

Risk Assessment

Risk Assessment for the activity of	Southampton Ballroom and Latin Dance Societies Southampton Friendly Competition Risk Assessment on the 9 th of November 2024 at Totton Health and Leisure Center (SO40 3GX)		Date	09/11/2024
Are you a sports club or society?	Society	Assessor	Amber Currid	
President/Captain Name/2nd Committee Member	Joseph Seymour	Signed off	SUSU USE ONLY	
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p> <i>Every year the University of Southampton Ballroom and Latin Society (SUBLDS) hosts our Southampton Friendly Competition. Various other university dancesport teams come to compete at the event.</i> </p> <p> <i>SUBLDS takes full responsibility in the travel to Totton Leisure Centre, the general running of the event, ticketing, and ensuring all health and safety outlined in this risk assessment is followed.</i> </p> <p> For further information on risk, please visit - https://www.hse.gov.uk/simple-health-safety/risk/index.htm </p>			

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Physical Exertion/injury	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All dancers competing	2	3	6	Encourage all dancers to wear appropriate footwear and advise on what this is. Ensure that trip hazards are identified and removed. Ensure there are regular drinks breaks in between rounds especially in hot weather. Ensure there is access to a first aid kit and ice packs encase of injury.	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.

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Exhaustion	Could Lead to an increased likelihood of injury or when hot, fainting.	All dancers competing	2	1	2	Ensure all dancers are aware of where they can get water. Ensure there are plenty of water breaks in between rounds. Especially in adverse weather conditions.	1	1	1	If a dancer appears exhausted, be proactive in advising them to sit out and eliminate risk of further exhaustion. 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.

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Setting up of equipment (Chairs, tech, adjudicators desk.)	Cause strain , injury, bruising or grazing	Committee and volunteers	2	2	4	Limit carrying equipment to just committee members who have practice in handling them. Train committee members and volunteers in manual handling.	1	2	2	Ensure equipment is set up prior to letting dancers into the venue. If a member appears exhausted, be proactive in 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.

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Footwear (Appropriate dance shoes.)	Injury, bruising, damage.	All dancers	2	3	6	Ensure all dancers have proper dance footwear. Ensure if people are borrowing dance shoes a committee member will advise on what size is correct.	1	3	6	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.

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Electrical Equipment eg. Laptops/computers, speakers etc	Trip hazard and Fire hazard	All attendees	2	3	6	Ensure no liquids are placed near electrical equipment. Remind Dancers not to leave trailing wires. Turn off plug sockets when not in use.	1	3	3	Seek medical attention if 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.
Security of Personal Belongings	Belongings being damaged or stolen	All attendees	2	3	6	Remind dancers to take care of their belongings and that they are responsible for them. Have seating and storage sections for each team to put their belongings.	1	3	3	Report any incidents to the venue

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Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All dancers	2	3	6	Check ground conditions for holes, lumps, and other obstacles. Ensure all dancers are wearing appropriate footwear as will limit chance of injury. Ensure participants have brushed their shoes before hand to prevent them from being too slippy.	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.
Dehydration	Headaches, light headedness, fainting.	Dancers	3	1	3	Dancers will be reminded to bring water bottles Ensure all participants know where they can fill up water bottles.	2	1	2	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

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>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.</p>

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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove Prevent too many people from being on the dance floor at one time. Ensure venue doesn't exceed capacity.	1	3	3	Seek medical attention if problem arises	
Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	Ensure regular breaks (ideally every 20mins) when using screens 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 For external venues pre-check equipment and last PAT testing dates Seek medical attention as required	

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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	All attendees	1	5	5	All areas chosen for activity will have their suitability checked. Members will be consulted to ensure there are no accessibility requirements.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. 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.

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Repetitional Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a repetitional risk to the club, Southampton University Students' Union or Southampton University itself.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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Medical Issues: Pre-existing and process for any that appear during club or society activity	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.	1	1	1	In an emergency, contact 999. 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.


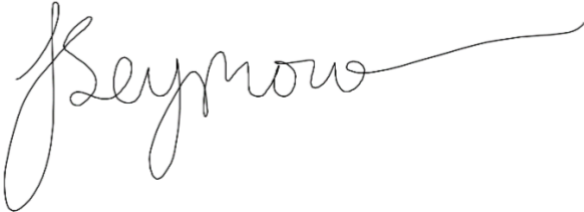
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Travel to venue	Vehicle's collision -causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	Members are responsible for their individual safety though and are expected to act sensibly Local venues known to University of Southampton (UoS) students chosen Committee members will be available to direct people to the venue Avoid large groups of people totally blocking the pavement or spilling in to the road.	2	2	4	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

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Conduct of spectators	Damage to facility Personal injury and injury to others	All attendees	1	4	4	Committee members will reinforce expected behaviour of all attending. Make spectators aware of allowed spaces to spectate during the competition.	1	3	3	Removal of any spectators who will not comply with expected behaviour with the help of the building manager. In the event of theft committee members will contact 999 and alert on site security. Follow SUSU incident report policy

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
	Committee to read and share SUSU Expect Respect Policy	All committee	7/11/24		
	Officials to be informed of relevant details from risk assessment and other essential	President	7/11/24		

	<p>information about the competition.</p> <p>Recruited officials on the advice of our dance teacher, Linda Bellinger.</p>				
	<p>Plan to visit venue before competition date to allow committee members to familiarise themselves with the spaces.</p>	<p>Committee</p>	<p>7/11/24</p>		
	<p>Further correspondence with venue staff prior to competition date to ensure equipment is requested and available without the need to handle heavy load across long distances.</p>	<p>President</p>	<p>7/11/24</p>		
	<p>Committee members to have read the risk assessment and team captains from participating universities to be informed in advance of important health and safety measures.</p>	<p>All committee, team captains</p>	<p>7/11/24</p>		
<p>Responsible committee member signature: Amber Currid</p>  <p>Print name: Amber Currid</p> <p>Date: 18/10/24</p>				<p>Responsible committee member signature:</p>  <p>Print name: Joseph Seymour</p> <p>Date: 05/11/2024</p>	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

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.

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.

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

