

# 5th Dorking (URC) Scout Group Safety Policy



Adopted by the Group Executive Committee on: 13<sup>th</sup> July 2016

*To be reviewed annually.* Amended 13.7.17

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Any reference to POR in this document refers to the Scout Association's Policy, Organisation and Rules. A copy of POR can be accessed via [www.scouts.org.uk/por](http://www.scouts.org.uk/por)

Reference is made to Scout Association factsheets giving guidance and examples of management plans to assist and can be downloaded at [www.scouts.org.uk/safety](http://www.scouts.org.uk/safety)

## 1. STATEMENT OF GENERAL POLICY ON SAFETY

1. This Group Executive acknowledges and accepts its responsibilities under the Scout Association's Safety Policy.

2. The Group Executive will therefore take all reasonably practicable steps to ensure the safety of our members and the safety of others who might be affected by the running of the Group.

3. The Group Executive is committed to taking all reasonably practicable steps to assess risks and implement appropriate precautions. They will regularly review and revise our arrangements as appropriate.

4. It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- *All activities are conducted in a safe manner without risk to the health of participants*
- *The provision and maintenance of equipment for Members and others is safe and without risk to health and adequate for their welfare*
- *Information, instruction, training and supervision is provided with the object of ensuring the Safety of all those involved in Scouting activities or who may be affected by them*
- *Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.*
- *All members of the Scout Group and all users of the premises have personal responsibility under 'Duty of Care'. This is a general legal duty placed on all individuals and organisation to avoid carelessly causing injury to persons or property. It requires everything '**reasonably practicable**' to be done to protect the Safety of others at their meeting place and in all activities.*

5. The Group Executive will ensure through the Chair and Group Scout Leader that adequate resources are made available for this policy to be properly implemented.

6. A copy of this statement is provided to every adult on joining the Group. A copy is also posted on the Group's website – [www.5thdorkingscouts.org.uk](http://www.5thdorkingscouts.org.uk)

7. This policy statement and the accompanying organisation and arrangements will be reviewed annually.

Signed:



Group Chair

Date: 13<sup>th</sup> July 2016

## 2. ORGANISATION AND RESPONSIBILITIES FOR SAFETY

*It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that all activities are conducted in a safe manner without risk to the health of participants. Although we are not obliged to have a written Safety policy, we believe it helps the Group to clarify procedures and responsibilities.*

*To ensure that Safety matters are dealt with in accordance with the Group's safety policy, the following organisational structure has been agreed.*

### 2.1. Group Executive

The Group Executive will endeavour to comply with any directions issued by The Scout Association concerning safety. The District Commissioner will be informed of any issue which has significant safety implications and which cannot be resolved satisfactorily without District involvement. The Group Executive Committee is responsible for ensuring that the Scout Group is fully insured for all use and activities. The person with individual responsibility for obtaining and retaining the insurance policy certificates and all related documents is: - **The Group Treasurer**

[Safety Checklist for Executive Committees](#)

### 2.2. Group Chair

Overall responsibility for monitoring satisfactory application of this policy rests with the Chair. The Chair of the Group will advise the Group Executive of the areas of concern which may need to be addressed by the allocation of funds.

The Chair will ensure that:

- A system is in place for identifying significant hazards, assessing their associated risk and implementing appropriate precautions and that it is regularly reviewed
- There are adequate arrangements for ensuring the safety of equipment and materials, through maintenance, repair and testing as appropriate
- Adequate provision and maintenance of first aid materials, and that any equipment purchased meets relevant safety standards
- Sufficient funds are made available for the training of adults
- Access is available to Safety advice from a competent source.
- The Chair may choose to delegate any or all of the duties associated with the above matters.

However, it is clearly understood that the delegation of duties will not relieve the Chair from the overall responsibility for Safety within the Group.

### 2.3. Group Scout Leader (GSL)

The Chair may delegate to the GSL, some of the duties listed above. The delegated duties must be listed and agreed by both parties. The GSL will:

- Ensure that risk assessments are communicated throughout the group and that suitable control measures are implemented, and that assessments are monitored and reviewed
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents
- Formulate and review evacuation procedures and ensure that all involved are informed of them
- Ensure regular evacuation drills in the Hall
- Advise the Group Executive and the Church of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged
- Ensure that all Leaders receive adequate training to undertake their role safely.

