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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of:** | **Union Southampton Dance (USD) WORKSHOPS** | | **Date** | 11.10.2020 |
| **Committee Member (Name and Role)** | Isobel Keegan  (Competitions Officer) | **Assessor**  ***(Name, Role and position to qualify sign off of document i.e Coach)*** | Lily Stevens  (Dance Representative) | |
| ***Signed off:*** | A picture containing table, sitting, food, water  Description automatically generated | **Signed off:** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Fire | Fire Safety | Society members | **1** | **4** | **4** | Fire and smoke detectors in place in all SU spaces.  Sufficient fire extinguishers present  Fire exits clear at all times (one in MPS – not covered by bags/belongings) | **1** | **4** | **4** | These fire/smoke detectors must be checked regularly  Committee training on use of fire extinguisher/fire safety  Annual evaluation  Society members aware of fire evacuation protocol/procedure |
| Tripping/Falling over during a class | Could result in broken bones, sprained ankles, or just minor cuts and bruises. | Individual and potentially those around them. | **3** | **1** | **3** | Admin controls– watching closely what goes on within classes. | **3** | **1** | **3** | Ensuring there is a sufficient amount of space for people to move within the class.  For COVID-19 times, this is much easier to enforce as society members will be restricted and given a specific area in which to complete the activity |
| Pulling a muscle/Injury | Could result in physical harm to the body. | Individual | **4** | **1** | **4** | **Admin controls** – appropriate warming up, stretching etc, to further prevent the risk of injury at every class | **4** | **1** | **4** | Making sure individuals are wearing suitable footwear – should be barefoot or in shoes, no socks (slip hazard)  First aid trained committee member on site (Isobel Keegan) |
| CD player/stereo | Lots of wires, could trip over them. | Individual, Society members. | **2** | **1** | **2** | **Eliminate** – cover up the wires and tape them down so they are secured. | **2** | **1** | **2** | Ensuring wires are checked at the beginning of each class. |
| High-intensity activities | Could result in an individual fainting etc. | Individual/Society members | **3** | **1** | **3** | Ensuring **frequent breaks** are given  Ensure members bring **plenty of fluids** - lots of water consumed to avoid injury or risk | **3** | **1** | **3** | Managing time for water breaks and keeping an eye on individuals. |

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

*Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.

