**Aims and Activities Declaration**

Society Name: Ballroom and Latin Dance Society (BALLADS)
Society Email: ballroommail@st-andrews.ac.uk

President Name: Isabela Martin

President Email: isam@st-andrews.ac.uk

**AIMS OF YOUR SOCIETY:**

List the aims of your society

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| * To teach and promote Ballroom and Latin dancing to students of all abilities from beginners to advanced competitors.
* To teach the following five Ballroom dances and five Latin dances over the course of the year: Waltz, International Tango, Viennese Waltz, Foxtrot, Quickstep, Cha Cha, Jive, Samba, Rumba, and Paso Doble.
* To provide opportunities for Ballroom and Latin social dancing and encourage people to learn a new skill.
* To compete in Ballroom and Latin Dance competitions across the country. These competitions are run by one of two governing bodies: Inter-varsity Dance Association and Dancesport Scotland.
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**REGULAR ACTIVITIES OF SOCIETY:**

List the regular events you have planned for the year, as well as the day-to-day activities of your society

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| **The activities listed below are based on the assumption that normal teaching will be permitted by the Scottish Government’s guidelines:Regular:*** Ballroom on the beach taster session during fresher’s week.
* Three competitions: Nottingham Varsity (late November), Blackpool Inter-varsity Dance Competition (late February), and Manchester Friendly (late April/early May).
* Spring Break Tour: A trip to somewhere in Europe or within the UK where we will attend dance classes and interact with teams from other universities
* On the Rocks ‘Strictly Come Dancing’-themed showcase
* BALLADS Tea Dance: involves sequence dances and social dancing as well as an assortment of scones, cakes, tea and coffee.
* Workshops: intensive three to four-hour long class with Scotland’s only competing professional couple Jennifer McMillan and Bas Willems.
* Socials: Sandy’s night out
* Weekly beginners/social and competition classes

**Day to day:*** Beginners step by step social classes for 2 hours twice per week, ideally in 601
	+ These may be themed and labelled as a social such as Halloween or Christmas Socials but they will be the same as regular Beginner’s step by step social classes
* 4.5 hours of competition classes on Wednesdays, ideally in the Bowling Club’s upstairs hall or Town Hall pending renovations

**Listed below are some alternatives the new president, treasurer, and our professional teachers have discussed in the event that large group lessons will not be allowed to take place:*** If small gatherings are allowed, we will transition temporarily to privates, one-on-one lessons with a couple and the teacher. Depending on regulations, we may increase these to two or three couples.
* Zoom dance fit and technique classes.
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**Society:** Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Ballroom and Latin dance classes

**Date(s) of the Event/Activity:** 3x per week typically Monday 7-9pm, Wednesday 5.30-10pm, and Thursday 7-9pm

**VENUE(S):** Club 601(Monday and Thursday) and the Bowling Club (Wednesday)

**Number of attendees expected:** 35

**Assessed by: Isabela Martin**

**Date: 2/8/2020**

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association. Classes will run online until the Union advises that it is safe to host in-person events
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Electrical** | All persons involved in activity.May sustain injury due to faulty electrical equipment.Faulty equipment may cause fire. | * Visually inspect equipment before use.
* Equipment to be PAT tested annually/biannually.
* Defective equipment must be immediately removed from use.
* Repairs must be made by competent persons, DO NOT make running repairs to equipment.
* Consider the environment where you will be using the equipment, does it create extra risk?
 | Unlikely | Minor | Medium | * Ensure that only committee members are permitted to handle the speaker
* Keep the speaker packed in its padded carrying case when not in use to prevent damage if dropped which cause lead to electrical faults
 | Medium | One committee member will be given responsibility for the speaker. This has previously been team captain or treasurer |

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| **Further hazards specific to activity** |
| Injury due to collisions with other couples of people. For example, stepping on your partner’s feet or bumping into another couple. | Anyone involved in the class | * Teach dancers about floorcraft and instruct those not dancing to stay on the sidelines and to not attempt to move through the floor until those dancing have stopped.
 | Likely | Minor to trivial | Medium |  | Medium | Teachers will promote good floorcraft. Committee members and teachers will be responsible for preventing anyone from walking through class and risking injury to themselves or others.Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is available from main bar)
 | Likely | Minor | Medium | * Ensure all venues have access to drinking water
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Injuries due to slippery floor | All dancers | * Advise dancers to bring appropriate footwear to class.
* Discourage people dancing in socks if they have forgotten shoes (unless the floor is carpeted)
* Remind dancers to bring show brushes and teach dancers to moisten the soles of their dance shoes to increase grip
 | Likely | Minor | Medium | * Point out any hazards to dancers and remove any obstacles from the floor
* Ensure coats and bags are out of the way
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Damage to hearing due to loud music | Everyone in the room | * Ensuring the music is played at a volume over which the teacher’s instructions can be heard
* Using a speaker with a limited volume range
* Asking if the music level is okay before proceeding
 | Unlikely | Minor | Medium | * Ask dancers to inform committee if they are uncomfortable with the volume
 | Low | Committee members and teachers will be responsible to ensuring the music is not raised to an inappropriate level. |
| **Injury due to incorrect dance form** | Any dancers | * Teaching a warm-up and cool-down routine
* Teaching correct posture
* Teaching ways to minimise strain to the back
* Teaching correct footwork
* Assisting a dancer if they find a movement painful
 | Possible | Minor | Medium | * Demonstrate correct dance form and ask the teachers to move around the class during practice to assist if needed
* Encourage experienced members to offer their assistance if they observe someone doing performing a move in a way that could result in back strain or injury.
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants, coacheswill teach the righttechniques |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | * Organiser must not work alone for set up/take down.
* Persons running errands alone should let someone know where they are going & how long they will be.
 | Highly Unlikely | Negligible | Low | * No lone activities will be committee organised. Individuals may practice outside of society organised events but any injuries sustained here are not the responsibility of the society but of the individual
 | Low | At least two committee members will be present at the end of the event to clear the area and lock up (depending on which venue is being used) |
| **Selling tickets/Cash handling/fundraising** | Persons selling tickets could be assaulted or robbed | * Sell tickets & transport cash in pairs.
* Use a lockable cash box or sealed collecting bucket or tin.
* If selling on the street/outdoors take regular cash drops to a secure location & don’t count money in view of the sales location.
 | Unlikely | Minor | Medium | * Treasurer will be asked to transport the cash box in a bag and to never leave it out in the open.
 | Medium | Treasurer and Vice-President will man the door and coordinate membership and ticket sales together. |
| **Inappropriate behaviour by society members or harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Teach dancers about appropriate dance hold
* Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |

**Society:** Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Socials - Sandy’s night out

**Date(s) of the Event/Activity:** tbd by Social Rep

**VENUE(S):** Sandy’s Bar

**Number of attendees expected:** 10

**Assessed by: Isabela Martin**

**Date: 2/8/2020**

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association. Classes will run online until the Union advises that it is safe to host in-person events
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Electrical** | All persons involved in activity.May sustain injury due to faulty electrical equipment.Faulty equipment may cause fire. | * Visually inspect equipment before use.
* Equipment to be PAT tested annually/biannually.
* Defective equipment must be immediately removed from use.
* Repairs must be made by competent persons, DO NOT make running repairs to equipment.
* Consider the environment where you will be using the equipment, does it create extra risk?
 | Unlikely | Minor | Medium | * Ensure that only committee members are permitted to handle the speaker
* Keep the speaker packed in its padded carrying case when not in use to prevent damage if dropped which cause lead to electrical faults
 | Medium | One committee member will be given responsibility for the speaker. This has previously been team captain or treasurer |

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| **Further hazards specific to activity** |
| **Alcohol/Intoxication** | All persons involved in activity.May sustain ill health from over consumption of alcohol.May sustain injury as a result of actions whilst under the influence of alcohol/intoxicated | * Make people aware that they should consume alcohol responsibly. Remind them that being intoxicated is not an excuse for improper behaviour.
* No one should be encouraged to consume alcohol.
* Have at least 1 designated sober person at events where alcohol is available and be prepared to look after someone if they become intoxicated.
* Have non-alcoholic drinks available for those that want them.
* Have free drinking water available.
* Any alcoholic prizes should have a non-alcoholic alternative of equal value.
* Consumption or possession of illegal substances should be reported to the police and the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Possible | Minor | Medium |  | Medium | The society will not actively encourage alcohol consumption at any socials. Social representative, head of events and president will be responsible for ensuring that there are non-alcoholic drink options at all socials and one committee member will be designated the sober person at an event. Members and committee members will be encouraged to look out for each other and encourage someone to stop drinking if they appear to have drunk too much alcohol.  |
| **Social events** | All persons involved in activity.May sustain injury due to disorder or overcrowding. | * Socials should take part in venues with appropriate licences & insurance.
* Consider whether SIA licensed door supervisors are required.
* Choose a suitably sized venue & have a method for controlling numbers.
 | Unlikely | Negligible | Low | * Set a limit for a maximum number of attendees
* Ensure the halls used for class are suitably large
 | Low | Treasurer and Vice-President will be in charge of class admissions and responsible for keeping a running count on the number of attendees. They will be responsible for turning people away should the venue become too crowded. |
| **Activity during the hours of darkness** | All persons involved in activity.Could become lost, or victim of crime | * Late night/early morning activities should have a definite finish time.
* Organisers make sure that travel options for attendees are considered when planning the event.
* Ensure that people don’t leave on their own, as far as practicable.
* Encourage people to leave in groups of 2 or more.
 | Likely | Minor | Medium |  | Medium | Members will be encouraged to let each other know when they have made it home safe. Members will be encouraged to travel together for as long as possible. |
| Dehydration | All participants | * Inform attendees where they can get water (e.g. water is available from main bar)
 | Likely | Minor | Medium | * Ensure all venues have access to drinking water
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| **Inappropriate behaviour by society members or harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |

