Paul Donaghey Responsible person Jacqueline Fairbrother Responsible person Jacqueline Fairbrother

			<p>structural collapse or the structure falling over.</p> <p>All flown equipment must be secondary safety tied to the truss or ceiling – whichever is most appropriate.</p> <p>Strictly no unauthorised persons in the work area during the installation & removal of equipment.</p> <p>No trailing leads, cables or stands.</p> <p>All trusses to be securely attached to the venue supplied rigging points. Loading of truss not to exceed the safe working load for the rigging points and as advised by the venue.</p> <p>Sound & Lighting installation signed off by the contractor prior to event opening.</p> <p>Mirror Ball to be installed safely and to optimum height in order to not pose risk of contact with participants, performers or staff.</p> <p>Warn all performers of height of mirror ball</p>				<p>Responsible person Jacqueline Fairbrother</p> <p>Responsible person Cheryl Batley</p>
Fire Safety	<p>Damage by fire and/or smoke to persons and/or property.</p> <p><i>Effect - property damage, physical injury, death.</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Contractors</p> <p>Coaches</p> <p>Participants</p>	<p>Those controls already identified within this assessment contribute to the reduction of fire risks associated with this event. Additionally, all contractors, coaches, participants etc are required to identify and control those fire safety risks associated with their undertakings.</p>	5	1	5	<p>Responsible person All Staff</p>

			<p>The venue fire safety action plan, systems and procedures will be used for this event. These procedures will be communicated to all staff upon arrival at the venue to ensure they are familiar with the venue fire safety procedures.</p> <p>Any construction materials, staging branding, fabrics, drapes including star cloths etc should be inherently fire resistant or treated so as to afford some protection against fire. Where applicable fire safety certification should be collated and made available upon request. Star cloth(s) must be vacuumed and free of dust & dirt.</p> <p>Fire extinguishers readily available including additional Co2 extinguisher for electrical fires either side of star cloth.</p> <p>Availability of the local Fire Authority in emergency summoned via the venue arrangements.</p> <p>No items in the ballrooms that may inadvertently trigger a fire, e.g. smoking, candles.</p> <p>Guests informed of closest fire exits as part of 'Friday Welcome Announcements'</p> <p>Saturday night table decorations – battery operated candles/lights in use. Absolutely no naked flames whatsoever.</p>				<p>Responsible person Paul Donaghey</p> <p>Responsible person Paul Donaghey & Jacqueline Fairbrother</p> <p>Responsible person Paul Donaghey & Shirley Donaghey</p> <p>Responsible person Tracy Crossley</p>
Emergency procedures	Lack of suitable planning for an emergency.	Employees Volunteers Contractors Coaches	The venue emergency procedures will be used for this event. These procedures will be communicated to all staff upon arrival at the venue.	5	1	5	Responsible person All Staff

	Effect - failure of the safety systems and procedures adversely affecting the event delivery and with a potential for resultant physical injuries or death.	Participants	<p>Emergency evacuation assembly point designated by the venue.</p> <p>Agreed number of Ballroom fire exits sufficient for the numbers attending the event shall be provided and must be kept clear, well signposted and free of obstruction including chairs, glasses etc.</p> <p>Agreed back-of-house fire escape routes to be kept clear of obstruction and checked daily as part of the pre event checks.</p> <p>Strictly no use of Hotel's back of house areas for storage purposes.</p> <p>On hearing the alarm, the DJ or host to immediately halt music/teaching and using the PA, request guests 'Please calmly leave through your nearest fire doors, leaving all personal belongings</p> <p>All staff to immediately evacuate the premises upon an alarm through the nearest available fire exit. They shall shepherd any participants along with them out of the building and to the designated assembly area.</p>				<p>Responsible person Paul Donaghey & Jacqueline Fairbrother</p> <p>Responsible person Jacqueline Fairbrother</p>
General housekeeping	<p>Trips and falls arising from obstructions in access/egress routes and circulation areas (for example trailing cables, litter).</p> <p><i>Effect - physical injuries.</i></p>	Employees Volunteers Contractors Coaches Participants	<p>Ensure general good housekeeping is carried out by each venue in all public areas.</p> <p>All walkways well lit.</p> <p>No trailing leads, cables or stands.</p>	3	1	3	Responsible person Jacqueline Fairbrother