| **Hazard** | **Action** | **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** |
| COVID-19 | Hand washing/ hand hygiene | Individuals/Society members  Any Vulnerable group members – Pregnant members, those with underlying health conditions | **1** | **5** | **5** | Provide hand sanitizer in our rehearsal space, in addition to making washrooms available if necessary  Setting clear use and cleaning guidance for toilets  Ensuring hand drying facilities – either paper towels or electrical dryers in the SU building/rehearsal space  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially the equipment in-between use by different members of the society  Enhancing cleaning for busy areas | **1** | **3** | **3** | Could work with SU and UoS to display hand hygiene posters in any bathroom facilities and around the building. Ensure everyone is informed of how they can keep themselves safe.  Ensure use of hand sanitiser/hand washing and educate on importance when overcoming any issues  Avoid any skin to skin contact between society members  Avoid sharing equipment unless completely necessary.  Non-touch/foot pedal sanitizer dispensers on campus to reduce shared use |
| COVID-19 | Social Distancing | Individuals/Society members  Vulnerable groups –Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in class | **2** | **5** | **10** | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public#meeting-outdoors>  <https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance> | **2** | **3** | **6** | **Putting up signs** to remind members and visitors of social distancing guidelines  Avoiding sharing of equipment unless essential.  Using **floor tape** to mark areas to help people keep to a 2m distance (already in place in the MPS)  Arranging **one-way traffic** through the building if possible (with the help of the university)  Switching to members engaging by appointment/**sign-up** only / ticketed activities |
| COVID-19 | Social Distancing – where unable to keep required distance | Society Members  Vulnerable group members –Pregnant, those with underlying health conditions  Anyone else who physically comes in contact with you in classes | **3** | **5** | **15** | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission.  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf> | **2** | **5** | **10** | When it is not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:  Keeping the activity time involved as short as possible  Using marked out areas to separate people from each other. Already set up in the MPS.  Staggering arrival and departure times  Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ – or working in ‘bubbles’ |
| COVID-19 | Movement around Buildings | Individuals/Society Members  Vulnerable group members –Pregnant members, those with underlying health conditions  Anyone else who physically comes in contact with you in class | **3** | **5** | **15** | Reducing movement by discouraging non-essential trips within buildings and sites.  Reducing task rotation and equipment rotation, for example, single (marked-out) spaces given to each society member during class.  Workshops will run for 1.5 hours – and there has been time allocated for cleaning in-between these sessions. | **2** | **3** | **6** | Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas is a risk – to avoid this we will work with SUSU to ensure our area is one-way and sufficiently safe for members.  Marked out spaces in the MPS to ensure 2m distance.  This cleaning time will also allow for dancers to leave and the next group to arrive. They have been encouraged to arrive no earlier than 10 minutes before their class. |
| COVID-19 | Explain the changes you are planning to make your activity safe | Individual/Society Members  Vulnerable group members –Pregnant, those with underlying health conditions  Anyone else who physically comes in contact with you or the society | **1** | **1** | **1** | Ensure the Risk Assessment Document is uploaded onto the Groups Hub and request your members download and read it.  Ensure it is available to committee members.  Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage them to take all the necessary precautions.  **Ensure every class starts with a reminder of key COVID-19 precautions and how to maintain them.**  Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity/society). | **1** | **1** | **1** | RA Document available via google drive for all committee members.  Will be available for members to read.  Social media sites regularly updated in order to keep members informed and safe. |
| COVID-19 | Protecting people who are at higher risk | Individuals/Society Members  Vulnerable group members –Pregnant members, those with underlying health conditions  Anyone else who physically comes in contact with you in class | **4** | **5** | **20** | Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category  Planning for people who are unable to engage in person. Ensuring they are kept up to date with all dates/important information. Encourage them to submit audition videos via online means. Clips/Videos from workshops can be posted online to ensure anyone shielding/isolating can learn routines/get involved. | **2** | **5** | **10** | Requirement for us as committee members to ensure we are aware of any underlying health conditions or factors which may put members at risk  Plan to involve those who may not be able to take part in in-person activity, that there may be an alternative, such as online resources? |
| COVID-19 | Symptoms of COVID-19 | Individuals/Society Members  Vulnerable group members –Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in class | **4** | **5** | **20** | If member becomes unwell with symptoms - a new continuous cough or high temperature they will be sent home and advised to follow the stay at home guidance. If unwell before arriving, will be told not to come to class.  The SU building will have QR codes for the NHS Track and Trace app.  <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>  Committee Members will maintain regular contact with these members during this time.  Compile our own track-and-trace by ensuring all class members are noted on a register and we have a relevant university email address for contact purposes  If advised that a member has developed COVID-19 and that they were recently in contact with member, the committee will contact SUSU Activities Team (Corin) and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | Offering people the safest available roles in an activity. |
| COVID-19 | Face coverings | Individual/Society Members  Vulnerable groups –Pregnant members, those with existing underlying health conditions  Anyone else who physically comes into contact with you in class |  |  |  | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings.  In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.  If required to wear masks during activity, this information will be provided to society members (either through email bulletin or social media)  **Students will be encouraged to wear masks on campus.** |  |  |  | Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>  Work with SUSU in ensuring that appropriate education is available on HOW to appropriately wear a mask/face covering for your own/others’ safety.  Members not required to wear a face covering when in the MPS and 2m distancing is being upheld. Are required to wear them in and around the building and university campus. |
| COVID-19 | Mental Health | Individuals/Society Members  Vulnerable groups – anyone particularly affected by COVID-19, whether family grief, social isolation or other factors. | **3** | **5** | **15** | Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE  Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | Regular communication of mental health information and SUSU policies for those who need additional support.  Regular support shown on social media sites/ensure that dance societies are a safe space  Designated Welfare Representative within USD Committee alongside a welcoming and approachable committee within our society itself. |
| COVID-19 | Physical Activities | Individuals/Society Members  Vulnerable groups – Elderly, Pregnant members, those with underlying health conditions  Anyone else who physically comes in contact with you in class | **3** | **5** | **15** | Ensure regular review of Government guidelines before engaging in physical activities  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>  People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing.   * *Each specific sport should check the guideline of the Government and their Federation.* | **2** | **5** | **10** | People can now go and exercise in groups varying in size based upon space size, as long as people from different households observe social distancing by keeping two metres apart.  All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group, they should familiarise themselves with all the government guidance around social distancing and hygiene, in particular.  Examples of dance classes running during the COVID-19 pandemic:   * BASE Dance Studio * <https://www.basedancestudios.com/covid-19> * Studio 68 Dance Studio * <https://studio68london.net> * DM Studios (Southampton) * <https://www.dm-studios.co.uk/terms-and-conditions/> * Studio 17 * <http://dancestudio17.co.uk/southampton-dance-studio/for-dance-teachers/> * Motion Studios Bristol * <https://www.motionstudiosbristol.com/studio-timetable> * Street Envy Bristol * <https://www.streetdanceenvy.co.uk/blog> * The Island Bristol * <https://theislandbristol.com/spaces/dance-space/> |
| COVID-19 | Travelling for physical activity | Individuals/Society Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in class | **4** | **1** | **4** | You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  You can travel to outdoor open space irrespective of distance.  You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. Consider all other forms of transport before using public transport.  Continue to review guidelines prior to travelling. | **4** | **1** | **4** | Educate our members, ensuring they are up-to-date on any current or changing guidelines  Work with SUSU in ensuring all activity is accessible to members whether they are able to come to class or not. |
| COVID-19 | **Sharing equipment**  **(dancing shoes)** | Individuals  Vulnerable groups –Pregnant, underlying health conditions.  Anyone who physically comes in contact with this equipment. | **3** | **1** | **3** | We will follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE)  Ensure ‘quarantine period’ if use of shoes (e.g. tap shoes) is necessary. | **2** | **1** | **2** | Where possible we will avoid or limit sharing of equipment, for example; bringing your own dance shoes/trainers.  If we are sharing equipment, washing your hands thoroughly before and after use, as well as all the equipment used should be encouraged. |

