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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 |
| 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 |
| 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 |
| 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 |