			<p>Staff should keep work areas & walkways clear, e.g. no boxes, glasses etc left in walkways.</p> <p>Tables & Chairs kept evenly spaced out.</p>				
	<p>Trips and falls arising from uneven/damaged flooring</p> <p><i>Effect - physical injuries,</i></p>	<p>Employees Volunteers Contractors Coaches Participants</p>	<p>Any significantly uneven areas must be reported and appropriately highlighted, usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced.</p> <p>Where necessary, access to the defective areas should be restricted.</p> <p>Persons engaged in the delivery of the event are required to report any areas of concern they note whilst moving around site.</p> <p>Dance floor sourced from and installed by a reputable supplier.</p> <p>Ensure dance-floor has no loose or hazardous edges, daily checks in place.</p>	3	1	3	<p>Responsible person Paul Donaghey</p> <p>Responsible person Paul Donaghey</p> <p>Responsible person Paul Donaghey & Jacqueline Fairbrother</p>
	<p>Slips arising from spillages of substances on floor,</p> <p><i>Effect - physical injuries, exposure to a hazardous substance</i></p>	<p>Employees Volunteers Contractors Coaches Participants</p>	<p>If a spillage occurs in the ballrooms, deploy yellow 'Caution' signs immediately, one member of team to stay at point of spillage, a second member of the team to request the venue's immediate assistance to mop spillage up.</p>	3	1	3	Responsible person All Staff
Storage of Materials	<p>Unsafe storage or stacking resulting in collapse or objects falling.</p> <p>Slips, trips or falls as a consequence of poorly stored items or equipment.</p>	<p>Employees Volunteers Contractors Coaches</p>	<p>Safe storage locations to be identified and agreed with the venue where applicable.</p> <p>Storage of materials and equipment to be kept to a minimum.</p> <p>All storage areas shall be suitably secured to prevent unauthorised access.</p>	3	1	3	Responsible person Paul Donaghey & Jacqueline Fairbrother

			<p>Delivery of materials should be to a point as close as possible to the point of use.</p> <p>Donaheys Events Ltd will ensure that those persons directly engaged by them to assist in the delivery of those elements of the event that requires them to undertake work which involves manual handling are physically capable of undertaking such activities and that they have been adequately trained to do so.</p> <p>Mechanical lifting aids should be made available where required.</p>				
Dance Floor	<p>Trips and falls arising from uneven/damaged flooring.</p> <p><i>Effect - physical injuries.</i></p>	<p>Employees Volunteers Coaches Participants</p>	<p>Strictly no unauthorised staff, hotel staff or guests to walk onto dance-floor or dance-floor area during installation & removal. The floor must be signed off by the supplier prior to use.</p> <p>Ensure dance-floor has no loose or hazardous edges upon installation.</p> <p>Ensure dance-floor is not loose in places.</p> <p>Ensure dance-floor has no slippery panels.</p> <p>Use Yellow/Black hazard tape where appropriate to highlight change in height of dance-floor</p> <p>Dance floor to be scissor brushed; prior to the start of each day's workshops & each evening's general dancing; prior to & immediately after each showcase; plus in between showcase dances if items of</p>	3	1	3	<p>Responsible person Paul Donaghey & Jacqueline Fairbrother</p> <p>Responsible person Jacqueline Fairbrother</p> <p>Responsible person Jacqueline Fairbrother</p> <p>Responsible person Freda Sutton & Vickie Keast</p> <p>Responsible person Jacqueline Fairbrother</p>