### 2.4. Appointed Leaders

Appointed Leaders are responsible to the GSL (via their section Leader) for ensuring the application of this policy to all activities undertaken by their section. They also have a responsibility to ensure that the Scout Association's Safety Policy and Rules are observed and properly implemented. Appointed Leaders will ensure that:

- Risk assessments exist for activities within their sections and that any safety precautions are communicated and implemented to all participants
- All activities are adequately supervised and controlled at all times. Bad behaviour and unsafe practices must not be tolerated, all accidents (including near misses) are promptly reported and recorded
- They are aware of their specific roles in case of fire and/ or emergency
- Any unsafe equipment/appliances are removed from use and identified as unsafe
- They cooperate with the GSL in undertaking any required safety checks within their areas of responsibility
- They know how to access current safety guidelines from the Scout Association and other relevant sources
- They inform the GSL (via the section Leader) of any perceived Safety training needs
- Any safety concerns that cannot be satisfactorily resolved are referred to the GSL
- Activities do not proceed where there is any concern for the safety of any participant
- The GSL is informed of all off-site activities.

### 2.5. Other Adults

All adults in the Group have a general responsibility to take care of their own safety along with that of others who may be affected by their actions.

Additionally, in respect of safety, they should:

- Follow instructions of Appointed Leaders
- Report any defects in the condition of premises or equipment
- Report all accidents to a Appointed Leader
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency
- Make use of any protective equipment provided for safety or health reasons
- Report any unsafe working practises to an Appointed Leader.

The Group Executive requires the cooperation of all adults in applying this policy.

### 2.6. All Group Members including Young People

The safety of all members of the Group is of the utmost importance. The Group will always take reasonable precautions to minimise the risk of injury or harm.

In return, the Group expects members to:

- Follow all safety rules
- Follow all instructions issued by any Leader in an emergency
- Look after equipment and not interfere with safety equipment
- Tell a Leader or other adult if you think something is dangerous
- Behave in a safe manner.

### 2.7. Parents

Parents and other responsible adults have a responsibility to:-

- Satisfy themselves as to the planned arrangements and ensure that their children are in appropriate health and arrive and are collected on time.
- Provide health information on the membership form, particularly in relation to food allergies and ailments that may impact the food consumed during activities or restrict participation in the activities.
- Inform leaders if changes are needed to a young person's health information or contact details.
- Inform Leaders of any significant concerns that they have in relation to Safety.

### **3. ARRANGEMENTS & PROCEDURES FOR SAFETY AND WELFARE**

*The following procedures and arrangements have been developed and agreed by the Group to eliminate or control Safety risks to an acceptable level:*

#### **3.1. Accident Reporting, Recording & Investigation**

All accidents must be reported to the GSL and recorded in the accident book. As well as being recorded in the Accident Book and reported to the GSL, all head injuries must be reported to the Beaver, Cub or Scout's parents and recorded that notification has been given.

Reportable accidents must be notified via the GSL to the District Commissioner as soon as possible. The Leader in charge must undertake an appropriate investigation (including a post-accident risk assessment) and pass on the information with any recommendations to the GSL when complete. The Group Executive Committee will have a safety item on each agenda when the GSL can report.

[FS120079 - Accidents.](#)

#### **3.2. First Aid**

The persons responsible for first aid assessment are:-**All Section Leaders or individuals responsible for the activity.** All Sections Leaders are responsible for ensuring a suitable first aid box is available when carrying out any Scouting activity on or off the premises.

#### **3.3. Adventurous Activities (Air, water & land)**

All adventurous activities whether carried out in the air, on water or on land must be organised and run in accordance with The Scout Association's Policy Organisation and Rules. Some guidance is contained in the following factsheets as appropriate:

[FS120084 – Scout Led Activity Index,](#)

[FS120086 – Commercially Led Activity Index,](#)

[FS120085 – Adventurous Activities Abroad,](#)

[FS120087 – Adult Groups in Adventurous Activities.](#)

[FS120088 –Weather Forecasts in Outdoor Activities](#)

#### **3.4. Child Protection**

All adults (Appointed and non-Appointed) associated with the running of this Group are required to undergo a Safeguarding check by the Disclosure and Barring Service (DBS) Anyone who refuses to be subject to such checks will not be permitted to work with young people. All Leaders and Sectional Assistants must be familiar with and operate in accordance with the Scout Association's and the 5<sup>th</sup> Dorking's Child Protection Policy "Young People First". All adults should carry the "yellow card".

#### **3.5. Ongoing Maintenance**

All defects with Hall should be reported to the GSL and the Church. Where the defect creates a hazard, immediate appropriate steps should be taken to minimise the risk until the defect is rectified. All hazards should be notified to the Group Executive.

Defective equipment should be removed from service as soon as identified and either destroyed or not used until repaired.