**Society:** Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Ballroom and Latin Dance Workshops

**Date(s) of the Event/Activity:** 3 or 4 per semester, typically on a Saturday or Sunday running from 1-4pm

**VENUE(S):** Club 601and/or the Bowling Club

**Number of attendees expected:** 30

**Assessed by: Isabela Martin**

**Date: 2/8/2020**

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association. These will not be run until the union advises that in-person events can be held
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Electrical** | All persons involved in activity.May sustain injury due to faulty electrical equipment.Faulty equipment may cause fire. | * Visually inspect equipment before use.
* Equipment to be PAT tested annually/biannually.
* Defective equipment must be immediately removed from use.
* Repairs must be made by competent persons, DO NOT make running repairs to equipment.
* Consider the environment where you will be using the equipment, does it create extra risk?
 | Unlikely | Minor | Medium | * Ensure that only committee members are permitted to handle the speaker
* Keep the speaker packed in its padded carrying case when not in use to prevent damage if dropped which cause lead to electrical faults
 | Medium | One committee member will be given responsibility for the speaker. This has previously been team captain or treasurer |

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| **Further hazards specific to activity** |
| Injury due to collisions with other couples of people. For example, stepping on your partner’s feet or bumping into another couple. | Anyone involved in the class | * Teach dancers about floorcraft and instruct those not dancing to stay on the sidelines and to not attempt to move through the floor until those dancing have stopped.
 | Likely | Minor to trivial | Medium |  | Medium | Teachers will promote good floorcraft. Committee members and teachers will be responsible for preventing anyone from walking through class and risking injury to themselves or others.Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is available from main bar)
 | Likely | Minor | Medium | * Ensure all venues have access to drinking water
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Injuries due to slippery floor | All dancers | * Advise dancers to bring appropriate footwear to class.
* Discourage people dancing in socks if they have forgotten shoes (unless the floor is carpeted)
* Remind dancers to bring show brushes and teach dancers to moisten the soles of their dance shoes to increase grip
 | Likely | Minor | Medium | * Point out any hazards to dancers and remove any obstacles from the floor
* Ensure coats and bags are out of the way
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Damage to hearing due to loud music | Everyone in the room | * Ensuring the music is played at a volume over which the teacher’s instructions can be heard
* Using a speaker with a limited volume range
* Asking if the music level is okay before proceeding
 | Unlikely | Minor | Medium | * Ask dancers to inform committee if they are uncomfortable with the volume
 | Low | Committee members and teachers will be responsible to ensuring the music is not raised to an inappropriate level. |
| **Injury due to incorrect dance form** | Any dancers | * Teaching a warm-up and cool-down routine
* Teaching correct posture
* Teaching ways to minimise strain to the back
* Teaching correct footwork
* Assisting a dancer if they find a movement painful
 | Possible | Minor | Medium | * Demonstrate correct dance form and ask the teachers to move around the class during practice to assist if needed
* Encourage experienced members to offer their assistance if they observe someone doing performing a move in a way that could result in back strain or injury.
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants, coacheswill teach the righttechniques |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | * Organiser must not work alone for set up/take down.
* Persons running errands alone should let someone know where they are going & how long they will be.
 | Highly Unlikely | Negligible | Low | * No lone activities will be committee organised. Individuals may practice outside of society organised events but any injuries sustained here are not the responsibility of the society but of the individual
 | Low | At least two committee members will be present at the end of the event to clear the area and lock up (depending on which venue is being used) |
| **Selling tickets/Cash handling/fundraising** | Persons selling tickets could be assaulted or robbed | * Sell tickets & transport cash in pairs.
* Use a lockable cash box or sealed collecting bucket or tin.
* If selling on the street/outdoors take regular cash drops to a secure location & don’t count money in view of the sales location.
 | Unlikely | Minor | Medium | * Treasurer will be asked to transport the cash box in a bag and to never leave it out in the open.
 | Medium | Treasurer and Vice-President will man the door and coordinate membership and ticket sales together. |
| **Inappropriate behaviour by society members or harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Teach dancers about appropriate dance hold
* Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |

**Society:** Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Strictly Come Dancing - On the Rocks

**Date(s) of the Event/Activity:** During On the Rocks festival

**VENUE(S):** StAge

**Number of attendees expected:** 100or the max capacity as outlined by the union

**Assessed by: Isabela Martin**

**Date: 2/8/2020**

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association
* On the Rock’s guidance will be followed
* The event will only run if allowed by both the Union and On the Rocks
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Electrical** | All persons involved in activity.May sustain injury due to faulty electrical equipment.Faulty equipment may cause fire. | * Visually inspect equipment before use.
* Equipment to be PAT tested annually/biannually.
* Defective equipment must be immediately removed from use.
* Repairs must be made by competent persons, DO NOT make running repairs to equipment.
* Consider the environment where you will be using the equipment, does it create extra risk?
 | Unlikely | Minor | Medium | * Ensure that only committee members are permitted to handle the speaker
* Keep the speaker packed in its padded carrying case when not in use to prevent damage if dropped which cause lead to electrical faults
 | Medium | One committee member will be given responsibility for the speaker. This has previously been team captain or treasurer |

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| **Further hazards specific to activity** |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is available from main bar)
 | Likely | Minor | Medium | * Ensure all venues have access to drinking water
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Injuries due to slippery floor | All dancers | * Advise dancers to bring appropriate footwear to class.
* Discourage people dancing in socks if they have forgotten shoes (unless the floor is carpeted)
* Remind dancers to bring show brushes and teach dancers to moisten the soles of their dance shoes to increase grip
* Work with ENTS to ensure they do not lay a slippery flooring for the show
 | Likely | Minor | Medium | * Point out any hazards to dancers and remove any obstacles from the floor
* Ensure all obstacles are removed and all electrical cables are thoroughly taped down by the ENTS team
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Damage to hearing due to loud music | Everyone in the room | * Ensuring the music is played at a volume over which the teacher’s instructions can be heard
* Using a speaker with a limited volume range
* Asking if the music level is okay before proceeding
 | Unlikely | Minor | Medium | * Ask dancers to inform committee if they are uncomfortable with the volume
 | Low | Committee members and teachers will be responsible to ensuring the music is not raised to an inappropriate level. |
| **Injury due to incorrect dance form** | Any dancers | * Teaching a warm-up and cool-down routine
* Teaching correct posture
* Teaching ways to minimise strain to the back
* Teaching correct footwork
* Assisting a dancer if they find a movement painful
 | Possible | Minor | Medium | * Prior to show, demonstrate correct dance form and ask the teachers to move around the class during practice to assist if needed
* Encourage experienced members to offer their assistance if they observe someone performing a move in a way that could result in back strain or injury.
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants, coacheswill teach the righttechniques |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | * Organiser must not work alone for set up/take down.
* Persons running errands alone should let someone know where they are going & how long they will be.
 | Highly Unlikely | Negligible | Low | * No lone activities will be committee organised. Individuals may practice outside of society organised events but any injuries sustained here are not the responsibility of the society but of the individual
 | Low | At least two committee members will be present at the end of the event to clear the area and lock up (depending on which venue is being used) |
| **Selling tickets/Cash handling/fundraising** | Persons selling tickets could be assaulted or robbed | * Sell tickets & transport cash in pairs.
* Use a lockable cash box or sealed collecting bucket or tin.
* If selling on the street/outdoors take regular cash drops to a secure location & don’t count money in view of the sales location.
 | Unlikely | Minor | Medium | * Treasurer will be asked to transport the cash box in a bag and to never leave it out in the open.
 | Medium | Treasurer and Vice-President will man the door and coordinate membership and ticket sales together. |
| **Inappropriate behaviour / harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Teach dancers about appropriate dance hold
* Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |
| **Falling off stage** | All couples | Allow all couples to practice on the stage prior to the event to ensure that they are familiar with the space they have to work with. Offer advice in how to alter routines should they not fit on the stage.Request the largest stage size from ENTS | Unlikely | Major | Medium | Mandatory health and safety briefing prior to show from both the organiser and from ENTSEnsure the edge of the stage is marked and clearly visible | Medium | Do not allow anyone on the stage unsupervised or when ENTS are setting up/dismantling the stage  |
| **Lights fall from rig** | Anyone on stage | Ensure experienced technicians rig and tech the show.Do not allow performers to enter the space until technicians say the space is ready. | Unlikely | Fatality | Medium | Ask ENTS for recommendations on suitably experienced technicians to use. | Medium | Meet with ENTS sufficiently early to arrange tech requirements, including attending their compulsory meeting for use of the StAge. |
| **Flashing lights**  | Anyone with epilepsy or another light triggered disability | Ensure appropriate warnings have been given out to all audience members when purchasing tickets - both on the door and online.Discourage couples from requesting flashing lights in their performance | Possible | Minor | Medium | Have the hosts warn the audience at the beginning of the show if there will be flashing lights included | Medium | Print signs to stick on the doors, ensure the facebook event and online ticket sales have a sufficiently clear warning i.e. not in the small print |

