

| Risk Assessment | | | |
|--|---|-------------------|---|
| Risk Assessment for the activity of | Dance classes | Date | 07/11/2022 |
| Unit/Faculty/Directorate | University of Southampton Contemporary Dance Society | Assessor | Emma Mills (President) Aimee Whittaker (Treasurer) |
| Line Manager/Supervisor | | Signed off | <i>E MILLS A WHITTAKER</i> |

| 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 | |
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|------------------|---|----------------------|---|---|----|---|---|---|---|---|
| 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. Windows will remain open. We will be limiting the number of dancers in the MPS to 20 excluding committee and teacher, to allow for distancing from one another. Updating this with any new guidance supplied. | 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. |
| 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 | <p>Make students aware at the beginning of class of trip hazards and ask them to be minimised.</p> <p>Ensure belongings are placed at the side of the studio, out of the way.</p> <p>Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999</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.</p> <p>Following SUSU incident report policy</p> |

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| 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. Encourage students to place them in the class that best suits their ability. | 1 | 2 | 2 | <p>Ask that students recently injured take the necessary rest time to ensure they heal fully and do not put themselves at risk.</p> <p>Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999</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.</p> <p>Following <u>SUSU incident report policy</u></p> |

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| 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 | <p>If somebody seems to be at risk due to slippery footwear, ask them to change and dance in more suitable/safe clothing.</p> <p>Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999</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.</p> <p>Following <u>SUSU incident report policy</u></p> |

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| 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. Open windows to prevent dancers from getting too hot. | 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. Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999 All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Following <u>SUSU incident report policy</u> |
| 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. In the event of an alarm being raised, all in attendance will be directed out of the nearest safe fire exit to the relevant meeting point. Await instructions from authorities or SUSU on whether it is safe to return to the building. |

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| 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. Move belongings to the side of the studio and out of dancer's way to prevent them being tripped over and damaged. | 1 | 2 | 2 | Contact relevant body if any theft is expected (e.g. to SUSU, Campus Security, Venue, 111, 999) All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Following <u>SUSU incident report policy</u> |

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 | | |
| 3 | Ensure updated and current guidance related to COVID-19 is followed | Emma Mills | 1/10/2022 | | |
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| Responsible manager's signature: E MILLS | | | | Responsible manager's signature: A WHITTAKER | |
| Print name: Emma Mills | | | Date: 26.09.2022 | Print name: Aimee Whittaker | |
| | | | | Date: 26.09.2022 | |

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 | |

| | | | | | |
|---|--------|----|----|----|----|
| | 5 | 10 | 15 | 20 | 25 |
| 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.