|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Contemporary Dance Generic (classes, socials, fundraisers etc)** | **Date** | **29/08/2024** |
| **Unit/Faculty/Directorate** | **University of Southampton Jazz Dance Society** | **Assessor** | **President: Maddie Cosulich****Vice President: Trinity Harrigan-Brown** |
| **Line Manager/Supervisor** |  | **Signed off** | ***Maddie Cosulich*****Trinity Harrigan-Brown** |

| ***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** |
| DANCE CLASSES |
| Nature of dance space (Multi-Purpose Studio)  | People may fall due to tripping over a hazard like water bottles left on the floor; people may slip on the flooring if they are wearing unsuitable footwear. | Everyone in the MPS | **2** | **2** | **4** | Ensure any potential trip hazards such as personal belongings are removed and encourage dancers to wear appropriate dancing footwear or to dance barefoot to avoid slips.  | **1** | **2** | **2** | Look for and remove any new potential trip hazards at the beginning of each class as well as frequently remind dancers of the importance of wearing appropriate footwear or dancing barefoot. |
| General Injury in class | Could lead to dancers experiencing some minor short-term pain or in serious cases a more severe, long-term injury. | Everyone dancing in the MPS | **2** | **3** | **6** | Ensure that there is a whole class warm up at the beginning of every session to reduce the risk of minor and major muscle pulls; ensure that dancers don’t work at a level above their ability to reduce the risk of more major injuries. | **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.  |
| Falling whilst dancing | Would likely lead to bruising due to the hard floor in the MPS, or in serious cases, a more severe injury. | Everyone dancing in the MPS | **2** | **3** | **6** | Hold different classes for different abilities to ensure dancers don’t work at a level above their ability to reduce the risk of more major injuries. | **1** | **3** | **3** | If someone is struggling with a dance move, offer them support to correct it or an alternative modification to ensure they are not putting themselves at risk by performing a dance move above their ability. |
| Exhaustion | Could increase the likelihood of injury due to lack of focus on technique or fainting due to tiredness. | Everyone dancing in the MPS | **2** | **1** | **2** | Ensure dancers are aware of where they can refill water bottles and encourage them to keep hydrated throughout classes by providing short water breaks; ensure that no dancers feels pressured to overexert themselves beyond their personal abilities; ensure windows are opened when necessary (eg. In warmer summer months.)  | **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. |
| Personal Attire | Injury can occur if people are not wearing attire appropriate for dancing in.  | All  | **2** | **3** | **6** | Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear. | **1** | **3** | **3** | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Fire alarm events | People may panic and trip over or collide with others as they try to leave the building; they may also get lost whist trying to evacuate the building. | Everyone in the MPS | **1** | **2** | **2** | Ensure everyone in the MPS is aware of the locations of the nearest fire exits and the fire assembly points; Ensure fire exits are not blocked by dance equipment before, during or after classes.  | **1** | **1** | **1** | Check regularly if there are any scheduled fire drills or fire alarm tests. |
| Security of belongings | Belongings could be damaged by dancers, or potentially stolen. | Everyone in the MPS | **1** | **2** | **2** | Encourage dancers not to bring anything non-essential to class. | **1** | **2** | **2** | Ensure that dancers are aware that we cannot be held responsible for the security of their belongings. |
| PERFORMANCES & COMPETITIONS (in addition to above) |
| Transport | Vehicle’s collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | Members are responsible for their individual safety and are expected to act sensibly. Event organisers will be available to direct people between venues. | **2** | **2** | **4** |  |
| Unfamiliar space – steps and raised flooring | Trips and falls causing injury | Performers/anyone new to the space | **5** | **3** | **15** | All members to be shown the space before starting and steps to be pointed out, with players positioned so they are unlikely to fall | **2** | **3** | **6** | If any raised areas/steps are not clearly marked, make venue caretaker aware and mark out where possible |
| PROMOTIONAL STAND e.g bunfight |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. | Members, visitors | **2** | **3** | **6** | A maximum of 3 representatives to be at the stall at any one time, Request that orderly queues are formed. Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear. Follow instructions given by support staff/staff on directions and entry and exit points  Do not move tables if this has been placed for you by staff.  | **1** | **3** | **3** | Seek medical attention if problem arises    Seek support from facilities staff  |
| Falling Objects e.g. banners  | Injury, Bruising, Damage to equipment | Members, visitors | **2** | **3** | **6** | Ensure banner is secured and on a flat surface. Tables to be safely secured by staff where possible – ask for support from facilities team | **1** | **2** | **2** | Seek medical attention if problem arises    Seek support from facilities staff  |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | **2** | **4** | **8** | Ensure screen is set up to avoid glare, is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats etc | **1** | **4** | **4** | Request support and advice from SUSU IT/Tech teams e.g., via activities team |
| SOCIALS |
| Overly intoxicated members | Participants may become at risk as a result of alcohol consumption | Anyone drinking alcohol | **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. 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** | **3** | Follow SUSU incident report policy |
| Slips, trips and falls  | Physical Injury | Event organisers and attendees | **2** | **4** | **8** | Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards and mark off any which can’t be removed. Committee to check that chosen venues meet safety requirements. | **1** | **3** | **3** |  |
| Participants getting lost or leaving without any one being aware  | During the event participants may decide they want to leave, or they may get lost on the way  | Event organisers, event attendees,  | **3** | **3** | **9** | If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event  | **2** | **2** | **4** | Follow SUSU incident report policy  Call emergergency services as required |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | All attendees | **1** | **3** | **3** | Ensure space meets needs of members e.g., considering location & accessibility of spaceCommittee to consult members on needs and make reasonable adjustments where possible  | **1** | **3** | **3** | Seek medical attention if problem arises. Liaise with SUSU reception/activities team on available spaces for meetings  |
| FUNDRAISING EVENTS (additional to those above) |
| Adverse Weather | Injury, illness, slipping, burns | All attendees | **4** | **3** | **12** | **Lead organiser to check the weather are suitable for activities on the day** **Warn those attending to prepare by wearing appropriate clothing and footwear e.g., via social media posts, email invites****SUSU/UoS Facilities team checks of buildings and spaces prior to the event****In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate**  | **4** | **1** | **4** | **If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date** |
| Event involving food | Food allergies, food poisoning, choking. | All | **3** | **5** | **15** | **Individual event risk assessment to be carried out for events involving members making/serving food.****Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)** **Only order/buy food at establishments with appropriate food hygiene rating** **Food to only be provided/eaten when other activities are stopped** **Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products** | **1** | **3** | **3** |  |

|  |
| --- |
| ***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:* High risk socials (e.g trampolining)
* High risk fundraisers
* Tech heavy events
 | Relevant committee member, President to ensure completion |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: M.Cosulich | Responsible manager’s signature: T.Harrigan-Brown |
| Print name: MADELEINE COSULICH | Date: 29/08/2024 | Print name: TRINITY HARRIGAN-BROWN | Date: 29/08/2024 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |