

Risk Assessment			
Risk Assessment for the activity of	Jazz Dance Generic (classes, socials, fundraisers etc)		Date 24/07/2024
Unit/Faculty/Directorate	University of Southampton Jazz Dance Society	Assessor	President: Erin Hemms Vice President: Amelia Stratton
Line Manager/Supervisor		Signed off	Erin Hemms Amelia Stratton

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	
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.

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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.

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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.

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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	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</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>
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 whilst 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.

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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										

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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

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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										

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Overly intoxicated members	Participants may become at risk as a result of alcohol consumption	Anyomne 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

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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	

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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 emergency services as required

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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 space Committee 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)										

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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	<p>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 +)</p> <p>Only order/buy food at establishments with appropriate food hygiene rating</p> <p>Food to only be provided/eaten when other activities are stopped</p> <p>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</p>	1	3	3	
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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: <ul style="list-style-type: none"> - 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.			

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Responsible manager's signature: E.Hemms			Responsible manager's signature: A.Stratton		
Print name:	ERIN HEMMS	Date:	24/07/2024	Print name:	AMELIA STRATTON
				Date:	24/07/2024

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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

