| **RISK ASSESSMENT FORM – UNIVERSITY OF OXFORD** | | | |
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| **DEPARTMENT:** | Oxford University Scottish Dance Society (OUSDS) | | |
| **NAME OF ASSESSOR(S):** | Louise Collinson | **DATE OF ASSESSMENT:** | 02/04/2022 |
| **DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: OUSDS Beginner’s Class** | | | |
| Regular Scottish Dance classes under the instruction of Royal Scottish Country Dance Society qualified teachers. Each session includes a warm up, followed by instructions in dance technique and choreography, and some social dancing. All dancing is to recorded music.  Louise Collinson is the OUSDS president and has completed the OSCB “introduction to Safeguarding Children” course. | | | |

| **Regarding Class Activities** | | | | | | |
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| **Activity** | **HAZARD**  **(Cause and consequences)** | **AFFECTED GROUPS** | **EXISTING CONTROLS**  **(If any in place)** | **Risk Rating** | **FURTHER ACTION**  **(If necessary)** | **OUTCOME/UPDATE** |
| Setting up the room for the class. Typically, tables and chairs have to be moved to make space. | Lifting of heavy and bulky items, which can result in back or other injuries. | Members assisting with setting up the room for the class. | Members are asked to carry tables in at least two to three people, wearing proper footwear (not dance shoes). | Low | Advise that any dancers who feel impacted from lifting take a break from the class and carry out no further heavy lifting. |  |
| Participating in the dance class | Damaging muscles or ligaments due to insufficient warm up. | Members of the society dancing at the class. | The class begins with a warm up, and late comers are asked to warm up prior to joining the class. Everyone will be encouraged to stretch their feet and legs before and after dancing. | Medium | Enquire where the first aid kit at Wesley Memorial Hall can be found.  Contact evening guard. |  |
|  | Injury due to slipping, or tripping, resulting in damage to muscles or joints. | Members of the society dancing at the class. | Prior to the start of the class, the committee removes all tripping hazards (bags, jackets, cables etc). Any spills are cleaned up immediately. Every dancer may be equipped with proper dance shoes. | Medium | Enquire where the first aid kit at Wesley Memorial Hall can be found.  Contact evening guard. |  |
|  | Dancing is a form of exercise, which can trigger attacks in asthma sufferers, or other underlying medical conditions. | Members of the society suffering from asthma or other medical conditions. | We take regular breaks during the class, and a bathroom with a fresh water supply is nearby. In addition, Members who have asthma or other medical conditions are reminded to bring their inhalers and other relevant medication to the class.  The dancing venue has windows which are opened during the class to allow ventilation of fresh air. | Low |  |  |
|  | Allergic reaction to the biscuits and cakes served during the break. | All members of the society consuming the provided refreshments. | Allergens are listed on food packaging. Members who bring home-baked items are encouraged to announce allergens. Society members are made aware that food is served during class, and are encouraged to bring relevant medication for allergies.  Nuts are typically avoided in the food served at class | Low |  |  |
|  | Electric shock, or fire from faulty music equipment. | Members helping with setting up the music. | All our equipment is regularly PAT tested, and any deficiencies are immediately addressed. | Low |  |  |
|  | A fire or other emergencies. | Members of the society dancing at the class. | The committee is aware of the fire escape routes and the building is fitted with signs at emergency exit doors. | Low |  |  |
| **Regarding Unaccompanied Minors at Classes** | | | | | | |
| **Activity** | **HAZARD**  **(Cause and consequences)** | **AFFECTED GROUPS** | **EXISTING CONTROLS**  **(If any in place)** | **Risk Rating** | **FURTHER ACTION**  **(If necessary)** | **OUTCOME/UPDATE** |
| Extended/regular contact with adults in class | Development of close relationship | Participant (if relationship inappropriate)  Activity provider (if allegations made) | Activity providers requested to read university safeguarding protocols.  Participants encouraged to contact society President (or other committee members, who are listed on the website) if they have concerns about a relationship between class participants.  Participants encouraged to change partners during class. This reduces extended 1:1 contact. | Medium | At least one activity provider to have undertaken the introduction to safeguarding course. |  |
|  | Inappropriate behavior by other class participants towards Minors |  | Activity providers requested to read university safeguarding protocols  Participants encouraged to contact.  President (or other committee members, who are listed on the website) if they have concerns about the behavior of a class member.  The society has the right to remove membership if this is deemed to be in the best interest of the club. | Medium | Contact Wesley Hall evening guard if immediate action is required to remove an individual. |  |
|  | Inappropriate behavior by society committee members towards minors | Underage participants  Others who may come into contact with that individual | Activity providers requested to read university safeguarding protocols.  The society aims to have more than one society committee member present at each class - teachers are considered committee members. Teachers refrain from unnecessarily touching class participants whilst teaching, and should ask permission before taking hands to practice a dance move with a participant.  The society has the right to remove committee members from office in a general meeting. Additionally, the power to remove membership if this is deemed to be in the best interests of the club | Medium | Contact Wesley Hall evening guard if immediate action is required to remove an individual. |  |
|  | Participant may report/disclose abuse at home/elsewhere  OR  Provider May suspect that participant is suffering abuse at home/elsewhere | Participant and family members  Activity provider (distress and wish to resolve the issue) | Activity providers requested to read university safeguarding protocols.  Participant who has received information encouraged to contact committee president (or other committee members, who are listed on the website) if they have concerns regarding a participant’s home-life. | Medium | Involved parties to be provided with safeguarding contacts.  Consider arrangements to support distressed activity providers. |  |
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