

Risk Assessment

Risk Assessment for the activity of	SUBLDS Lessons Risk Assessment		Date	25/09/2025
Are you a sports club or society?	<i>Society</i>	Assessor	Amber Currid (Vice-President)	
President/Captain Name/2nd Committee Member	<i>Tanvi Singhal</i>	Signed off	<i>SUSU USE ONLY</i>	
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>Every year Southampton University Ballroom and Latin Dance Society holds lessons to teach our members how to dance. We will be holding these lessons in SUSU Spaces, and occasionally at external venues outside of term-time/ during exams. These lessons are run by Committee Members and by dance teachers from A&L dance school. Lessons will take place in SUSU venue Glen Eyre Hall. We will use a speaker for providing music</p> <p><i>SUBLDS (Southampton University Ballroom and Latin Society) takes responsibility for booking the facilities and teacher and the general running of the event in terms of promotion and setup. The external teacher is responsible for the running Lessons. SUSU is responsible for providing the booked facilities (Glen Eyre Hall.)</i></p> <p>For further information on risk, please visit - https://www.hse.gov.uk/simple-health-safety/risk/index.htm</p>			

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Risk of Injury while Dancing	Twisted or sprained ankle, pulled muscle,	Dancers	2	3	6	Experienced dancers on hand	1	2	3	Risk of injury while dancing is inherent to the activity, and our dancers are taught correct technique to avoid this happening

	tripping, slipping					<p>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 warmups, ensure all participants take part in these warmups.</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>				<p>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</p>
Risk of slipping	Falling, bruises	Dancers	2	2	4	<p>Dancers to wear appropriate shoes, shoe brushes and water on hand</p> <p>Keep first aid kit on hand at lessons</p>	1	2	2	<p>Seek medical attention if needed</p> <p>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</p>

									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	
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 Seek medical attention from SUSU Reception/venue staff if in need
Electrical equipment (speaker)	Physical injury	Committee responsible for speaker	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

		r set up								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	<p>Seek medical attention if required</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Call emergency services and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).</p>
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	<p>Seek medical attention from SUSU Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed</p> <p>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</p>
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 committee so we can inform other members that attended the lesson.	1	3	3	

Qualification of teachers	Participants could be hurt or hurt each other if the teacher does not possess relevant qualifications to be able to deliver the sport or activity safely.	Dancers	3	3	9	SUBLDS will source teachers from A&L Dance School, as they are qualified to teach to the standard required.	1	3	3	Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Pre-existing medical issues	Illness, death.	Dancers, teachers	3	5	9	<p>Contact reception immediately incase of an emergency. Call 999 or 111 if necessary. Contact campus Security – 02380 593311 if cannot reach reception. Advise participants; to bring their personal medication</p> <p>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</p>	1	1	1	<p>In an emergency, contact 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.</p>

Facility defects, including, Lighting, Heating, Fire, Bomb Threat (unidentified package), fire exit blocked Wet floors, uneven surfaces or defects. Fire exits blocked	<p>Causing Slip, trip or Falls.</p> <p>Minor bruising, sprain, fracture, dislocation, concussion, dehydration, entrapment.</p> <p>Person or persons falling over or into objects and/or each other, due to fire exit blocked</p>	Dancers, Teachers	2	3	6	<p>Everyone to ensure they do visual checks of the facility before the lesson starts and report anything to SUSU.</p> <p>If lesson space is deemed unsafe then the lesson is not to go ahead.</p> <p><i>Fire exit blocked</i> Everyone to ensure they do not put anything in front of fire exits.</p> <p>Everyone to ensure they remove anything put in front of fire exits.</p> <p>Clear walkways are maintained in all areas accessing the fire exits.</p>	2	2	4	Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Participants not purchasing a valid membership or ticket for the lesson	<p>Participants not being covered by SUSU's insurance</p>	Dancers, teachers, committee.	2	3	6	<p>Secretary will ensure all participants line up outside the lesson venue, and only allow dancers in when a valid ticket is presented.</p> <p>Ensure on box office the appropriate tickets can only be brought with the correct membership.</p>				Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

	Financial strain on the society.					Links to membership and lesson tickets will always be advertised through our weekly emails to make them easily accessible.				
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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	All committee members	22/09/2025	22/10/2025	
2	Ensure dance floor is free of hazards before the lesson.	President	29/09/2025	ongoing	
3	Awareness of fire exits, evacuation points, and who to contact in an emergency.	All committee members	29/09/2025	Ongoing	
4	Ensure the venue does not exceed its capacity	Secretary	29/09/2025	Ongoing	
Committee role: Vice President				Committee Role: President	
Print name: Amber Currid			Date: 25/09/2025	Print name: Tanvi Singhal	Date: 25/09/25
					

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

