

Clubs & Societies

CODE OF PRACTISE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

Club/Society: Lancaster University Ballroom Dancing Society

The Aims of the Society are to provide quality affordable lessons in Latin and Ballroom Dancing for beginners, intermediate and advanced dancers, in a safe and controlled environment. We wish to create a forum for those who are interested in Latin and Ballroom Dancing to come together in a social and friendly atmosphere based around a common interest.

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

Area of activity: Lessons

Procedures to follow :

- 1 This exec will ensure that:-
 - The health and safety officer or other members of the executive in their absence will sweep the floor and clear any spillages where necessary and the floor is free from obstructions such as chairs, litter, and bags before every lesson and practice session.
 - Announcements will be made at the beginning of every lesson about the importance of keeping hydrated and the risks of consequences of strenuous activity such as shortness of breath and asthma attacks. Members will be encouraged to bring water to lessons and will be made aware of where water is available in the vicinity. Regular breaks will also be encouraged in order to rehydrate and recuperate; these may be between or during dances. The health and safety officer will also be appropriately first aid trained to be able to respond to any problems that may occur.
 - All members of the society are guided and taught by a professional in the areas of posture and correct hold as well as footwork to

reduce the risk of falls and other minor injuries. Members of the executive with ballroom and latin experience will demonstrate and correct posture and hold where necessary.

- Maximum capacity will not be exceeded in any dance space. Members will be counted when entering the room and where necessary the lesson will be split across two rooms or members will take it in turns to participate. The secretary is responsible for booking rooms to accommodate large numbers of people when overcrowding may be a problem such as taster sessions.
- Members will also be made aware of evacuation procedures and fire escapes in every venue.
- If the room is crowded or particularly warm windows and doors will remain open and regular breaks will be taken with the secretary monitoring the number of people attending lessons. The vice president and president will speak with porters where possible to try and regulate the heating.
- Teachers are fully trained and aware of the importance of warming up classes. This can be a specific section of the class or incorporated into the beginning of the class it's self, for example, by doing a less strenuous dance first such as a waltz. The president, in line with LUSU, will ensure all instructors are appropriately qualified and referenced. When no teachers are present in the case of practices the exec will lead a warm up where appropriate.
- An email will be sent to all members detailing appropriate clothing and footwear and the health and safety officer will ensure that this is adhered to during lessons. A member of the executive will also announce details of what is deemed to be appropriate clothing and footwear at the beginning of lessons and at the fresher's fair when members join the society. The vice president will also inform members of the opportunity to purchase activity specific footwear throughout the year. Inappropriate footwear includes trainers, high heels that are not ballroom or latin shoes, open toed sandals, and flip flops. Inappropriate clothing includes excessively long skirts or trousers that may cause a tripping hazard, very loose clothing which may get caught or entangled with another member.
- If barefoot due to a very slippery floor then the floor will be swept before use to clear of any sharp objects that may cause injury and all other participants in the activity will be required to remove shoes to prevent injuries.
- Warning is given and policies are made clear to all members in the email sent concerning footwear and clothing regarding

inappropriate jewellery. The health and safety officer will ensure participants are not putting themselves at risk during lessons and ask them to remove jewellery if it is deemed a hazard. This will be checked at every lesson. Appropriate jewellery consists of studs or small hoops for earrings, small bracelets and necklaces and small rings.

Areas of risk assessment covered: slips/falls, overcrowding, poor ventilation, clothing/footwear, jewellery, warm ups, dehydration, fire safety

Area of activity: practice with no teacher present

Procedures to follow

2 This exec will ensure that:-

- At least two members of the executive will be present at all practices with at least one having knowledge of first aid. Due to the unstructured nature of the practices warm ups will be led by the present executive for beginners, and advanced dancers will be responsible for their own warm up sessions. As in the case of warm-ups in lessons, in practices these can be incorporated into the practice it's self by beginning with less strenuous dances.
- The supervising executives have knowledge of hold, posture and footwork to reduce the risk of injuries relating to lack of guidance.

