|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for:****Location:** | **Strictly Come Southampton****Turner Sims** | **Date** | **14/12/22** |
| **Club or Society** | **SUBLDS (Southampton University Ballroom and Latin Dance Society)** | **Assessor** | **Hannah Kane** |
| **Supervisor**  | **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 | Dancers | **2** | **3** | **6** | Experienced dancers on hand, event held in building with first aiderEncourage those not dancing to wear appropriate footwear,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 up | **1** | **3** | **3** | Risk of injury while dancing is inherent to the activity, and our dancers are taught correct technique to avoid this happeningIf 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 | **1** | **2** | **2** | Seek medical attention from Reception if in needIf 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 tripping  | Falling, bruises, damage to equipment | Crew members, Audience, dancers | **1** | **2** | **2** | All wires taped to the floor, nothing on or near the dance floor | **1** | **2** | **2** | Seek medical attention 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)  |
| Dehydration | Headaches, light-headedness | Dancers | **3** | **1** | **3** | Dancers to be reminded to bring water and food | **2** | **1** | **2** |  |
| Incorrect manhandling | Physical injury  | Staff, visitors and volunteer helpers | 1 | 4 | 4 | Setting up tables will be done by organisers. | 1 | 4 | 4 | Ensure two people putting up and taking down table – remember to lift correctly. Seek assistance if in need of extra help from SUSU facilities staffIf 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)  |
| Overcrowding | Physical injury  | Volunteers/passers-by/customers  | 1 | 3 | 3 | Ensure enough volunteers to customers ratio Have a limit on ticket sales- capped at capacity of the space Do not push/shove | 1 | 3 | 3 | 1. Request the forming of an orderly queue if necessary
2. Seek medical attention if problem arises

If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with queue management. |
| Electrical equipment | Physical injury  | Tech crew | 2 | 3 | 6 | Ensure all electrical equipment in handled correctly, all wires tapped down to prevent tripping. Ensure plug sockets are turned off when not in use. Ensure all equipment is PAT tested and only have experience individuals handled the equipment  | 1 | 3 | 3 | Seek medical attention if requiredIf 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  | Everyone present at the event  | 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 requiredAll 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  | Everyone present  | 2 | 5 | 10 | Contact reception immediately to get first aid help. Medical details of members known. First aid boxes available.  | 1 | 2 | 2 | eek medical attention from SUSU Reception/venue staff if in needContact facilities team via SUSU reception/venue staffContact 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 | Everyone present  | 3 | 3 | 9 | Ask attendees that are ill or testing positive to not attend the event. | 1 | 3 | 3 |  |
| 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 eventMake 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 coordinatorsIn 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) |

|  |
| --- |
| ***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 | Prior to event |  |  |
| 2 | Plan to visit venue before event date to allow performers to familiarise themselves with the spaces. | Hannah Kane | Prior to event  |  |  |
| 3 | Further correspondence with venue staff prior to event date to ensure equipment is requested and available without the need to handle heavy load across long distances. | Hannah Kane | Prior to event  |  |  |
| 4 | Ushers to be informed about fire exits and evacuation procedures | Ushers | Prior to event  |  |  |
| Committee Role: Event Production | Committee Role: President |
| Print name: Hannah KaneDate 21/11/2022 |  | Print name: Megan Freeman Date: 21/11/2022 |  |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why | 12345 |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.  |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

|  |
| --- |
| 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 |