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

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| ***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 | Catching, propagation, illness.  | Members of the public | **3** | **4** | **12** | * Ensure all members are wearing masks on entry/exit, unless exempt following government guidance and whilst dancing in a socially distanced manner.
* hand sanitiser at entrance and exit
* two-way system in and out of the rooms
* include a maximum number of dancers to be in the room at one time
* practise social distancing as described by government guidelines
 | **2** | **4** | **8** | * Have a supply of masks at the sign-up desk for individuals that are missing this during session apart from exceptions mentioned previously.
* ensure that dancers are aware of the risk assessment and agree verbally to all of the rules outlined by the society prior to lesson payment
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| Minor falls or incidents of tripping over | Minor bruising or cuts due to falls | User and their partner | **2** | **2** | **4** | * ensure there is a first aid kit in the room and a first aid appointed officer
* allow for space and time to recuperate
 | **1** | **1** | **1** | * ensure all members are aware of the designated first aid officer for help and support
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| Major falls or incidents of tripping over | Sprained ankles/ ligaments | User and their partner | **2** | **3** | **6** | * ensure the first aid officer is called
* ensure an ambulance is called for advice or transport to appropriate services
 | **1** | **2** | **2** | * ensure the society member is checked on and that there is an appropriate medical certificate to resume activity
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| Physical exertion.  | Asthma attacks or heart issues due to physical exertion  | User | **1** | **2** | **2** | * ask all competitors or dancers to outline any health issues they may encounter in the sign-up form so 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.
 | **1** | **2** | **2** | * continually check in with the dancers at competitions and lessons to make sure their underlying symptoms are in check
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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** |
| 1 | Purchasing of hand sanitiser and masks to be used (approx. £15) | 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 |  |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Emma Frazzitta | Date: 30/08/2020 | Print name: Lily Stevens  | Date: 31/08/2020 |

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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.  |



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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 |