

Risk Assessment

Risk Assessment for the activity of	Weekly Bachata and Cuban Salsa classes		Date	03/10/25
Are you a sports club or society?	Society	Assessor	Conrad Fernandes	
President/Captain Name/2nd Committee Member	Leah Govender	Signed off	SUSU USE ONLY	
Risk Assessment Information	<p><i>This risk assessment is for the weekly Bachata and Cuban Salsa classes held by the Salsa Society with professional dance instructors. These classes will take place weekly during term time on Tuesdays for Bachata and Thursdays for Cuban Salsa. This event is organised by the Salsa society committee.</i></p> <p><i>The Salsa Society takes responsibility for booking the facilities and instructors and the general running of the event in terms of promotion and setup. The dance instructors are responsible for running the session. SUSU is responsible for providing the booked facilities, and this year we have booked the SUSU Activities Room for Bachata and the Glen Eyre Hall for Cuban Salsa.</i></p>			

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(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	
Weekly dance classes										

Physical Exertion/injury in class	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All those participating in the class	2	3	6	<ul style="list-style-type: none"> • Ensure that trip hazards are identified and removed. • Ensure there are regular drinks breaks in class especially in hot weather. • Ensure there is access to a first aid kit and ice packs encase of injury. 	1	3	3	<p>Ask the students at the start of class if they have had any recent injuries so the teacher can accommodate for these.</p> <p>if the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>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.</p>
Falling while participating in activity	Injuries and Bruising	All those participating in the class	3	1	3	<ul style="list-style-type: none"> • Ensure students are not pushed beyond what is safe for them. • When learning new steps, make sure the students are fully comfortable 	2	1	2	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p>

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						and support around them.				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 in the class	2	1	2	<ul style="list-style-type: none"> • Ensure all dancers are aware of where they can get water. • Encourage dancers to take water breaks when needed. Especially in adverse weather conditions. • Ensure no dancer feels obligated to over- exert themselves. 	1	1	1	<p>If a student appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion.</p> <p>If Weather conditions are adverse such as hot, president to make a call on if class should be on.</p> <p>if the injury is serious and participant is in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>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.</p>
Footwear: e.g. dance heels,	Injury, risk of falling, pain, bruising.	All participants and staff wearing these shoes	2	3	6	<ul style="list-style-type: none"> • Ensure all dancers have proper comfortable dance 	1	3	6	If pain goes on, dancers should be advised to

						<p>footwear. These can be comfortable trainers with grip to avoid risk of falling.</p> <ul style="list-style-type: none"> • Ensure the space is equipped for wearing shoes such as dance heels. • Ensure if followers are wearing dance heels they are broken in to reduce risk of pain during class. 				<p>change into comfortable footwear.</p> <p>If a student appears hurt, be proactive in advising them to sit out and eliminate risk of further strain.</p> <p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency.</p> <p>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.</p>
Electrical Equipment eg. Laptops/computers, speakers etc	Trip hazard and Fire hazard	All participants and organisers/staff and spectators	2	3	6	<ul style="list-style-type: none"> • Ensure no liquids are placed near electrical equipment. 	1	3	3	Seek medical attention if injury is serious and participant in a lot of pain

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						<ul style="list-style-type: none"> Remind Dancers not to leave trailing wires. Turn off plug sockets when not in use. 				<p>or discomfort, seek medical attention immediately. Call 999 in an emergency.</p> <p>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.</p>

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Security of Personal Belongings	Belongings being damaged or stolen	All participants and organisers/staff and spectators	2	3	6	<ul style="list-style-type: none"> 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	<p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p>
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.

Overcrowding / Inadequate Meeting Space	Physical injury, distress	Event organisers and attendees	2	3	6	<p>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, lighting, access, tech available</p> <p>Use google forms sign up system for taster session to avoid exceeding venue capacity</p> <p>Ensure space meets needs of members e.g. considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team and UoS Room Booking team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Welfare Officer to complete WIDE training</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u></p>
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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.	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 Salsa Society, Southampton University Students' Union or Southampton University itself.	Salsa Society, 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 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 and follow SUSU protocol.

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Financial Risk: Potentially when the salsa Society finds itself in financial difficulty	The activity may cost more than planned, weakening the society's financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The Salsa 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: Society activity going against set law. Including 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. This will be looked over by the University Legal Services team and may require security being consulted and an extra risk assessment being submitted.	1	1	1	

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Medical emergency	Participants may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Participants	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 that the floor is suitable to dance on before class ie: no dents or trip hazards in the floor.	Dance Captains	1 st October	2 nd October	Floors have been examined thoroughly and are in good condition with no dents or trip hazards
2	Ensure there are regular breaks during class for members to grab water or to rest.	Dance Captains	2 nd October	2 nd October	We have started giving breaks every 15 minute =s so members can rest / hydrate
3	Ensure the space booked is adequate for the number of people attending	Dance Captains	1 st October	2 nd October	The space has been adequate for the number of people attending and hence we will continue to use it.
Responsible committee member signature: Leah Govender					
Print name: Leah Govender			Date: 03/10/2025	Print name: Conrad Fernandes	Date: 03/10/25

