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| **Risk Assessment** |
| **Risk Assessment for:**Location: | **Southampton Friendly****Cantell School Hall** | **Date**06/11/2022 | **Last review date**03/10/2022 |
| Society: | Southampton University Ballroom and Latin Dance Society (SUBLDS) | **Assessor:** | **Natasha Lebos** |
| **Supervisor:**Megan Freeman/Natasha Lebos | ***President***Megan Freeman | **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** |  |
| Risk of Injury while Dancing | Twisted or sprained ankle, pulled muscle, tripping, slipping  | Dancers | **2** | **3** | **6** | Experienced dancers on hand Encourage those not dancing to wear appropriate footwear.Ensure floor is clean and clear of equipment when dancing. Provide space for warm ups, ensure all participants take part in these warm upsEnsure that all participants make event coordinators aware of any potential injury they may have picked upKeep first aid kit on hand at lessons | **1** | **2** | **3** | * Risk of injury while dancing is inherent to the activity, and our dancers are taught correct technique to avoid this happening
* 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)
* First Aid booked and on site for the event
* 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.
* Seek assistance if in need of extra help from facilities staff/venue staff if needed
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| Risk of slipping | Falling, bruises | All particiants  | **2** | **2** | **4** | Dancers to wear appropriate shoes, shoe brushes and water on handTape down all wires and ensure dance floor is clear of obstructionsKeep first aid kit on hand at lessons | **1** | **2** | **2** | * Seek medical attention from first aid
* Seek assistance if in need of extra help from facilities staff/venue staff if needed
* First aid to contact emergency services if needed
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| Dehydration  | Headaches, light-headedness | Dancers | **3** | **1** | **3** | Dancers to be reminded to bring water bottles. Ensure all participants know where they can refill water bottles | **2** | **1** | **2** |  |
| Overcrowding  | Physical injury  | Dancers  | **1** | **3** | **3** | **Ensure to not exceed the capacity for the specified area** | **1** | **3** | **3** |   |
| Spillages | Physical injury  | Dancers | **2** | **2** | **4** | Check floor is clean before dancing. If any spillage occurs mop it up as soon as possible and warn others to stay clear of the area | **1** | **2** | **2** | * Seek medical attention from first aid
* Seek assistance if in need of extra help from facilities staff/venue staff if needed
* First aid to contact emergency services if needed
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| Equipment failure / electric shocks | Physical injury, broken equipment  | All present  | **1** | **4** | **4** | All equipment is PAT testedOnly experienced individuals can handle equipment | **1** | **3** | **3** | Keep all equipment raised away from participantsKeep fluids away from electrical equipment |
| Obstructions | Physical injury  | Dancers  | **2** | **3** | **6** | The Bleacher seating will be set up and secured prior to the competition starting. Only those trained in its setup will be permitted to so. We will not fill the venue beyond health and safety’s maximum capacity. All bags, equipment and personal possessions will not be kept in the isles but at the back out of people’s way.   Appropriate warnings and notices displayed. There will be signs placed on the day to ensure this. | **1** | **2** | **2** | * Risk of injury while dancing is inherent to the activity, and our dancers are taught correct technique to avoid this happening
* 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)
* First Aid booked and on site for the event
* 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.
* Seek assistance if in need of extra help from facilities staff/venue staff if needed
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| Fire | Physical injury, death  | Dancers, teachers | **2** | **5** | **10** | All exits and signs to be checked and kept clear. On site written fire procedure and an announcement indicating this procedure. Extinguishers identified and checked and all committee members briefed on the evacuation procedures.   | **1** | **3** | **3** | * Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311

(Ext:3311). |
| Medical emergency  | Physical injury, death  | Dancers, teachers | **2** | **5** | **10** | First aiders present at the event. Medical details of participants known. First aid boxes available.  | **1** | **2** | **2** | * 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.
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| 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.
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| 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 facilityPersonal injuryInjury to others | Those in the vicinityMembers of the publicParticipantsOther 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)
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| COVID-19 (crowded areas) | Spread of COVID-19, especially to more vulnerable individuals | All attendees  | 3 | 3 | 9 | * Ask team captains from the other universities to deny competitors that are ill or are testing positive from traveling to and competing in the competition
* Request team captains inform our team captains of any individuals that test positive after the competition so the relevant competitors that were in contact with the positive person can be informed
 | 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 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 14/10/2022 |  |  |
| 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 | Earliest as possible  |  |  |
| 2 | Ensure first aider(s) is present on competition day. | Nominated committee member to ensure first aider booked and present. | 20/10/202 |  |  |
| 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 |  |  |
| Committee role: Vice President  | Committee Role: President |
| Print name: Natasha Lebos | Date: 03/10/2022 | Print name: Megan Freeman | Date: 03/10/2022 |

**Assessment Guidance**

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| * Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| * Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| * Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| * Admin controls
 | Examples: training, supervision, signage |  |
| * Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |
| **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 |