|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of**required | **Dance Class** | **Date**required | 19/05/2021 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | Marco Pretara | President of University of Southampton Street Dance Society. | Dancer for 16 years, confidently know the ins and outs of running classes/ being safe in dance studios. Awarded full marks (A\*) in practical exam for Dance GCSE. |
| **Qualified/Experienced Individual\***required | Lily Stevens  | Vice President of University of Southampton Street Dance Society and USD Dance Representative. | Also a Dancer 16 years, graded up to 6 in Ballet and 5 in Jazz and Tap Dance. Completed Intermediate Ballet exam at The Royal Ballet School and has a PGCE to work with/teach children. |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☒*Read the latest Government updates and guidelines*

☒*Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☒*Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☒*Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☒*Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☒*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☒*Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☒*The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| **Hazard** | **Action** | **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** |
| Covid-19 | 1. Hand washing | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **1** | **5** | **5** | * Providing hand sanitizer around the environment (at the door for the start and end of EVERY class), in addition to washrooms (there are toilets near both the MPS and activities room.)
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly, such as windows, mirrors, door handles. Street dance does not call for the use of any extra equipment and we *rarely* touch the floor (unlike contemporary dance for example) so cleaning will barely be a big issue for us. We would ensure that there is enough time (maybe around 5-10 minutes) before each class to clean the facilities
* Enhancing cleaning for busy areas.
* Setting clear use and cleaning guidance for toilets.
* Providing hand drying facilities – either paper towels or electrical dryers.
 | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **2** | **5** | **10** | * Social Distancing - Reducing the number of persons per dance class to comply with the 2-metre gap recommended by the Public Health Agency OR maybe 1 metre with extra precautions (mask, hand-sanitizer, what ever is safe/ allowed according to government.)
* Maintaining a one way system for entering classes and leaving, for example the MPS has a normal double-door entrance, but when members leave they can go via the fire door to the right of the studio, this way people will not be unnecessarily crossing paths with others by going back up into the student’s union building.
 | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance.
* Using floor tape or paint to mark areas to help people keep to a 2m distance, street dance will very likely use tape as this is what many professional dance studios are doing.
* Arranging one-way traffic through the location if possible.
* Switching to members engaging by appointment only / ticketed activities (we do online sign-ups anyway to ensure that we get a safe number of people dancing in our given space.)
 |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **3** | **5** | **15** | * People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission.
* Street Dance would make every effort to ensure that more than a metre is kept between each dancer. The only time members may have to come into contact with each other is perhaps if someone were injured or needed physical support.
 | **2** | **5** | **10** | * Where it’s not possible for people to be 2m apart, we would do everything practical to manage the transmission risk by wearing masks, maybe even gloves, frequently use hand-sanitiser and wash our hands very often.
* We could moderate the activity time involved, so instead of one hour classes do 45 minutes to ensure a thorough clean of the premises.
* Staggering arrival and departure times could work.
* Reducing the number of people in each class (definitely something we would do.)
 |
| Covid-19 | 4. Movement around Buildings | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **3** | **5** | **15** | * Reducing movement by discouraging non-essential trips within buildings and sites (street dance classes take place in one room, usually the MPS but maybe this year will have to be activities room or cube etc... so movement around the SUSU building is always kept to a minimum anyway.)
* Reducing task rotation and equipment rotation (street does not use any equipment anyway.)
* Reducing the number of people in attendance at classes to ensure distancing.
 | **2** | **3** | **6** | * Create a one-way system into classes so that people are not unnecessarily moving around the SUSU building.
 |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely  | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **1** | **5** | **5** | * Ensure the RA is uploaded on Groups Hub and request our members download and read it.
* Use our social media and Club/Society communication channel to make all the members aware about the changes in our activities and encourage them to take all the precautions.
* Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them e.g. use your own water bottles, NO sharing whatsoever, bring a mask just encase etc...
* Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity.)

