Risk Assessment – Dance Event (over 18's)

Event / activity name:	Club/District Dance Event	Assessment date:	29.01.2025	Review date:	
Areas being assessed:	Venue address and postcode		Assessor(s) name:	Named person Julie Spink, County Coordinator Darren Coates, H&S Officer	

Introduction to the Event/Activity

This risk assessment is to be used for Dance Event and considers the risks associated with setting up an event at Venue. This assessment should be used in conjunction with other specific risk assessments from the venue.

This assessment covers the planning, safeguarding, slip, trip or fall hazards; crowd control etc. The assessment also considers the running of the event.

The event is due to take place on date and last for X hours.

The persons attending the event will be 'Young Farmers' between the age of 18+ years all of whom will have evidence of membership and their accompanying guests.

Activities Assessed as part of this Risk Assessment:

- Slip, trip and fall hazards
- Crowd control
- Welfare provision/Safeguarding
- Adverse weather conditions
- Violence and aggression
- Fire and explosion
- High temperatures
- Catering
- Dancing
- Boisterious behavour

The Safe Operating Procedure Protocol for General Events must be followed and used in association with this document.

Supplementary Safe Operating Procedure Protocols have also been produced to accompany the related General Events Safe Operating Procedure Protocol relating to: Crowd Management; Fire and Explosion; Transport; and Manual Handling

In addition to the inherent hazards and dangers of the activities have you considered:

- The environmental conditions?
- The premises / site conditions?
- The weather?
- The age, knowledge and experience of the attendees?

Important information:

First Aiders: Provided by Venue

Nearest hospital: Named hospital

What3words: ///

What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Capacity and Licensing Laws	Public Areas	All participants	▪ Venue licensed for 1800 people. It is highly unlikely that this will be exceeded.	LOW	▪	Venue		
Slips trips and falls	Public Areas	All participants may suffer injuries such as fractures or bruising if they slip or trip on uneven or slippery surfaces or over objects.	▪ YFC stewards visit premises in daylight to risk assess premises. ▪ Waste collection arrangements in place to remove litter by the venue. ▪ Slippery areas at the venue are identified. ▪ Avoid slippery areas where possible ie from spilt drinks. Venue to provide yellow warning sign.	LOW	▪ Ensure venue understand the importance of good housekeeping. ▪ Regular checks should be carried out during the event to ensure these areas are free from obstruction and tripping hazards. These should be recorded. ▪ Venue to provide yellow warning signs.	Stewards and venue		
Crowd control failure related hazards (e.g. crushing, panic, stress)	Provision of escape routes	All participants may suffer crush injuries or fire-related injuries in the event of an evacuation.	▪ Provision of stewards around the Event. ▪ Venue staff trained in evacuation. ▪ Participants to be aware that they may need to be patient when queuing outside the event.	LOW	▪ Display "Keep Out" warning signs to certain areas (e.g. kitchen areas). ▪ Venue to carry out regular audits during the event to monitor escape routes. ▪ Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm ▪ Refer to the HSE guidance document 'Event Safety: Second Edition' for a guide to health, safety and welfare at music and similar events http://www.hse.gov.uk/pubns/priced/hsg195.pdf	Venue and Stewards		
	Layout of safeguarding point.	All participants may suffer crush injuries in the waiting area.	▪ Provision of stewards. ▪ Sensible arrangement of entry to prevent obstruction and crushing especially in case of emergency.	LOW		Stewards		
	Provision of First Aid	All participants may suffer prolonged injuries and pain without the adequate provision of first aid.	▪ Liaise with venue management. ▪ Stewards to be familiar with arrangements for summoning first aid assistance (ie ring 999) ▪ Chief Steward to ensure accident forms completed and returned to County Office.	LOW		Chief Steward		
	Emergency Procedures	Any persons could be harmed.	▪ Liaison with venue management and stewards.	LOW		Chief Steward and venue		
Hazardous substance	General consumables such as detergents, cleaning fluids, bleach etc	Stewards and the public risk skin problems from contact with chemicals or breathing problems from vapour.	▪ Where appropriate, venue staff are trained in safe use of chemicals. ▪ Stewards asked to wash hands especially before eating, drinking or smoking. ▪ Suitable hygiene facilities available for all personnel. Hot/cold water, soap and paper towels available. ▪ Sharps box provided for the safe disposal of hypodermic needles by the venue. ▪ Arrangements for collection and disposal of commercial waste are in place.	LOW	▪ Stewards told to report to manager any health issues they believe are associated with the event to the venue. Download HSE guidance on dermatitis to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg233.pdf	Venue and Stewards		