			<p>performers costumes fall onto the floor.</p> <p>Daily inspection of dance-floor prior to start of dancing. Regular inspection of the dance-floor during the weekend.</p>				<p>Responsible person Andrew Crofton</p> <p>Responsible person; Jacqueline Fairbrother main ballroom, Freda Sutton 2nd Ballroom.</p>
First Aid	<p>Lack of suitable and sufficient medical facilities.</p> <p><i>Effect - lack of appropriate medical care, exasperation of a medical condition due to delay in receiving treatment</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Coaches</p> <p>Participants</p>	<p>Donahey's trained First Aider available at each event.</p> <p>First Aid box available at Donahey's iPoint Desk.</p> <p>First Aid box to be topped up pre each event. Shortages in box to be reported.</p> <p>Ice is available from any of the hotel bars for use on any sprains or bruises.</p> <p>999 emergency services contacted if required.</p> <p>Communication with each hotel at the start of the weekend to understand who the hotel's designated first aiders are and how to reach them.</p> <p>Location of nearest A&E dept established along with contact information.</p> <p>Any injured guest or member of staff should not travel alone after an accident. They should be</p>	3	1	3	<p>Remember to notify the venue if you call an ambulance so they can direct them upon arrival to your location.</p> <p>Responsible person Amy Donaghey & Tracy Crossley</p> <p>Responsible person Cheryl Batley</p> <p>Responsible person Paul Donaghey & Amy Donaghey</p>

			<p>accompanied, taxied or allowed to rest under supervision for as long as is necessary. In extreme cases an ambulance should be called using 999.</p> <p>Accurate & informative reports to be made at the time of any accident or incident that has resulted in injury. Where appropriate, photos of area of incident to be taken</p>				Responsible person Tracy Crossley
Dance wear	<p>Lack of suitable dance wear resulting in a slip or trip.</p> <p><i>Effect - physical injuries.</i></p>	<p>Employees Volunteers Coaches Participants</p>	<p>Guests are advised as part of the joining instructions as to correct dress for the event. This is reinforced at the Friday Welcome Announcements'.</p> <p>Regular observations throughout the event daytime & evenings and guest advised where the dress and in particular footwear does not meet with the required standards.</p>	2	1	2	<p>Responsible person Paul Donaghey & Shirley Donaghey</p> <p>Responsible person Freda Sutton / Shirley Donaghey</p>
Dance floor etiquette	<p>Failure to follow established dance floor etiquette resulting in conflict.</p> <p><i>Effect - physical injuries.</i></p>	<p>Employees Volunteers Coaches Participants</p>	<p>Dance-floor etiquette' information included in joining letters & programmes.</p> <p>Guests informed of 'Dance-floor etiquette' as part of 'Friday Welcome Announcements'</p> <p>During workshops, guests grouping together are kindly asked to spread out and use the whole floor.</p> <p>Regular observations throughout the weekend of guest's Dance-floor etiquette</p>	2	1	2	<p>Responsible person Paul Donaghey</p> <p>Responsible person Paul Donaghey & Shirley Donaghey</p> <p>Responsible person - Workshop floor supervisors & host</p> <p>Responsible persons; Freda Sutton, Shirley Donaghey & Vickie Keast</p>

