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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton Friendly Competition** (30/10/2021, Richard Taunton Sixth Form College Sports Hall, Indoor Activity) | **Date** | 04/10/2021 |
| **Unit/Faculty/Directorate/Club or Society**  | Southampton University Ballroom & Latin Dancing Society (a.k.a. SUBLDS) | **Assessor** | Erfan Najimi  |
| **Line Manager/Supervisor/President**  | Rebecca Would | **Signed off** |  |

| ***PART A***  |
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| **(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** |
| Venue/Room Preparation (e.g., setting up tables and chairs) | * Injury
* Slipping
* Stress
* Damage to equipment
 | Committee, Participants, Helpers,Bystanders  | **3** | **2** | **6** | * Heavy loads to be delivered to the nearest point where they are to be used.
* Equipment will always be moved in pairs or groups if necessary following correct manual handling procedures (lifting with knees not back)
* Anyone with relevant pre-existing conditions not to engage in manual handling activity
 | **1** | **2** | **2** | * Equipment should not be too heavy, but helpers will be told not to carry more than they can reasonably manage.
* Request support from venue staff.
* If an incident occurs, contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Collecting Money – Theft + Storage | * Loss of money
* Injury to those in possession of money
 | Participants/Organisers | **2** | **4** | **8** | * Competitors will be encouraged to pay entry fees by BACS payment or by cheque to society account to avoid any direct handling of cash.
* Treasurer will be the responsible committee member in charge of any issues with payment and the collection of cheque(s) on competition date, which will be transferred to society account as soon as possible following competition day.
 | **1** | **3** | **3** | * In the event of theft, committee members will:
* Highlight the incident to any community police officers in the area.
* Alert on-site security.
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| During the dance competition – injury  | * Muscle strain
* Impact Injury
* Existing medical conditions may be triggered or worsened by sport. It may make a player more vulnerable to injury or make any injury worse.
 | * Participants
 | **3** | **3** | **9** | * Players will be advised to bring all medication such as asthma inhalers and for it to be on easily accessible in sports hall (where dance competition takes place).
* All players with existing medical conditions must inform their respective team captains and to organisers (if necessary) for appropriate action to be taken. Captains are advised to ask their players immediately before the competition and report to the competition organisers (SUBLDS Committee). GDPR guidance to be followed.
* Extra space will be available for warmup and practice for the duration of the competition.
* Ensure that all participants make event coordinators aware of any potential injury they may have picked up on the day.
* Ensure first aid staff are aware of event and are appropriately equipped in event of injury
 | **2** | **2** | **4** | * First Aid booked and on site for the event
* Notice of medical conditions will be requested-following GDPR guidelines
* Competition officials and committee members with experience of the rules will ensure conduct is within the rules to minimise the likelihood of such injuries.
* Emergency services will be called by first aiders should an injury require further medical attention.
 |
| Insufficient First aid kit | * If there is an insufficient first aid kit this could result in the injured party may not receive appropriate first aid without a reasonably complete first aid kit.
 | * Participants and spectators
 | **2** | **2** | **4** | * First aider will check there is a satisfactory first aid kit prior to the day
* Extra first aid materials will be ordered as required – organisers to check with venue staff on availability of onsite first aid kits
* Organisers to familiarise self of venues available first aid kits and first aiders on self
 | **1** | **2** | **2** | * Ensure first aid staff are aware of event and are appropriately equipped in event of injury
* It will be checked again on the day before the commencement of the competition.
 |
| During the dance competition – disorderly behaviour  | * Injury to other competitors
* Injury to spectators
 | * Anyone in the vicinity
 | **1** | **4** | **4** | * Make competitors aware of expected sporting behaviour prior to event
* Use of officials to reinforce these measures and diffuse any potential conflict before it happens
* Establish clear boundaries between players and spectators to help prevent potential conflicts
 | **1** | **3** | **3** | * Removal of any players or spectators who do not adhere to the rules and expectations of conduct set out prior to the event- follow guidance of officials
* In the event of theft committee members will:
* Highlight the incident to any community police officers in the area.
* Alert on-site security.
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Foreign objects on the floor (before and during the dance competition) | * Trip hazard
* Potential injury
* Disruption of event
 | * Competitors
* Officials
* Spectators
 | **1** | **3** | **3** | * Remove object from dance floor at the earliest opportunity and appropriate time, i.e., between each round if object is small and insignificant; stop the dance if impeding object will cause significant harm and need to be removed immediately.
* Ensure there are bins bag available to ensure unwanted or discarded objects do not become trip hazards.
 | **1** | **2** | **2** | In case of injury, refer to previous hazard(s) for more detail. |
| Inappropriate footwear and/or dress | * Personal injury
* Injury of other participants
* Damage to facility
 | * User
* Those in the vicinity
 | **3** | **2** | **6** | * Participants should be informed about the appropriate footwear/dress for their level of dance, e.g., all dancers wearing Latin dance heels should wear heal protectors.
