

Risk Assessment

Risk Assessment for the activity of	Pure Dance Dress Rehearsal Risk Assessment – Garden Court 20 th March 2027		Date	31/08/2026
Are you a sports club or society?	Union Southampton Dance (USD)	Assessor	Lucy Taylor – Pure Dance Officer	
2nd Committee Member	Katie Lister – Dance Representative	Signed off	<i>SUSU USE ONLY</i>	
Risk Assessment Information	This is the dress rehearsal for the Union of Southampton Dances' annual dance show, Pure Dance. It will take place in Garden Court on Saturday 20 March 2027 and will run from approximately 09:00 to 16:00, including set-up and pack-down time. Throughout the day, the show will be rehearsed in full, allowing dancers to practice performing in costume under show conditions. The event will be supported by Stage Society, who will oversee the set-up and pack-down of their equipment. USD committee members will be responsible for laying the dance flooring to ensure both the venue floor and the dancers are protected. All committee members involved in this task will be trained in manual handling procedures.			

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)	
			Likelihood	Impact	Score		Likelihood	Impact	Score		
Dress Rehearsal											
Physical Exertion/injury	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All those participating	2	3	6	- Encourage all dancers to wear appropriate footwear - Tell dancers to walk not run around the venue - Ensure dancers warm up and stretch - Ensure that trip hazards are identified and removed. - Ensure there are regular drinks breaks especially in hot weather. - Ensure there is access to a first aid kit and ice packs encase of injury.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.	

Falling while participating in activity	Injuries and Bruising	All those participating	3	1	3	• Encourage all dancers to wear appropriate footwear • Ensure that trip hazards are identified and removed. • Ensure there is access to a first aid kit and ice packs encase of injury.	2	1	2	If an individual is at risk of falling due to slippery footwear, ask them to change and dance in a more suitable and safer clothing If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Exhaustion	Could Lead to an increased likelihood of injury or when hot, fainting.	All those participating	2	1	2	• Ensure all dancers are aware of where they can get water. • Ensure no dancer feels obligated to over- exert themselves. • Ensure dancers bring their own snacks (ask ahead of dress	1	1	1	If a student appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion. If Weather conditions are adverse e.g: very hot.

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						rehearsal if dancers have any allergies) • Open windows for airflow if needed				Ensure each dancer knows where they can get water. if the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Setting up equipment	Cause strain, injury, bruising or grazing	USD Committee and Stage Society	2	2	4	- Limit carrying equipment to just committee members who have practice in handling them. - Train committee members in manual handling. - Sweep performance space before the rehearsal. Check for anything that could injure feet and remove any hazards	1	2	2	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Footwear	Injury, bruising, damage.	All participants	2	3	6	• Ensure all dancers have appropriate dance footwear. • Ensure the space is equipped for wearing shoes such as tap shoes. • Sweep performance space before the rehearsal. Check for anything that could injure bare feet and remove any hazards	1	3	6	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Security of Personal Belongings	Belongings being damaged or stolen	All participants	2	3	6	- Remind Dancers to only bring essential items. - Remind dancers to take care of their belongings and that they are responsible for them.	1	3	3	Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.	
General Considerations (including group meetings) In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. <											

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables Any cables to be organised as best as possible Cable ties/to be used if necessary Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy
Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.

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						Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements				Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

Manual handling, including setting up of equipment. E.g. table and chairs.	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6	Make those involved aware of the potential risks, follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.	1	3	3	Seek assistance if in need of extra help from facilities/venue staff. Seek medical attention from SUSU Reception if in need. All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>
Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	Do not push/shove If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management Committee check on room pre-booking, checks on space,	1	3	3	Seek medical attention if problem arises Liaise with SUSU reception/activities team and UoS Room Booking team on available spaces for meetings

					lighting, access, tech available Use ticketing system for regular sessions/meetings to avoid exceeding venue capacity Ensure space meets needs of members e.g. considering location & accessibility of space (us AccessAble database to check accessibility information) If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible			Postpone meetings where space cannot be found Welfare Officer to complete WIDE training All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possible Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc	1	4	4	Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical attention as required

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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the activities team

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed, and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the Activities team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	

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Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	1	5	5	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	1	4	4	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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
1	Ensure suitable First Aid Kit is available	Lucy Taylor	20/03/2027		
2	Ensure that the floor is suitable to dance on before rehearsals i.e. no dents or trip hazards in the floor.	Lucy Taylor	20/03/2027		
3	Ensure all dancers know where they can get water.	Lucy Taylor	20/03/2027		
4	Send message to dancers to ascertain any allergies	Lucy Taylor	20/03/2027		
5	On the day of dress rehearsals and performance ensure all risks (as stated above) have been satisfactorily controlled.	Lucy Taylor	20/03/2027		
Responsible committee member signature: Lucy Taylor – Pure Dance Officer				Second committee member signature/name)	

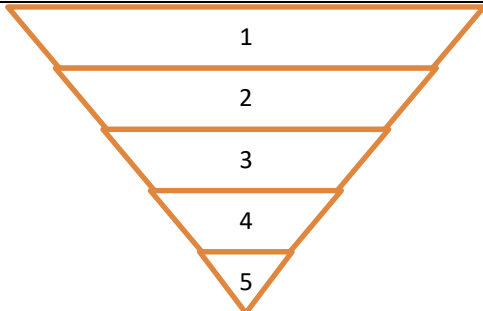
Print name: Lucy Taylor

Date:
24/08/2026

Print name: Katie Lister

Date:
31/08/2026

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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

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1 2 3 4 5

IMPACT

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.

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
Likelihood		
1	Rare e.g. 1 in 100,000 chance or higher	Hours and time off work >4 weeks.
2	Unlikely e.g. 1 in 10,000 chance or higher	Fatal or multiple serious injuries
3	Possible e.g. 1 in 1,000 chance or higher	Extremely serious injuries or illness requiring hospital admission or significant time off work
4	Likely e.g. 1 in 100 chance or higher	
5	Very Likely e.g. 1 in 10 chance or higher	