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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Pure Dance Dress Rehearsal 2024 – Garden Court** | | **Date** | **13/03/2024** |
| **Unit/Faculty/Directorate** | **Union Southampton Dance (USD)** | **Assessor** | **Aimee Whittaker – Dance Representative** | |
| **Line Manager/Supervisor** | ***Meagan Iu - Organiser*** | **Signed off** | ***Aimee Whittaker*** | |

| **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 | Tripping on floor  Slipping on floor  (unsuitable footwear) | Dancers | **2** | **3** | **6** | Tell all dancers to walk and not run.  At least two members of committee do a walk round ahead of dress rehearsal to identify hazards and advise dancers of these hazards. | **1** | **2** | **2** |  |
| Physical exertion/injury | Pulled Muscles  Bruises  Nausea  Pain  Allergies | Dancers | **3** | **3** | **9** | Ensure all dancers warm up and stretch.  Ensure water is available throughout rehearsal and encourage dancers to bring food and water with them.  A first aid kit available with suitable contents.  Dancers to bring their own snacks (ask ahead of dress rehearsal if dancers have any allergies) | **1** | **2** | **2** |  |
| Falling whilst dancing | Sprains  Bruises  Broken Limbs  Concussion | Dancers | **3**  **3**  **1**  **1** | **3**  **1**  **4**  **4** | **9**  **3**  **4**  **4** | The purpose of the dress rehearsal is to ensure dancers are aware of the space they will have at the theatre.  A first aid kit will be available  Have a mobile phone charged for emergencies | **2**  **2**  **1**  **1** | **2**  **2**  **3**  **3** | **4**  **4**  **3**  **3** |  |
| Stage surface | Potential rough surface where dancers are bare foot | Dancers | **3** | **2** | **6** | Sweep performance space before the rehearsal. Check for anything that could injure feet and remove any hazards | **1** | **2** | **2** |  |
| Exhaustion | Nausea  Light-Headed  Fainting | Dancers | **2** | **3** | **6** | Ensure water is available throughout rehearsal.  Open windows for air flow when needed  Ensure dancers bring their own snacks (ask ahead of dress rehearsal and performance if dancers have any allergies)  First aid kit available | **1** | **2** | **2** |  |
| Fire Alarm/General Fire Safety | People may panic, run, or trip  People may get lost trying to leave building  Worst case scenario – death | Everyone at the rehearsal (dancers, StageSoc and SUPS) | **1**  **1**  **1** | **2**  **2**  **5** | **2**  **2**  **5** | Ensure everyone is aware of fire exits, assembly points, and the procedure to leave building ahead of the rehearsals and performance.  Check with SUSU that no fire drills are scheduled and if they are, inform everyone at the rehearsal | **1**  **1**  **1** | **1**  **1**  **5** | **1**  **1**  **5** | Whilst the impact of death does not reduce in a worst-case scenario, the likelihood of a fire is very low and the correct procedures being followed will minimise the risk of death. Additionally, a phone will be available to contact the emergency services should this be needed. |
| Security of Belongings | Damaged belongings  Theft of belongings | Dancers | **2** | **2** | **4** | Remind dancers to only bring essential items.  Remind dancers to take care of their belongings and that they are responsible for them. | **1** | **1** | **1** |  |
| Electrical Appliances | Minor burns hazard  Trip hazard  Fire hazard | Dancers | **2** | **3** | **6** | Remind StageSoc not to leave wires trailing around the room.  Turn off plug sockets when not in use  Remind dancers to turn off their electrical appliances and to unplug them when not in use. Do not leave hot appliances unattended.  First aid kit for minor burns. | **1** | **3** | **3** |  |
| COVID-19 | Contraction and spread of COVID-19 | Dancers | **2** | **5** | **10** | Hand sanitiser available.  Face masks can be worn at the individual dancer’s discretion.  Ensure dancers with any COVID-19 symptoms ahead of rehearsals take appropriate COVID-19 test and self-isolate.  Make sure all dancers are aware of current COVID-19 rules. | **1** | **5** | **5** | Whilst we will do everything we can to minimise the spread of the virus, please note that we are following current government advice and guidelines. |

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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** | |
|  | Send message to dancers to ascertain any allergies | Meagan Iu | 22/03/24 | |  |  | |
|  | Ensure suitable First Aid kit is available | Meagan Iu | 22/04/24 | |  |  | |
|  | On the day of dress rehearsals and performance ensure all risks (as stated above) have been satisfactorily controlled. | Meagan Iu | 28/04/24 | |  |  | |
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| Responsible manager’s signature: A Whittaker | | | | | Responsible manager’s signature: M Iu | | |
| Print name: AIMEE WHITTAKER | | | | Date: 13/03/2024 | Print name: MEAGAN IU | | Date: 13/03/2024 |

**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 |