

**Royal Scottish Country Dance Society
Vancouver Branch**

SAFETY GUIDELINES

August 28, 2010

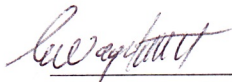
Policy

The welfare of our dancers is very important. Our goal is that “no one gets hurt” and that the BC Lower Mainland is the best and safest place to dance.

The Board is committed to the health and safety of all Scottish Country dancers attending lessons and events organized by the Branch and affiliated clubs, plus everyone involved in the execution and organization of such events.

Protection of dancers from injury and harm plus emergency preparedness are major ongoing objectives. We are committed to continued improvement toward an accident-free environment for all events through promoting the awareness of safety concerns and providing guidance through a safety manual. All teachers and event organizers must be dedicated to the objective of ensuring a safe environment – eliminating the “near misses” which will greatly reduce the risk of injuries – and, prior to any event, must identify someone to take a leadership role in emergencies.

We recognize that a safe dance environment can be established and sustained only through a united effort by all dancers, teachers, musicians and support personnel. Safe practices and procedures will be clearly defined in the Board’s Health and Safety Guidelines.



Vancouver Branch Chair

August 28, 2010

Date

Responsibilities

Safety Committee

The RSCDS Vancouver Branch shall annually appoint a Safety Committee. The Safety Committee shall be responsible for drafting and maintaining a Safety Policy and Guidelines for the approval of the Board.

Branch Safety Coordinator

The Chair of the Vancouver Branch Safety Committee shall act as the Branch Safety Coordinator.

Event Safety Coordinator

The Branch Safety Committee, or designate, shall ensure that the Committee or individual running each Branch event appoints an Event Safety Coordinator for that event. Events include meetings, classes, workshops, dances, balls, etc.

Procedures

Event Checklist

Before each Branch event, the Event Safety Coordinator shall complete an Event Safety Checklist. A sample checklist is attached for information.

First Aid Kit

Minimum of a WCB “Basic” first aid kit suggested:

12	14 cm x 19 cm wound cleansing towelettes, individually packaged
30	hand cleansing towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
6	10 cm x 10 cm sterile gauze dressings, individually packaged
2	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	cotton triangular bandages, minimum length of base 1.25 m
2	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
6	cotton tip applicators
1	2.5 cm x 4.5 m adhesive tape
1	7.5 cm x 4.5 m crepe roller bandage
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
1	instruction card for entry in the first aid records

In addition, it is recommended that blankets, flashlights, instant ice packs and dance floor anti-slip compound be available.

Ladder Safety

- Only use those willing and comfortable with climbing ladders
- Only use ladders without any damage
- Set the ladders at a proper 1:4 angle
- Properly engage the extension retaining device
- Ensure that the bottom pads are set correctly parallel to the floor
- Employ a spotter to stand at the base of the ladder
- Use the 3 point climbing technique
- Avoid reaching out excessively to hang items

Safety Announcement

At each Branch event, the Event Safety Coordinator shall make a safety announcement covering all of the pertinent items covered by the checklist.

Emergency Response

In the event of an emergency, the Event Safety Coordinator shall take control and, where appropriate, ensure that:

- Ambulance, fire and/or police authorities are contacted immediately
- The immediate area is safe
- First aid is administered immediately
- The area is cleared
- The facility is evacuated
- Fire suppression is initiated

Incident Report

In the event of an accident, injury or emergency incident, the Event Safety Coordinator shall submit a brief incident report to the Safety Committee which shall review this report and, if appropriate, submit recommendations to the Board for action to prevent a reoccurrence.

SAMPLE SAFETY CHECKLIST

Event

Name: _____

Date: _____

Location: _____

Safety Coordinator: _____

Emergency Preparedness

Location of exits: _____

Location of assembly area: _____

Location of fire extinguishers: _____

Location of internal fire alarms: _____

Location of external fire alarms: _____

Location of first aid kit: _____

Location of automated external defibrillator: _____

Location of emergency lighting: _____

Location of emergency telephone: _____

Location of emergency flashlights: _____

Emergency telephone number: _____

Name of facility manager: _____

Name of person trained in CPR: _____

Facility Preparation

All emergency preparedness equipment listed above checked: _____

Dance floor not dangerously slippery: _____

Snow cleared from entrances: _____

No obstructions in front of fire exits: _____

Fire exits unlocked and in working order: _____

Sound level is below 85 decibels: _____

Adopted by the RSCDS Vancouver Board on August 28, 2010