|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Pure Dance 2022 – Extra Dressing Rooms** | **Date** | **26/11/2021** |
| **Unit/Faculty/Directorate** | **Union Southampton Dance** | **Assessor** | **Beth Bhola-Dare – Welfare Officer** |
| **Line Manager/Supervisor** | ***Anna Morgan - Organiser*** | **Signed off** | ***B. Bhola-Dare*** |

| ***PART A***  |
| --- |
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Nature of Site | Tripping on floorTripping on stairsSlipping on floor (unsuitable footwear) | Dancers | **2** | **3** | **6** | Tell all dancers to walk and not run.At least two members of committee do a walk round ahead of dress rehearsal to identify hazards and advise dancers of these hazards. | **1** | **2** | **2** |  |
| Stairs | Tripping or falling due to running or unsuitable footwear which may lead to bruising, minor pain, or more serious injury | Dancers | **2****2** | **3****4** | **6****8** | Remind all dancers to walk and not runEnsure that a first aid kit is available | **1****1** | **2****4** | **2****4** |  |
| Electrical Appliances | Minor burns hazardTrip hazardFire hazard | Dancers | **2** | **3** | **6** | Remind dancers not to leave wires trailing around the room.Turn off plug sockets when not in use Remind dancers to turn off their electrical appliances and to unplug them when not in use. Do not leave hot appliances unattended. First aid kit for minor burns. | **1** | **3** | **3** |  |
| Fire Alarm/General Fire Safety | People may panic, run, or tripPeople may get lost trying to leave buildingWorst case scenario – death | Everyone using the dressing rooms | **1****1****1** | **2****2****5** | **2****2****5** | Ensure everyone in the building is aware of fire exits, assembly points, and the procedure to leave building ahead of the rehearsals and performance.Ensure we do not exceed the 376 person limit in the building for fire safety reasons. Remind dancers to leave the building calmly and not to run due to stairs when exiting the dressing rooms  | **1****1****5** | **1****1****5** | **1****1****5** | Whilst the impact of death does not reduce in a worst-case scenario, the likelihood of a fire is very low and the correct procedures being followed will minimise the risk of death. Additionally, a phone will be available to contact the emergency services should this be needed.  |
| Security of Belongings | Damaged belongingsTheft of belongings | Dancers | **2** | **2** | **2** | Remind dancers to only bring essential items. Remind dancers to take care of their belongings and that they are responsible for them.  | **1** | **1** | **1** |  |
| COVID-19 | Contraction and spread of COVID-19 | Dancers | **2** | **5** | **10** | Hand sanitiser available.Face masks can be worn at the individual dancer’s discretion.Ensure dancers with any COVID-19 symptoms ahead of rehearsals take appropriate COVID-19 test and self-isolate.Dancers testing positive for COVID-19 cannot participate in the show.Make sure all dancers are aware of current COVID-19 rules. | **1** | **5** | **5** | Whilst we will do everything we can to minimise the spread of the virus, please note that we are following current government advice and guidelines as well as those of The Berry Theatre.  |
| Exhaustion | Nausea Light-HeadedFainting | Dancers | **2** | **3** | **6** | Ensure water is available throughout day.Open windows for air flow when neededEnsure dancers bring their own snacks (ask ahead of dress rehearsal and performance if dancers have any allergies)First aid kit available | **1** | **2** | **2** |  |

|  |
| --- |
| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
|  | Send message to dancers to ascertain any allergies | Beth Bhola-Dare | 11/02/22 |  |  |
|  | Ensure suitable First Aid kit is available  | Beth Bhola-Dare | 01/02/22 |  |  |
|  | On the day of dress rehearsals and performance ensure all risks (as stated above) have been satisfactorily controlled. | Beth Bhola-Dare | 11/03/22 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: B. Bhola-Dare | Responsible manager’s signature: A picture containing letter  Description automatically generated |
| Print name: BETH BHOLA-DARE | Date: 26/11/2021 | Print name: ANNA MORGAN | Date: 08/12/2021 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

|  |  |
| --- | --- |
| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

|  |
| --- |
| Likelihood |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |