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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Street Dance general dance classes and socials** | **Date** | **03/09/2024** |
| **Group name** | **University of Southampton Street Dance Society** | **Assessor** | **President –** **Lauren Howells****Vice President – Isabella Brennan** |
| **Supervisor** | **Lauren Howells** | **Signed off** | **Lauren Howells****Isabella Brennan** |

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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** |  |
| **Meetings & Socials** |
| Nature of dance space (the multi-Purpose studio) | People may fall over due to the nature of the activity (dance) or because of inappropriate footwear which may cause them to slip. Personal belongings being stored incorrectly could also be a tripping hazard. | Everyone in the MPS | **2** | **3** | **6** | * Ensure trip hazards are removed throughout the class.
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by the committee.
* Personal belongings are to be stored to the side away from the dance floor.
* Make sure dancers wear appropriate footwear for class like trainers.
 | **1** | **2** | **2** | * Seek medical attention as required – e.g. a first aider, call 111 or 999.
* Report any and all incidents to the duty manager or health and safety officer as soon as possible.
* Follow the SUSU incident report policy.
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| Falling whilst dancing | May lead to bruising and pain. In more severe cases, falling could result in sprains, broken bones, concussions. | Everyone dancing in the MPS | **3** | **3** | **9** | * We hold classes at different difficulty levels to ensure dancers are not working a level beyond their ability. This will reduce the risk of more severe injuries
* Dancers must wear appropriate footwear when they come to class to minimise the risk of falls
* Remove anything that could cause a trip hazard throughout the classes
* A charged mobile phone will be available at all time in case of emergency
 | **1** | **3** | **3** | * Seek medical attention as required – e.g. a first aider, call 111 or 999.
* Report any and all incidents to the duty manager or health and safety officer as soon as possible.
* Follow the SUSU incident report policy.
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| Physical exertion/dance-related injuries | Minor, short-term injury – pain, bruising, light-headednessMore severe, long-term injury - broken bones from falling, pulled muscle, sprained ligaments etc. | Everyone dancing in the MPS  | **3** | **3** | **9** | * Ensure that everyone who attends is sufficiently warmed up before they dance by providing a warm-up and stretch at the beginning of every class
* Encourage dancers to bring water to class and allow for breaks during the class to drink water or to refill their bottles
* In the event that a dancer does injure themselves, they will be asked to sit out for the rest of the session so that they do not injure themselves further
* Classes are split into difficultly levels so that dancers are not required to work beyond their ability
* A charged mobile phone will always be to hand in case of emergency
* Make sure anyone with pre-existing conditions (i.e. asthma) has their medication to hand
 | **1** | **2** | **2** | * Seek medical attention from SUSU Reception if in need – i.e. get the attention of a first aider
* Contact emergency services if needed – i.e. call 111 or 999
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Overcrowding of the MPS | This may cause physical injury are dancers may hit one another. In more severe cases, it may lead to dancers overheating as the studio may get very hot and in the worst case, they may pass out. | Everyone dancing in the MPS | **3** | **3** | **9** | * Committee to check in dancers who have already signed up for the classes ahead of time. This way we can keep track of numbers and make sure there aren’t too many people in the MPS at any one time
* Only allow in dancers who have not signed up if maximum occupancy for the class has not been reached
* Utilise the waiting list system to alert members when spaces become available in class
 | **1** | **3** | **3** | * Seek medical attention from SUSU Reception if in need – i.e. get the attention of a first aider
* Contact emergency services if needed – i.e. call 111 or 999
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Exhaustion | May lead to light-headedness, nausea, fainting | Everyone dancing in the MPS | **2** | **3** | **6** | * Encourage dancers to bring water with them
* Provide frequent opportunities for water breaks and filling up water bottles
* Ensure dancers are aware of the closest locations to get water
* Allow dancers to rest during class if they feel it is needed
* Keep the windows open to allow for air flow
 | **1** | **2** | **2** | * Seek medical attention from SUSU Reception if in need – i.e. get the attention of a first aider
* Contact emergency services if needed – i.e. call 111 or 999
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Fire alarm/general fire safety | People may panic which could cause them to run. This could lead to trips, people bumping into each otherPeople may get lost when they try to leave the building Worst case scenario – people may be subject to serious or fatal injuries caused by fire | Everyone in the MPS | **1****1****1** | **2****2****5** | **2****2****5** | * Ensure that everyone in the MPS is aware of the locations of the nearest fire exits and the fire assembly points
* Fire exits must be accessible before during and after the classes and not blocked by dance equipment or personal belongings
* Check if there are going to be any fire drills
 | **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 fatality
* Additionally, a phone will be available to contact the emergency services should this be needed.
