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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Online Jazz Dance Class** | **Date** | **14/07/20** |
| **Unit/Faculty/Directorate** | **University of Southampton Jazz Dance Society** | **Assessor** | **President – Sarah Lowther** |
| **Line Manager/Supervisor** |  | **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** |
| Nature of site | Dancers may fall due to tripping over a hazard or slipping on the flooring if they are wearing unsuitable footwear. | Everyone attending and following/dancing along with the online class. | **2** | **2** | **4** | Encourage dancers to ensure there are no trip hazards around them/in their dancing space and if there is then ensure that these are removed; encourage dancers to wear appropriate dancing footwear for the flooring they are on, or to dance barefoot. | **1** | **2** | **2** | Regularly remind dancers to ensure they remove any trip hazards from their surroundings and encourage them to ensure that they are wearing appropriate dancing footwear or dancing barefoot |
| Physical exertion/injury during an online class | Could lead to dancers experiencing some pain or in serious cases, a more severe injury. | Everyone attending and following/dancing along with the online class. | **2** | **3** | **6** | Ensure that there is a warm-up included at the beginning of every online class; encourage dancers to consider their ability and to ensure that they don’t attempt anything they consider to be above their ability to reduce the risk of injury. | **1** | **3** | **3** | Encourage any dancers who have been recently injured not to partake in the online classes until their injury is fully healed in order to ensure full recovery and limit the risk of further injury. |
| Exhaustion | Could increase the likelihood of injury or fainting due to tiredness. | Everyone attending and following/dancing along with the online class. | **2** | **1** | **2** | Encourage dancers to ensure they have water and keep hydrated throughout the online classes by providing breaks; ensure that dancers are aware that there is no need for them to overexert themselves; encourage dancers to ensure that they open windows if necessary. | **1** | **1** | **1** | Throughout the online classes, regularly remind dancers that they may take a break if they feel they need to and have regular short breaks in which dancers are encouraged to drink water and keep hydrated. |

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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** |
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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 |