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| Work/Activity: [Southampton Swing Dancers Workshop and Social Dance] | | | |
| [Enter details of what activity you are risk assessing. Include locations, times, dates, numbers of people, duration and activity descriptions]  Southampton Swing Dancers Workshop and Social Dance  Garden Court (Restaurant End)  Date TBC 18:00-20:00 25 people expected   The first hour will be a workshop taught by teachers from The Lindy Club. The second hour will be social dancing. | | | |
| Group: | Assessor(s): [ Mia Tackney] | | Contact: [M.S.Tackney@soton.ac.uk] |
| Guidance/standards/Reference documents | Competence requirements | | |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]  [e.g]   * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| Mia Tackney is the main person responsible for the health and safety of the event. | Experience with organizing large scale events (e.g. ESRC DTC Final Year Conference for PhD Students). Experience of running dance-related events (ceilidhs and Scottish Country Dance workshops at the University of St Andrews) | |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.] |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| The nature of the site | * slips, trips and falls * injuries * rubbish | * dancers | * any wire and equipment will be taped down * speakers and cable will be placed away from the dance floor * First Aiders will be identified among dancers and on call throughout the evening | 2 | Southampton Swing Dancers Committee | 1 |  |  |
| General fire safety | * injury * material damage * smoke inhalation | * dancers | * importance of keeping the fire exits clear will be emphasised at all times * everyone will be made aware of the exits before starting * in the event of a fire belongings will be left behind | 2 | Southampton Swing Dancers Committee | 2 |  |  |
| Setting up and dismantling the event | * injury * fatigue | * dance committee * dancers | * small injuries are more likely due to the nature of the event which can be dealt with internally * dancers will be asked to warm up beforehand * if accidents do happen first aid will be given immediately * the dance floor will be kept clear. No furniture or bags. | 2 | Southampton Swing Dancers Committee | 2 |  |  |
| Security | * theft * material damage | * dancers | * dancers will be responsible for their own belongings * they will be reminded to keep valuable items on them or in a safe place at all times. | 2 | Southampton Swing Dancers committee | 2 |  |  |

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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |