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| **2Risk Assessment** |
| **Risk Assessment for the activity of** |  **Squad showings January 25th 2025 in The Cube, Building 42, 9am-4pm** | **Date** | **20/08/24** |
| **Unit/Faculty/Directorate** | **Union Southampton Dance**  | **Assessor** | **Erin Hemms** |
| **Line Manager/Supervisor** | ***Darcey Curran*** | **Signed off** | ***E.Hemms******D.Curran*** |

| ***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 Stage Flooring Tripping on bags left unattended (unsuitable footwear) | Dancers  | **2** | 3 | 6 | Tell dancers to walk and not run around the cube at all times. Tape the flooring down and ensure there are no loose ends. Tell dancers to get their bags in one area away from the walkway and have a committee member check this throughout the day.  | **1** | **2** | **2** | Look for and remove any new potential trip hazards before the event as well as frequently remind dancers of the importance of wearing appropriate footwear and ensuring their belongings remain out of the way. |
| Physical exertion/ Injury  | Pulled MusclesBruisesNauseaPainAllergies | Dancers  | **3** | **3** | **9** | Make sure that all dancers have warmed up and stretched before the start dancing. Make dancers aware of the available water fountains in the SUSU building and encourage them to stay hydrated. Provide a first aid kit with suitable contents. Tell dancers ahead of the day to bring plenty of food and drink and ask if they have any allergies. Ensure dancers are aware of foods they can’t bring due to other people’s allergies.  | **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. Ensure dancers remain hydrated and fuelled.If dancers feel insufficiently fuelled, ensure they have access to the appropriate food/water or know where to access it and encourage them to rest to avoid risk of further injury/exhaustion. |
| Injures whilst dancing  | Sprains Bruises Broken Limbs Concussion  | Dancers  | **3****3****1****1** | **3****1****4****4** | **9****3****4****4** | Remove any hazards from the stage area and frequently check this throughout the day. Provide a first aid kit with suitable contents. Ensure that we have a fully charged mobile phone on hand in case of emergencies.  | **1** | **2** | **2** | Ensure someone with a first aid qualification is around at all times, call first aid/emergency services if needs be. |
| Exhaustion  | NauseaLight-HeadedFainting | Dancers  | **2** | **3** | **6** | Make dancers aware of the available water fountains in the SUSU building and encourage them to stay hydrated.Schedule regular breaks so that dancers can rest and go and get fresh air when needed. Provide first aid kit with suitable contents. Ensure to tell dancers ahead of time to bring their own food and drink and allow time for this to be consumed (in breaks). | **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 Safety | People may panic, run, or trip.People may get lost trying to leave buildingWorst case scenario – death | Dancers, others in the building at the time.  | **1****1****1** | **2****2****5** | **2****2****5** | Ensure everyone in the building is aware of fire exits, assembly points, and the procedure to leave building ahead of the day. | **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 belongingsTheft of belongings | Dancers  | **2** | **2** | **2** | Remind dancers to only bring essential items. Remind dancers to take care of their belongings and that they are responsible for them. | **1** | **2** | **2** | Ensure that dancers are aware that we cannot be held responsible for the security of their belongings. |
| Electrical Appliances | Minor burns hazardTrip hazardFire hazard | Dancers  | 2 | **3** | **6** | Remind dancers 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.Wires will be taped to the floor. | **1** | **2** | **2** | Ensure someone is first aid trained if needs be.Keep reminding people to turn off electrical appliances when not In use and not leave them unattendedCall emergency services in an emergency |

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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  | Erin Hemms | 8/01/25 |  |  |
|  | Send Message to Dancers to tell them to bring Food and Drink  | Erin Hemms | 8/01/25 |  |  |
|  | Ensure a suitable first aid kit is available  | Erin Hemms | 8/01/25 |  |  |
|  | On the day ensure all risks (as stated above) have been satisfactorily controlled. | Erin Hemms  | 25/01/25 |  |  |
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| Responsible manager’s signature: E.Hemms | Responsible manager’s signature: D.Curran |
| Print name: ERIN HEMMS | Date: 31/08/24 | Print name: DARCEY CURRAN | Date: 31/08/24 |

**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.  |



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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 |