|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Activities Room Zumba class**  **Instructor: Nia Williams** | | **Date** | **09/09/2024** |
| **Unit/Faculty/Directorate** | **Zumba Society** | **Assessor** | **Ruhi Pandit (President)**  **Kirsty Lawrence (Vice President)** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***Ruhi Pandit (President)*** | |

| ***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** |
| Slips, trips, falls and dehydration | Injury could occur by tripping, bumping/knocking into others, or potentially fainting from dehydration due to lack of water during exercise.  Bags may lead to a participant tripping | Participants in the class and the instructors | **3** | **4** | **12** | All participating members must wear appropriate footwear as wekk as clothing. Additionally, they will not be able to participate if they do not have water.  This includes the prohibition of black-soled shoes in the cube.  Ensure bags are kept out of the way of all participants | **1** | **4** | **4** | Warm up and cool down routines to help minimise the risk of muscle strains which could cause tripping/falling.  Class numbers will be capped to avoid injury from overcrowding.  Make sure participants know where the water fountains are. |
| Further damage/impediment to any previous injury or serious health condition | Could further hinder a pre-existing injury and/or illness due to the vigorous nature of the exercise | Participants in the class and the instructors | **2** | **4** | **8** | All members must sign a health and safety waiver certifying they are able to participate in the class and ensuring the overall health and fitness of the participants. For example members are not pregnant or recently had an extended stay in hospital | **1** | **4** | **4** | Committee members as well as instructors should be vigilant towards class members making sure any pre-existing injuries are known to the instructor.  The level of exertion needs be monitored to make sure it is appropriate for the class. |
| Operation of the speaker | Fire and electrocution risk  Potential for a fire to break out or an electric shock to occur when the instructor uses the speaker if the plug socket is in disrepair or the speaker is damaged in any way. | Participants in the class, the instructors, and other users in the building if the fire spreads | **2** | **3** | **6** | Safety checks of the building are carried out by SUSU and a cover has been purchased to protect the speaker against water damage | **1** | **3** | **3** | Make sure water bottles are not kept near the water system during class and refrain from using any plug sockets and/or wires which seem/look faulty in any way. SUSU will then be informed of any issues. |
| Moving the speaker | Muscle strain or injury from moving a heavy object | Committee or members of the public when moving to the SUSU building | **2** | **2** | **4** | Use the lift and unsure committee members have read manual handling leaflet to unsure heavy items are lifted in the correct manner.  Additionally, a second person should be observing | **1** | **2** | **2** | Speaker was purchased with wheels so can be wheeled more than carried |
| Overcrowding | Higher chanced of fainting due to increase in temperature in the room, chance of collision between participants is higher | Participants in the class and the instructors | **2** | **3** | **6** | Ensure amount of participants does not exceeded the capacity | **1** | **2** | **2** | Open windows to regulate airflow |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 | Ensure all committee members and instructors are made aware of fire procedures, emergency routes and emergency meet-point for the activities room | Kirsty Lawrence | 27/09/2024 | 04/10/2024 |  | |
| 2 | Ensure all classes have at least one committee member with first aid training or basic first aid knowledge in case an accident occures | Kirsty Lawrence | 27/09/2024 | 04/10/2024 |  | |
| 3 | Ensure the tickets sold for each class has a maximum capacity so there is no risk of overcrowding | Ruhi Pandit | 27/09/2024 (Ongoing) | 04/10/2024 |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible manager’s signature: Kirsty Lawrence | | | | Responsible manager’s signature: Ruhi Pandit | | |
| Print name: KIRSTY LAWRENCE | | | Date: 09/09/2024 | Print name: RUHI PANDIT | | Date: |

**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 |