

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUBLDS (Southampton University Ballroom and Latin Dance Soc)</b>	<b>Date</b>	<b>30/08/2020</b>
<b>Unit/Faculty/Directorate</b>	<b>USD (University of Southampton Dance)</b>	<b>Assessor</b>	
<b>Line Manager/Supervisor</b>	<b>Lily Stevens (Dance Representative)</b>	<b>Signed off</b>	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L</b>	<b>I</b>	<b>S</b>		<b>L</b>	<b>I</b>	<b>S</b>	
			<b>i</b>	<b>m</b>	<b>c</b>		<b>e</b>	<b>i</b>	<b>a</b>	<b>r</b>
			<b>k</b>	<b>p</b>	<b>o</b>		<b>k</b>	<b>p</b>	<b>c</b>	
			<b>e</b>	<b>a</b>	<b>r</b>		<b>e</b>	<b>a</b>	<b>r</b>	
			<b>l</b>	<b>i</b>	<b>t</b>		<b>l</b>	<b>i</b>	<b>t</b>	
			<b>i</b>	<b>t</b>			<b>h</b>	<b>o</b>	<b>o</b>	
			<b>h</b>	<b>o</b>			<b>o</b>	<b>d</b>		
			<b>o</b>				<b>d</b>			
			<b>d</b>							
COVID - 19	Catching, propagation, illness.	Members of the public	3	4	1 2	<ul style="list-style-type: none"> <li>- Ensure all members are wearing masks</li> <li>- hand sanitiser at entrance and exit</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>- supply masks and gloves at the sign-up desk</li> <li>- ensure that each dancer signs risk assessment forms and</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

						<ul style="list-style-type: none"> <li>- two way system in and out of the rooms</li> <li>- include a maximum number of dancers to be in the room at one time</li> <li>- practise social distancing as described by government guidelines</li> </ul>				<p>agrees verbally to all of the rules outlined by the society prior to lesson payment</p>
Minor falls or incidents of tripping over	Minor bruising or cuts due to falls	User and their partner	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>- ensure there is a first aid kit in the room and a first aid appointed officer</li> <li>- allow for space and time to recuperate</li> </ul>	<b>1</b>	<b>1</b>	<b>1</b>	<ul style="list-style-type: none"> <li>- ensure all members are aware of the designated first aid officer for help and support</li> </ul>
Major falls or incidents of tripping over	Sprained ankles/ ligaments	User and their partner	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>- ensure the first aid officer is called</li> <li>- ensure an ambulance is called for advice or transport to appropriate services</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>- ensure the society member is checked on and that there is an appropriate medical certificate to resume activity</li> </ul>
Physical exertion.	Asthma attacks or heart issues due to physical exertion	User	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>- ask all competitors or dancers to outline any health issues they may encounter in the sign-up form so</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>- continually check in with the dancers at competitions and lessons to make sure their underlying symptoms are in check</li> </ul>

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017



						that the health and safety officer can oversee and check-in with the dancer - ensure there is an extra inhaler in the kit bag for every competition if there is a sufferer.				

## ***PART B - Action Plan***

# **Risk Assessment Action Plan**

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Version: 2.3/2017

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Purchasing of hand sanitiser, masks and gloves to be used (approx. £20)	All members	1/08/2020		
2 and 3	First aid kit (already supplied)	All members	1/08/2020		
4	Medication supplied from member as a backup	Specific members	5/08/2020		
Responsible manager's signature: 				Responsible  manager's signature:	
Print name: Emma Frazzitta				Print name: Lily Stevens	
Date: : 30/08/2020				Date: 31/08/2020	

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Version: 2.3/2017

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Version: 2.3/2017

## 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	

L I K E L I H O O D	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	
	<b>IMPACT</b>					

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.

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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

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

Identify the impact and likelihood using the tables above.  
 Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.  
 If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.  
 If the residual risk is green, additional controls are not necessary.  
 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.  
 If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.  
 Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.  
 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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Version: 2.3/2017