

Likelihood: 1 = extremely unlikely, 2 = possible, 3 = likely, 4 = almost certain, very likely, 5 = definite, almost certain						
Consequence: 1 = negligible, 2 = minor, 3 = moderate, 4 = major, 5 = catastrophic						
Risk Score = Likelihood x Consequence 1 – 3 = very low, 4 – 6 = low, 8 – 10 = medium, 12 – 16 = high, 20 - 25 = very high (maximum risk)						
Nature of Risk	Person[s] Affected	Likelihood Consequence		Risk Score	Control Measures	Responsible
		of Risk	of Risk			
Fire Fire / smoke inhalation / burns	All	2	5	10	Note exit routes and that they are kept clear, note extinguishers and procedures. Demonstrate fire exits and announce procedures in the event of a fire at the beginning of the event/ term. Call 999 in the event of a fire or smell of smoke. Report fire events to a committee member for reporting to the chairman.	Committee, MCs, teachers and all members and participants
Infection / Pandemic	All	2	3	6	No one to attend class or event if they have any symptoms of infection. Hand sanitiser to be available at all events.	Committee, MCs, teachers and all members and participants
Manual handling	All	3	4	12	Stack chairs according to venue procedures. Lift or move items using more than one person. Close supervision. Instruction / training on correct lifting techniques.	Committee, MCs, teachers, musicians and all members and participants

Injury from slips, trips and falls Injuries from collision with other participants	All	3	4	12	Public Liability Insurance up to date. Floor suitability assessed when booking venue. Proactively check the flooring and report any deficiencies to hall facilities management. Remove obstructions, including chairs and bags, and area checked for hazards. Instruction on correct special awareness and safety techniques. Ensure participants wear appropriate clothing and footwear and maintain grip on soles. Ensure participants remove potentially hazardous jewellery. Identify location of first aid kit/ AED [defibrillator] in the hall. All classes and events to have a first aid kit with ice pack. Set up an accident book/ incident reporting system. Report all incidents to a committee member. Encourage dancers to warm up and cool down to reduce risk of muscle strain. Dancers advised to assess own fitness and walk or dance as appropriate. Teachers/ MCs to monitor space and numbers dancing at any time. Correct technique taught for example elbow grip to prevent bruising. Demonstration and enforcement and close supervision. Slip-stop available if appropriate, or other means of dampening soles of dancers' shoes. Administer first aid and call 999 or 111 if necessary. Report all health and safety incidents to a committee member and escalate to the Aberdeen RSCDS Chairman	Committee, MCs, teachers and all members and participants
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Sudden illness at the event Physical ill health / collapse/ cardiac arrest	All	2	5	10	Dancers will bring water/ soft drinks to the event and encouraged to keep hydrated. Teacher's professional judgement and close supervision. Duration appropriate to age and experience of class members. Ensure appropriate environmental temperature. Regular breaks for rehydration. Advise on correct clothing. Appropriate and adequate warm up Monitor hall for heat levels and provide ventilation. Dancers with severe medical conditions should assess their own health and/ or inform the teacher or their condition. Call relatives or friends to escort home if appropriate. Teachers and Branch members to provide first aid as a member of the public. Call 999 or 111 depending on the situation. All dancers, teachers, MCS, musicians will complete and carry a Health Questionnaire with medical history, medication, emergency contact details and keep this on their person at all times. Be familiar with the Aberdeen RSCDs Safeguarding Children and Vulnerable Adults Policy, reviewed annually. Provide best practise summary card to teachers. Disclosure Scotland registration if applicable. Aberdeen RSCDS branch Parent and Children's Policy. Close supervision and professional judgement. Report any safeguarding allegations to a committee member for escalation to the chairman. Children remain under the care of own parent / guardian / carer. Advise parents etc. that children must be under their care at all times. When teaching children, young people and vulnerable adults work in an open environment with at least one other adult present.	Committee, MCS, teachers and all members and participants
Safeguarding and inappropriate behaviour. Safeguarding allegation. Inequality / lack of dignity and respect	Children and vulnerable adults	1	5	5		Committee, MCS, teachers and all members and participants

					Treat everyone equally with respect and dignity.	
Unauthorised entry to event	All	1	4	4	Close doors after dancers have entered. Awareness and ensure safety. Avoid confrontation. Call 999 if necessary. Inform committee member for escalation to the chairman.	Committee, MCs, teachers and all members and participants
Electrical equipment Electric shock / burns	Teachers MCs and musicians	1	5	5	Professional judgement. Portable appliance testing [PAT] equipment check. Visual check all equipment prior to use. Report faults to a committee member. Report non-branch equipment issues to venue management.	Committee, MCs, teachers
Kitchen, food and drink service. Food poisoning Allergy	Committee members	2	4	8	Check kitchens when hiring venues. Check First Aid kit available. Wash hands and clean surfaces. No lone working. Team to be aware of risks of burns / scalds and correct use of kettles and urns. Correct food storage. Ensure food sources can be identified. Remind food contributors of the need for good hygiene. Request food contributors to label ingredients / allergens, cover and keep separately. Advise Environmental Health in the event of an outbreak. Request any special dietary requirements for events.	Committee and members

This Health and Safety and Risk Assessment form will be agreed by the Aberdeen RSCDS Branch committee, reviewed annually and signed by the Chairman. A copy will be available on the Branch website.

Signed by the Chairman

Annual Review

August 2026