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Unsanitary conditions & human disease transmission **Covid19**	Sanitary Conveniences	All participants may suffer from diseases of public health significance resulting from contact with human waste.	▪ Liaise with organisers and venue stewards. ▪ Hygiene facilities available for all personnel. ▪ All personnel who suspect they may have contracted covid19 or are not feeling well are requested they do not attend the event.	LOW	▪ Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm	Venue and Stewards		
Adverse weather conditions.	Working in cold or hot environment	All participants risk discomfort and possible ill health from exposure to weather extremes, including sunburn. Public could risk discomfort due to the same factors.	▪ Competitors advised in risks of sunburn when outdoors in the car park. ▪ Event to be cancelled in extreme weather conditions ie snowstorms or heatwave unless the building is air conditioned.	LOW	▪ Undertake biennial health surveillance by trained, responsible persons. ▪ Download HSE guidance on the health risks from working in the sun to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg147.pdf	Venue		
Violence / verbal abuse.	All areas	All participants may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.	▪ All instances of abuse/assault reported to the Police and investigated to see if lessons can be learnt. An incident report must be completed and the County Chairman must be contacted. ▪ Stewards provided throughout duration of the event. ▪ First aid provision in conjunction with the emergency plans. ▪ Stewards receive security briefing before the event commences. ▪ All instances of abuse/assault investigated to see if lessons can be learnt by County Office. ▪ Stewards trained to spot potential trouble makers, defuse tense situations etc. ▪ CCTV system. ▪ Overcrowding not permitted in any area. ▪ Stewards aware of all exits. ▪ Drinks not served to members under age.	LOW/MED	▪ Event booked at a known venue. ▪ Download free HSE guidance on violence at work to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg69.pdf Venue management responsible for managing the building.	Venue and Chief Steward		
Fire / explosion	All areas	Venue could be burnt down; all participants could be trapped in burning venue and the could suffer severe or fatal burns and smoke inhalation.	▪ Smoking and vaping prohibited in all event areas. ▪ Extinguishers provided by the venue. ▪ Constant checks to be carried out by the stewards to ensure all control measures in fire risk assessment are in place. ▪ Fire Risk Assessment is the responsibility of the venue. ▪ Fire Exits well signed in venue. ▪ Fire extinguishers should only be used to tackle very small fires, in all other cases	LOW	▪ The venue responsible for the Fire Risk Assessment and implement any recommendations.	Venue		

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			evacuation procedure should be taken. Venue is to liaise with Chief steward and co-ordinate any emergency services, DJ to be instructed to cut music and give instruction to evacuate, in addition to use of any in house alarm system.					
Lone Working	All areas	Stewards may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.	▪ All stewards carry mobile phones. ▪ All instances of abuse/assault investigated to see if lessons can be learnt. Incident Form to be completed and return to the County Chairman. ▪ Stewards should not be manning the door on their own. ▪ Admission is open to the public and will be available on the door only. The Security Staff provided by the venue hold the right to refuse entry to any individual. The Stewards will work with the Security Staff on the door.	LOW	▪ Download HSE guidance on lone working to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg73.pdf	All stewards		
Electrical Hazards **Hazards associated with DJ**	At the setting up of the event and the installation of the electrical lighting, sound rigs.	All participants may risk serious, possibly fatal injuries from a faulty electrical installation or appliances during installation.	▪ Electrical installation of DJ equipment and associated system is the responsibility of the venue. ▪ DJs are provided by the Venue, who have hosted this event for many years. The venue's premises Public Liability Insurance Certificate has been checked. ▪ Stewards to ask for assistance from the staff at the venue should their be an electrical fault or breakdown of the equipment. .	LOW/MED	Download HSE guidance on Electricity at Work Regulations to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg389.pdf ▪ Stewards asked to report any issues to the venue such as defective plugs, discoloured sockets, and damaged cable and on/off switches and to take defective equipment out of use.	Venue and stewards		

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Hypodermic syringes and drug use	All areas especially toilets and seating areas	All participants may suffer puncture injuries from discarded needles, which may result in serious ill-health problems.	▪ A strict no-drugs policy is in operation at all times throughout the event. ▪ Stewards are aware of the dangers of syringes and have been trained in the safe disposal of the products. ▪ Stewards will ask the venue staff to discard any found needles using 'sharps kit' - puncture-resistant gloves, tongs and sharps box.	LOW	▪ Reminder to stewards that they must always complete an Incident Form and inform the County Chairman in the event of locating a needle or drug residue.	Chief Steward		
Activity Specific **Dancing** **Boisterous behaviour**	Activity	All participants	▪ A representative from YFC will have completed a site visit before the event to ensure it is safe to host the event. ▪ Emergency exits comply to legislation and are kept clear at all times. ▪ Any dangerous floor surfaces must be appropriately reported to the Venue Manager who will use a physical barrier or hazard tape to warn others of the risks. ▪ Participants will be requested to not run around the venue and respect the furniture (ie not climb on equipment). ▪ Some participants may experience an epileptic seizure caused by flashing or strobe lighting. Members with photo sensitive epilepsy should be warned prior to booking their place to the event. ▪ Members may have an adverse reaction to artificial smoke. Members suffering a seizure or reaction to smoke should seek medical assistance from the venue first aiders supported by the Chief Steward. If in doubt, the emergency services (ambulance) should be called. The Chief Steward should ensure that the accident/ incident is recorded and reported to the County Chairman/ Designated Safeguarding Officer immediately after the event. ▪ Policies and guidelines setup by the venue will be enforced, alongside the each of the Alcohol, Behaviour and Drugs Policy of YFYFC. All YFYFC stewards are briefed on normal YFYFC behavioural standards. Stewards are asked to refer to the chief steward if any questions arise. Behaviour is likely to change once alcohol is consumed, therefore knowing the standards it can be dealt with before it gets out of hand. Chief	LOW	▪ Reminder to stewards that they must always complete an Incident Form and inform the County Chairman in the event of an Incident or Accident. ▪ Also see the venue Risk Assessment.	Chief Steward and stewards		

