

## RISK ASSESSMENT FORM – Students’ Union

<b>Activity:</b> (Describe the activity: What is happening)	Training (Dance)		
<b>Location(s):</b>	Various Theatre/Studio Rooms (York St John)		
<b>Who may be exposed:</b>	All member of the squad/coaches/observers		
<b>Responsible Person:</b>	Committee and Teachers		
<b>Assessors name:</b>	Sophie Hughes	<b>Committee position:</b>	Club Captain
<b>Assessors signature:</b>	S.L.Hughes	<b>Date of assessment</b>	Wednesday the 8 <sup>th</sup> of May (2019)
<b>Related Documents:</b>	•	<b>Review date:</b>	
		<b>Review date:</b>	
		<b>Review date:</b>	

**Get to Green!** Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you’ve done that, the risk will be low! You’ll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in Bold and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser.

<b>Impact/severity</b>	<b>High</b>	<b>M</b>	<b>M</b>	<b>H</b>
	<b>Med</b>	<b>L</b>	<b>M</b>	<b>M</b>
	<b>Low</b>	<b>L</b>	<b>L</b>	<b>L</b>
		<b>Low</b>	<b>Med</b>	<b>High</b>
	<b>Likelihood</b>			

**Risk Matrix:** The risk matrix to be used is a simple 3x3 with only one red area. This simplistic ‘traffic light’ approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:

- **What are the chances of this happening? (Likelihood)**
- **And if it did happen, what is the worse that could happen? (Severity)**

Always consider who this may affect (Staff, visitors, general public etc).

A full detail explanation can be found at the end of this risk assessment.

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
01.	Type of Flooring	<ul style="list-style-type: none"> <li>• All dancing must take place on suitable and appropriate surfaces</li> <li>• Under no situation is any dancing to take place on wet surfaces, if any liquid is spilt it must be mopped up immediately</li> <li>• Dance should only take place in appropriate rooms</li> <li>• All appropriate rooms will be explained to Committee by a member of YSJSU staff</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• No socks should be worn whilst dancing to avoid slipping</li> </ul>	<b>Low</b>	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
02.	Trips / Slips / Falls / Collisions with Other Dancers	<ul style="list-style-type: none"> <li>• Immediate first aid provision can be given to injured participants by club</li> <li>• members / staff on YSJ University Campus</li> <li>• Participants are informed and advised on correct footwear / clothing</li> <li>• (participants without correct clothing / equipment are asked not to participate)</li> <li>• Sessions are abandoned if indoor lighting is poor and putting participants at risk</li> <li>• Inspection of the training space is completed prior to training / competitions</li> <li>• Committee aware of how to call First Aid</li> <li>• All training sessions (for all squads) must be taken by a competent coach who</li> <li>• has the necessary coaching credentials</li> <li>• No dancing on wet surfaces</li> <li>• Ensure that practice area is clear before beginning a routine / stunt</li> </ul>	Medium	•	Low	
03.	Muscle Strains / Bruising / Cuts / Bleeding	<ul style="list-style-type: none"> <li>• All session participants must complete a full, adequate and specific warm up</li> <li>• prior to stunting / dancing of any kind</li> <li>• First aid kit / equipment must be present at every training session / competition</li> </ul>	Medium	•	Low	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
		<ul style="list-style-type: none"> <li>• Committee members / senior squad members (3rd years) must know how to call</li> <li>• security / help to the venue they are training at</li> <li>• In the case where an ambulance is called one member of cheer / full time staff</li> <li>• must be ready to meet the paramedics on their arrival</li> <li>• Any individual suffering from a serious injury at training or during competition must seek medical attention</li> </ul>				
04.	Dislocation / Broken Bones	<ul style="list-style-type: none"> <li>• Emergency services must be contacted immediately (999), for training taking place at YSJU Sports Park Sports Hall, security must also be contacted to</li> <li>• ensure they are aware and can attend the scene (if required) Ensure at least one squad member / YSJ-Active Staff / Security Staff / External</li> <li>• Venue Staff is ready to meet the ambulance / paramedics on their arrival</li> <li>• No stunting / dancing is to be done on wet surfaces</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<b>Low</b>	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
		<ul style="list-style-type: none"> <li>All stunting (for all levels) must be done with correct and safe matting underfoot</li> </ul>				
05.	Head/Spinal Injury	<ul style="list-style-type: none"> <li>If an individual is suspected to have suffered from a spinal / head injury the individual must NOT be moved</li> <li>Emergency services (999) and Security staff (when YSJ Active staff are off duty) must be notified immediately</li> <li>Ensure at least one squad member / YSJ-Active Staff / Security Staff / External</li> <li>Venue Staff is ready to meet the ambulance / paramedics on their arrival</li> <li>No stunting / dancing is to be done on wet surfaces</li> <li>All stunting (for all levels) must be done with correct and safe matting underfoot</li> </ul>	Medium	<ul style="list-style-type: none"> <li></li> </ul>	Low	

