|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Dance class** | | **Date** | **18/08/2020** |
| **Unit/Faculty/Directorate** | **University of Southampton Contemporary Dance Society** | **Assessor** | **Mina Erten (President)**  **Maja Dobrowolska (Treasurer)** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***M N ERTEN***  ***M DOBROWOLSKA*** | |

| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| COVID-19 Hazards | Due to being in close proximity within the MPS, dancers may be at risk | All those in the MPS | 3 | 4 | 12 | All classes and dance activity will work to comply by government and SUSU rule and procedures at all times to ensure no unnecessary or disproportionate risk is taken in terms of COVID-19. All windows will remain open and the MPS will only be used complying to the maximum limit of dancers allowed to exercise in it at a time. All social and physical distancing rules will be applied at all times through the use of floor grids and similar signage. | 1 | 4 | 4 | Committee will work sedulously with SUSU to ensure all safety measures are taken and complied with at all times.  Only those with bookings will be allowed in to control the number of people and those under strict protective measures, as follow below.  Members who arrive and book in will be asked to provide their information each class for the test and trace system. Control of this will be done carefully by committee members.  As a society, we consider ourselves as working similar to a gym (while complying by all government performing art and dance studio guidelines) in that, as all active studios, we exceed the 6 people rule; but with compliance to social distancing through floor markings and grids and a concentration on ensuring no dancer will be facing the other or having any contact in any shape or form. |
| COVID-19 Proximity | Spread of virus through proximity | All those in the MPS | 3 | 3 | 9 | As this is the contemporary dance society, we are fortunate that nothing pertaining to our dance style requires contact between dancers and will continue to include no contact between dancers. Additionally, we have discussed a new curriculum with our instructor and adjusted our plans to make sure absolutely no partner-work will be subject for the entirety of the next year. There will be no situation needing dancers to be in physical contact with each other. | 1 | 2 | 2 | Additionally, committee will keep on hand protective gloves for any extreme circumstances that may occur (e.g. if a member suffers an injury or cramp and needs help from the trained teacher, any touching will be done so with the use of gloves – however this is a very unlikely scenario we are preparing for. We’ve never had a situation necessitating direct touch between dancers or the instructor).  Additionally, no equipment will be shared between dancers. |
| COVID-19 Teaching - Health and Safety Adjustments | Due to the nature of dance classes, for the health and safety of dancers a professional teacher is key, and risks may be subject if absent | All those in the MPS | 3 | 3 | 9 | For all dancers to practice learning and improving safely, as every year, we’ve determined it is essential to work with a trained professional teacher with substantial experience and that no one can be trained sufficiently to warrant a change in this. We’ve found a suitable instructor for the year, and agreed on reduced fees due to COVID, to allow all students to participate equally and safely in all classes. | 1 | 2 | 2 | This instructor as well will be briefed on all guidelines and safety procedures for COVID and all teaching will be completed under this framework. The instructor as well will be asked to wear the correct protective wear, such as a mask or face shield, or both (whatever SUSU approves). |
| COVID-19 Hazards | Potential risk for those involved in the activity | All those in the MPS | 3 | 4 | 12 | All members will be allowed to classes under informed guidelines when SUSU permits. All members will need advanced booking to ensure maximum capacity rules are met and entrance and exit follow the prescribed direction flows with limited numbers due to booking restrictions. All dancers will ensure their temperature is checked upon entrance to the studio, if not the SUSU building as a whole. All dancers will have to remove shoes, social distance in preparation and dance within the marked floor-grids during the class to respect social distancing. Hand sanitizer will be a requirement before and after classes. | 1 | 4 | 4 | All government guidelines as outlined here will be adhered to during all times:  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>  Functioning will follow the same outline as professional dance studios as can be seen in the following:  <https://www.idta.co.uk/covid-19/>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>  <https://www.gov.uk/government/news/government-announces-gyms-and-pools-to-reopen-safely?fbclid=IwAR3Z8LchrMvgK4JZgcDAbaZPfyDY_pUiU4sgbw1f6PZpag4-3f_p26wNj5Q>  Class numbers and times will be limited and end early to permit the cleaning of the studio and prevent social-distancing violations when members switch places.  All classes will be moved online for those members who cannot be in attendance due to member rotations. However, all members will need to come in on rotation to confirm their improvement and check they are doing movements correctly for health and safety purposes with our trained instructor. Members isolating will be given the option to video call for these check ins. |
| Nature of site | People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards | All those in the MPS | **2** | **2** | **4** | Encourage those both dancing and not, to wear appropriate footwear, ensure that trip hazards are identified and removed | **1** | **2** | **2** | Make students aware at the beginning of class of trip hazards and ask them to be minimised |
| Physical exertion/injury in class | Could lead to some pain or in serious cases a pulled muscle | All those dancing in the MPS | **2** | **2** | **4** | Ensure that students can work at their own level to reduce injury, and always include a warm-up | **1** | **2** | **2** | Ask that students recently injured take the necessary rest time to ensure they heal fully and do not put themselves at risk |
| Falling whilst dancing | Could lead to bruising on the hard, wooden floor | All those dancing in the MPS | **3** | **1** | **3** | Maintain split ability classes to ensure students are not pushed beyond what is safe for them | **2** | **1** | **2** | If somebody seems to be at risk due to slippery footwear, ask them to change and dance in more suitable/safe clothing |
| Exhaustion | Could lead to an increased likelihood of injury, or when hot fainting | All those dancing in the MPS | 2 | 1 | 2 | Make dancers aware of nearby water supply, and ensure that no dancer feels obligated to over-exert them self | 1 | 1 | 1 | If a student appears exhausted, be pro-active in asking them to sit out to eliminate the risk of further exhaustion or other consequences |
| Fire alarm | People may panic, collide, or trip as they aim to leave the building. They may also get lost. | All those in the MPS | 1 | 1 | 1 | Make sure that everyone attending is aware of where the fire exits are, and where the assembly point is | 1 | 1 | 1 | Check regularly is there are any scheduled fire alarm tests |
| Security | Material could be damaged by dancers, or potentially stolen | All those in the MPS | 1 | 2 | 2 | Make dancers aware that we cannot be responsible for the security of their belongings | 1 | 2 | 2 |  |
| Online Dance Class Hazards | Injury due to confined space, different conditions | All those watching online | 2 | 2 | 4 | All instructors will begin classes with a warm-up and end with a cool down, as well as begin classes with a run-down of safety instructions for dancers following in confined spaces to dance carefully and consciously. | 1 | 1 | 1 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 dance committees are made aware of fire procedures | Mina Erten | 01/10/2020 | |  |  | |
| 2 | Ensure all SUSU and government rules regarding COVID-19 are followed at all times | Mina Erten | 01/10/2020 | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: M N ERTEN | | | | | Responsible manager’s signature: M DOBROWOLSKA | | |
| Print name: Mina ERTEN | | | | Date: 27.08.2020 | Print name: Maja DOBROWOLSKA | | Date: 27.08.2020 |

**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** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |

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.