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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly Classes (online)** | | **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** | 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. Items on the floor/uneven flooring | May trip/fall whilst dancing if items are not seen, resulting in pain, bruising or on more serious cases, sprains/strains | All those dancing | **2** | **3** | **6** | Ensure everyone clears their dance area and checks for any unstable floorboards or uneven areas in the floor | **1** | **2** | **2** |  |
| 6. Miscommunication | Injuries caused by performing moves incorrectly as a result of miscommunication – lead to minor/major injuries including bruises or sprains | All those dancing | **1** | **2** | **2** | Confirm all dancers can see the person leading the session and understand the moves correctly | **1** | **2** | **2** | Cater for all dance abilities, providing moves of varying difficulty/breaking down moves into smaller, easier to follow steps |
| 7. Security issues related to video call software | Data protection breach | All participants | **3** | **1** | **3** | - Create a password for participants to gain access  - Ask students to verify they are a student/SUSU member  - Avoid publishing links and passwords on social media  - Tell particpants not to pass on details to any other people regardless of if they are part of the society  - Non-members should only be allowed to join if they are trusted by the committee  - Compare list of participants in the meeting with the list of the expected to attend | **1** | **1** | **1** | Meeting host should remove any uninvited participants from the meeting where possible |
| 8. Unauthorised recording of sessions | Data protection breach | All participants | **2** | **2** | **4** | - Disable in software settings where possible  - Ensure all participants are informed that the session must not be recorded unless agreed and publicised clearly beforehand with a clear description of how the recording will be used and who will have access to it | **1** | **2** | **2** | - Host to make participants aware if they notice someone is recording without prior agreement  - If observed, ask them to stop. If they refuse then remove them from the call |
| 9. Inappropriate behaviour | Bullying and harassment of participants | All participants | **2** | **3** | **6** | “SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity, including online”   * Remind participants to be respectful of others * Host to have read SUSU’s Expect Respect Policy | **1** | **2** | **2** | - Host to remove participants if they are behaving inappropriately  - Host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org) |

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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 | Check software works and settings amended for classes and look for options if it doesn’t work | Committee | 28/09/2020 | 05/10/2020 |  | |
| 2 | Check members taking part know what to do if they find themselves injured | 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 | | Date: 21/08/2020 |

**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 |