**Society:** Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Tea Dance

**Date(s) of the Event/Activity:** 1-2 weeks prior to Spring Break

**VENUE(S):** St Andrews Bowling Club

**Number of attendees expected:** 40

**Assessed by: Isabela Martin**

**Date: 2/8/2020**

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association
* The venue’s guidance will be followed
* The event will only run if allowed by both the Union and the venue
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors and restrictions demand it
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Electrical** | All persons involved in activity.May sustain injury due to faulty electrical equipment.Faulty equipment may cause fire. | * Visually inspect equipment before use.
* Equipment to be PAT tested annually/biannually.
* Defective equipment must be immediately removed from use.
* Repairs must be made by competent persons, DO NOT make running repairs to equipment.
* Consider the environment where you will be using the equipment, does it create extra risk?
 | Unlikely | Minor | Medium | * Ensure that only committee members are permitted to handle the speaker
* Keep the speaker packed in its padded carrying case when not in use to prevent damage if dropped which cause lead to electrical faults
 | Medium | One committee member will be given responsibility for the speaker. This has previously been team captain or treasurer |

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| **Further hazards specific to activity** |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is available from main bar)
 | Likely | Minor | Medium | * Ensure all venues have access to drinking water
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Injuries due to slippery floor | All dancers | * Advise dancers to bring appropriate footwear to class.
* Discourage people dancing in socks if they have forgotten shoes (unless the floor is carpeted)
* Remind dancers to bring show brushes and teach dancers to moisten the soles of their dance shoes to increase grip
* Work with ENTS to ensure they do not lay a slippery flooring for the show
 | Likely | Minor | Medium | * Point out any hazards to dancers and remove any obstacles from the floor
* Ensure all obstacles are removed and all electrical cables are thoroughly taped down by the ENTS team
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Damage to hearing due to loud music | Everyone in the room | * Ensuring the music is played at a volume over which the teacher’s instructions can be heard
* Using a speaker with a limited volume range
* Asking if the music level is okay before proceeding
 | Unlikely | Minor | Medium | * Ask dancers to inform committee if they are uncomfortable with the volume
 | Low | Committee members and teachers will be responsible to ensuring the music is not raised to an inappropriate level. |
| **Injury due to incorrect dance form** | Any dancers | * Teaching a warm-up and cool-down routine
* Teaching correct posture
* Teaching ways to minimise strain to the back
* Teaching correct footwork
* Assisting a dancer if they find a movement painful
 | Possible | Minor | Medium | * Demonstrate correct dance form and ask the teachers to move around the class during practice to assist if needed
* Encourage experienced members to offer their assistance if they observe someone performing a move in a way that could result in back strain or injury.
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants, coacheswill teach the righttechniques |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | * Organiser must not work alone for set up/take down.
* Persons running errands alone should let someone know where they are going & how long they will be.
 | Highly Unlikely | Negligible | Low | * No lone activities will be committee organised. Individuals may practice outside of society organised events but any injuries sustained here are not the responsibility of the society but of the individual
 | Low | At least two committee members will be present at the end of the event to clear the area and lock up (depending on which venue is being used) |
| **Selling tickets/Cash handling/fundraising** | Persons selling tickets could be assaulted or robbed | * Sell tickets & transport cash in pairs.
* Use a lockable cash box or sealed collecting bucket or tin.
* If selling on the street/outdoors take regular cash drops to a secure location & don’t count money in view of the sales location.
 | Unlikely | Minor | Medium | * Treasurer will be asked to transport the cash box in a bag and to never leave it out in the open.
 | Medium | Treasurer and Vice-President will man the door and coordinate membership and ticket sales together. |
| **Inappropriate behaviour / harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Teach dancers about appropriate dance hold
* Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |
| **Food allergies** | People with food allergies | Collecting a list of dietaryrequirements with ticketssold.Informing the venue andthe provider of food(Bibi’s of these).Additionally the cakes willbe different with dietaryrequirements, and thescones will be the oneswithout any dietaryrequirements | Unlikely | Major | Medium | All food will be clearly labelled with potential allergens.Separate serving cutlery will be provided to prevent cross-contamination. Food supplier (Bibis) will take all necessary precautions  | Medium | Inform Bibis of all reported allergies and inform all attendees which foods are suitable for which people  |
| **Choking** | Anyone | Ensure health and safety trained members of the society are present and there is at least one first aid trained person in attendance. | Unlikely | Fatality | Medium | Elect one committee member to have completed first aid trainingEncourage that people take breaks between dancing and eating | Medium | Be vigilant and keep an eye on attendees to ensure no one is in distress |
| **Decorations falling down and cluttering the floor, creating a trip hazard** | Any attendee | When setting up, ensure all decorations are secured firmly. | Possible | Minor | Medium | Remove or reattach any fallen decorations | Medium | Organiser and committee must be vigilant and frequently check for trip hazards |
| **Scalds/burns/injuries from hot tea and coffee** | Any attendee | Ensure that the urns containing hot liquid are correctly sealed and set up and that they advertise that hot liquid is contained inside | Possible | Minor | Medium | Ensure the venue has a first aid kit on hand and that there are two health and safety trained committee members in attendance | Medium | Urns should not be left unattended. Only the committee members who have been given permission and trained by the venue should refill the urns |

**Society:** St Andrews Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Competition

**Date(s) of the Event/Activity**: November, February, May (dates to be confirmed by competition organisers: Nottingham University, the IVDA, and Manchester University, respectively)

**VENUE(S):** Venues to be confirmed by competition organisers. November - Nottingham, February - Blackpool, May - Manchester

**Number of attendees expected:** 20-30

**Assessed by:** Isabela Martin

**Date:** 2/8/2020

Note - SRA will be submitted prior to each competition

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Competitions will only be attended if the Union deems it safe to travel
* Adhere to guidelines as set out by the host (Nottingham University, the Inter Varsity Dance Association, DanceSport Scotland, and Manchester University)
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Transport** | All persons involved in activity.May sustain injury travelling in vehicles or on entering/exiting vehicles | * Remind people to pay attention to hazards when exiting/entering vehicles.
* Use public transport or taxis where possible.
* Busses & Coaches should be from licensed providers.
* Passengers must follow the rules of the transport provider.
* NO Alcohol is to be consumed on Busses/Coaches or other vehicles.
* The event/activity organiser is to ensure behaviour remains orderly on transport.
* Seatbelts must be worn on journeys.
* Loading & unloading must be done in an appropriate place.
* Use of private vehicles is discouraged. If they are used, they must have a valid MOT, Insurance & be in road worthy condition. It is the responsibility of the evet/activity organiser to check this.
 | Possible | Minor | Medium | * All coaches hired for competition transport will be hired from a licensed provider.
* All hired transport will include the hiring of a driver
 | Medium | Team Captain is responsible for ensuring licensed transport providers are hired and is responsible for roll call to ensure all members are present on the coach. Team Captain will recommend that all team members travel together to minimise the risk of anyone getting lost or injured away from the group. |
| **Roads/traffic** | All persons involved in activity.May be injured if involved in road traffic collision. | * Ensure members are aware when any chosen routes include walking on the highway and are vigilant for traffic.
* Observe highway code rules 1-35 <https://www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35>
 | Unlikely | Minor | Medium |  | Medium | Team Captain responsible for the members are aware of the risks when travelling to and between competition and hotel venues |

