

RSCDS LONDON BRANCH - HEALTH & SAFETY RISK ASSESSMENT FOR ALL EVENTS, CLASSES, DEMONSTRATIONS ETC.

	Likelihood: 1 = unlikely, 2 = possible, 3 = likely, 4 = almost certain, 5 = definite				
	Consequence: 1 = negligible, 2 = minor, 3 = moderate, 4 = severe, 5 = catastrophic				
NATURE OF RISK	LIKELIHOOD	CONSEQUENCE	SCORE	SAFETY MEASURES AT ALL EVENTS E.G. CLASS / EVENT / DEMONSTRATION	RESPONSIBLE
<p>Injuries from slip, trip, fall</p> <p>Injuries from collision with other participant/s</p>	3	4	12	<ul style="list-style-type: none"> - Public Liability Insurance up-to-date -Area checked for hazards by committee / supervisors prior to session -Floor suitability assessed including grass, uneven ground and other surfaces -Teachers/MCs to monitor space and decide numbers dancing at any time -Dancers advised to wear appropriate footwear -Obstacles moved away from dance floor -Bags etc. stored away from dance area -Slip stop / other anti-slip measures available -Venue management/staff aware of needs of activity(inc. risk due to floor polishing) -Dancers advised to wear suitable footwear, and maintain grip on soles of shoes e.g. by using wire brush -Ensure all are aware of other dancers and dance safely -Monitor risky behaviour which may harm others -Monitor alcohol availability & consumption -Dancers advised to assess own fitness and walk or dance as appropriate -Dancers advised to warm up and cool down to reduce risk of muscle strain -Advise dancers as to suitability of dances for e.g. children or inexperienced dancers, and those in poor health -Dances walked through and called as necessary for dancers' level of fitness and experience -Identify location of First Aid kit (and Defibrillator if available); provide First Aid kit if not available at venue -Request club members who are medics/first-aiders to identify themselves -Get medical help, ambulance as required 	Committee and all members and participants

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				-Record incidents in Accident Book (Branch or venue)	
Illness Sudden illness at event General health No medical condition information on participants	2	5	10	-As above -Water available to prevent dehydration -Monitor hall for heat levels, and provide ventilation as necessary -Advise parents that children must be under care of own parent/s or carer/s at all times -Inexperienced dancers and those in poor health advised to assess own fitness -Dancers in poor health, needing inhalers, epipens etc. advised to identify themselves and give emergency contact number -Make comfortable, request help of medics/first aiders -Call 999 or 111, depending on situation -Call relatives or friends to escort home -Record incidents in Accident Book (Branch or venue)	Committee and all members and participants
Safeguarding	1	5	5	-DBS advisable but not essential as children remain under care of own parent/s or carer/s -Advise parents that children must be under care of own parent/s or carer/s at all times -Personnel advised to work in pairs, and not be alone with children or vulnerable adults -Maintain a Safeguarding Policy and review regularly	Committee, supervisors and all participants and their carer/s
Manual handling	3	4	12	-Stack chairs according to venue rules -Lift and move items appropriately, and using more than one person to lift	Committee and all members and participants

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Electrical equipment	1	5	5	<ul style="list-style-type: none"> -All electrical equipment (Branch, band, personal) PAT tested -Bands/musicians to place equipment safely away from participants -Cables placed safely -Report and repair faults to Branch equipment -Report non-Branch equipment issues to venue, band 	Committee and all members and participants
Injury on entering or leaving venues	3	4	12	<ul style="list-style-type: none"> -Ensure adequate lighting -Check steps, floor materials -Check First Aid kit available (venue or London Branch) -Monitor automatic doors and gates -Report issues to venue 	Committee and all members and participants
Kitchen, food service, alcohol	2	4	8	<ul style="list-style-type: none"> -Check kitchens when hiring venues -Check First Aid kit available (venue or London Branch) and know its location -Wash hands and clean surfaces -No lone working -Train team members on use of e.g. urns to avoid burns or scalding -Ensure urns, kettles etc. placed and used safely -Monitor alcohol consumption 	Committee and all members and participants
Food poisoning, allergy	2	4	8	<ul style="list-style-type: none"> -Wash hands -Store food correctly and discard out of date foodstuffs -Ensure food sources can be identified -Remind food contributors of the need for good hygiene -Request food contributors label ingredients/allergens -Advise Environmental Health in event of an outbreak 	Committee and all members and participants

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Fire	2	5	10	-Committee/supervisors to make themselves aware of fire exits, extinguishers, procedures etc. -MCs/class teachers to make fire exits and procedures known at beginning of event/term -Summon Fire Service	Committee and all members and participants
Intruders	1	4	4	-Plan and maintain entrance procedures -Ensure own safety -Avoid confrontation -If necessary, call 999	Committee and all members and participants

POLICY AND ACCIDENT BOOK TO BE REVIEWED BY COMMITTEE ANNUALLY, AND AFTER ANY SERIOUS INCIDENT.

Date of next review: . . 22.3.20 . .

Signed on behalf of the committee:

Signed: . . J. Kendrick . . Position: . . Classes Convenor . . Date: . . 22.3.19 . .