

Southampton Dance Competition Risk Assessment

Work/Activity:		
<p>Event Date: 15th February 2025 Event Location: Places Leisure Eastleigh, SO50 9NL Event Time: 8:30-18:30 (06:30am - 21:00 set up/clean up) For the purpose of this event, the event organizer will be: Maisie Hancock In their absence this role will be taken by: Darcey Curran & Erin Hemms</p>		
Department/Club: Union Southampton Dance	Assessor(s): Maisie Hancock, Darcey Curran	Contact: susupacomp@gmail.com mjh2g22@soton.ac.uk - Maisie Hancock dance@susuperformingarts.org , dc6g21@soton.ac.uk
Guidance/standards/Reference documents:	Competence requirements:	
<ul style="list-style-type: none"> http://www.hse.gov.uk/Risk/faq.htm https://sotonac.sharepoint.com/teams/HealthSafetyRisk/SitePages/Events.aspx?CT=1638819419997&OR=OWA-NT&CID=fec3a8be-737e-8a9e-f11c-8b2a91fd3dee 	Role: Competitions Officer & Dance Representative	Skills, experience or qualifications
	Other Committee members who have responsibility over event	Maisie Hancock & Darcey Curran (main responsible for health and safety event)

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Erin Hemms (Squads Coordinator) Catrin Richards (Welfare Officer) Trinity Harrigan-Brown (Publicity Officer) Ella Holding (Pure Dance Officer) Maddie Cosulich (Social Sec) Lauren Howells (Tour Sec) Finn McConnel (Tour Sec)		
First aiders at event : To be named prior		

ALL CONTROL MEASURES TO BE APPLIED TO THE CUBE AS WELL AS JUBILEE

Activity	Hazard	Persons at risk	Severity	Likelihood	Rating	Observations/control measures	Action by	Residual rating
At risk audience members	-children and young people -vulnerable adults	-dancers -children and young people -other audience members -vulnerable adults	1	1	1	-management of audience members is the responsibility of the dance committee. -to ensure all children and vulnerable adults are to be accompanied by a guardian at all time -to be announced during health and safety speech at beginning of day	-Dance Committee	N/A
The nature of the site	-slips, trips and falls -damage to site -injury	-audience members -dancers	1	2	2	-carpeting on the sports hall floor must be laid correctly under seating. This is the responsibility of the dance committee members on the night before the event. To comply with Sports and Wellbeing guidance	-Dance Committee - Headed by Maisie Hancock &	N/A

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	-rubbish -foot injury travelling between buildings					-Dance flooring must be laid safely before the event and tested to ensure it is securely laid.. Sheets must be taped together. This is the responsibility of the dance committee. -Seating must be put out on the night before the event with enough space to allow movement from audience members. This will be the responsibility of the committee. To comply with Sports and Well-being guidelines. -To make sure rubbish is well maintained bin bags will be provided to each Universities space and near audience members. It will be their responsibility to ensure their area is maintained. To be mentioned in the health and safety briefing.	Darcey Curran	
General fire safety	-injury -material damage -panic -smoke inhalation	-audience members -dancers	3	1	3	-The importance of maintaining clear fire exits at all times will be stressed continuously by committee members. A designated runner will be in charge of ensuring all fire exits are kept clear at all times, however all committee members will oversee this.. It will also be stressed in the health and safety briefing at the beginning of the event. -Fire exits will be stressed in the health and safety speech. This includes the location of exits, belongings and meeting points -Fire assembly point is located on the grass outside the staff club which will be made clear in the safety briefing at the start of the day	-Dance committee headed by Maisie Hancock & Darcey Curran	LOW