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| **Further hazards specific to activity** |
| Injury due to collisions with other couples of people. For example, stepping on your partner’s feet or bumping into another couple. | Anyone involved in the competition | * Teach dancers about floorcraft and instruct those not dancing to stay on the sidelines and to not attempt to move through the floor until those dancing have stopped.
* Remind dancers to have good floorcraft prior to dancing a round
 | Likely | Minor to trivial | Medium |  | Medium | Teachers will promote good floorcraft. Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is typically available from the venue bar or water fountains)
 | Likely | Minor | Medium |  | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Injuries due to slippery floor | All dancers | * Advise dancers to bring appropriate footwear to class.
* Discourage people dancing in socks if they have forgotten shoes (unless the floor is carpeted)
* Remind dancers to bring show brushes and teach dancers to moisten the soles of their dance shoes to increase grip
 | Likely | Minor | Medium | * Point out any hazards to dancers and remove any obstacles from the floor
* Ensure coats and bags are out of the way
 | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | * Team members will be discouraged from leaving the venue on their own and will be asked to stick with at least one other team member at all times
 | Highly Unlikely | Negligible | Low |  | Low | At least two committee members will be present at the end of the event to ensure no team members are left behind at the venue |
| **Selling tickets/Cash handling/fundraising** | Persons selling tickets could be assaulted or robbed | * Sell tickets & transport cash in pairs.
* Use a lockable cash box or sealed collecting bucket or tin.
* If selling on the street/outdoors take regular cash drops to a secure location & don’t count money in view of the sales location.
 | Unlikely | Minor | Medium | * Treasurer will be asked to transport the cash box in a bag and to never leave it out in the open.
 | Medium | Treasurer and Vice-President will man the door and coordinate ticket sales together. |
| **Inappropriate behaviour by society members or harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Teach dancers about appropriate dance hold
* Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |
| **Food Poisoning** | Anyone in the team or in the venue | Reminding competitors of the importance of bringing food to the competition and of washing hands. Reminding competitors to not bring perishable food or food that needs to be stored in a refrigerator. | Possible | Minor | Medium |  | Medium | Health and safety members and President/Team Captain responsible for safety of the team |
| **Harassment during overnight stay** | Anyone in the team | Choosing a hotel (e.g. Premier Inn) which is reputable and has good security.Making sure everyone has the phone numbers of the President/Team CaptainReminding team members to keep their doors locked and to stick together when not in the hotel room | Unlikely | Minor | Medium | Making sure everyone knows which rooms the rest of the team are in so that help can be easily found if needed. | Medium | President/Team Captain and Vice Captain responsible for dealing with any issues which may arise and for contacting police if need be |
| **Team member getting lost** | Anyone in the team  | Making sure everyone has the phone numbers of the President/Team Captain. Making sure the President and Team Captains have everyone’s phone numbers saved in their phones.Putting the team members in groups of 4 – 2 pairs of partners, and asking them to make sure all 4 members of each group are with the group at each stage | Unlikely | Major | Medium |  | Medium | Health and safety members and President/Team Captain responsible for safety of the team |

**Society:** St Andrews Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Ballroom on the Beach Taster Session (1 hour class of basic Waltz, Quickstep, Cha Cha and Jive technique)

**Date(s) of the Event/Activity**: Freshers Week

**VENUE(S):** West Sands

**Number of attendees expected:** 20-30

**Assessed by:** Isabela Martin

**Date:** 2/8/2020

Note - SRA will be submitted prior to the event

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual risk(from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Event will only be run if in-person events are allowed by the union
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Roads/traffic** | All persons involved in activity.May be injured if involved in road traffic collision. | * Ensure members are aware when any chosen routes include walking on the highway and are vigilant for traffic.
* Observe highway code rules 1-35 <https://www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35>
 | Unlikely | Minor | Medium |  | Medium | Team Captain responsible for the members are aware of the risks when travelling to and between competition and hotel venues |

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| **Further hazards specific to activity** |
| **Outdoor Activity** | All persons involved in activity.May suffer from dehydration, Hypothermia caused by weather condition.People may become lost or separated from the group | * Check weather report & be prepared to cancel in the event of poor forecast.
* Make sure everyone has appropriate clothing & equipment.
* Designated person in the group to have contact details (e.g. mobile numbers) of all in group & to do regular head counts.
* Ensure groups stays together.
 | Likely | Minor | Medium |  | Medium | The committee member responsible for organising the activity must check the weather report several times in the lead up to the event and encourage attendees to bring warm clothing and water. This committee member must also do a head count at periodic intervals over the duration of the event to ensure no one is lost or missing, |
| Injury due to collisions with other couples or people. For example, stepping on your partner’s feet or bumping into another couple. | Anyone involved in the competition | * Teach dancers about floorcraft and instruct those not dancing to stay on the sidelines and to not attempt to move through the floor until those dancing have stopped.
* Remind dancers to have good floorcraft prior to dancing a round
 | Likely | Minor to trivial | Medium |  | Medium | Teachers will promote good floorcraft. Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is typically available from the venue bar or water fountains)
 | Likely | Minor | Medium |  | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | * Organiser must not work alone for set up/take down.
* Persons running errands alone should let someone know where they are going & how long they will be.
 | Highly Unlikely | Negligible | Low | * No lone activities will be committee organised. Individuals may practice outside of society organised events but any injuries sustained here are not the responsibility of the society but of the individual
 | Low | At least two committee members will be present at the end of the event to clear the area and lock up (depending on which venue is being used) |
| **Inappropriate behaviour by society members or harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.
* Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | * Teach dancers about appropriate dance hold
* Ensure dancers know that they do not need to dance close to each other if they are not fully comfortable with it
* Make dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM
* President will post on the members group to ensure that participants know who to approach if they are distressed in any way.
 | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |

**Society:** St Andrews Ballroom and Latin Dance Society

**Description of Event/Activity (please be as detailed as possible):** Dance Tour - A dance themed trip to a destination in Europe, co-organised with Shimmy Society