Areas of risk assessment covered: risks associated with unstructured practice with no teacher present

Area of activity: Lifts

Procedures to follow

3 The Exec will ensure:-

- No lifts will be carried out during lessons or practice due to the extensive training required and dangerous nature of the activity where training has not been had. There may be exceptions in the case of more advanced dancers who have had appropriate lift training and experience; however these events will be individually risk assessed and will not take place during lesson time. The authorisation should be sought from the health and safety officer and the president and it is entirely down to their discession whether lifts shall be allowed or not.

Areas of risk assessment covered: lifts

Area of activity: Equipment

Procedures to follow

4 The Exec will ensure that:-

- A visual check of equipment is done by health and safety, the president, or secretary to ensure no damage. Any damage should be reported to estates immediately.
- The president, health and safety officer, or secretary will do a visual check of all mains equipment before use and ensure no loose wires or other damage. Any long cables should be taped down or tucked away to prevent tripping. Secretary will check that equipment is PAT tested regularly by booking the testing

Areas of risk assessment covered: electrical shock

Area of activity: Competitions

Procedures to follow

5 The Exec will ensure that:-

- Adequate research into coach companies is carried out by the president and secretary, choosing a reputable one. Headcounts will be done by H&S or appointed member of executive in their absence to ensure all are present
- At the beginning of travel the health and safety officer will make sure all travellers are wearing seatbelts with no unnecessary movement around the coach whilst it is in motion. If multiple coaches then regular contact will be maintained in case of emergency and members will travel in the same minibus on the way there and back in accordance with the trip lists.
- The driver is checked by LUSU and adheres to the drivers manual. The president will ensure regular breaks for a long journey and a chance for the driver to familiarise themselves with the vehicle by the secretary booking ½ hour in advance of schedule.
- Headcounts are done by the health and safety officer at stops.
- a time to leave competitions is decided before the competition to ensure the driver is capable of driving safely. Members of the executive, secretary and president in particular, will ensure there is not too much noise in the minibus to lessen distraction.
- If it will be a particularly long or tiring day then, in lines with LUSU policy, an AU driver will be requested. Alternatively two drivers will be

designated and will share the driving between them.

- information on medical conditions will be asked for by the health and safety officer from members participating in the comp who suffer from any specific illness that may need attention, and ensure that they carry the appropriate medication with them throughout the day. If exec are unsure about the severity of any condition and whether the member should be taking part in the activity then advice should be sought from a medical professional. At no point should possession or administration of the medication become the responsibility of the executive. In cases where medication may need to be administered by a person other than the sufferer then an agreement should be signed between them and the executive giving permission for this to be done. However, administration by the executive should be a last resort and a medical professional should be sought to administer medication where possible. Host universities will also be informed of these conditions, eg allergies to hairspray, and will be asked to make announcements if it may affect, or be affected by, other competitors.
- Exec will ensure that in the case of multiple minibuses/ coaches there is someone on both who is able to deal with any problems and is made aware of any potential difficulties

Areas of risk assessment covered: coach and minibus travel, medical conditions and administration of medication

Area of activity: Socials

Procedures to follow

- 6 This exec will ensure that:-
- It is agreed beforehand between the executive that there will always be at least two members of the executive present and designated non drinkers so they can supervise the rest of the group and ensure anyone looking ill goes home safely or to hospital with a member of the exec.
 - Members will be made aware during the event that they do not have to drink and that there are non alcoholic alternatives available. If on a bar crawl, the executive will decide before hand to designate a specific bar as a non drinking bar where soft drinks will be encouraged.

Areas of risk assessment covered: socials, bar crawls, alcohol poisoning and resulting injuries such as slips, falls, cuts, sprains, and vomiting

Area of activity: Charity Showcase

Procedures to follow

7 The exec will ensure that:-

- A separate risk assessment is carried out each year for the charity ball due to the changing nature of the event.

Areas of risk assessment covered: general

Duty of Care

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society executive committee and may face expulsion from the society.