

**This form is for use by indoor competition organisers in the United Kingdom.**

**Competition Organisers wishing to host an event in Mainland Europe should email [admin@rsobhd.net](mailto:admin@rsobhd.net) for guidance.**

**This form should be submitted with:**

- **Venue layout – showing dimensions and details of each specific area (walkways, seating, dancing area, line-up area, etc.)**
- **Changing Room layout (if applicable) – showing dimensions and details.**
- **COVID Officer Certificate**
- **Competition Renewal form**



**Completion – All sections/questions in red should be completed by Competition Organiser in conjunction with venue Risk Assessment**

**Event name** \_\_\_\_\_

## **RISK ASSESSMENT FOR INDOOR HIGHLAND DANCING EVENTS (UK)**

**Date** \_\_\_\_\_

Updated

### **1.0 Introduction & Overview of Task**

As Highland dancing events re-commence as lockdown restrictions are relaxed, the primary consideration must be the safety of all participants. This risk assessment is intended to support Competition Organisers registered with the Royal Scottish Official Board of Highland Dancing (RSOBHD) with appropriate considerations that must be taken into account before organising an event as well as being a point of reference for all participants before and during the event.

#### **Completion**

This will require a physical onsite visit prior to competition renewal being sent to RSOBHD from competition organiser who can collectively agree the appropriate control measures for the event are in place, before the competition can take place.

Competition Organiser should have completed e-learning COVID with Sport Scotland

Once completed, it should be attached electronically with competition renewal and sent to RSOBHD.

A copy should be made available to all participants as part of entry conditions, as well as being available on the day of the event.



# Risk Assessment for Highland Dancing Event

**Competition  
Organiser**

To be completed

Risk assessment  
Compiled by:

Competition  
organiser details  
added

Date:

to be  
completed

**Location**

To be completed

## Control Measures (existing Precautions)

### Attendance at Highland dancing event (any participant displaying COVID Symptoms)

- Participants must stay at home if they:
- develop symptoms consistent with COVID-19 (new continuous cough or a high temperature or loss of/ change in sense of smell or taste)
- Have been told by track and trace teams to self-isolate or:
- Live with someone displaying symptoms
- Consult NHS Inform for further information on what to do next and when to seek further medical advice.
- Household members of those with symptoms should follow the guidance for households with possible COVID-19 infection on NHS Inform

### Testing

- Everyone 12 years & over in attendance are strongly encouraged to have 2 negative lateral flow tests **(1)** Two days prior to the event and **(2)** the morning of the event.  
Lateral flow tests can be ordered from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

### **Covid-19 Symptoms/Reporting**

- Ensure a clear mechanism is in place for individuals reporting concerns of any other participant demonstrating symptoms:
- Inform COVID officer **name of COVID officer for event stated should be inserted here**
- The individual should avoid contact with others or touching people, surfaces or objects
- Where possible, go to an area where they can isolate, preferably well ventilated, behind a closed door
- If well enough, leave directly, accompanied by household member if required. If extremely unwell, call 999 and advise the call handler you are concerned about COVID-19.
- If the symptomatic person requires to be supervised and physical distance cannot be maintained, PPE must be worn. (gloves, apron and face covering)
- For COVID-19 related used PPE, items should be double bagged, placed in a part of the building not used and disposed of in landfill waste after 72 hours

### **Physical Distancing – Participants – a layout of venue must be included with risk assessment with specific details of size, zoned areas for dancing, line up, seated area, scrutineering area and clear walkways. All areas specified should reflect current distancing guidelines (example attached)**

- encourage distancing between dancers at all times – line up area, changing area, registration area and dance space
- Encouraging dancers not to crowd together and discourage physical contact
- Ensure set up of venue allows space for physical distancing – **this should be shown on attached layout**
- Spacing between seats is allocated – minimum 0.5m **(update as required)**
- Dance floor space allows for physical distancing between dancers – minimum 2m **(update as required)**
- Line up/warm up space for dancers allows for physical distancing – minimum 1m **(update as required)**
- Clearly marked one way and entry/exit systems in place for duration of event
- Give space wherever possible between all participants.
- Shared spaces (scrutineering) should be arranged to allow physical distancing
- Physical contact such as handshakes and hugs should be avoided.

### **Changing Area – a layout must be included with risk assessment with specific details of size, zoned areas for changing and clear walkways. All areas specified should reflect current distancing guidelines.**

- Encouraging dancers not to crowd together and discourage physical contact
- Ensure set up of changing area allows space for physical distancing – **this should be shown on attached layout**
- **If applicable**, spacing between seats is allocated – minimum 0.5m

- Clearly marked walkways in place
- Give space wherever possible between all participants.
- Physical contact such as handshakes and hugs should be avoided.
- Consideration should be given to female, male and family changing **(update as required)**

### **Hygiene**

- All participants should follow COVID-secure personal hygiene measures
- Frequent hand washing/sanitising for 20 seconds
- Avoid touching face
- Using a tissue or elbow to cough, sneeze
- Ensure adequate and appropriate facilities are available. **Detail must be given as to what these will look like within your venue.**
- Sanitising is required for everyone on every entry and exit to/from the event - **confirm who will be supplying sanitiser – venue or organiser**
- Regular reminders and signage should be prominent to build awareness and maintain personal hygiene standards throughout the day – **detail should be given of signage available (venue signage or organiser providing)**