  | **1** | **3** | **3** |  |
| Covid-19 | 6. Protecting people who are at higher risk You should think about  | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category, and encourage them to remain safe by not coming to classes if they are shielding/ vulnerable.
* Planning for people who are unable to engage in person.
* Provide meaningful alternative activity for those who are shielding.
* Helping members at increased risk to engage from home, either in their current role or an alternative role.
* Planning for members who need to self-isolate.
 | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19  | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance.
* Committee Members will maintain regular contact with members during this time (we have a mailing list which we frequently use to keep our members updated/ stay in contact with them.)
* If advised that a member has developed Covid-19 and that they were recently in contact with other members, the Street committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
 | **3** | **5** | **15** | * Planning for people who are unable to engage in person.
* Provide meaningful alternative activity for those who have someone shielding in their household.
* Helping members at increased risk to engage from home, either in their current role or an alternative role.
* Offering people the safest available roles in an activity.
* Planning for members who need to self-isolate.
 |
| Covid-19 | 8. Face coverings  | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **2** | **5** | **10** | * Public Health guidance on the use of PPE will be followed, members will be asked to observe social distancing measures and practice good hand hygiene behaviours.
* This may be a little difficult for dancers, but as previously stated we will be strictly following social distancing so dancers will be allowed to wear masks if they want or masks will be used where we feel are necessary (going to the toilet for example...)
 | **2** | **3** | **6** | * Planning for people working and support street society at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role.
* Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.

Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>  |
| Covid-19 |  9. Mental Health   | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **3** | **5** | **15** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE.
* Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services.
* Dance is very important in maintaining a lot of students mental health (like going to the gym is for many students) so we will try our hardest to have classes whilst always being safe.
 | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support.
* The president Street Society (Marco Pretara) is also the Welfare Officer for USD (Union Southampton Dance), so our society is always engaged in/ up to date with the various mental health services on offer at our university.
 |
| Covid-19 | 10. Physical Activities   | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **3** | **5** | **15** | * Ensure regular review of Government guidelines before engaging in physical activities.
* Many dance studios have now reopened and are observing social-distancing via taping out space for dancers and reducing numbers in classes, we will always remain up to date with the latest advice to ensure complete safety for our members.
* Governing Bodies...
* <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
* <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
* It has been confirmed that non-professionals are now allowed to engage in activity (confirmed a recent SUSU PA Meeting.)
 | **2** | **5** | **10** | * If someone is planning to exercise or take part in our dance classes, they should familiarise themself with all the government guidance around social distancing and hygiene, in particular.
 |
| Covid-19 | 11. Travelling for physical activity  | * All those dancing in the MPS / other dance spaces (activities room, cube etc...)
* Particularly vulnerable groups/ those with existing underlying health conditions.
* Anyone else who physically comes in contact with you in relation to your activity.
 | **2** | **5** | **10** | * Continue to review guidelines prior to traveling.
* Our members are very likely to all walk to classes (our committee have all confirmed this is how they would get to classes, and that is evidence of eight people, so travel should be mostly safe for our society.)
* This will not really affect us.
 | **2** | **3** | **6** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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 all committees are aware of the rules/ guidelines regarding Covid-19 safety in classes. This means that all dance societies would be working by the same framework and keeping the facilities constantly clean for safe usage (this would incur a small cost for things like antibacterial wipes or sprays, Dettol spray around £2.99 for example.) | Marco Pretara (Street President but also USD Welfare Officer.) | 02/10/2020 |  |  |
| 2 | Have the USD Welfare Officer check that classes are safe e.g. cleanliness, capacity etc... could do weekly or monthly checks to ensure that all societies in USD are following the rules/ keeping members safe. | Marco Pretara (Street President but also USD Welfare Officer.)  | Throughout the year, but first check maybe in taster week? |  |  |
| 3 | Frequent committee meetings (can be done on zoom to ensure distancing if need be) discussing the latest government advice, if there are any new risks or things that are no longer a risk, and as a result making informed decisions on how to progress the society alongside the ever-changing guidelines.  | The whole street committee. | Throughout the year, but first check maybe in taster week? |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| Responsible Committee members signature: Marco Pretara  | Responsible Assessor signature: Lily Stevens |
| Print name: MARCO PRETARA | Date: 19/05/2021 | Print name: LILY STEVENS | Date: 19/05/2021 |

**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** |

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 |

|  |  |
| --- | --- |
| 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.  |