

All societies must conduct a Health and Safety Policy and update it every year.

This is the statement of general policy and arrangements for:	Dance Exposé	
Sophia Hartley	has overall and final responsibility for health and safety	
Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of society-related ill health by managing the health and safety risks in the society so far as reasonably practicable.	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	Hold a warm up before each rehearsal and ensure all members participate; check the space before rehearsal for any hazards such as a wet floor or tripping hazards.
Provide clear instructions and information, and adequate training, to ensure members are competent to do the activity.	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	Ensure all members understand instructions, give them an opportunity to ask questions for clarification.

Engage and consult with members on day-to-day health and safety conditions.	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	Ensure all members know they should notify Committee if they are not in good health, including injury or illness.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	Ensure fire exits are kept clear and that people know where the exits and evacuation routes are. Ensure all members follow procedure in the case of an emergency exit.
Maintain safe and healthy member conditions, provide and maintain equipment for activities so far as reasonably practicable.	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	Ensure members notify committee when not in good health, and that they participate in a warm up to prevent injury.

Signed: * President	Sophia Hartley	Date :	23/07/2021
Signed: * Treasurer	Anna Mosley	Date :	23/07/2021
Signed: * Secretary	Elisa Nash	Date :	23/07/2021

Signed: * Safety Officer (if applicable)		Date	
		:	

By signing this you are taking responsibility and confirm that all information provided is correct.

Risk Assessment

Why bother?

Those running the society have a **legal duty of care** to ensure the safety of its members and any other people who may be affected by its activities and events. A **risk assessment** is not just a box ticking exercise, it is a useful checklist of what might go wrong and how your society and committee can reduce the risk. In the event of an **incident** you will need to produce your risk assessment as part of proving the committee fulfilled their legal duty of care.

How do I assess risk?

For every hazard, you need to ask yourself how severe it is and how likely it is to happen. Severity and likelihood are each given a value, which are multiplied together to give you the risk factor. The tables below are useful for deciding what numbers to assign severity and likelihood.

Severity of Harm	Description
High (3)	Major injury or death; loss of limb or life-threatening conditions.
Medium (2)	Moderate injuries
Low (1)	Minor/insignificant injuries.

Likelihood	Description
High (3)	Will probably occur in most circumstances
Medium (2)	Might occur, but uncommon
Low (1)	Rare, only occurs in exceptional circumstances

What do I do?

For risk scores of 3 or less, simply follow existing practices. Scores of 4 or more will require you to think of, and implement, some additional preventative measures to reduce risk before continuing the activity. For risk scores of 9, avoid the activity and seek an alternative.

For example: if a risk is of medium severity and low likelihood, it would get a risk score of 2.

All societies must conduct a general risk assessment and update it every year.

Please see the example below and fill the table out in the same format:

Society name: Dance Exposé

Date of risk assessment: 23/07/21

#	Perceived Hazard	Persons affected	Control Measures	Severity	Likely	Risk Score	Action By	Date Completed
1	Moving furniture	Members by not being sensible or lifting incorrectly	Ensuring members know the correct way to lift and be careful. Remind members each time furniture needs to be moved.	2	1	2	Choreographer whose rehearsal it is.	
2	Dance injury	Members by not warming up properly (e.g. pulled or strained muscle)	Holding a warm up at the start of each rehearsal and ensure all members participate.	2	2	4	Choreographer whose rehearsal it is.	
3	Temperature of rehearsal space	Members by not having a sufficient warm up for the temperature	Taking into account the temperature and having a longer warm up to accommodate colder spaces. Ask	1	1	1	Choreographer whose rehearsal it is.	

			for heating to be adjusted if necessary.					
4	Flooring of rehearsal space	Members due to un-sprung flooring (e.g. strains or broken bones)	Refraining from large jumps to ensure ankles are not put under too much pressure	2	1	2	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	
5	Electricity	Members by using equipment inappropriately or incorrectly	Ensuring all electrical equipment has a current PAT, and make sure members know how to use equipment properly.	2	1	2	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	

6	Wet floor	Members by slipping	Check space before rehearsals start. Clean up spillages immediately.	2	1	2	Choreographer whose rehearsal it is.	
7	Emergency evacuation	Members if fire exits are obstructed or are unaware of exits	Keeping fire exits clear and ensuring people know where the exits are. Ensure all members follow procedure.	1	1	1	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster	
8	Finances	Members from theft	Keeping money in a cash box and taking to cash office regularly.	1	1	1	Anna Mosley	
9	Trips	Members by cables or other items on the floor	Keeping floor space tidy and cables secured, and check this prior to	2	2	4	Choreographer whose rehearsal it is.	

			each rehearsal.					
10	Collisions	Members when dancing	Ensuring members are aware of their surroundings and choreographers to consider movements when setting	1	2	2	Choreographers whose rehearsal it is.	
11	Dehydration	Members when dancing and during rehearsals	Breaks during rehearsals to allow members to have a drink	2	1	2	Choreographer whose rehearsal it is.	
12	Sound	Members of the public in the area by excessive noise levels	Ensuring music is at a sensible volume when rehearsing	1	1	1	Choreographer whose rehearsal it is.	

13	Clothing and footwear	Members by inappropriate clothing and or footwear	Ensuring members come in appropriate clothing and footwear to dance in	2	1	2	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster
14	Fire	Members if exits are obstructed or unsure of where exits are.	Ensure all fire exits are kept clear at all times. Ensure all members know where exits are. Ensure no members re-enter the building until told to do so by Duty Manager.	3	1	3	Sophia Hartley, Elisa Nash, Anna Mosley, Martha Donald, Sophie Foreman, Sarah Moffatt, Malako Webster

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the society or if there are any significant changes to hazards, such as new equipment or activities.