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| Electrical equipment e.g. laptops/ computers, speakers etc | Trip hazard and fire hazard | Everyone in the MPS | **2** | **3** | **6** | * Ensure no liquids are placed near electrical equipment
* 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
 | **1** | **2** | **2** | * Seek medical attention from SUSU Reception if someone is hurt – i.e. get the attention of a first aider
* Contact emergency services if needed – i.e. call 111 or 999
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Security of personal belongings  | Belongings can be damaged by dancers or in worst case scenario, stolen. | Everyone in the MPS | **1** | **3** | **3** | * 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** | * Report the incident to SUSU
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| COVD-19 | Contraction and spread of COVID-19 | Everyone in the MPS | **2** | **4** | **8** | * Hand sanitiser is available
* Dancers can wear face masks at their own discretion
* Advise that dancers stay home if they suspect they have contracted COVID-19 to prevent the spread
 | **1** | **4** | **4** | * Whilst we will do everything we can to minimise the spread of the virus, please note that we are following current government advice for which there are no restrictions for COVID-19
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| 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** | **10** | **5** | * ensure that members know where the nearest fire exist 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 (on campus) or venue staff (external venue)
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.
* Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive should be asked to remove these.
* Society to follow and share with members Code of conduct/SUSU Expect Respect Policy
 | **1** | **2** | **2** | * SUSU Expect Respect Policy to be followed
* Committee WIDE training
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Socials- alcohol consumption  | Ill healthParticipants may become at risk of injury as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event
* Society to follow and share with members Code of conduct/SUSU Expect Respect Policy
 | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
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| Socials - Spiked drinks/ Alcohol poisoning | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees, | **2** | **5** | **10** | * Supervision, the event will be run by the society committee and they will attend each venue. Ideally, they will not drink to excess during the event. Not all committee members consume alcohol so there will be at least one person who is not intoxicated.
* Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.
* Report any suspicious behaviour to staff.
* Participants encouraged to stay with a nominated ‘buddy’ where possible.
* The organizers have confirmed the premise is licensed to distribute alcohol
* The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.
* Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.
* Society to follow Code of conduct/Expect Respect policy
 | **2** | **3** | **6** | * Members are responsible for their individual safety though and are expected to act sensibly when walking around.
* For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)
* If they need to go to the hospital they will also be accompanied there.
* Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Follow SUSU incident report policy
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| Socials - Travel  | Vehicles collision have the potential to cause serious injury Participants travelling alone at night | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * Members are responsible for their individual safety and are expected to act sensibly
* People also briefed about the journeys before the event starts. For example, the list of venues will be shared via social media with updates on the societies location on social media.
* Local venues known to UoS students chosen.
* Event organisers to make it clear that travel to and from each venue is attendees’ own responsibility but will be available to direct people between venues.
* Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Contact emergency services as required 111/999
* Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Socials- Medical emergency  | Members may sustain injury /become unwell Exacerbation of pre-existing medical conditionsSickness Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **15** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- Own Society fundraising  |  TheftIndividuals being mugged/robbedLoss/misplacement leading to financial loss | Members, Participants  | 3 | 4 | 12 | * Where possible offer option to pre-buy tickets to avoid cash purchases

E.g. use of SUSU box office, hire/loan of contactless payment machines* If any cash was received, deposit asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.
* Money to be kept in lockable box
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
* Money to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report incident to SUSU duty manager
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Society socials
* Other large or medium- to high risk events e.g. pub crawls,
 | Relevant committee members – president to ensure it is completed. | Socials pop up throughout the year, but the president will ensure each RA is completed in an appropriate time frame. Therefore, the target date is set to 14/06/2025 |  |  |
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| Responsible committee member signature: L.Howells | Responsible committee member signature: I.Brennan |
| Print name: LAUREN HOWELLS | Date: 03/09/2024 | Print name: ISABELLA BRENNAN | Date: 03/09/2024 |

**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 |