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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Dance Class** | **Date** | **13/07/2019** |
| **Unit/Faculty/Directorate** | **The University of Southampton Jazz Dance Society** | **Assessor** | **President – Naomi Wragg** |
| **Line Manager/Supervisor** | ***Jamie Ford*** | **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** |
| MPS | People may slip, trip or fall within the dance studio as a consequence of trip hazards or slippery floor. | Everyone in the MPS. | **2** | **2** | **4** | **Prompt all bags and trip hazards to be moved to the side and out of the way of dancers. Ensure dancers wear appropriate footwear** | **1** | **2** | **2** | Ensure dancers are aware of any trip hazards and are advised to wear correct footwear |
| Injury  | Dancers may pull a muscle or have pain caused through other injury while dancing | All those dancing | **2** | **2** | **4** | **Ensure a warm up and cool down is done at the start and end of each lesson and ensure all dancers work to their own ability** | **1** | **2** | **2** | Make sure any dancers injured recently have adequate rest time before returning to dance |
| Exhaustion | This may lead to fainting when hot and/or increasing the likelihood of injury | All those dancing | **2** | **1** | **2** | **Make sure dancers are aware of the water fountain nearby for refreshments and open windows in the MPS when the room becomes hot. Ensure no dancer feels the need over-exerts themselves** | **1** | **1** | **1** | Be pro-active in recognising if a student seems exhausted/over-exerted. Ask the student to take some time out and have some water in order to reduce the risk of said consequences. |
| Fire Alarm | Dancers may panic and collide when leaving the building or get lost | All those in MPS | **1** | **1** | **1** | **Ensure everyone is aware of the nearest fire exit and assembly point.** | **1** | **1** | **1** | Check if there are any scheduled fire alarm tests |
| Security | Surroundings in the MPS and equipment in there along with dancers personal belongings may be stolen or damaged | All those in MPS | **1** | **2** | **2** | **Make it clear to dancers that we cannot be responsible for the security of their own 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 committees are made aware of fire procedures | Phoebe Baxter | 01/10/2019 |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**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 |