

RSCDS PERTH & PERTSHIRE BRANCH - HEALTH & SAFETY RISK ASSESSMENT FOR ALL BRANCH EVENTS

NATURE OF RISK	SUBJECT TO RISK	LIKELIHOOD	MEASURES TAKEN IN ADVANCE OF EVENT	SAFETY MEASURES AT EVENT	RISK	RESPONSIBLE
Covid 19	All	Medium	<p>Check regulations with the venue. Try to ensure the venue can be well ventilated (air conditioning to be switched off) and try to have different entrances and exits. Consider alternative means of payment or ask dancers to have the exact money. Notify participants in advance of what to expect. Devise Register for Track and Trace. Teachers devise a class programme of safe dances to minimise hand touching.</p>	<p>No one to attend if they have symptoms. Allow 14 days after exposure to an infected person. Hand sanitiser at entrance and exits. Dancers sanitise their hands before changing partners. Change partners within set 'bubble'. All to wear a mask and avoid touching face. No shared food or water / soft drinks. Limit numbers as per regulations. Implement Track & Trace. Dancers to use only one chair. Observe current physical distancing guidelines. Ensure safety of musicians.</p>	Medium	Committee, teachers and all members and participants.
Fire	All	Low	Note exit routes, extinguishers and procedures.	Show fire exits and announce procedures in event of a fire at the beginning of the event/term.	Low	Committee, MCs, teachers and all members and participants.
Manual handling	All	Low	None	<p>Stack chairs according to venue rules. Lift and move items using more than one person.</p>	Low	Committee and all members and participants.
Injury when entering or exiting premises	All	Low	Sufficient lighting	Switch lights on.	Low	Committee and all members and participants.

NATURE OF RISK	SUBJECT TO RISK	LIKELIHOOD	MEASURES TAKEN IN ADVANCE OF EVENT	SAFETY MEASURES AT EVENT	RISK	RESPONSIBLE
Injury on the dance floor	All	Medium	Public Liability Insurance up to date. Floor suitability assessed when booking venue. Identify location of First Aid Kit/AED (Defibrillator) in hall, and ascertain permission for it's use. Set up an accident book/incident reporting system.	Encourage dancers to warm up. Area checked for hazards. Teachers/MCs to monitor space and numbers dancing at any time. Bags etc. stored away from dance area. Slip stop available if appropriate, or means of dampening soles of dancers' shoes. Give First Aid if available or call 999 if necessary.	Low	Committee, teachers and all members and participants.
Illness at event	All	Low	Dancers to bring own water / soft drinks.	Dancers with severe medical conditions should monitor their own health and/or inform the teacher of their condition. Encourage dancers to keep hydrated. Call relatives or friends to escort home and/or as above.	Low	Committee, teachers and all members and participants.
Injury in the kitchen	Committee	Medium	Check kitchens when hiring venues. Identify location of First Aid Kit/AED (Defibrillator) in hall, and ascertain permission for it's use.	Check location of First Aid kit. Wash hands and clean surfaces. Train team members on use of urns, dishwashers etc. No lone working.	Low	Committee
Food poisoning, allergy	All	Low	Ensure food sources can be identified.	Wash hands. Store food correctly. Food contributors to be reminded of good hygiene.	Low	Committee and food contributors

NATURE OF RISK	SUBJECT TO RISK	LIKELIHOOD	MEASURES TAKEN IN ADVANCE OF EVENT	SAFETY MEASURES AT EVENT	RISK	RESPONSIBLE
Safeguarding	Children/ vulnerable adults	Low	Be familiar with the RSCDS Safeguarding Policy. Provide Best Practice Summary Card to Teachers. Disclosure Scotland registration (frequency as per HQ Policy) if applicable.	Work in an open environment with at least one other adult present. Treat everyone with respect and dignity.	Low	Teachers when in class. Parent/carers at other events.
Unauthorised entry to event	All	Low	Close doors after dancers have entered. Ensure safety. Avoid confrontation. Call 999 if necessary.	All be aware	Low	Committee, teacher, all members and participants.
Electrical equipment	Teachers and MCs	Medium	Portable Appliance Testing (PAT) equipment check	Report faults to committee	Low	Committee and teachers

Approved by the Branch Committee on 11th November 2020.