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			Steward and Stewards to be aware of the incidents of spiking at 2 Yorkshire YFC events in 2021.					
Catering	Refreshments Consumption of alcohol Under age drinkers and/or excess of alcohol in general Broken glass	All participants	▪ The venue should comply to Food Standards Agency requirements and display a Food Hygiene rating and the food allergens contained in the food products. ▪ All participants are expected to monitor their own food allergies to prevent illness. ▪ Participants should report any drink spillages to the venue staff to ensure appropriate cleaning is carried out to prevent slips, trips and falls. ▪ YFC to adopt the venues policy on handing bottles to guests. ▪ Only those 18 and over are allowed into the venue. At the door guests who look under 25 years old will be asked for ID by the venue provided security. Those who can't prove they are over 18 or who state that they are under 18 will be refused entry. ▪ If a person appears to be unfit through alcohol/drugs they will be assisted by Stewards and First Aid trained staff, and medical attention sought if required.	LOW	▪ Reminder to stewards that they must always complete an Accident Form in the event of a member having an allergic reaction and their next of kin informed. Medical attention to be sought in the case of an anaphylactic reaction. ▪ Also see venue Allergen Information.	Chief Steward Venue		
Illegal Substances	Exposure to illegal substances or legal highs, research chemicals, novel psychoactive substances, NPS, designer drugs, herbal highs. Spiking of drinks and spiking by injection with drugs such as alcohol, rohypnol, GHB, tranquillisers, ketamine and prescription drugs. Tagging or fobbing a person or their possessions.	All participants	▪ YFC will work with the venue to enforce their zero-tolerance approach to illegal substances. YFC to inform the venue of the recent incident of spiking by injection at recent YFYFC events prior to the dance. An amenesty box will be available on the door, and any found substances to be stored safely at the venue for disposal by the venue. ▪ Any persons found to be in possession or does not cooperate with a voluntary search will be removed from the premises and barred. YFC will apply the behaviour and drugs policy where applicable. ▪ Stewards and Security Staff will be vigilant when guests are entering the premises and around the toilet areas. Stewards and Security Staff to be vigilant and aware of tagging/fobbing a vulnerable person or their possessions to locate them later with intent to commit a crime (ie sexual assault). ▪ If a person appears to be unfit through alcohol/drugs/spiking they will be assisted		▪			

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			by the Stewards and First Aid trained staff, and medical attention sought if required. All incidents of suspected spking to seek medical attention at A&E (named hospital) and the Police notified. An Incident Report must be completed and returned to the County Chairm immediately after the event who will contact the Designated Safeguarding Officer. ▪ Stewards to follow NFYFC Safer Social Events Guidelines 2021.					
Safeguarding	Member Welfare Individuals leaving the venue alone.	All participants	▪ Stewards and the Security Staff to monitor guests leaving the premises and ask individual leaving the premises along if they feel safe to do so. If they appear confused or vulnerable the Stewards and Security Staff to ensure they do not leave with a stranger from outside the venue and try to ascertain if they attended the event with a group, in an attempt to re-join them to that group of friends. ▪ Any concerns should be reported to the Police and do not allow the vulnerable person to leave alone. If possible, ask the person to rest in the "safe space" provident. An Incident Report must be completed and retuned to the County Chairman immediately after the event who will contact the Designated Safeguarding Officer. ▪ Stewards to encourage guests to leave together and wait for taxis/transport in a group.The Chief Steward should have access to a fully charged mobile phone in the event of contacting the emergency services. ▪ Should any YFYFC members be missing, the Chief Steward must contact the Designated Safeguarding Officer and the County Chairman, an immediate plan of action will be implemented. Once the incident is resolved an Incident Form must be completed immediately after the event and forwarded to the County Chairman. ▪ Participants must be discouraged from loitering outside the premises. ▪ The stewards must be the last YFC representatives to leave the venue at the end of the competition to ensure all participants have left safely.	LOW	▪ Reminder to stewards that they must always report any safeguarding concerns they have to the Designated Safeguarding Officer. ▪ Also see venues Terms and Conditions:	Chief Steward		

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Cancellation of dance event	Participants travelling to a closed venue.	All participants	▪ The Chief Steward must notify guests of the event cancellation immediately by updating the Facebook event page and Instagram and asking the Venue Manager to promote on their Facebook event page and on the club door. ▪ Contact YFC stewards to prevent them travelling to the event unnessarily.	LOW	▪	Chief Steward and Venue		

Reviewed: 29.01.2025