High temperatures	Overheating and dehydration. <i>Effect - physical injuries.</i>	Employees Volunteers Coaches Participants	<p>Ensure Ballrooms are kept to an optimum temperature; Air conditioning is on and functioning correctly; Alternatively windows & doors are open/closed where needed for good ventilation.</p> <p>Water is available for all the team at the iPoint desk throughout the weekend.</p> <p>Water is available for guests during the workshops.</p> <p>Tap Water is available at the side of the main bars during the evenings.</p> <p>Dehydration risk highlighted to guests in final joining letters</p>	2	1	2	<p>Responsible person; Paul Donaghey & Jacqueline Fairbrother main ballroom, Freda Sutton 2nd Ballroom.</p> <p>Responsible person Tracy Crossley</p> <p>Responsible person Tracy Donaghey & Freda Sutton</p> <p>Responsible person Andrew Crofton</p> <p>Responsible person Paul Donaghey</p>
Lighting	Insufficient levels of illumination for the proposed activities <i>Effect – increased risk of trips and falls resulting in physical injuries,</i>	Employees Volunteers Coaches Participants	<p>Pre event lighting checks to ensure suitable and sufficient levels of illumination are supplied taking into account the nature of the event and the proposed activities.</p> <p>All light switches covered over with the exception of one agreed master switch for use by our team.</p> <p>Guests sat near other light switches, kindly advised to refrain from leaning on switches.</p> <p>Team members briefed on ballroom light settings for; workshops, general dancing & showcases.</p>	2	1	2	<p>Responsible persons; Paul Donaghey & Jacqueline Fairbrother main ballroom, Freda Sutton 2nd Ballroom</p> <p>Responsible person Jacqueline Fairbrother</p> <p>Responsible person Jacqueline Fairbrother</p> <p>Responsible person Jacqueline Fairbrother</p>

Noise	<p>Exposure to excessive noise levels.</p> <p>Noise nuisance for residents.</p> <p><i>Effect – noise induced hearing loss for employees/contractors directly exposed to excess noise for prolonged periods.</i></p>	<p>Employees Volunteers Coaches Participants</p>	<p>Sound levels from amplified systems to be set in accordance with applicable legislation and industry best practise.</p> <p>Employers should identify noise within the risk assessments where their staff are likely to be exposed to noise that exceeds the first and second noise action levels. Risk assessments and any associated safe systems of work and required PPE should then be communicated to the employees and implemented as required.</p> <p>Those persons working in noisy areas of the event to wear appropriate hearing protection as per their employer's requirements / risk assessment.</p>	2	1	2	
Working at Height	<p>Falls whilst working at height.</p> <p><i>Effect - potential for physical injury, life changing injury or death.</i></p>	<p>Employees Contractors</p>	<p>Working at height should only take place if necessary and where there is no safer alternative manner of working.</p> <p>A work at height risk assessment and any required safe systems of work shall be produced, communicated, and implemented as required to allow those undertaking the activity / task safely.</p> <p>Where ladders, step ladders, A frame ladders etc (ladders) are going to be used they should be appropriately rated for their intended use.</p> <p>Ladders shall be positioned in a secure manner, erected, and used in accordance with the manufacturer's information and instructions and any applicable training supplied by the user's employer.</p>				

			<p>A pre-use check of the ladders must be completed before use to identify any defects with appropriate action being taken where a defect is found for example, ladders taken out of use or repairs undertaken by a competent person.</p> <p>Person using ladders, must not lean over to such a distance that unbalances the person or the ladder.</p> <p>Where appropriate, ladders, must be footed by another member of staff.</p>				
Visual and Audible Impairments	<p>Inability to see or hear alarms.</p> <p><i>Effect – increased risk of serious injury</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Coaches</p> <p>Participants</p>	<p>All guests are requested through final joining letters to make us aware of any specific needs.</p> <p>Organised activities are group sessions and most people attending come in pairs.</p> <p>Venue arrangements across the rest of the venue.</p>	4	1	4	Responsible person Paul Donaghey & Amy Donaghey
Food safety	<p>Poor standards of food hygiene.</p> <p>Food allergies and intolerances</p> <p><i>Effect - ill health</i></p>	<p>Employees</p> <p>Volunteers</p> <p>Coaches</p> <p>Participants</p>	<p>Venue Restaurant is being used for our events.</p> <p>The venue are responsible for ensuring competent food suppliers and for ensuring they have in place all relevant systems and procedures necessary for ensuring food safety and the compliance with all statutory obligations, local authority requirements and regulations in respect of their undertakings.</p> <p>Restaurant inspected prior to opening each evening to ensure; Agreed menu is available and food is presented to acceptable standards.</p> <p>All guests are requested through final joining letters to make us aware of</p>	3	1	3	Responsible person Paul Donaghey & Jacqueline Fairbrother

