

## Risk Assessment

<b>Risk Assessment for the activity of</b>	SUBLDS Practice Space Risk Assessment (SUSU Venue)		<b>Date</b>	<b>12/10/2025</b>
<b>Are you a sports club or society?</b>	<b>Society</b>	<b>Assessor</b>	<b>Amber Currid (Vice-President)</b>	
<b>President/Captain Name/2<sup>nd</sup> Committee Member</b>	<b>Tanvi Singhal</b>	<b>Signed off</b>	<b>SUSU USE ONLY</b>	
<b>Risk Assessment Information</b> (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>The University of Southampton Ballroom and Latin Dance Society provide Practice Space for their members to practice what they have learnt in lessons, and for upcoming competitions. These sessions will take place at SUSU venues including: The Activities Room and Glen Eyre Hall.</p> <p><i>SUBLDS (Southampton University Ballroom Latin Society) takes responsibility for booking the facilities. SUSU is responsible for providing the booked facilities (Activities Room, Glen Eyre Hall).</i></p> <p>For further information on risk, please visit - <a href="https://www.hse.gov.uk/simple-health-safety/risk/index.htm">https://www.hse.gov.uk/simple-health-safety/risk/index.htm</a></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, 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	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

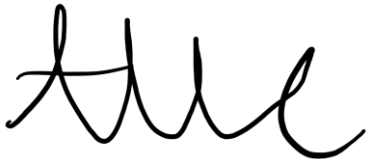

						not dancing to wear appropriate footwear. Ensure floor is clean and clear of equipment when dancing.				Contact facilities team via SUSU reception/venue staff Contact emergency services if needed All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a>
<b>Risk of slipping</b>	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 <a href="#">SUSU incident report policy</a>
<b>Dehydration</b>	Headaches, light-headedness	dancers	3	1	3	Dancers to be reminded to bring water bottles to practice	2	1	2	Seek medical attention if problem arises
<b>Overcrowding</b>	Physical injury	Dancers	1	3	3	Ensure to not exceed the capacity for the specified area.	1	3	3	Seek medical attention if problem arises

						Advise dancers to be careful of space, and not to push/shove.				
<b>Spillages</b>	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	<p>Ensure dancers using activities room know where to go get help for medical treatment</p> <p>Seek medical attention if required</p> <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 <a href="#">SUSU incident report policy</a></p>
<b>Electrical equipment (speaker)</b>	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	<p>Ensure dancers using the space know where reception is to request help.</p> <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 <a href="#">SUSU incident report policy</a></p>

<b>Fire</b>	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>
<b>Medical emergency</b>	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 <a href="#">SUSU incident report policy</a></p>
<b>COVID-19</b>	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	<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 <a href="#">SUSU incident report policy</a></p>

Absence of first-aid kit	Physical injury	All dancers	2	2	4	Always bring a first aid kit to practice sessions, ensure that all dancers know where SUSU/ Glen Eyre reception is if in need of a spare first aid kit.	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 <a href="#">SUSU incident report policy</a>
--------------------------	-----------------	-------------	---	---	---	---	---	---	---	---

<b>PART B – Action Plan</b>					
<b>Risk Assessment Action Plan</b>					
<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Committee to read and share SUSU Expect Respect Policy	All committee	22/09/2025	22/10/2025	
2	Remind members to bring water bottles and appropriate footwear.	All committee	29/09/2025	Ongoing	
3	Ensure all members are aware of fire exists in the case of an emergency.	President	29/09/2025	Ongoing	
4	Review risk assessment at the start of the new semester	President	26/01/2025	Ongoing	
5	Larger tech/events will have their own ad-hoc risk assessments.	Vice-President	3 weeks before event.	Ongoing	
Committee role: Vice President				Committee Role: President	

Print name: Amber Currid 	Date: 12/10/2025	Print name: Tanvi Singhal 	Date: 12/10/25
---	---------------------	--	----------------

### Assessment Guidance

<ul style="list-style-type: none"><li>Eliminate</li></ul>		Remove the hazard wherever possible which negates the need for further controls					If this is not possible then explain why			
<ul style="list-style-type: none"><li>Substitute</li></ul>		Replace the hazard with one less hazardous					If not possible then explain why			
<ul style="list-style-type: none"><li>Physical controls</li></ul>		Examples: enclosure, fume cupboard, glove box					Likely to still require admin controls as well			
<ul style="list-style-type: none"><li>Admin controls</li></ul>		Examples: training, supervision, signage								
<ul style="list-style-type: none"><li>Personal protection</li></ul>		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