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						<ul style="list-style-type: none"> -Procedures will follow the Sports and Wellbeing policy on fire safety. -Any fire risk will be dealt with appropriately and will comply with the Sports and Wellbeing policy on fire safety. -To use fire extinguishers provided by the venue if needed.. -It will be the duty of the technical producers and the venue to ensure all technical systems comply with health and safety regulations. This will be checked by the committee also. -During set up by the USD committee, mats will be lifted one at a time to prevent injury 		
Setting up and dismantling the event	-injury -fatigue	-dance committee -volunteers to set up and dismantle event	1	1	1	<ul style="list-style-type: none"> -Maisie Hancock will ensure that setting up and dismantling carpeting and chairs will comply with health and safety regulations and policy set by sports and wellbeing. Including policy on manual handling. -Many volunteers will help to set up and dismantle the event, therefore those participating will not become fatigued. 	-Maisie Hancock -Dance committee	N/A
Dance	-injury -slips, trips and falls	-dancers	2	2	4	<ul style="list-style-type: none"> -Designated first aiders will be on site already, as provided by the venue. - Radios will be used between committee and first aiders. -To have a first aid bag, provided by Sports and Wellbeing. - Small injuries are more likely due to the nature of the sport however can be dealt with on site. 	-Maisie and committee -first aiders at venue	MODERATE but managed by first aiders

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						<ul style="list-style-type: none"> - Advised to warm up properly - If accidents do happen to either dancers or spectators it is essential that appropriate first aid is administered correctly and quickly <ol style="list-style-type: none"> 1) All first aid requirements will be managed by our on site first aiders, or in extreme cases by ambulance. 2) A First Aid Report form will be completed for all injuries and incidents by Sports and Wellbeing. 3) On discovery of an injury at the event, that activity will stop, an assessment made and cause determined before a decision is made whether or not the activity can continue. <ul style="list-style-type: none"> - Jewellery must not be worn by dancers - Suitable clothing and footwear must be worn for dancers – this is the responsibility of the representative for each University - Injury from others – limit of 20 people on the dance floor at one time. This is done to allow dancers to ensure enough space. -Obstacles on the dance floor – ensure the dance floor is clear before each dance – responsibility of presenters. 		
Equipment	<ul style="list-style-type: none"> -Electrical fault/shock -Fire 	-All	3	1	3	<ul style="list-style-type: none"> -StageSoc to provide sound board and mics (if not provided by sports and wellbeing) -to adhered to safety requirements from StageSoc and Sports and Wellbeing 	<ul style="list-style-type: none"> -Sport and wellbeing -StageSoc 	LOW

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	-Fall risk of speakers -Trips over wires					-safety of speakers –sports and wellbeing to ensure speakers are PAT tested Sound board covered by StageSoc risk assessment. -any loose wire to be taped down so they are not a hazard for trips and falls	- Overseen by Maisie & committee	
Facilities	-Insufficient facilities -Poor hygiene	-All	1	1	1	-responsibility of everyone to keep facilities clean including toilets and to report any failing of this – to be said in health and safety briefing -Responsibility of runners to not allow too many people into toilets and report any issues. -Committee to add signage around the venue pointing out key locations.	Maisie & the committee	N/A
	Parking		1	1	1	-Parking for visiting coaches in car park (to be allocated by the university). - Owners are responsible for their own cars		
Breaks	Exhaustion / fatigue -Hunger/thirst -Injury		2	1	2	- Regular breaks throughout the day to ensure rest. Approx 10 min break in between each dance category. - Signage to water fountains, as well as food and drink available from the venue -To be explained in health and safety talk	-Maisie and committee -individual universities	N/A
Security	-Theft -Violence -Material damage		1	1	1	Performers and spectators to be reminded to keep all valuables on them, or in a secure location, at all times. They are responsible for own property	-Maisie & rest of committee	N/A

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	- Unauthorised access		3	1	3	All attendees (spectators & dancers) to be given wristbands on arrival to allow entry into and out of the event. This will be policed by runners and anyone without a wristband will be denied entry.		
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		Likelihood		
		→		
Impact	↓	3	6	9
		2	4	6
		1	2	3

Likelihood

Level

High (3)

Medium (2)

Low (1)

Impact

Description
Will probably occur in most circumstances
Might occur at some time
May occur only in exceptional circumstances

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Level	Description
High (3)	Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.
Medium (2)	Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months.
Low (1)	Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days.

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