			any Food Allergies & Intolerances. This information to be passed directly to the hotel as part of Rooming List. Confirmation of receipt to be sought.				Responsible person Paul Donaghey & Amy Donaghey
Physical and verbal abuse		Employees Volunteers Coaches Participants	<p>Staff are to withdraw from any confrontation to a place of safety and immediately inform Paul Donaghey & Hotel management.</p> <p>If a fight breaks out either between members of the public or between a member of the public and a member of staff, the Police are to be called immediately and Paul Donaghey & Hotel management informed at the earliest opportunity.</p> <p>Wherever possible members of our team should try not to find themselves alone or in a vulnerable position with a guest.</p>	2	1	2	Responsible person All Staff
Coronavirus (Covid-19)	<p>Exposure to the Coronavirus (Covid-19)</p> <p><i>Effect – adverse ill health or death.</i></p>	Employees Volunteers Coaches Participants	<p>Donahey's Events Ltd shall ensure that applicable Government, Public Health England (PHE), Public Health Wales (PHW) and National Health Service (NHS) guidance, in operation at the time of the event, is considered in the planning process.</p> <p>Control measures shall include, but not limited to:</p> <ul style="list-style-type: none"> • Donaheys strongly recommends all guests are fully vaccinated and take an LFT test on the morning of arrival. • Anyone displaying symptoms consistent with Covid-19 should not attend and follow NHS guidelines until proven clear. • Persons returning a positive result must follow government 	5	2	10	<p>The applicable guidance for each venues jurisdiction is to be considered in the planning process.</p> <p>Donaheys Event's Ltd Covid Safe Policy communicated to all guests, performers & team in advance of arrival by email</p>

			<p>advice, not attend the break and contact their travel insurers.</p> <ul style="list-style-type: none"> • Staff, contractors, coaches, and participants are encouraged to wash or sanitise hands regularly throughout the day. Hand sanitiser to be available throughout the venue. • Where available, windows & doors will be opened for fresh air circulation in the ballrooms. • Face coverings are not legally required but are recommended when working in crowded and enclosed spaces. • Social distancing is encouraged when working with others with whom you do not normally work / associate. <p>Further approved guidance can be found from the GOV.UK websites including: <u>Coronavirus (Covid-19)</u> <u>https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</u></p>				
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COVID-19 Safe Policy

Donahey's Events LTD

Donahey's Events LTD is committed to helping prevent the spread of Covid-19 and will take mitigating actions to reduce the risk of transmission.

Clear communication to guests & staff is critical to ensure they take all reasonable measures to comply with good hygiene measures during their break.

Donahey's number one priority is our guests, performers & team safety.

Donahey's will always be following the latest UK government guidelines and regulations.

Donahey's continue to work in partnership with our venue management teams towards delivering guests a safe & fabulous Dancing With The Stars Weekend.

Our Resort Hotels are all designated 'Good to Go', the industry issued standard that confirms a venue has COVID-safe policies in place. Over the recent months our venues have returned to providing safe & successful indoor events, operating at normal capacity with dancing allowed.

The purpose of this document is to establish:

Safe practices and procedures to help prevent the spread of Covid-19

Staff responsibilities in implementing Covid-19 safe practices and procedures

Guest responsibilities in implementing Covid-19 safe practices and procedures

Pre-Attendance

Donahey's Covid Policy communicated to all guests, performers & team in advance of arrival by email;

Donahey's Covid Policy

All guests have a shared responsibility in the safety of our break. As the situation evolves, so will our approach to keeping you safe. We thank you for your patience and flexibility as we manage this and ask that you check back here for any updates.

