



## 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: Dance Society

The Aims of the Club/Society

To promote and provide classes in different dancing styles to any and all LUSU members.

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: Weekly Classes - Room requirements

### Procedures to follow

- The Exec will check the dance area is clear of obstacles and if necessary move furniture out of the way using the correct lifting techniques and clear the floor. The Safety Officer will train all Exec members in the correct lifting techniques.
- The Safety Officer will ensure that all electrical equipment is regularly PAT tested in line with the University regulations and visually check electrical equipment before each use to ensure it is safe.
- At least the President and Safety Officer will be first aid trained and there will be at least one trained first aider at every class.
- The Exec will only allow a safe number of people into the class. If there are too many people there will be 2 one hour classes (with half the number of people in it) instead of 1 two hour class like normal.
- The Safety Officer will ensure the room is properly ventilated by opening windows and providing electric fans.

Areas of risk assessment covered:

Obstacles, Portable equipment not tested, Lack of first aid cover, Lack of space, Poor Ventilation.

Area of activity: Weekly Classes - Clothing requirements

### Procedures to follow

- The Exec will provide in advance information about what to wear during

lessons. It will be recommend that dancing trousers and shoes or jogging bottoms and trainers are worn.

- No trousers touching the floor, jeans, skirts or high heels can be worn.
- The Exec will send out an email in advance of the class to inform people if a specific type of shoes are required for a particular dance.
- The class instructor, president, and safety officer will assess all members to ensure that everyone is appropriately dressed. If anyone is not wearing suitable clothing they will not be allowed to participate.
- No jewellery other than stud earrings and watches are permitted to be worn during classes. The class instructor, president, and safety officer will check that all jewellery (except as above) is removed and if anyone is wearing jewellery (except as above) they will not be allowed to participate until it is removed.

Areas of risk assessment covered:

Unsuitable clothing, incorrect footwear, unsuitable jewellery.

**Area of activity: Trips/Socials**

### **Procedures to follow**

- The social secretaries will ensure they have a trip list and will count people on and off coaches at every stop to ensure no-one is left behind.
- There will be at least two sober exec members on all alcohol related socials to supervise the group and deal with any situations which arise.

Areas of risk assessment covered:

Trips involving travelling, Socials - Alcohol related.

### **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.