**Date(s) of the Event/Activity**: Spring Break

**VENUE(S):** TBD by Vice-President

**Number of attendees expected:** 10-20

**Assessed by:** Isabela Martin

**Date:** 2/8/2020

Note - SRA will be submitted prior to the event

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk (from risk matrix) | What further action is necessary? | Residual Risk (from risk matrix | How will you put this risk assessment into action? |
| **COVID-19 Infection** | All persons involved may be at risk of contracting the virus | * Adhere to guidelines as set out by the Scottish government and the Student’s Association. The trip will not run if it is not safe to do so or if the Union advises against travel
* Ensure these guidelines are adhered to by members attending events/classes/trips
* Any attendees must report whether they have experienced any symptoms in the past 14 days, if they say yes then they will be denied entry
* Treasurer will work with cash office to devise a cash-free system to minimise contact
 | Possible | Major | Medium | * All events/classes/trips will be ticketed to have a record of attendees
* enforce hand sanitizing and mask wearing if indoors
 | Medium | President and event organiser responsible for ensuring the guidelines are adhered to |
| **Fire** | All persons involved in activity.Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Ensure that emergency exits are unobstructed for duration of event
* Be vigilant for sources of fire e.g. naked flames, candles.
 | Highly Unlikely | Fatality | Medium |  | Medium | Event organiser responsible for ensuring every participant knows the appropriate action to take in case of emergencyt |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed.
* Clean up any spills as soon as is practicable.
* Ensure any trailing cables do not pose a hazard.
* Ensure that the chosen venue is appropriately lit for the activity.
 | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling****(Lifting & carrying)** | All persons involved in activity.May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability.
* Set up/Pack up should be undertaken by at least 2 people.
* Use a trolley for large or heavy loads.
 | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling
 | Medium | Event/activity organiser responsible for action. |
| **Roads/traffic** | All persons involved in activity.May be injured if involved in road traffic collision. | * Ensure members are aware when any chosen routes include walking on the highway and are vigilant for traffic.
* Observe highway code rules 1-35 when in the UK ( <https://www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35> ) or EU country equivalent
 | Unlikely | Minor | Medium |  | Medium | Organiser responsible for the members being aware of the risks when travelling to and between competition and hotel venues |
|   | everybody | Organisers bought insurance to cover everybody (who isn’t already covered through parents etc), details included in the dossier. |   |   |   | Organisers will keep insurance information ready at all times while travelling. | Low risk, severity low. | Organisers will keep insurance information ready at all times while travelling. |
|  |  |  |  |  |  |  |  |  |
| **Further hazards specific to activity** |
| General security threats  | Everybody | Checked government website for security threats, no-go areas, carrying valuables etc.Vice-President must ensure chosen hostel/hotel/B&B is in a safe area with good reviews to ensure group safety.Trip should try to avoid times of public holidays, local or national elections, major conferences or sporting events are scheduled to take place during the stay.Participants should ensure they keep personal data and room numbers safe by not handing it on to other parties.No public holidays, local or national elections, major conferences or sporting events are scheduled to take place during the stay. | Possible | Minor | Medium | Create dossier for travellers with all important information including addresses and contact details for all relevant embassies and consulates of all participants. In hostel always check that windows and doors to the rooms are locked at night and when we’re out during the day.Stay updated via news outlets about any matter that could spark outrage and lead to a state of emergency or demonstration that could endanger the participants of the trip. Monitor the political climate.Advising all travellers to treat their own and other’s personal data sensibly. | Medium | Hand out dossier to all travellers, stay vigilant during the trip and ask group to follow advice given.Constant monitoring of the political climate, advising everybody to stay away from big gatherings and actively avoiding any political demonstrations as a group |
| **Outdoor Activity** | All persons involved in activity.May suffer from dehydration, Hypothermia caused by weather condition.People may become lost or separated from the group | * Check weather report & be prepared to cancel in the event of poor forecast.
* Make sure everyone has appropriate clothing & equipment.
* Designated person in the group to have contact details (e.g. mobile numbers) of all in group & to do regular head counts.
* Ensure groups stays together.
 | Likely | Minor | Medium |  | Medium | The committee member responsible for organising the activity must check the weather report several times in the lead up to the event and encourage attendees to bring warm clothing and water. This committee member must also do a head count at periodic intervals over the duration of the event to ensure no one is lost or missing, |
| Injury due to collisions with other couples or people. For example, stepping on your partner’s feet or bumping into another couple. | Anyone involved in the competition | * Teach dancers about floorcraft and instruct those not dancing to stay on the sidelines and to not attempt to move through the floor until those dancing have stopped.
* Remind dancers to have good floorcraft prior to dancing a round
 | Likely | Minor to trivial | Medium |  | Medium | Promote good floorcraft. Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants, as well as the Vice-President. |
| Dehydration | All dancers | * Advise all dancers to bring a water bottle
* Take a five-minute break every half an hour and encourage dancers to drink water
* Inform dancers where they can get water (e.g. water is typically available from the venue bar or water fountains)
 | Likely | Minor | Medium |  | Medium | Health and safetytrained president andhead of events will bepresent andresponsible for allparticipants, as well as the Vice-President. |
| Injuries due to slippery floor | All dancers | Reminding dancers to stay careful and bringing shoe brushes to increase the grip of shoes |  Possible |  Minor |  Medium | Pointing out hazards and obstacles to dancers, removing them when possible | Medium | Teachers and event organisers responsible for being vigilant |
| Damage to hearing due to loud music | Everyone in the venue | Ensuring the venue is played at a medium level by coordinating with the professional dance teachers |  Possible |  Minor |  Medium | Event organisers to turn down volume should it be too loud | Medium | Event organisers responsible for ensuring music is at appropriate volume |
| **Lone activity** | Individual undertaking activity.May suffer injury or illness whilst alone.  | Organiser must not work alone for set up/take down.Persons running errands alone should let someone know where they are going & how long they will be. | Highly Unlikely | Negligible | Low | No lone activities will be committee organised.  | Low | Individuals encouraged to run errands with at least one other group member, both must ensure their phones are sufficiently charged prior to any excursion. |
| **Inappropriate behaviour by society members or harassment** | All persons involved in activity.May sustain injury due to inappropriate behaviour. Harassment more likely to be directed toward female dancers. | Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police.Improper behaviour may be reported to the DoSDA for disciplinary action under the Association’s disciplinary procedures.Harassment not by a society member will be reported to both the student’s association and, at the discretion of the person affected, to the local police force. | Unlikely | Mild. Unlikely to result in injury, and the extent of emotional disturbance would vary from individual to individual. | Medium | Teach dancers about appropriate dance holdEnsure dancers know that they do not need to dance close to each other if they are not fully comfortable with itMake dancers aware that they should speak to committee if they experience any sort of harassment or are made to feel uncomfortable in any way. Committee will be advised to wear blue BALLADS hoodies to make themselves known. President will introduce themselves and the treasurer in week one and introduce the remaining committee once elected by EGM.President will post on the members group to ensure that participants know who to approach if they are distressed in any way. | Medium | All committee members responsible for looking out for inappropriate behaviour and taking appropriate steps such as revoking membership, prohibiting attendance, and reporting the behaviour to the union and the DOSDA. |
| **COVID-19 Infection** | Anyone | Organisers should cancel the trip in the event of another spike in cases either in the country of origin or the destination country. Organisers must pay attention to the quarantine list and ensure that everyone is aware of the possibility that they might have to quarantine for 2 weeks upon return.If the trip to an EU country goes ahead, the organiser must ensure that all participants are complying with local guidelines including social distancing, mask wearing and frequent hand washing/hand sanitising.  | Likely | Major | High | If the trip to an EU country goes ahead, the organiser must ensure that all participants are complying with local guidelines including social distancing, mask wearing and frequent hand washing/hand sanitising.  | Medium | Organiser is responsible for ensuring that all participants are aware of the risks prior to the trip. There will be a mandatory health and safety session at least two weeks prior to the trip and all participants will be encouraged to keep up to date with COVID-19-related news and encouraged to make informed decisions. |
| Injury or other illness in a foreign country - insurance     | Anyone | Participants must have adequate travel insurance coverage before going on the trip. Depending on whether the trip is organised through an agency or independent of one, participants may have the option to purchase insurance with their ticket if they are not already covered under their own or their family’s insurance policy.Limitations of insurance cover addressed by organisers in the dossier, possibility to book additional policies stressed. |  Possible |  Minor | Medium | Organisers informed everybody of their insurance policies.Travellers will be reminded to bring/renew their European Health Insurance Card if applicable. | Medium | Organisers informed everybody of their insurance policies, exact information will always be at hand at all times while travelling. |
| Detention by airport security for passport, visa or security reasons, or confiscation of luggage for security reasons | Anyone | Organisers will ask everyone to send their travel documents in as a scan to check validity, printing copies for everyone to keep in case of lost documents and a copy to be kept by the Vice-President in the event someone loses something of importance.Organisers will ask everyone to send their travel documents in as a scan to check validity and visa requirements.EU regulations for prohibited items checked, group made aware of limitations. Travellers informed about baggage policies of the airlines in regards to prohibited objects. | Unlikley | Negligible | Low | Organisers will send in travel plan, including addresses and contact details to the student’s union in case of emergency. Organiser should keep copies of documents online in case of emergency, with consent from the individuals. | Low | Organiser responsible for ensuring they have a copy of everyone’s travel documents and that if a visa is required that it is present in said travel documents. Organiser is also responsible for reminding participants of restrictions and regulations . |
| Travellers are generally fit and healthy, no significant pre-existing medical conditions that could lead to illness while overseas. | Anyone | Organisers asked everybody to inform them about pre-existing conditions, and know how to act in emergencies. Existing conditions do not endanger any of the travellers. Any medication will be brought by the travellers. |  Possible |  Major |  Medium | Organisers will stay attentive while travelling to look for any signs of illness. Emergency numbers for ambulance services will always be at hand. | Medium | Organisers will stay attentive while travelling to look for any signs of illness. Emergency numbers for ambulance services will always be at hand. |
| Students Association has travel plans, contact details etc stored in a secure location. | organisers | Organisers sent in travel plan, including addresses and contact details to student union | Possible | Negligible | Medium | Origanisers will always ensure that their phones are switched on and fully charged so that they can be contacted in emergencies. | Medium | Travel Plan sent in to the union, organisers always available via phone |