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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 | Hand Hygiene/COVID-19 control – access to hand sanitiser | Committee | | Start of day | 17/10/2020 |  | |
| 2 | Ensure members have been registered and completed NHS Track and Trace | Committee | | Start of day | 17/10/2020 |  | |
| 3 | Keep members up to date | Committee  - via social media  - via email | | As necessary | 17/10/2020 |  | |
| 4 | Mental Health Awareness | Committee –Welfare Rep | | As necessary | 17/10/2020 |  | |
| 5 | Ensure floor is taped out before class. |  | | Start of day | 17/10/2020 |  | |
| 6 | Ensure all society members have cleared the rehearsal space before the next class | Committee (register) | | Start of day | 17/10/2020 |  | |
| 7 | Ensure any wires/trip hazards are avoided or taped down | Committee | | Start of day | 17/10/2020 |  | |
| 8 | Ensure a member of the committee is first aid trained | Committee  (Izzie) | | Start of day | 17/10/2020 |  | |
| 9 | Ensure committee are aware of one way system and encourage members to follow floor markings. | Committee | | Start of day | 17/10/2020 |  | |
| A picture containing table, sitting, food, water  Description automatically generatedResponsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name:  ISOBEL KEEGAN | | | Date:  11.10.2020 | | Print name:  LILY STEVENS | | Date:  11.10.2020 |

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