

Risk Assessment

Risk Assessment for the activity of	Dance class	Date	04/07/2024
Unit/Faculty/Directorate	University of Southampton Salsa Society	Assessor	Aisha Waterman
Line Manager/Supervisor	Yash Karlekar	Signed off	

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	
The flooring of the site	People might slip off is the floor is too slippery or twist their ankles while spinning if it is too grippy	Everyone attending the classes	2	3	6	Book sites with an adequate flooring and advise the participant to use adequate footwear	2	2	4	Remind the participants at the start of the class of these potential risks and how they can be minimized
Exhaustion	People might get too tired during classes due to lack of experience or difficulty of the routine	Everyone attending the classes	1	3	3	Point the person to nearby water supplies and rest areas and tell them they can lay down if something is too tiring for them	1	3	3	If a person looks very exhausted, ask them to sit down and take water before they are pushed too hard

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Fractures	People might get their hands or legs fractured if some moves are executed in a rushed or wrong way, or that the footwear of the participants will make them prone to accidents (e.g. very tall high heels)	Everyone attending the classes	1	5	5	Ensure that students are not given moves beyond their current capabilities or that are overall risky	1	5	5	Check that the flooring on the site is adequate, that the participants have the right footwear and the routine is adequate for their level. Ensure that an injured person gets time to heal before resuming the activity	
Overextension of muscles	People might get their muscles overstretched during the classes or after them	Everyone attending the classes	2	2	4	Give the participants a routine of stretching exercises at the start of the class and the end of it to prevent these sort of accidents	2	2	4	Make sure that all participants do the stretching exercises and that the routine does not contain too many sudden movements. Ensure that an injured person gets time to heal before resuming the activity	
Fire alarm	People might get panicked and/or confused when the fire alarm goes off	Everyone in the site	1	4	4	Inform the participants where the fire exits are and what's the procedure to follow in case of a fire alarm going off (that's not a test)	1	4	4	Check that the site has some adequate escape routes, equipment to stop small fires (i.e fire extinguisher nearby) and a panel explaining the procedure	

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Stolen/damaged goods	The dancers' goods and/or belongings of the Salsa Society (i.e. speakers) might be stolen or damaged	Everyone in the site	1	3	3	Inform the participants that we do not make ourselves responsible for their goods and that they must not touch the belongings of the Society	1	3	3		
Handling of sound equipment	The sound equipment might be heavy and, if carried improperly, it can lead to back and/or ankle/toe injuries	All committee members of the Salsa Society	1	2	2	Ensure that the committee member/s carrying the equipment do it correctly	1	2	2	If someone is unable to lift something, another more suitable committee member has to come to do it instead	
COVID-19 infection	Someone that tested positive for COVID-19 might attend the classes	Everyone in the site	3	2	6	Ensure that the current COVID-19 guidelines are followed and that the participants test themselves periodically	2	2	4	If someone tested positive or came in contact with a positive case, they should inform the committee and the people involved in the activity at the moment for them to get tested	

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	Watch out and ensure people are acting safely	President, Vice, Welfare			
Responsible manager's signature: Yash Karlekar				Responsible manager's signature: Aisha Waterman	
Print name: YASH KARLEKAR			Date: 04/07/2024	Print name: AISHA WATERMAN	
				Date: 04/07/2024	

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
	1	1	2	3	4	5
		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 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.

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