

RSCDS PERTH & PERTSHIRE BRANCH - HEALTH & SAFETY RISK ASSESSMENT FOR ALL BRANCH EVENTS V2

NATURE OF RISK	SUBJECT TO RISK	LIKELIHOOD	MEASURES TAKEN IN ADVANCE OF EVENT	SAFETY MEASURES AT EVENT	RISK	RESPONSIBLE
Covid 19	All	Medium	<p>Appoint a Branch Covid Officer and complete sportscotland on-line training course.</p> <p>Covid Officer name and contact details to be highlighted to all Branch Members / Class Members / visiting dancers.</p> <p>Notify participants in advance of what to expect.</p> <p>Devise Register for Test and Protect.</p> <p>Consider alternative means of payment or ask dancers to have the exact money.</p> <p>Teachers devise an appropriate class programme related to Covid Level, a return to dancing etc.</p> <p><u>Indoors (Further to above)</u></p> <p>Check regulations with the venue.</p> <p>Try to ensure the venue can be well ventilated (air conditioning to be switched off) and try to have different entrances and exits.</p>	<p>No one to attend if they have symptoms, if they are isolating after exposure to an infected person (as required by Test and Protect), or if isolating as per current overseas travel requirements.</p> <p>Dancers to bring own hand sanitiser and sanitise their hands before changing partners.</p> <p>Use current sportscotland guidance for Organised Sport to determine maximum event numbers, changing of partners, physical distancing requirements etc (see sportscotland website).</p> <p>No shared food or water / soft drinks.</p> <p>Implement Test & Protect register.</p> <p>Ensure safety of musicians.</p> <p><u>Indoors (Further to above)</u></p> <p>Hand sanitiser at entrance and exits.</p> <p>All to wear a mask and avoid touching face.</p> <p>Dancers to use only one chair.</p>	Medium	Committee, teachers and all members and participants.
Fire	All	Low	<p>Note exit routes, extinguishers and procedures.</p>	<p>Show fire exits and announce procedures in event of a fire at the beginning of the event/term.</p>	Low	Committee, MCs, teachers and all members and participants.

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Manual handling	All	Low	None	Stack chairs according to venue rules. Lift and move items using more than one person.	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.
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 its use. Set up an accident book/incident reporting system. Ascertain Postcode of venue.	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 (include Postcode).	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.

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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 its 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
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.

V2 approved by the Branch Committee on 3rd August 2021.