

**UNIVERSITY of OXFORD
SPORTS FEDERATION**

**Oxford University Dancesport Club
RISK ASSESSMENT**

DATE: 21/10/07

*This Risk Assessment shall apply to all activities carried out by the club for the year 2007-8.
Activities usually carried out by the club:*

- 1. Training Sessions / Club Lessons (General)**
- 2. Training Sessions / Club Lessons (Offsite)**
- 3. Competitions and Travel**
- 4. Demonstrations**
- 5. Hosting Competitions (Varsity / Cuppers)**

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
TRAINING / CLUB LESSONS			
1. Standing on another person's foot	Heels protectors required to be worn, participants aware of the risk	High	Further reminders
2. Twisting ankle	Correctly fitting shoes	Medium	
3. Collision with another couple	Training in floor craft	High	Emphasising importance of floor craft
4. Lack of fluid	New members warned of the danger of dehydration and encouraged to drink lots of water	Low	Reminders

5. Lack of food	New members warned of need to eat to maintain energy levels. Advised what to eat at competitions	Low	Reminders
6. Carrying heavy stereo	Stereo carried as two parts by different people.	Low	
7. Moving furniture such as tables and chairs	Tables always moved by more than one person	Low	
8. Slippery floors	Brush soles of shoes before starting practice. If floors dangerously slippery, practice will stop.	Low	
9. Pulling muscles due to poor warm-up	Controlled warm-up session run at the start of long training on Saturday mornings	Low	
TRAINING / CLUB LESSONS - EXTERNAL VENUES (ie: not managed by Sports Fed)	Venues include: St. Hugh's College, LMH, Somerville College, Catholic Chaplaincy, Wesley Memorial Hall, St Columba's United Reform Church, Wychwood School, Cowley Conservative Club		
10. First Aid Cover	First Aid available close to at all external venues – contact porters (in colleges) or caretaker		
11. Minor First Aid Incidents	Locate the position of the nearest first aid box in each venue; if there isn't one the class organiser/coach should take the club first aid box with them.	Medium	
12. Major First Aid Incidents	Each coach carries a mobile phone with them and knows the address of the venue. They should ring an ambulance and inform the college porter or venue caretaker of the incident and station someone outside to receive and direct the paramedics. In the event of the coach not being available to do this the class organiser is responsible.	Low	
			Report floor to authority on that site if it is considered dangerous.
			Reminders on importance of stretching.
			At all new venues, identify nearest source of help

13. Building Faults	Building Faults should be reported to the college porter, if in a college, or to the caretaker of the venue. If the room is unsuitable for the class to continue it will be cancelled.	Low	
14. Fire	<p>If someone discovers a fire: Sound the nearest fire alarm available and follow directions below. If there isn't one get everyone out and inform porter/ caretaker of the venue. If the porter/caretaker can't be found, call the fire brigade.</p> <p>If fire alarm sounds: Everyone leaves the building by nearest exit, the porter/caretaker is informed that everyone has been evacuated and wait for the all clear.</p>	Low	Ensure furniture and bags do not obstruct emergency exits.
<p>COMPETITIONS and TRAVEL</p> <p>As above for training, in addition:</p> <p>17. Coach crash</p> <p>DEMONSTRATIONS</p>	Professional coach company hired with their own insurance. Ensure that a Trip Registration Form is logged with the ASO prior to a club trip outside of Oxford. Event Organiser responsible for informing Security Services and ASO of serious accident.	Low	Emergency Procedures for reporting a crash and subsequent serious injuries are to contact the Security Services (who will have a Trip Registration Form) and inform them of the accident/incident and to contact the ASO and/or Sports Federation. ASO can be contacted on (01865) 248597 and Sports Federation on (01865) 241335 and on Sports Fed Mobile – (07899) 846878.

18. Tripping over trailing wires	Ensure they are not encroaching on the dance space. Advise ball organisers of our requirements.	Medium	Ask for wires to be securely taped down.
19. Making contact with the audience	Compere requires audience not to come forward of specified point. Floor craft emphasised to dancers	Low	
HOSTING COMPETITIONS (VARSITY / CUPPERS)			
20. Dancer has an accident	Ensure a qualified First Aid organisation has been booked and is present on site. Report any accidents to Sports Department. Ensure co-operation between First Aiders and Sports Department. Ensure that Fire Exits are clear due to the large numbers in the hall for the event.	Low	Any issues regarding the Varsity match should be brought up with the Facilities Manager.