### **Face Coverings – this needs to be in line with venue risk assessment and current guidance**

#### **For example**

- Face coverings required for everyone over the age of 12 except those who are exempt throughout the duration of the whole event
- Face coverings do not need to be worn to dance in “field of play” – line-up area, dancing area and returning to seat
- Face coverings should be worn by dancers aged 12 years & over during the awards presentation
- Face coverings to be available for participants

### **Environment Preparedness and Cleaning**

- Cleaning protocol as per venue Risk Assessment. – **venue RA included as appendix**
- Event space cleaned in between by users/events. – **timings for cleaning evident on entry form**
- Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.

### **Travel**

- Adults to consider social distancing when they park their cars and not exit their vehicle if others are close by or park allowing space in-between vehicles.
- Participants should adhere to current guidance for travel eg car sharing, travelling between levels. This should be noted on entry form.

### **Toilets**

- Cleaning of toilets – in line with venue Risk Assessment – **detail of provision of toilet facilities and cleaning should be included**

### **Ventilation**

- The opening of doors and windows, except fire doors, should be encouraged to increase natural ventilation and, also to reduce contact with door handles. – **detail of ventilation within venue should be specified and included, this can also be shown on plan of venue**

**Raffle – to be completed by organiser if hosting a raffle**

**Canteen – please advise if you are running a canteen facility (not required if venue runs own facility)**

**We recommend you refer to <https://www.foodstandards.gov.scot/consumers/food-safety/coronavirus>**

### **Organisation of Event**

- **The organiser should be visible for the duration of the event.**

### **Before event**

- Competition Organiser who has ran an event in 2021 and remaining in same venue **with no changes** – paperwork should be received minimum 10 days before entries opening

- Competition Organiser who has ran an event in 2021 and remaining in same venue **with changes** – paperwork should be received minimum 15 days before entries opening
- Competition Organiser who has ran an event in 2021 and moving to a different venue – paperwork should be received minimum 15 days before entries opening
- Competition Organiser who has not ran an event in 2021 – paperwork should be received minimum 20 days before entries opening
- Times will differ for Championship / Scottish National Dance Premiership events – please contact RSOBHD Office for guidance
  
- Entries should be received in advance of competition and where possible these should be online; where possible use online or contactless payment options and avoid handling cash.
- Number of dancers/adults should be in line with size of venue and current Government/PH guidance
- **Capacity of venue detailed – how many dancers/participants**
- Entry fee for one adult into the event should be included in entry fee for dancer, this avoids the transfer of money between parties on the day
- Cost of programme, if applicable, should be included with the entry fee.
- Clear timings should be shared and participants should not be allowed to enter venue early, adequate time needs to be planned between sessions to allow for appropriate cleaning – **entry form should be attached with risk assessment**
- Risk assessment and expectations should be shared with participants prior to event
- Organiser should check with their insurance company that correct and full insurance cover is in place and valid before competition
- Consider staggering start/arrival times and any other relevant additional measures.
- Dancers should arrive ready to dance – **or give details of changing facilities taking into consideration physical distancing**
- Risk assessment shared with all participants prior to event
- Contract with relevant information given to officials

### **Start of Event**

- Details must be shared for test and protect purposes – **details of how you will be doing this included (tracing section above)**
- Time allowed for registration, dancers to show registration card to nominated official. Physical distancing should be adhered to
- Dancers can collect dancing numbers
- If dancer is in pre-premier registration card should be held by organiser until all results have been scrutinised

- All expectations should be clearly communicated before and during the event
- Organisers should communicate the RSOBHD Child Protection statement(s).
- All officials should read and sign risk assessment

### **During the Event**

- **All above risk assessment aspects continually reinforced and communicated with all participants**
- Swords should be placed by one official at each station.
- Steward should show sign “last set“ to judge for each section – this will minimise contact
- Dancers should enter and leave the floor using a one way system to avoid passing of dancers.
- Dancers should only line up when space within line up area allows – this must ensure physical distancing
- Dancers should not share water bottles
- If recorded music is being used, a sample tune should be played through once before dance starts
- Live music can only be used in line with current guidance – **the organiser should confirm with their local authority and venue if live music is permitted. Advise if live music or pre-recorded music is being used.**
- Scrutineer should collect the result they will be scrutineering or one person identified to collect all results.
- Once results are scrutineered, prizes are placed within individual bags for each dancer, identified by dance number on label.
- If pre-premier dancer is awarded a result which requires a stamp, card should be stamped and placed within individual bag for return to dancer
- Results are announced with call-back dancers on the floor to then collect their prize bag

### **End of Event**

- Dancers should await until all results have been shared for the event before leaving
- Exiting the venue should be in a prompt and orderly manner and using one way system.



## Risk Assessment for Indoor Highland Dancing Events (UK events)

To be signed by event officials

I have read and understood the risk assessment

Signed by:

Name	Role