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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Jazz Dance Class**  | **Date** | **22/09/2022** |
| **Unit/Faculty/Directorate** | **University of Southampton Jazz Dance Society** | **Assessor** | **President: Emily Bonnett** **Vice President: Megan Windsor**  |
| **Line Manager/Supervisor** |  | **Signed off** | ***Emily Bonnett*** ***Megan Windsor***  |

| ***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 dance space (Multi-Purpose Studio)  | People may fall due to tripping over a hazard like water bottles left on the floor; people may slip on the flooring if they are wearing unsuitable footwear. | Everyone in the MPS | **2** | **2** | **4** | Ensure any potential trip hazards such as personal belongings are removed and encourage dancers to wear appropriate dancing footwear or to dance barefoot to avoid slips.  | **1** | **2** | **2** | Look for and remove any new potential trip hazards at the beginning of each class as well as frequently remind dancers of the importance of wearing appropriate footwear or dancing barefoot. |
| General Injury in class | Could lead to dancers experiencing some minor short-term pain or in serious cases a more severe, long-term injury. | Everyone dancing in the MPS | **2** | **3** | **6** | Ensure that there is a whole class warm up at the beginning of every session to reduce the risk of minor and major muscle pulls; ensure that dancers don’t work at a level above their ability to reduce the risk of more major injuries. | **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 inflaming the existing injury or causing further damage.  |
| Falling whilst dancing | Would likely lead to bruising due to the hard floor in the MPS, 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 don’t work at a level above their ability to reduce the risk of more major injuries. | **1** | **3** | **3** | If someone is struggling with a dance move, offer them support to correct it or an alternative modification to ensure they are not putting themselves at risk by performing a dance move above their ability. |
| Exhaustion | Could increase the likelihood of injury due to lack of focus on technique or fainting due to tiredness. | Everyone dancing in the MPS | **2** | **1** | **2** | Ensure dancers are aware of where they can refill water bottles and encourage them to keep hydrated throughout classes by providing short water breaks; ensure that no dancers feels pressured to overexert themselves beyond their personal abilities; ensure windows are opened when necessary (eg. In warmer summer months.)  | **1** | **1** |  **1** | If a dancer appears to be exhausted, encourage them to take a sit down, take a break and drink some water to reduce the risk of further consequences like injury or fainting due to continued exhaustion. |
| Fire alarm events | 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 nearest fire exits and the fire assembly points; Ensure fire exits are not blocked by dance equipment before, during or after classes.  | **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. | **1** | **2** | **2** | Ensure that dancers are aware that we cannot be held responsible for the security of their belongings. |
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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: E.Bonnett | Responsible manager’s signature: M.Windsor |
| Print name: EMILY BONNETT  | Date: 22/09/2022 | Print name: MEGAN WINDSOR | Date: 22/09/2022 |

**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 |