

Risk of Injury while Dancing	Twisted or sprained ankle, pulled muscle, tripping, slipping	Dancers	2	3	6	<p>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 ups</p> <p>Ensure that all participants make event coordinators aware of any potential injury they may have picked up</p> <p>Keep first aid kit on hand at lessons</p>	1	2	3	<ul style="list-style-type: none"> • 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 • 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 participants	2	2	4	<p>Dancers to wear appropriate shoes, shoe brushes and water on hand</p> <p>Tape down all wires and ensure dance floor is clear of obstructions</p> <p>Keep first aid kit on hand at lessons</p>	1	2	2	<ul style="list-style-type: none"> • 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
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	<ul style="list-style-type: none"> • 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

Equipment failure / electric shocks	Physical injury, broken equipment	All present	1	4	4	All equipment is PAT tested Only experienced individuals can handle equipment	1	3	3	Keep all equipment raised away from participants Keep 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	<ul style="list-style-type: none"> • 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 • 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

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

Inappropriate footwear and/or dress	<ul style="list-style-type: none"> - Personal injury - Injury of other participants - Damage to facility 	<ul style="list-style-type: none"> - Those in the vicinity 	3	2	6	<ul style="list-style-type: none"> • Participants should be informed about the appropriate footwear/dress for their level of dance, e.g., all dancers wearing Latin dance heels should wear heel protectors. <p>Prevent those wearing inappropriate footwear/dress that from participating in the event until more suitable footwear/dress can be found.</p>	1	1	1	<ul style="list-style-type: none"> • Team Captains/ officials to check rules relating to dress and footwear are obeyed.
Jewellery	<ul style="list-style-type: none"> - Loss of personal possession - Personal injury <p>Damage to facility</p>	<ul style="list-style-type: none"> - Other participants 	3	2	6	<p>Inappropriate jewellery must be removed before participation (e.g., long earrings)</p>	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
COVID-19 (crowded areas)	Spread of COVID-19, especially to more vulnerable individuals	All attendees	3	3	9	<ul style="list-style-type: none"> 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 	1	3	3	

						person can be informed				
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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.	24/20/2023		
1	Officials to be informed of relevant details from risk assessment and other important information about competition via email. x3 Judges x1 Scrutineer x1 Compere Recruited 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	20/10/2023		

		aider booked and present.			
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: Amber Currid			Date: 14/10/2023	Print name: Megan Freeman	
				Date: 14/10/2023	

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