* Prevent those wearing inappropriate footwear/dress that from participating in the event until more suitable footwear/dress can be found.
 | **1** | **1** | **1** | * Team Captains/ officials to check rules relating to dress and footwear are obeyed.
 |
| Jewellery  | * Loss of personal possession
* Personal injury
* Damage to facility
 | * User
* Other participants
 | **3** | **2** | **6** | * Inappropriate jewellery must be removed before participation (e.g., long earrings)
 | **2** | **1** | **2** |  |
| Conduct of spectators | * Damage to facility
* Personal injury
* Injury to others
 | * Those in the vicinity
* Members of the public
* Participants
* Other spectators
 | **1** | **4** | **4** | * Event coordinators will reinforce the expected behaviour of all those at the event
* Make spectators aware of allowed spaces for travel and restricted spaces during the competition.
 | **1** | **3** | **3** | * Removal of any spectators from event who do not adhere to expectations of conduct at event after multiple warnings from event coordinators
* In the event of theft committee members will:
* Highlight the incident to any community police officers in the area.
* Alert on-site security.
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Poor Communication | * Players may be injured as above if the above control measures are not relayed to teams.
 | * Participants
 | **3** | **4** | **12** | * Information will be emailed to all team captains to relay to team members regarding the schedule of the day and health and safety briefing, listing points within this risk assessment. This information will be handed to team captains on arrival too. It will include first aid provisions and the responsibility of captains and participants
 | **2** | **4** | **8** | * Committee Members will have read the risk assessments and been made aware of important safety information, which they will try to enforce along with officials on competition day.
 |
| Dehydration/Exhaustion | * Personal injury
 | Participants, spectators  | **3** | **5** | **15** | * Ask all participants to bring adequate amounts of water with them
* Give ample opportunity for participants to rest/rehydrate
* Officials will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessary
* Extra water bottles to be available in case of dehydration.
 | **2** | **2** | **4** | * First aid also available on site
 |
| Car parking and vehicle safety | * Personal injury Cars hitting pedestrians at low speed (spectators and players) while driving around the car park
* Damage of possessions
* Damage to facility
 | * Participants
* Spectators
* Members of Public
 | **2** | **5** | **10** | * Recommend carpooling /minibus hire to reduce overall numbers of vehicles on site during event
* Inform attendees of relevant car parking information for the competition venue.
 | **1** | **4** | **4** | * First aid on site in event of injury in the car park
* Call emergency services as required
* Report and incidents via SUSU incident reporting tools
 |
| Food *(NOTE: only served to competition officials during their break; participants will be responsible for their own food & drink)* | * Food poisoning
 | * Officials
 | 3 | 2 | 6 | * Food will be bought externally from a store.
* Check expiry dates before purchase and ensure it is properly stored before consumption.
 | 1 | 2 | 2 | * Seek assistance from first aid
* Call 999 as required
 |
| Food  | * Allergic reactions to food
 | * Officials
 | 2 | 5 | 10 | * Ask officials if they have any allergies in advance before purchase of food and before competition date.
 | 1 | 5 | 5 | * Seek assistance from first aid
* Call 999 as required
 |
| Hot Water (i.e., using the Kettle – *available to officials on their break)* | * Burns and scalds
 | * Officials
 | 2 | 3 | 6 | * Ensure kettle is placed in an appropriate place (e.g., decluttered environment such as a clear table).
* Regularly check the breakout room.
 | 1 | 2 | 2 |  |
| COVID-19 (crowded areas) | * Spread of COVID-19, especially to more vulnerable individuals
 | * All attendees
 | 3 | 3 | 9 | * Request that team captains from participating universities check that all their members have reported a negative lateral flow test within a 24-hour period before competition day.
* Competitors that have tested positive (within the 24-hour period) or their test was invalid cannot participate in the competition.
 | 1 | 3 | 3 |  |

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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 | Officials to be informed of relevant details from risk assessment and other important information about competition via email. x3 Judgesx1 Scrutineerx1 CompereRecruited officials on the advice of our dance teacher, Linda Bellinger. | President | 20/10/2021 (latest date, but aim for as earlier as possible) |  |  |
| 2 | Ensure first aider(s) is present on competition day. | Nominated committee member to ensure first aider booked and present. | 20/10/2021 |  |  |
| 3 | Plan to visit venue before competition date to allow committee members to familiarise themselves with the spaces. | Committee | Prior to competition Day |  |  |
| 4 | Further correspondence with venue staff prior to competition date to ensure equipment is requested and available without the need to handle heavy load across long distances. | President | Prior to competition Day |  |  |
| 5 | Committee members to have read the risk assessment and team captains from participating universities to be informed in advance of important health and safety measures, e.g., negative lateral flow test. | Committee, Team Captains | Prior to competition Day |  |  |
| Responsible manager’s signature: | Responsible manager’s signature:Text, letter  Description automatically generated |
| Print name: Erfan Najimi | Date: 04/10/2021 | Print name: Rebecca Would | Date: 04/10/2021 |

**Assessment Guidance**

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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.  |

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.

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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 |