Donaheys strongly recommends all guests are fully vaccinated and take a LFT test on the morning of arrival.

If you are feeling unwell and have any symptoms of Covid please do not attend.

If you test positive for Covid, please follow government guidance and do not attend the break and contact your travel insurers.

If you have recently tested positive for Covid, Government guidance recommends you stay home for 5 days, (more if you are still symptomatic). If you test negative on the Friday of your break you are welcome to join us as planned, however face coverings are recommended as per Government guidance.

If you start to feel unwell during the weekend or are showing any symptoms of Covid, we strongly advise taking a LFT. Please remain in your bedroom and contact Donaheys to request a LFT is delivered to your bedroom door. LFT's are also available from Donaheys iPoint. If you do test positive we recommend you remain isolated in your bedroom until you are able to arrange safe onward travel.

We recommend regular use of the Hand Sanitisers which are available on all Ballroom tables, at all Ballroom entry points, Restaurant entry & buffet stations and at key points around the resort venues.

Mask wearing during your break is optional.

Guests will not be required to provide evidence of vaccination status or negative LFT upon registration.

Donahey's continues to monitor UK Government guidelines in relation to indoor seated events of 300-400 guests. If government guidance changes our policy will be updated to reflect this.

Check-In/Registration

Separate Donahey's check-in & registration area agreed with venue

Two check in desks will be available, one checking in guests named A to M, the other N to Z.

To enter the event, all guests will be issued with a wristband. Any guest without the appropriate wristband will be asked to leave the event immediately.

Guests required to sign Donahey's Participant Acknowledgement of Responsibility and Liability waiver.

Check in is available between the hours of 1.30pm and 6.30pm, guests encouraged to arrive during the day and avoid peak times of 3pm-4pm.

To avoid congestion, two registration desks available; A to M & N – Z.

Queue Busters managing queue at peak registration time of 2.30pm-4.30pm. Managing queue, requesting guests are spaced out and that they have everything to hand ready for arrival at the registration desk.

Spare LFT's available if required.

Only pre-registered guests with; Name, Telephone number and Email address admitted.

Guests & team members encouraged to use hand sanitiser at check-in. 2 bottles available on each desk

Ballrooms

Ballrooms inspected prior to opening to ensure clean and ready

Automatic Hand Sanitiser dispensers at main entrances

250ml Hand sanitiser dispensers on every table throughout the whole weekend, two on large tables.

Where available - windows & doors opened for fresh air circulation in the ballrooms

Additional ventilation for continuous fresh air circulation on if available.

Water stations available outside each ballroom and guests encouraged to bring own re-useable bottle/mug for water.

Lessons & Dancing

Guests encouraged to arrive dance-ready, dance-shoes on, with minimal bags.

Guests advised not to arrive early for ballrooms to avoid queues & congestion.

Separate designated area for guests to queue for Ballroom opening – where possible and if weather permits use outdoor spaces.

Alton Towers – Guests held in Sir A's bar whilst ballroom is cleared prior to admission

Beaumont – guests held in Hanover Bar whilst ballroom is cleared prior to admission

Guests encouraged to use hand sanitiser upon entrance to Ballrooms

No changing partners

Strictly no spectators in the ballrooms during workshops – there are a few non-dancers attending, they should be allowed to watch their coloured wristband lessons

Strictly no food to be brought into the ballrooms except Sunday lunchtime and during Giovanni's Q&A Sat 15th July 2023

Alton Towers and Beaumont ballrooms are located in two different buildings so cross over is limited in between lessons.

At Celtic Manor, the ballrooms are adjacent to each other so Donahey's team to ensure workshops finish at slightly different times in each ballroom to avoid both ballrooms.

