|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Jazz Dance Class** | | **Date** | **10/09/20** |
| **Unit/Faculty/Directorate** | **University of Southampton Jazz Dance Society** | **Assessor** | **President – Sarah Lowther**  **Vice President – Rebecca Seed** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***S. Lowther***  ***R. Seed*** | |

This risk assessment should be read in conjunction with our COVID-19 risk assessment.

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(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 | People may fall due to tripping over a hazard or slipping on the flooring if they are wearing unsuitable footwear. | Everyone in the MPS | **2** | **2** | **4** | Encourage dancers to wear appropriate dancing footwear or to dance barefoot; ensure that any potential trip hazards are removed. | **1** | **2** | **2** | Look for any new potential trip hazards at the beginning of each class and ensure these are removed; regularly remind dancers of the importance of wearing appropriate footwear or dancing barefoot. |
| Physical exertion/injury in class | Could lead to dancers experiencing some pain or in serious cases a more severe injury. | Everyone dancing in the MPS | **2** | **3** | **6** | Ensure that there is a whole class warm up at the beginning of every session; ensure that dancers don’t work at a level above their ability to reduce the risk of injury. | **1** | **3** | **3** | Ensure that any dancers who have been recently injured take the necessary time to rest to ensure full recovery and limit the risk of further injury. |
| Falling whilst dancing | Could lead to bruising from the hard floor, or in serious cases, a more severe injury. | Everyone dancing in the MPS | **2** | **3** | **6** | Hold different classes for different abilities to ensure dancers are not pushed too hard/beyond their ability level. | **1** | **3** | **3** | If someone seems to be slipping on the floor due to their footwear, ask them to change their footwear or dance barefoot; if someone is struggling with a dance move, offer them support or an alternative to ensure they are not putting themselves at risk by performing a dance move above their ability. |
| Exhaustion | Could increase the likelihood of injury or fainting due to tiredness. | Everyone dancing in the MPS | **2** | **1** | **2** | Ensure dancers are aware of where they can get water and encourage them to keep hydrated throughout classes by providing breaks; ensure that no dancers feel as if they must overexert themselves; ensure windows are opened when necessary. | **1** | **1** | **1** | If a dancer appears to be exhausted, encourage them to take a break/rest and have some water to reduce the risk of further consequences due to continued exhaustion. |
| Fire alarm | People may panic and trip over or collide with others as they try to leave the building; they may also get lost whist trying to evacuate the building. | Everyone in the MPS | **1** | **2** | **2** | Ensure everyone in the MPS is aware of the locations of the fire exits and the fire assembly points. | **1** | **1** | **1** | Check regularly if there are any scheduled fire drills or fire alarm tests. |
| Security of belongings | Belongings could be damaged by dancers, or potentially stolen. | Everyone in the MPS | **1** | **2** | **2** | Encourage dancers not to bring anything non-essential to class; ensure that dancers are aware that we cannot be held responsible for the security of their belongings. | **1** | **2** | **2** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: S. Lowther | | | | | Responsible manager’s signature: R. Seed | | |
| Print name: SARAH LOWTHER | | | | Date: 30/09/20 | Print name: REBECCA SEED | | Date 30/09/20 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |