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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Occupational Therapy Week – Ballroom and Latin Dance Class** | **Date** | 09/11/2022 |
| **Unit/Faculty/Directorate** | SUSU | **Assessor**  | Charlotte Clarke and Ellie Chrysanthou |
| **Line Manager/Supervisor** | President and Vice President | **Signed off** | ***Sport or Activities Co-Ordinator*** |

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| ***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 trip, fall, or slip, due to generally slippery flooring or due to trip hazards | All those in the MPS | 3 | **2** | 6 | Encourage those not dancing to wear appropriate footwear, ensure that trip hazards are identified and removed | 2 | **2** | 4 | Make students aware at the beginning of class of trip hazards and ask them to be minimised |
| Physical exertion/injury in class | Could lead to some pain or in serious cases a pulled muscle | All those dancing in the MPS | 3 | 3 | 9 | Ensure that students can work at their own level to reduce injury, and always include a warm up | 2 | **2** | 4 | Ask that students recently injured take the necessary rest time to ensure they heal fully and do not put themselves at risk |
| Falling whilst dancing | Could lead to bruising on the hard, wooden floor | All those dancing in the MPS | **3** | 3 | 9 | Maintain split ability classes to ensure students are not pushed beyond what is safe for them | **2** | 2 | 4 | If somebody seems to be at risk due to slippery footwear, ask them to change and dance in more suitable/safe clothing |
| Exhaustion | Could lead to an increased likelihood of injury, or when hot fainting | All those dancing in the MPS | 3 | 3 | 9 | Make dancers aware of nearby water supply, and ensure that no dancer feels obligated to over-exert them self | 2 | 2 | 4 | If a student appears exhausted, be pro-active in asking them to sit out to eliminate the risk of further exhaustion or other consequences |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | - Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed.- Build-up of rubbish is to be kept to a minimum. Excess build-up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311

(Ext:3311). |
| Security | Material could be damaged by dancers, or potentially stolen | All those in the MPS | 1 | 2 | 2 | Make dancers aware that we cannot be responsible for the security of their belongings | 1 | 2 | 2 |  |
| Individuals who attend contracting COVID-19.  | Illness, fatality, life-long illness and complications | Event organisers and attendees, general public | 3 | 3 | 9 | Individuals to not attend if they are experiencing symptoms of Covid-19. If after the social, someone tests positive for Covid-19, they must inform the committee for the information to be disseminated. | 2 | 3 | 6 |  |

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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 that committees are made aware of fire procedures | Committee | 01/11/2022 |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: CHARLOTTE CLARKE (PRESIDENT) | Date: 18/10/2022 | Print name: ELLIE CHRYSANTHOU (VICE PRESIDENT) | Date:18/10/2022 |

**Assessment Guidance**

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| * Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| * Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| * Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| * Admin controls
 | Examples: training, supervision, signage |  |
| * 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** |

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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.  |

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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 |