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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Street Dance Class** | | **Date** | **3/10/2022** |
| **Unit/Faculty/Directorate** | **University of Southampton Street Dance Society** | **Assessor** | **President: Beth Bhola-Dare**  **Vice President: Sian Harvey** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***Beth Bhola-Dare***  ***Sian Harvey*** | |

| ***PART A*** | | | | | | | | | | |
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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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Nature of dance space (Multi-Purpose Studio) | People may fall due to tripping over a hazard like water bottles left on the floor; people may slip on the flooring if they are wearing unsuitable footwear. | Everyone in the MPS | **2** | **3** | **6** | Ensure any trip hazards have been removed throughout the classes. Dancers are to leave belongings to the side away from the area people are dancing in.  Make sure dancers wear appropriate footwear for class such as trainers. | **1** | **2** | **2** | Seek medical attention as required – e.g. a first aider, call 111 or 999.  Report all incidents to the duty manager or health and safety officer as soon as possible. Follow the SUSU incident report policy. |
| Physical exertion/injury | Some minor short-term pain or in serious cases a more severe, long-term injury. Eg: pulled muscles, bruises, nausea, pain etc… | Everyone dancing in the MPS | **3** | **3** | **9** | Ensure there is a warm up and stretch at the beginning of every class.  Encourage dancers to bring lots of water to class and give frequent breaks to allow dancers to refill water bottles  In the event of an injury dancers will be asked to rest and recover so as to not cause any further damage  Classes are split into different difficulty levels so that dancers are not working beyond their ability  Have a mobile phone charged at all times in case of an emergency | **1** | **2** | **2** | Seek medical attention as required – e.g. a first aider, call 111 or 999.  Report all incidents to the duty manager or health and safety officer as soon as possible. Follow the SUSU incident report policy. |
| Falling whilst dancing | Would likely lead to bruising due to the hard floor in the MPS, or in serious cases, a more severe injury. (eg: sprains, bruises, broken limbs, concussion) | Everyone dancing in the MPS | **3** | **3** | **9** | Hold different classes for different abilities to ensure dancers don’t work at a level above their ability to reduce the risk of more major injuries.  Encourage dancers to wear suitable footwear so that they minimise the risk of falls.  Remove any trip hazards that may cause dancers to fall.  Have a mobile phone charged at all times in case of an emergency | **1** | **3** | **3** | Seek medical attention as required – e.g. a first aider, call 111 or 999.  Report all incidents to the duty manager or health and safety officer as soon as possible. Follow the SUSU incident report policy. |
| Exhaustion | Eg: nausea, light-headedness, fainting | Everyone dancing in the MPS | **2** | **3** | **6** | Ensure water is available throughout the class and that dancers know where to refill bottles  **Allow dancers to rest during class if they need**  **Open windows to allow for air flow**  **Provide frequent water breaks during classes** | **1** | **2** | **2** | Seek medical attention as required – e.g. a first aider, call 111 or 999.  Report all incidents to the duty manager or health and safety officer as soon as possible. Follow the SUSU incident report policy. |
| Fire alarm/General Fire Safety | People may panic, run, or trip in the event of a fire alarm  People may get lost trying to leave the building  Worst case scenario – serious or fatal injuries causes by a fire | Everyone in the MPS | **1**  **1**  **1** | **2**  **2**  **5** | **2**  **2**  **5** | Ensure everyone in the MPS is aware of the locations of the nearest fire exits and the fire assembly points; Ensure fire exits are not blocked by dance equipment before, during or after classes.  Check if there is going to be any fire drills | **1**  **1**  **1** | **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 fatality. Additionally, a phone will be available to contact the emergency services should this be needed. |
| Security of belongings | Belongings could be damaged by dancers, or potentially stolen. | Everyone in the MPS | **1** | **2** | **4** | 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** | Report the incident to SUSU. |
| Electrical Appliances | Trip hazard  Fire hazard | Everyone in the MPS | **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. | **1** | **2** | **2** | Seek medical attention if someone gets hurt (e.g. a first aider, call 111 or 999) or call 999 if a fire occurs  Report all incidents to the duty manager or health and safety officer as soon as possible. Follow the SUSU incident report policy. |
| COVID-19 | Contraction and spread of COVID-19 | Everyone in the MPS | **2** | **5** | **10** | Hand sanitiser available  Face masks can be worn at the individual dancer’s discretion.  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 |

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| ***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** | |
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| Responsible manager’s signature: B.Bhola-Dare | | | | | Responsible manager’s signature: S.Harvey | | |
| Print name: BETH BHOLA-DARE | | | | Date: 3/10/2022 | Print name: SIAN HARVEY | | Date: 3/10/2022 |

**Assessment Guidance**

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| 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 |

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| **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** | | | | |

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| 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.

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| 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 |