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
06.	Poor Quality Coaching	<ul style="list-style-type: none"> <li>• All coaches must have adequate and appropriate coaching qualifications</li> <li>• relevant to the sport of Dance, all coaches' qualifications must be kept on record at the Students' Union</li> <li>• Coaches must differentiate for ability</li> <li>• Adequate number of coaches must be present at all training sessions,</li> <li>• participant to coach ratio must be sensible and follow NGB guidelines /recommendations.</li> </ul>	Medium	•	Low	
07.	Incorrect Clothing/Footwear	<ul style="list-style-type: none"> <li>• All squad members and coaches must attend training sessions / competitions</li> <li>• in dance shoes or other suitable trainers (suitable trainers will provide heel support)</li> <li>• All squad members and coaches must attend training in sensible clothing (loose clothing / sportswear)</li> <li>• All jewellery must be removed prior to individuals participating in element of training or competition</li> <li>• Any individual arriving at training inappropriately dressed should not participate in the session</li> </ul>		•		

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
08.	Inexperienced/Beginner Members	<ul style="list-style-type: none"> <li>All squad members new to Dance must undergo an induction training session showing them basic techniques and general safety points specific to the sport of Dance</li> </ul>		<ul style="list-style-type: none"> <li>Ensure coaches do not push members beyond their capabilities.</li> </ul>		
09.	Fire	<ul style="list-style-type: none"> <li>All electrical equipment used by squad members must be PAT tested prior to its use at training sessions / competitions (ie stereo systems / CD players)</li> <li>All members of the squad and coaches must understand and know the fire evacuation procedure and know where the nearest fire assembly point is</li> <li>In the case of a fire, all members of the squad, coaches and spectators must follow the evacuation procedure and inform security at the earliest possibility</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>		

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
10.	Use of Equipment/Storage of Equipment	<ul style="list-style-type: none"> <li>• Equipment must be checked for damage prior to every training session / use at</li> <li>• competition, any damage to equipment must be reported the Students Union</li> <li>• immediately, heavily damaged equipment must not be used for training sessions</li> <li>• All equipment must be stored safely in the allocated storage unit</li> <li>• No new equipment is to be ordered without authorisation from the SU</li> </ul>		•		
11.	Trespassers Entering Training Venue	<ul style="list-style-type: none"> <li>• Fire exits must not be opened for fresh air, if the door does need to be opened</li> <li>• at least one member of the squad must stand by the door to ensure externals</li> <li>• do not enter the Sports Hall / training venue (if University room is booked)</li> <li>• If an external trespasses during training / competition University Security Staff</li> <li>• must be informed immediately, members of cheer / coaches must not tackle or challenge the individual</li> </ul>		•		



## RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

**Note: immediate action must be taken to address any identified net red risk**

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

<b>Hazard</b>	<b>Further actions / Control measures (as identified from the risk assessment)</b>	<b>Responsible Person/s</b>	<b>Target Completion Date</b>
Type of Flooring	No socks should be worn whilst dancing to avoid slipping	Committee/Teachers	Consistent checks
Inexperienced/Beginner Members	Ensure coaches do not push members beyond their capabilities	Teachers	Consistent Checks

## CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

### Likelihood

To determine "likelihood" you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
<b>High</b>	<b>Extremely likely</b> e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently, a hazardous event occurs daily or throughout the day).
<b>Medium</b>	<b>Most Likely</b> e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently, or hazardous event occurs occasionally throughout week/month)
<b>Low</b>	<b>Likely</b> e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)

### Impact / Severity

To establish the severity of the "impact" you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
<b>High</b>	<b>Extremely harmful</b> e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire.
<b>Medium</b>	<b>Harmful</b> e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
<b>Low</b>	<b>Could be harmful</b> e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
<b>Low</b>	No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes.
<b>Medium</b>	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High</b>	Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.