

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 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 floor of the lesson space is checked before the start of every Lesson by the H and S officer (or other elected persons in the event of the H and S officer being absent) so that it is free of obstructions and if necessary it will be swept and all rubbish will be removed from the lesson space.
 - The number of people entering the room is monitored so that the venues capacity is not exceeded. If there are too many people the class will be split into two and only one half dances at once.
 - The lesson space is adequately ventilated by windows and doors (not fire doors) being opened.
 - No fire doors or exits are blocked during lessons.
 - All members are briefed before the session, through email or leaflets, in suitable clothes and footwear to be worn and the required removal of jewellery. All members must adhere to these clothing, footwear, and

jewellery guidelines for their own safety. The Exec will check participants clothing and footwear at the start of the session and if it is not appropriate they will not be allowed to take part. Jewellery will also be checked and must be removed or taped before the member can participate.

- All teachers and instructors are suitably qualified, contracted with LUSU and meet all other LUSU criteria. The teachers and instructors will ensure that correct posture, holds and movement are used so that members can dance safely.
- There is always a warm up at the start of the session which all members must participate in. The President will inform the teachers and instructors of the policy on warming up and inform the members at the start of the session about the importance of warming up. Any latecomers must warm up before taking part.
- There are regular breaks where members can rest and get fluids. All members will be made aware before the session of the need to keep hydrated, bring fluids with them and where the closest and most convenient place to acquire drinks from is.

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

Area of activity: coach/minibus travel

Procedures to follow

- 2 This exec will ensure that:-
- All coaches used for transport to and from all off campus events are hired through a reputable and appropriately insured company.
 - When using a LUSU minibus the driver they are registered with the AU and must adhere to the drivers manual. The driver must take ample time to familiarise themselves with the vehicle before driving.
 - During the course of a journey the driver takes regular breaks (in line with LUSU regulations) and must stop if feeling tired.
 - All travellers are aware that it is compulsory to wear their seatbelts, respect their driver and the rules of the vehicle, and behave in an appropriate manner.
 - A head count is conducted before leaving any off campus venue to ensure that all members of the party are present.
 - Before leaving campus a list of those members travelling is given to security.

Areas of risk assessment covered: Dangers of overtiredness, Problems with driving an unfamiliar vehicle, headcounts.

Area of activity: Competitions

Procedures to follow

3 The Exec will:-

- Ensure that bottled water and snacks are provided for members of the society who attend competitions.
- Check with participants before the event to ensure that all competing members of the society are in a fit and safe state to do so.
- Make competitors aware that alcohol must not to be consumed on the day of the competition or their entry will be withdrawn.
- Ensure all members of the party/ team are aware of meeting points, safety procedures and fire exits at each competition event and location.

Areas of risk assessment covered: dehydration, fire safety

Area of activity: Charity Ball

Procedures to follow

4 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

Area of activity: Use of electrical equipment

Procedures to follow

5 This exec will ensure that:-

- All mains equipment is visually checked by the H and S officer before use, ensuring there are no loose or broken wires.
- All equipment which is provided by the university has an in-date tested appliance label from the university.
- All equipment provided by an outside body or owned by the society is PAT tested before it is used. The Secretary will be responsible for ensuring that society equipment is booked for PAT testing before the

previous test runs out.
Areas of risk assessment covered: electrical shock

Area of activity: Socials, bar crawls

Procedures to follow

- 6 The exec will:-
- Provide at least 2 sober Exec members on every bar crawl. When member numbers exceed 15 a further designated non-drinking Exec member will be present for every additional 5 drinking people.
 - Inform all members at the start of the social of the designated sober Exec members and that they should see one of them if they have any problems during the social.
 - Monitor participants whilst moving from bar to bar so as no-one gets left behind. The Exec will regularly check that everyone is present.
 - Ensure that anyone leaving the group is able to travel home safely (e.g. see them into a taxi, escorted home if are particularly drunk/ill) or if necessary escort them to hospital.
 - Actively discourage drinking games and excessive consumption of alcohol on socials.
 - Ensure members are aware that they will be expected to conduct themselves maturely and appropriately at all times.

Areas of risk assessment covered: slips and falls, dangers of alcohol induced behaviour.

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.