|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **UBT Charity Class 7th March 2022** | | **Date** | **09/02/2022** |
| **Club or Society** | **Zumba+ Society**  **Instructors:**  **Anna Dockery- Zumba B1 level training.**  **Nia Williams- Zumba B1 level training.**  **Emma Jenkins- Zumba B1 level training.**  **Ruby Turner – Zumba B1 level training.**  **Rachel Farrant – Zumba B1 level training.** | **Assessor** | **Rachel Farrant (Secretary)** | |
| **President or Students’ Union staff member** |  | **Signed off** | **V**ictoria Stewart  (VP Engagement) | |

| ***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** |
| Slips, trips, falls and dehydration | Injury could occur by tripping, knocking into others, or potentially falling onto the floor and dehydration through lack of water during exercise is also plausible. | Participants in the dance class and instructors | **3** | **4** | **12** | All members participating must have appropriate clothing/footwear and water or they are not permitted to participate. This includes the prohibition of black-soled shoes in the Cube.  All bags and personal belongings to be stored in a location away from the main dance floor so they are not hazards to participants. | **1** | **4** | **4** | Warm-up and cool down routines minimise the risk of muscle strains which could cause tripping / falling and class numbers will be capped to avoid injury from overcrowding. Instruct participants to use the free water fountains in the union building. |
| Further damage/impediment to any previous injury or serious health condition | Could further hinder a pre-existing injury and/or illness due to the vigorous nature of the exercise. | Participants and instructors. | **2** | **4** | **8** | All members must sign a health and safety waiver certifying they are healthy and able to participate in the class, ensuring the overall health and fitness of class participants e.g. not pregnant, not recently had an extended stay in hospital, doctor has not advised against any rigorous exercise, and all participants are over the age of sixteen. | **1** | **4** | **4** | Both committee members and teachers should be vigilant towards class members i.e. make sure the level of exertion is suitable for all members, and lower it if necessary. The instructor should also be aware of their position on the stage to avoid risk of falling off. |
| Operating the speaker: Fire and electrocution risk | Potential for a fire to break out or an electric shock to occur when the instructor uses the speaker if the plug socket is in disrepair or the speaker is damaged in any way. | Participants, instructors, all users of the building if fire spreads | **2** | **3** | **6** | Safety checks of the building are carried out by SUSU and a cover has been purchased to protect the speaker against water damage.  Make sure everyone is aware of fire exits. | **1** | **3** | **3** | Make sure there is no water near the sound system, and refrain from using any plug sockets and/or wires which seem to be damaged and/or faulty in any way. Inform SUSU if any issues such as they arise in order to repair the issue as soon as possible. |
| Moving the speaker. | Muscle strain or injury from moving heavy object | Committee or public if dropped when moving to the SUSU building | **2** | **2** | 4 | Use the lift wherever possible and lift in correct manner: Bent knees, straight back, and with a second person observing. | **1** | **2** | **2** | Speaker was purchased with wheels so can be wheeled more than carried |
| Overcrowding due to the size of the room | Higher chance of fainting or dehydration due to an increase in temperature. Higher risk of collision between participants. | Participants and Instructors | **2** | **3** | **6** | Ensure that the number of participants does not exceed capacity.  The maximum capacity in Glen Hall is 100 people, therefore we will not exceed that number. This will allow up to 2m2 per participant to allow for safe movement. | **1** | **2** | **2** | Open windows to regulate airflow and temperature. |
| Moving any furniture in the room to make space for the class. | Muscle strain or injury from moving heavy object. | Committee members or participants. | **2** | **2** | **4** | Lift in correct manner: test the weight of the object, bend knees, straight back, and with a second person observing. | **1** | **2** | **2** | It is unlikely that furniture will have to be moved. |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cash being forcefully stolen | Lose our fundraising money. Get injured protecting the money | Stall holder | 2 | 4 | 8 | If threatened give the bucket up, prioritise own safety.  Ensure donation buckets are on the table at all times and never left unattended.  Sealed buckets to be provided by student activities team for event. | 2 | 3 | 6 | Alert campus security – call 3311.  Bring the sealed donation bucket back to Engagement Office, Level  2, Building 42 at end of the event to be processed |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Rachel Farrant (Secretary) | | | | Date: 09/02/2022 | Print name: Victoria Stewart (VP Engagement) | | Date  09/02/2022 |

**Assessment Guidance**

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

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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 |