At Celtic Manor, guests timetabled to have two workshops back to back to minimise guest movement in-between ballrooms/workshops exiting at the same time

Guests should not loiter in groups outside following the lessons, performances & dancing

Teachers, Performers & Team

Team issued & trained with Donahey's Covid-19 Safe Policies

Face coverings & Visors freely available

During the event, Donaheys' Event Co-Ordinator responsible for monitoring the latest government advice and responding where/if required.

Teachers & performers advised of Donahey's Covid-19 Safe Policies in advance of arrival and upon arrival.

All advised to regularly use Hand Sanitiser.

Teachers able to wear a face mask or face shield during tuition. Where teachers chose to wear a face mask when physically dancing, teachers should ensure they take regular & frequent breaks without face coverings to ensure they don't start to feel faint due to lack of oxygen.

No teachers to dance with pupils.

Donahey's team advised not to get up close & personal with guests and respect guests personal space.

Headset Microphones will have bobble changed after each teacher finishes their set of workshops.

Photocall – strictly no contact with performers.

Strictly no guest interaction at end of workshops or selfies allowed with Strictly Stars

Venue Covid Secure Policies

In advance of each event, discuss & agree each venues additional safety measures that will be in place to help our Dancing With The Stars bubble be as secure as possible.

Request increased public area cleaning – ensure high visibility throughout.

Staggered, pre allocated arrival times for all guests attending the restaurant.

Request copy of hotel plan should a hotel guest fall ill whilst in the public space or in their bedroom.

Request copy of venues Covid-secure policy

Request Air Conditioning in main ballroom is checked and filters cleaned or new filters fitted if possible

Ensure the venues safety measures are in place to ensure the safety and well-being of all our guests, performers and team.

Resort Hotels current Covid-19 safety measures & policies available to view here;

www.altontowers.com/plan-your-visit/coronavirus/

www.devere.co.uk/wellbeing/

www.celtic-manor.com/about-your-stay

Guests advised to view the above enhanced safety measures that our Resort Hotels have in place.

Illness during the weekend

Throughout the weekend;

- Donahey's 0800 160 1770 telephone number available for guests to directly report illness to a member of the team
- Donahey's iPoint available outside main ballroom entry point. Operational & staffed whilst ballrooms are open.

Should a person feel ill during the weekend the Event Director is to be notified immediately who will arrange for the following procedures to be undertaken;

- Any person displaying Covid symptoms is to be dealt with confidentially.
- They should be directed to their bedroom and supplied with an LFT test left outside their bedroom.
- Spare LFT's available from Donahey's iPoint.
- All venues Covid protocols are to be followed.
- If the person tests positive for Covid-19 or continues displaying symptoms, they should be asked to leave the venue by their own transport.
- Responsibility for advising guests close contacts lies with NHS Track & Trace

Accident or Emergency

In an emergency, for example, an accident, provision of first aid or fire, people do not have to stay appropriately distanced if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands & hand sanitisation.

PPE equipment (gloves, aprons and visors) available for designated first aiders.

Additional Information

All attendees will receive notification of Donahey's Covid Safe Policy by Email.

Throughout the event a team member to always have the Donahey's mobile phone, reachable by calling Donahey's freephone 0800 160 1770, for guests to report any illness or symptoms during the break.

This health and Safety document has been expanded from our usual Health and Safety plan and has been created in line with the UK governments guidance.

We will continue to monitor how theatres and similar events & leisure breaks re-open & what information they provide to guests to ensure we provide an exceptional level of safety, service & advance reassurance in line with our industry.

Continual monitoring & implementation of the latest government guidance

This health and Safety protocol should be considered as a work in progress document. It is our proposal to review and change where necessary in either direction based on the latest and most current government directives. Our next review date is scheduled 6-weeks from the latest update of this document, or sooner should government guidelines change.

Prepared by: Paul Donaghey Donahey's Events LTD & SAFETY CONSULTANT A.C.T. National

Date of risk assessment: 8th December 2022

Next review due date: 1st January 2023 or sooner as new legislation or UK Government Guidance is issued.

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