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| **Risk Assessment** | | | | |
| **Risk Assessment for:**  Location: | **Dance practice space**  **Activities Room** | | **Date**  Everyday | **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** | Ensure dances using activities room know how to warm up properly and check the floor is clear of obstructions before dancing. Encourage those not dancing to wear appropriate footwear.  Ensure floor is clean and clear of equipment when dancing. | **1** | **2** | **3** | Risk of injury while dancing is inherent to the activity, and our dancers are taught correct technique to avoid this happening  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) | |
| Risk of slipping | Falling, bruises | Dancers | **2** | **2** | **4** | Dancers to wear appropriate shoes, shoe brushes and water on hand | **1** | **2** | **2** | Ensure dancers using activities room know where to go get help for medical treatment  Seek medical attention if needed  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) | |
| Dehydration | Headaches, light-headedness | dancers | **3** | **1** | **3** | Dancers to be reminded to bring water bottles to practice | **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** | Ensure dancers using activities room know where to go get help for medical treatment  Seek medical attention if required  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) | |
| Electrical equipment (speaker) | Physical injury | dancers | **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** | Ensure dancers using activities room know where to go get help for medical treatment  Seek medical attention if required  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) | |
| 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 practice.  Request students that test positive after attending a practice session to inform someone on committee so we can inform other students that have attended the same session | **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 | |  |  | |
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| 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 |