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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Weekly Classes (in person)** | **Date** | **21/08/2020** |
| **Club or Society** | **Southampton Kathak and Bharatnatyam Dance Society** | **Assessor** | **Vainavi Patel** |
| **President or Students’ Union staff member** | **Prerna Baliga** | **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** |
| 1. Physical exertion/injury | Could result in some pain, dehydration, pulled muscles or sprained joints | All those dancing | **2** | **3** | **6** | Schedule regular breaks, ensure students are working at their own level, always start with a warm up and finish with stretching | **1** | **2** | **2** | Ask recently injured students to take the necessary rest to ensure time to heal fully.Ask attendees to follow up the class with additional stretching if necessary |
| 2. Slippery floor | Participants may trip, fall or slip which could result in bumps, bruises or if more serious sprains/strains | All those dancing or moving around the room | **2** | **3** | **6** | Ensure all those in the room are either dancing barefoot or wearing appropriate footwear | **1** | **2** | **2** | Make all dancers aware at the beginning of the class and ensure all have suitable footwear and clothing |
| 3. Loss of balance/performing moves incorrectly  | Could lead to carpet burns, bruising or in serious cases sprains/strains | All those dancing | **2** | **2** | **4** | Provide different difficulty levels and break down moves so everyone is performing at the correct level | **1** | **2** | **2** | If a dancer is clearly performing a move incorrectly, tell them to stop and guide them |
| 4. Exhaustion | Lead to increased likelihood of injury due to fainting or falling over | All those dancing | **2** | **1** | **2** | Make dancers aware of nearby water supply, stop for breaks as often as necessary, ensure that dancers do not feel obligated to over-exert | **1** | **1** | **1** | If a dancer appears exhausted, ask them to sit out either until they catch their breath or for the remainder of the session to eliminate the risk of further exhaustion |
| 5. Fire alarm | People may panic, collide or trip as they leave the room/building. May also get lost | All those dancing | **1** | **1** | **1** | Ensure everyone knows the fire procedures (where the fire exits are and where the assembly point is) | **1** | **1** | **1** | Regularly check for any scheduled fire alarm tests and inform dancers |
| 6. Security | Property could be damaged by dancers, or potentially stolen | All those dancing | **1** | **2** | **2** | Make dancers aware that we cannot be responsible for the security of their belongings | **1** | **2** | **2** |  |

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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 | Ensure that the committee is made aware of fire procedures and relay the information to members | Committee | 28/09/2020 | 05/10/2020 |  |
| 2 | Ensure all members know where to go for first aid | Committee | 28/09/2020 | 05/10/2020 |  |
| Responsible manager’s signature: V Patel | Responsible manager’s signature: P Baliga |
| Print name: Miss Vainavi Patel | Date: 21/08/2020 | Print name: Miss Prerna Baliga | Date21/08/2020 |

**Assessment Guidance**

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| 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 |

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| **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** |

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| 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.

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| 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 |