| Any costs for treatment can be met by the traveller or covered by insurance. Need for payment in advance will not delay emergency treatment if required. | Everybody, organisers in particular | Organisers advise travellers to have enough money in their accounts to cover emergency treatment. Organisers to help out financially if necessary. |  Unlikely |  Minor | Medium | Organisers have sufficient financial back-ups in case of emergencies. | Medium | Organisers have sufficient financial back-ups in case of emergencies. |
| Vaccinations/medication (e.g. anti-malarial) can be obtained on an appropriate timescale from GP. | everybody | Organisers advised travellers to look after their individual standard vaccinations themselves, additional vaccinations (e.g. malaria, yellow fever) not necessary. When registering with a GP in St Andrews, students’ vaccinations are also checked and taken care of. |  Unlikely that people will be unable to be vaccinated, possible that people will refuse vaccination. However, as the trip will be to an EU country, it is unlikely that any additional vaccinations will be needed. |  Major |  Medium | Organisers addressed the individual need to look after their own heath while setting up the trip. | Medium | Organisers will look after the travellers while on the trip. Minor injuries will be taken care of immediately to prevent infection. |
| Medical standards and provision of emergency assistance in country is acceptable. Traveller is aware of how to access services. | everybody | Organisers read the GOV.uk travel advice for the specific EU country and looked up information on hospitals etc. in the destination city/town. This information is included in the dossier for all travellers | Unlikley |  Minor |  Medium | Information for medical (emergency) assistance is available for everybody in the dossier. | Medium | Information for medical (emergency) assistance is available for everybody in the dossier. Organisers will have this information at hand at all times during the trip. |
| Adequate supply of any essential prescription medication is carried, if necessary with a doctor’s letter justifying quantities carried. | everybody | Organisers advise everybody to bring their own medication, with appropriate documentation for travelling |  Possible |  Minor |  Medium | Organisers will remind travellers of necessity of bringing one own’s medication a few days prior to departure. | Medium | Organisers will send out reminders on essential items to pack (e.g. medication) and help acquire emergency medication in the destination city should anything be forgotten. |
| Use trolleys, moving walkways, escalators and lifts where possible.    | everybody | Organisers will limit the strain on travellers by always using escalators, lifts etc. |  Possible |  Minor |  Medium | Organisers will supervise everyone’s behaviour on the trip and ensure that nobody puts themselves at risk by using escalators and lifts in an unsafe manner. | Medium | Organisers will always supervise all travellers and lead the group to the easiest paths while travelling. |
| Use transport rather than carrying cases/bags long distances. | everybody | Shuttle services set up for transportation between St Andrews and Edinburgh airport (and back), organisers looked up easiest public transport route to and from the hostel. |  Possible |  Minor |  Medium | Organisers will lead the travellers through the trip using public transport and shuttles, if necessary. Frequent breaks will ensure everybody’s wellbeing. | Medium | Organisers set up travel via public transport/ shuttle buses. Organisers will look after everybody’s health and exhaustion levels while out. |
| Hotel/accommodation is in safe location, of acceptable standard for fire, security and hygiene. Traveller checks the fire precautions and evacuation routes on arrival.  | Organisers | Hotel/hostel/house/apartment will be thoroughly vetted by the organiser, Vice-President and President to ensure that it is in, to the best of their knowledge, a safe area and will not present any additional hazards. |  Unlikely |  Negligible |  Low | Organisers will check fire exit routes on arrival and will inform all participants of the what to do in case of emergency in accordance with the hotel’s guidelines | Low | Organisers will assess the area in person upon arrival to guarantee its suitability. Organisers will also familiarise themselves with fire exits for emergencies. |
| If there are concerns about the location of your room e.g. on a ground floor, request an alternative or transfer hotel. | Organisers | Organisers will assess the security situation within the hostel upon arrival. Should there be any concerns at all, they will talk to the management to fix the problems or arrange alternative accommodation. |  Unlikely |  Negligible |  Low | Organisers will assess the security of the rooms and general area (for streetlamps etc) upon arrival and listen to any traveller’s concerns. | Low  | Organisers will look out for potential security issues at the hostel and fix them immediately when they arise. |
| Destination is in safe location.   | Organisers | Organisers will check guidelines from local authority and tour guides to ensure the area chosen is safe to travel to. |  Unlikely |  Minor |  Medium | Organisers will assess the safety of the area upon arrival and ask the hostel staff for any potential threats and ways to avoid those which will then be reported to the rest of the group. | Medium | Organisers will advise everyone to look after themselves and others, stay in groups and stay vigilant. Any concerns about the safety of the area will be taken seriously and acted upon immediately. |
| Travel dates, itinerary and contact numbers provided to Students Association    | organisers | Dossier with all information submitted to the students Association (Risk Assessment and Societies’ Officer). |  Possible | Negligible | Medium | Organisers will remain in contact with the Students Association throughout the trip and ensure they can always be contacted via phone or email. | Medium | Organisers will remain in contact with the Students Association throughout the trip and ensure they can always be contacted via phone or email. |
| Students Association has a system for obtaining/ keeping secure travel plans and contact details of travellers and being able to access them out of hours if required (and a copy retained at home if appropriate).   | organisers | Dossier with all information submitted to the students Association (Risk Assessment and Societies’ Officer).A copy of the dossier will also be submitted to the BALLADS president (Isabela Martin) and Vice -President (to be elected at EGM) as a physical copy. |  Possible | Negligible | Medium | Organisers will remain in contact with the Students Association and BALLADS society president throughout the trip and ensure they can always be contacted via phone or email. | Medium | Organisers will remain in contact with the Students Association throughout the trip and ensure they can always be contacted via phone or email. |
| Partner/family has contact information for the Students Association in an emergency. | Organisers, travellers | Organisers will ask all travellers to forward the Students Association contact detail to their families and partners in case of an emergency. |  Possible | Negligible | Medium | Organisers will ask all travellers to forward the Students Association contact detail to their families and partners in case of an emergency. | Medium | Organisers to encourage travellers to give family access to the Students Association’s contact details. |
| Traveller will be able to contact Students Association phone or email if they need assistance while overseas. | Organisers and travellers | Students Association’s contact details will be included in the dossier for all travellers. Everyone will carry their phones on them to reach out in emergencies. |  Possible | Negligible | Medium | Organisers will have the Students Association’s details at hand at all times, i.e. saved on their phones. |  MEdium      | Travellers find the Students Association contact details in their dossiers, organisers will save them in their phones. |
| Mobile phone roaming set up (if appropriate).    | Travellers | All travellers have UK or EU SIM cards which enable them to use mobile roaming on the trip in Madrid. |  Possible | Negligible | Medium | Organisers will allow travellers to use their phones if necessary. | Medium | Everyone has EU/ UK SIM cards and access to mobile roaming, organisers will let travellers use their phones. |
| Emergency telephone numbers (and email addresses) put into mobile phone. Group leader/person in charge has contact details of the rest of the group    | everybody | Everybody has everybody else’s contact details (number, email) available, there is also a group chat set up for the whole group. |  Possible | Negligible | Medium | Organisers have all information for all travellers available both digitally and in print at all times. | Medium | Organisers have all information for all travellers available both digitally and in print at all times. Travellers will be able to communicate via group chat and will find emergency numbers in the dossier. |
| If appropriate, laptop is enabled for internet communications and email overseas.   | everybody | Travellers are free to bring their own laptops, in emergencies, the hostel will grant access to computers to get in touch via email. |  Possible | Negligible | Medium | Organisers will ensure all communication channels are open. Emails will be checked regularly. | Medium | Organisers will ensure all communication channels are open by asking for access to computers if phones don’t work. Emails will be checked regularly. |
| If a communications plan is appropriate, ensure it is in place and is adhered to – failure to make contact with Students Association or contacts in country on agreed timetable will trigger emergency response.  | Organisers | Organisers messaged the Students Association about the itinerary and will respond when asked to by the union. |  Unlikely |  Negligible |  Low | Organisers will adhere to the agreed upon timetable. | Low  | Organisers will ensure all communication channels are open and stick to any agreed upon schedule for communication. |
| Availability and standards of transportation are acceptable (equivalent to UK), and are understood by the traveller. Unsafe means of transport will not be used. | All travellers | The safest modes of transport are to be determined when the destination has been decided and agreed upon by the committee, though typically public transport such as bus and metro are the safest modes of transportation in EU countries |  Unlikely |  Major |  Medium | Organisers will advise travellers on which routes to take, where the main stops are and to avoid unsafe modes of transportation. All information to the location of the hostel can be found in the dossier. | Medium | Organisers will ensure travellers stay together in groups, advise them which transportation to take and ask travellers to refer to the dossier when around in the city. |
| Air travel related accident such as a crash or fault that could result in an emergency landing | Everybody | Organisers advise all travellers about flight safety before check-in and departure. Everyone must pay attention to the safety briefing given by flight attendants.  |  Highly unlikely |  Fatality |  Medium | Organisers will advise everybody on forbidden items for luggage in advance through the dossier. | Medium | Organisers both inform travellers about luggage restrictions through the dossier and prior to departure. |
| Only use reputable transport providers   | Organisers, travellers | For example, booking easyjet or Ryanair as an airline and Airporttaxis-uk.co.uk as transport providers, all of which are reputable and reliable. |  Highly unlikely |  Minor |  Low | The organisers will message the taxi company a few days before departure about the confirmation of times and dates for the journey. | Low | The organisers will message the taxi company about the confirmation of times and dates for the journey. |
| Perform frequent head counts to ensure all members of a group are present. | Organisers, travellers | Organisers will perform headcounts before entering all modes of transportation. |  Possible |  Minor |  Medium | Organisers created a list with names to facilitate headcount. Absences will always have to be reported to the organisers so that everybody is always accounted for. | Medium | Organisers compiled list for head count and ask travellers to inform them about their whereabouts in Madrid during their free time. |
| Do not leave luggage unattended. | Everybody | While travelling, everybody will always have to carry their luggage with them. For toilet breaks one person may look over one other person’s luggage but never will just one person be asked to look out for more than that. |  Unlikely |  Negligible |  Low | Organisers will frequently remind travellers of checking whether their luggage/ valuables are all complete. | Low  | Organisers will frequently remind travellers of checking whether their luggage/ valuables are all complete. |
| Never carry packages through customs for other people and be cautious about accepting gifts. | Everybody | During the info session before departure everyone will be asked not to accept any luggage, parcels etc to carry at any point during the trip. Gifts should also not be accepted at any point. |  Unlikely |  Negligible |  Low | Organisers will ask the group to stay vigilant about everyone around them and to be sceptic of strangers. | Low  | Organisers will ask the group to stay vigilant about everyone around them and to be sceptic of strangers. Travellers will be advised not to accept anything at all for a stranger. |
