

Royal Scottish Country Dance Society  
Vancouver Branch

## **SAFETY GUIDELINES**

**May, 2019**

### Purpose and Objectives

The welfare of our dancers is very important. Our goal is to make the BC Lower Mainland the best and safest place to dance.

The Board is committed to the health and safety of all Scottish Country dancers attending classes and events organised by the Branch and affiliated clubs, including everyone involved in the execution and organization of these activities.

Protection of dancers from injury and harm plus emergency preparedness are major ongoing objectives. We are committed to continuing to work towards an accident-free environment for all these events through promoting the awareness of safety concerns. All teachers and event organizers must be dedicated to the objective of ensuring a safe environment by eliminating the “near misses” which will greatly reduce the risk of injuries, and by, prior to any event, identifying 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 of all dancers, teachers, musicians and support persons.

May 12th, 2019.

## Responsibilities

### *Event Safety Coordinator*

The Committee, or individuals, running Branch events, shall appoint 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 consult an Event Safety Checklist; in conjunction with the Safety Briefing Announcement (see the Branch web site - About Us - Branch Documents). A sample checklist is attached for information.

### *First Aid Kit*

There are 2 first aid kits maintained by the Branch.  
The minimum of a WorkSafe "Basic" first aid kit is recommended:

- 12 14cm x19cm wound cleansing towelettes, individually packaged
- 30 hand cleansing towelettes, individually packaged
- 50 sterile adhesive dressings, assorted sizes, individually packaged
- 6 10cm x 10cm sterile gauze dressings, individually packaged
- 2 10cm x 16.5cm sterile pressure dressings with crepe ties
- 2 20cm x 25cm sterile abdominal dressings, individually packaged
- 4 cotton triangular bandages, minimum length of base 1.25m
- 2 safety pins
- 1 14cm stainless steel bandage scissors or universal scissors
- 1 11.5cm stainless steel sliver forceps
- 6 cotton tip applicators
- 1 2.5cm x 4.5m roll of adhesive tape
- 1 7.5cm x 4.5m crepe roller bandage
- 1 pocket mask with a one-way valve and oxygen outlet
- 6 pairs of medical gloves (preferably non-latex)
- 1 instruction card for entry in the first aid records
- 1 bottle of Hydrogen Peroxide.

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

The first aid kits and flashlight batteries should be checked at least once a year, by the Equipment Coordinator.

## *AED's*

There are two (2) AED's available. One is mounted on the wall between two doors to the Ballroom, across from the cloakrooms. The other is located in the Caretaker's office.

## *Classes*

It is recommended that a Safety briefing be given at the beginning of each term of classes, and that a copy of the Safety Guidelines be available at all times.

## *Ladder Safety*

Due to WorkSafe restrictions, it is unlikely that Vancouver Branch members would be allowed to use ladders without the supervision of the staff for the facility being used.

- Only use those willing and comfortable with climbing ladders
- Only use ladders without damage
- Set 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 in the check list - see Event Safety Briefing.

## *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 report to the Board, who shall review this report and, if appropriate, offer recommendations to prevent a reoccurrence.

# SAMPLE SAFETY CHECKLIST For Scottish Cultural Centre.

## Event

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Safety Coordinator: \_\_\_\_\_

## Emergency Preparedness

Location of Exits: *See Safety Briefing*

Location of Assembly area: *See Safety Briefing*

Location of Fire Extinguishers: *See Safety Briefing*

Location of Internal fire alarms: *See Safety Briefing*

Location of first aid kit: *Kept in downstairs hall cupboard. Should be in the room during events.*

Location of external automated defibrillator: *See Safety Briefing*

Location of emergency lighting: *In halls and stairwells*

Location of emergency flashlight: *The caretaker has one and so does the Branch*

Location of emergency telephone: *In the Caretaker's offices*

Emergency telephone number: *911*

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: \_\_\_\_\_

**SAMPLE SAFETY CHECKLIST**  
**For General Use.**

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 first aid kit: \_\_\_\_\_

Location of external automated defibrillator: \_\_\_\_\_

Location of emergency lighting: \_\_\_\_\_

Location of emergency flashlight: \_\_\_\_\_

Location of emergency telephone: \_\_\_\_\_

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: \_\_\_\_\_