|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for:**  Location: | **Lessons**  **Glen Eyre Hall/ Garden Court** | | **Date**  Every Monday/Wednesday | **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** |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***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. Split lesson into smaller groups when dancing to avoid overcrowding of couples on the dance floor.  Provide space for warm ups, ensure all participants take part in these warm ups  Ensure that all participants make event coordinators aware of any potential injury they may have picked up  Keep 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) | |
| Risk of slipping | Falling, bruises | Dancers | **2** | **2** | **4** | Dancers to wear appropriate shoes, shoe brushes and water on hand  Keep first aid kit on hand at lessons | **1** | **2** | **2** | Seek medical attention if needed  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)  Seek medical attention from SUSU Reception/venue staff if in need | |
| Dehydration | Headaches, light-headedness | Dancers | **3** | **1** | **3** | Dancers to be reminded to bring water bottles to lessons | **2** | **1** | **2** |  | |
| Collection of lesson fees | There is risk of cash intended for the society being misappropriated |  | **1** |  |  | **Dancers will be encouraged to pay for lessons by cards whenever possible. When cash is used the cash box will be kept by a committee member at all times. Cash is to be deposited into the societies bank account as soon as possible** | **1** | **1** | **1** | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area. 2. Alert university security – on campus 3311 | |
| Overcrowding | Physical injury | Dancers | **1** | **3** | **3** | **Ensure to not exceed the capacity for the specified area** | **1** | **3** | **3** | If the capacity for the lesson space has been reached, turn away any further attendees. | |
| 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 if required  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)  Seek medical attention from SUSU Reception/venue staff if in need | |
| Electrical equipment (speaker) | Physical injury | Committee responsible for speaker set up | **2** | **3** | **6** | **Ensure speaker is maintained and electrical cable is not damaged. Make sure speaker is not plugged in to an area where dancing will take place to avoid tripping.** | **1** | **3** | **3** | Seek medical attention if required  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)  Seek medical attention from SUSU Reception/venue staff if in need | |
| 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** | Seek medical attention if required  All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  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** | Contact reception immediately to get first aid help. Medical details of members known. First aid boxes available. | **1** | **2** | **2** | Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff  Contact emergency services if needed  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) | |
| COVID-19 | Spread of COVID-19, especially to more vulnerable individuals | All attendees | 3 | 3 | 9 | Ask students that are ill or testing positive to not attend lessons.  Request students that test positive after a lesson to inform someone on committee so we can inform other students that have attended the lesson | 1 | 3 | 3 |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| 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**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 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** | | | | | |

|  |  |  |
| --- | --- | --- |
| 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. |

|  |  |
| --- | --- |
| 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 |