| Have maps and/or directions. Use experienced field trip leaders or relevant agents.   | Everybody | Organisers will provide addresses and directions in the dossier for everybody. Everyone will also be able to access google maps via their phones. |  Possible |  Negligible |  Medium | Organisers looked up exact directions to all major destinations (hostel, dance studios) and have them saved in their phones. | Medium | All information included in the dossier for everybody, organisers have the connections saved in their phones. Google maps may be used along the way. |
| When waiting for public transport after dark, stand in a well-lit place or near groups of people. Sit near the driver or conductor. | Everybody | When out after dark, travellers will be asked to stay in groups, stay in well-lit and populated areas and stay vigilant. |  Unlikely |  Minor |  Medium | Travellers will be asked to remain cautious and demonstrate safe behaviour when out during the night. | Medium | Travellers will be asked to remain cautious and demonstrate safe behaviour when out during the night. Especially having emergency numbers of local authorities at hand will be highlighted. |
| Understood sufficiently. H&S&E standards checked as comparable to the UK, or any additional requirements are understood and addressed. | Everybody | Health and safety standard are according to EU regulations, social structures are similar to Britain/ Still, travellers will be advised to stay cautious and behave respectfully towards everybody. |  Unlikely |  Negligible |  Low | Organisers will supervise the group and intervene in any situations which might be problematic. | Low  | Organisers will supervise the group and intervene in any situations which might be problematic. Travellers will be advised to stay mindful of any local customs that might be unfamiliar to them. |
| Cultural norms are understood and can be accommodated. | Everybody | Travellers will be advised to stay cautious and behave respectfully towards everybody. EU cultures are not going to be that different from the UK but travellers will be asked to stay mindful. |  Unlikely |  Negligible |  Low | Organisers will look out for any situations which might cause issues and intervene if necessary. | Low  | Organisers will look out for any situations which might cause issues and intervene if necessary. |
| Care will be taken when taking photographs, videos or using binoculars. Such activities may be misunderstood, especially near military installations.   | Everybody | Travellers will be advised to be careful when taking photos in public places. In general, any spaces associated with the military will not be visited (or if at all, just in passing) |  Unlikely |  Negligible |  Low | Organisers will be looking out for any situations like these which could potentially be misinterpreted by authorities. | Low | Organisers will be looking out for any situations like these which could potentially be misinterpreted by authorities. They will also advise travellers to act sensibly while out. |
| Make advance travel claim for expenses if appropriate.  | Everybody, organisers | Main modes of transportation are already paid for. Transportation costs in Madrid with the metro are advertised in the dossier. |  Possible | Trivial |  Low | Organisers are to have some back-up funds to assist anyone with low funds. | Low  | Organisers will make people aware of costs in Barcelona and assist financially if necessary. |
| Obtain local currency sufficient for duration of stay and some reserve. Consider travellers’ cheques or other emergency currency e.g. dollars.   | Everybody | Travellers will be advised to get sufficient foreign currency (EUR) at the airport but they will also be asked to carry a VISA or Mastercard with them in order to access their accounts in the city. |  Possible | Trivial |  Low | Organisers are to help find ATMs or help out financially if needed | Low  | Travellers asked to organise sufficient foreign currency for the trip. |
| Make a note of credit/cash card numbers and related accounts. Keep information separate from the cards themselves. Have emergency number for contacting bank/ credit card company. | Everybody | Travellers are going to be asked to keep information on their credit cards (and emergency numbers from their banks) separate from their cards, so as to react quickly should any credit cards get lost or stolen. |  unlikely |  Trivial |  Low | Organisers to stress this prior to departure and to again stress this throughout the trip. | Low | Organisers to advise travellers to keep banking details in a place separate from their cards and to have emergency numbers for their banks ready. |
| Check that credit cards are generally accepted in country and that cash is available via ATMs etc. | Everybody | VISA and Mastercard are widely accepted in the EU, travellers are asked to check their own credit card provider as well. |  Unlikely |  Negligible |  Low | Organisers request each traveller their cards are going to be accepted. | Low  | Organisers request each traveller their cards are going to be accepted prior to departure and to make alternate adjustments if necessary. |
| Traveller is medically fit for adverse weather conditions.     | Everybody | Organisers to check travellers’ health throughout the trip, carry water and sun lotion as precautionary measures to hand out if necessary. |  Possible |  Minor |  Medium | Organisers to advise everybody to look out for themselves and others. | Medium | Travellers to check weather conditions before departure, looking out for themselves and others and carrying water at all times to stay hydrated. |
| Pack appropriate clothing, footwear, sunscreen etc.   | Everybody | Ask travellers to pack clothes according to the expected weather conditions, including sunscreen and sturdy footwear suitable for walking a lot. |  Likely |  Negligible |  Medium | Organisers to include a list of necessary items to pack in the dossier. Organiser should also pack extra sunscreen in case participants forget. | Medium | Organisers include important items in the dossier, advise travellers to pack according to the weather conditions. |
| Remove confidential data from laptops, or encrypt it.  | Everybody | Ask people to be careful about the data found on their phones and laptops in case they get stolen. |  Unlikely |  Negligible |  Low | Advise travellers to take care of this before departure as people will be too busy to mind this when already abroad. | Low | Ask everybody to delete confidential data from their electronic devices. |
| Ensure you have the appropriate converters and adaptors.  | Everybody | Advise everybody to bring the right converters for their technical appliances. |  Likely |  Trivial |  Low | Add converters to the list of items in the dossier. | Low  | Add converters to the packing list in the dossier, remind people verbally/ via text as well. |
| Use battery operated equipment where possible.    | Everybody | Advise the use of battery operated appliances and to bring portable chargers if possible. |  Possible |  Trivial | Low  | Add portable chargers to the list of items in the dossier. | Low | Add portable chargers to the list of items in the dossier. |
| Do not use wall sockets if they look damaged/scorched or placed near water. | Everybody | Advise people to be careful about damaged sockets and to look for another one should they find one that’s broken. |  Unlikely |  Major |  Medium | Organisers check sockets in hostels etc. themselves to ensure everyone’s safety. | Medium | Organisers check sockets in the hostel, advise people not to use damaged sockets (or ones near water). |
| Be aware ofl surroundings and take extra care in poor weather conditions and at night.  | Everybody | Ask people to stay attentive when outside and to always be aware of their surroundings. |  Possible |  Minor |  Medium | Supervise the group and look out for potential hazards. | Medium | Supervise the group and ask everyone to be attentive. |
| Wear suitable footwear and clothing.    | Everybody | Ask people to bring sturdy footwear suitable for walking. |  Possible |  Minor |  Medium | Add sturdy footwear to the packing list in the dossier. | Medium | Add sturdy footwear to the dossier and ask people to bring suitably sturdy footwear. |
| Be aware of hotel medical provision and check the International SOS medical guidelines for the country you are travelling to   | Organisers | Organisers ask hostel about medical emergencies. Check GOV.Uk recommendations for SOS guidelines. |  Possible |  Minor |  Medium | Organisers include important information in the dossier. | Medium | Organisers include important information on emergencies in the dossier. |
| Ensure that you have the required inoculations before travelling and that your tetanus and polio are up to date.   | Everybody | Organisers advised travellers to look after their individual standard vaccinations themselves, additional vaccinations (e.g. malaria, yellow fever) not necessary. When registering with a GP in St Andrews, students’ vaccinations are also checked and taken care of. |  Unlikely |  Major |  Medium | Organisers addressed the individual need to look after their own heath while setting up the trip. | Medium | Organisers will look after the travellers while on the trip. Minor injuries will be taken care of immediately to prevent infection. |
| Use antiseptic wipes/hand sanitiser and wash hands before eating.  | Everybody | Advise travellers to always carry antiseptic wipes with them on the trip |  Unlikely |  Minor |  Medium | Organisers to carry wet wipes themselves to hand out, add wet wipes to the list on the dossier | Medium | Organisers to carry wet wipes themselves to hand out, add wet wipes to the list on the dossier |
| Avoid markets and contact with animals - do not approach animals and reptiles even if they appear domesticated.   | Everybody | Advise all travellers to stay away from all animals even domesticated ones. |  Unlikely |  Minor |  Medium | Advise people on the behaviour around animals prior to departure. | Medium | Advise people on the behaviour around animals prior to departure. |
| Travel sickness | Anyone travelling within the group | Advise everyone to bring medication for travel sickness and sufficient water |  Likely |  Trivial |  Low | Monitor everyone closely to look for signs of illness, health and safety trained members will be present | High; the consequences are mild | Ask everyone too look out for each other |
| Lost passport | Anyone | Ask everyone to keep their passports in a safe place |  Unlikely |  Major (though not physical) |  Medium | Have regular passport checks while travelling | Medium | Make a checklist for every participant to go over while travelling |
| Getting lost (airport, Madrid etc) | Anyone | Create a group chat for people to contact one another |  Unlikely |  Major |  Medium | Hand out emergency contact details of organisers, hostel, local authorities | Medium | Check people’s names and numbers daily, go over travel and metro connections, stay together as a group or in pairs |
| Food poisoning | Anyone | Look out for reliable restaurants by checking reviews, check for general hygiene in restaurants |  Possible |  Major |  Medium | Tell everyone to be cautious, ask people to bring any medicine they might need, health and safety trained members will be present | Medium | Advise people to leave if restaurants look unhygienic |
| Allergies, medical conditions | Anyone | Ask everyone to bring their allergy medication |  Unlikely |  Major |  Medium | Ask people in advance about any allergies and medical conditions for emergencies, health and safety trained members will be present | Medium | Compile a list of everyone’s information and have emergency numbers for medical services ready |
| Getting injured in traffic | Anyone | Stay cautious and alert in traffic |  Unlikely |  Fatality |  Medium | Bring first aid kit and plasters and have emergency numbers ready, health and safety trained members will be present | Medium | Stay together as a group or in pairs and keep an eye out |
| Intoxication | Anyone | Advise to drink safely and sensibly, eat and drink enough |  Possible |  Major |  Medium | Ask people to look out for one another, always have emergency numbers ready, health and safety trained members will be present | Medium | Stay together as a group or in pairs and advise against heavy drinking |
| Dehydration and heat strokes | Anyone | Advise to always carry water, wear sunscreen, suitable clothing and to take regular breaks |  Possible |  Minor |  Medium | Actively plan breaks for people to rehydrate and rest, health and safety trained members will be present | Medium | Advise where and when to stock up on water when out |
| Sunburn | Anyone | Advise everyone to wear sun lotion and rest in shade |  Likely |  Minor |  Medium | Always carry sun lotion when outside, health and safety trained members will be present | Medium | Compile packing list for everyone |
| Drink spiking | Anyone | Advise never to leave glasses unattended, be cautious around strangers |  Unlikely |  Major |  Medium | Caution everyone to be alert before going out, supervise in bars etc | Medium | Stay together in groups or pairs, look out for one another, ensure everyone has emergency numbers |
| Lost/ stolen, wallet and phones | Anyone | Advise to always keep valuables in a safe space, regularly check if they’re there, be cautious in crowds and public transport |  Possible |  Major (mentally) |  Medium | Compile checklist for people to go over themselves | Medium | Have people carry emergency numbers on paper in various places |
| Social or political unrest/ terrorism | Anyone | Check news for protests etc, avoid places with agitated crowds, stick to tourist-appropriate areas, stay alert |   |   |   | Have emergency contact numbers for the group and local authorities available | Low to mild, consequences potentially very severe | Stay in groups or pairs, advise on locations to stick to |

This General Risk Assessment must be completed before you will be able to affiliate. It should cover all events/activities that are in the ordinary course of your society’s business. If you plan any events that are not covered in your regular activities/general risk assessment you must complete a Supplementary Risk Assessment for that specific event *14 days before the event*, which can be found on the Union website: <https://www.yourunion.net/activities/societies/runningyoursociety/resources/>

**Guidance for completion**

1. Complete the aims & activities declaration, this will tell you how many activities that you will need to assess (each activity must have its own risk assessment).
2. Then complete a risk assessment for each activity.
3. **Aims and Activities Declaration**

Society Name: Example society
Society Email: examplesoc@mail.com

President Name: A Student

President Email: as3000@st-andrews.ac.uk

**AIMS OF YOUR SOCIETY:**

List the aims of your society:

|  |
| --- |
| A concise list of your aims e.g.* To promote usage of examples
 |

**REGULAR ACTIVITIES OF SOCIETY:** List the regular events you have planned for the year, as well as the day-to-day activities of your society:

|  |
| --- |
| A concise list of regular activities e.g.Regular:* Pub social
* Talk/lecture

Day to day:* Maintaining society website/Facebook page
 |

1. **General risk assessment**

Then follow these steps when filling out the above Event/Activity sheets. Remember you must fill out one sheet for each of the Events/Activities.

**1. What are the hazards of your regular activities?**

What are the foreseeable hazards, risks and dangers?

**2. Who might be harmed and how?**

Identify groups of people. Don’t forget people this can include people not directly involved in your society event/activity.

**3. What are you doing already to reduce risk? What further action is necessary?**

List what is already in place (control measures) to reduce the likelihood of harm or make any harm less serious.

**4a. How likely is this risk to occur? How severe are the consequences?**

How likely it is to occur (Very likely, likely, Unlikely, Highly unlikely).

**4b.** **How severe are the consequences?**

Indicate the level of hazard (Fatality, Major Injury, Minor injury, Negligible injury).

**5. Assess the risk**

Using the risk matrix work out the risk for each identified hazard.

**6. Can you do anything else to reduce the risk further?**

Are any further control measures necessary or practicable?

**7. How will you put this risk assessment into action?**

Who is responsible for implementing controls?

**Deal with those hazards that are high-risk and have serious consequences first.**

**Also consider the number of people exposed. If more people are exposed to a hazard it has a higher risk.**

**Hierarchy of control**

1. **Remove the hazard**
2. **Use a less risky option**
3. **Prevent access to the hazard**
4. **Reduce exposure to the hazard**
5. **Use PPE (personal protective equipment)**

**Society:** Name of society

**Description of Event/Activity (please be as detailed as possible):** What type of event/activity is it? (e.g. social, trip, talk) Give a brief description ofthe activities at the event.

**Date(s) of the Event/Activity**: Date(s) when the activity will take place e.g. specific date or weekly on Mondays

**VENUE(S):** Where will the event take place

**Number of attendees expected:** How many people do you expect to attend

**Assessed by:** Name of assessor

**Date:** Date assessed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you doing already to reduce risk?** | **Likelihood of occurrence** | **Severity of injury** | **Risk** **(from risk matrix)** | **What further action is necessary?** | **Residual risk****(from risk matrix)** | **How will you put this risk assessment into action?** |
| Hazards highlighted are likely present in all activities. All the columns have been completed for you. |
| Hazards unhighlighted may be present in activity.Delete as applicable | List who might be harmed by the hazard & how | Existing control measures.ADD any more of your own already in place | Decide on likelihood of occurrence | Decide on severity of any injury | Enter risk(Very high / High / medium / low) | List any additional control measures required. | Enter residual risk | Who is responsible for ensuring the control measures are implemented |
| **Further hazards specific to activity** |
| List any hazards (not listed above) specific to your activity | List who might be harmed by the hazard & how | List existing control measures. | Decide on likelihood of occurrence | Decide on severity of any injury | Enter risk(Very high / High / medium / low) | List any additional control measures required | Enter residual risk | Who is responsible for ensuring the control measures are implemented? |

|  |  |  |
| --- | --- | --- |
| **Risk matrix** |  | **Likelihood** |
|  |  | **Very likely** | **likely** | **Possible** | **Unlikely** | **Highly unlikely** |
| **Severity** | **Fatality** | **Stop activity!** | **Stop activity!** | **High** | **Medium** | **Medium** |
| **Major Injury** | **High** | **High** | **Medium** | **Medium** | **Medium** |
| **Minor injury** | **High** | **Medium** | **Medium** | **Medium** | **Low** |
| **Negligible injury** | **Medium** | **Medium** | **Medium** | **Low** | **Low** |
|  | **Trivial injury** | **Low** | **Low** | **Low** | **Low** | **Low** |

**VERY HIGH-RISK OR HIGH-RISK ACTIVITY IS NOT ACCEPTABLE and further control measures must be put in place if the activity is to proceed.**

|  |
| --- |
| **Likelihood** |
| **Very likely** | The risk is typically experienced at least once every six months by an individual undertaking the activity. |
| **Likely**  | The risk is typically experienced once every year by an individual undertaking the activity |
| **Possible** | The risk is typically experienced once every five years by an individual undertaking the activity |
| **Unlikely** | The risk is typically experienced once every ten years by an individual undertaking the activity |
| **Highly unlikely** | There is less than a 1% chance of the risk being experienced by an individual during the lifetime of an individual undertaking the activity |
| **Severity** |
| **Fatality** | Death or life changing injury. |
| **Major injury** | Examples of major injury include; major fractures, poisonings, multiple injuries. |
| **Minor Injury** | Examples of minor injury include; burns, concussion, serious sprains, minor fractures, dermatitis, asthma and musculoskeletal disorders |
| **Negligible injury** | Examples of negligible injury; include superficial injuries, minor cuts and bruises. |
| **Trivial injury** | Examples of trivial injuries include temporary discomfort. |