#### **3.6. Electrical Equipment**

*Electricity can kill or severely injure people.*

- ✓ Encourage all users to carry out simple pre-use visual inspections before they use the equipment;
- ✓ Require users, who identify damaged or suspect appliances to take the equipment out of service, label it and report the concern to the GSL;
- ✓ Implement and maintain a schedule of inspection of portable appliances *and where necessary, for testing.*

#### **3.7. Fire Precautions & Procedures**

The Chair will ensure that a Fire Risk Assessment for the Hall by the church has been carried out and regularly reviewed and that an Evacuation Plan is in place. The GSL must ensure that all adults are familiar with the plan and that it is practised regularly by each section.

#### **3.8. Food Safety**

All food areas must be maintained in a clean and hygienic condition. All food preparation and handling should be done in accordance with good food hygiene practice.

[FS320003 - Food Safety in Scouting](#)

[FS320004 - Camp Food Safety.](#)

### 3.9. Manual Handling & Lifting

Activities should be planned to avoid or minimise the need for lifting and handling of loads. Where possible, loads should be split down into safely manageable amounts. Handling aids such as trolleys should always be used where possible to minimise physical effort.

Young People should be taught the dangers of lifting heavy loads and how to lift properly. When they are required to lift and carry loads, they should always be supervised. Leaders must ensure that no one is permitted to lift excessively heavy weights.

### 3.10. Hazardous Substances (COSHH Regulations 1994)

The Group is not bound to conduct a COSHH assessment, but we consider doing one where the need demands helps meet our duty of care to all our members. Adults are required to plan activities in a way which avoids the need for hazardous substances wherever possible. Where this cannot be avoided, then the least hazardous substance should be used. Adults should only use substances in accordance with the health information supplied. If protective equipment is required, this will be provided by the Group and must be worn.

### 3.11. Safety Advice

Where required, safety advice will be available from the County Safety Co-ordinator or the Scout Association. Leaders are encouraged to contact the appropriate adviser as required.

### 3.12. Cleaning of the hall & waste disposal

Leaders are responsible for ensuring that the Hall is left in a tidy condition at the end of each meeting and any concerns are reported to the GSL. Cleaning materials must be returned to the appropriate storage area. Spillages must be cleaned away and dried and wet floor signs put out. Broken glass must be wrapped in paper or card before disposal.

### 3.13. Maintenance / Inspection of Equipment

Group equipment should be logged and inspected on a regular basis (Biennially) and an appropriate record kept by the Group Quartermaster. This record would be necessary if ever a claim was made on our insurance.

### 3.14. Personal Protective Equipment (PPE)

Risk assessments should specify the need for protective equipment where required in group activities. Once a need has been identified, appropriate protective equipment to the correct standard will be supplied by the Group Executive. Protective equipment must be appropriate for the ages of the wearers. All protective equipment must be thoroughly examined annually and inspected by a Leader before each issue.

### 3.15. Risk Assessments

The Group Chair is responsible for ensuring that a system is in place for all hazards to be identified and risks assessed in relation to the premises and activities. Risk assessments must be undertaken for all significant hazards so that suitable precautions can be identified and implemented to meet our duty of care. Leaders must undertake risk assessments when planning activities and ensure that the required precautions are in place. Risk assessments don't always need to be written down: communication and action are what is important. Risk assessments should be reviewed whenever the circumstances change. *Risk assessments are an excellent way to avoid potential problems becoming real ones.*

#### **FIVE STEPS OF RISK MANAGEMENT**

1. **Look for the hazards, ie what could cause harm.**
2. **Consider who might be injured and how.**
3. **How is the risk controlled and what further action needs to be taken.**
4. **Where appropriate, record your findings so that others are aware of the precautions to be taken.**
5. **Remember to review and revise them, especially when you consider they are no longer effective.**

[FS120000 – Safety in Scouting: Risk Assessment General Advice](#)

[Safety Checklist for Leaders](#)

[Staying Safe – Safety Checklist for Leaders](#)

### 3.16. Scouting Activities

All Scouting activities must be conducted in accordance with the Scout Associations Policy, Organisation and Rules (POR). This includes the requirement for Leaders to undertake suitable risk assessments prior to commencing hazardous activities.

The current POR can be accessed at <http://www.scouts.org.uk/por>

The In Touch system is in place. [In Touch – Manage Communication](#)

The Group family camp is carefully planned. [Family Camp](#)

The Group Executive Committee are responsible for ensuring that proper records are kept in all Sections of the Group and for all activities, and that for emergency purposes a register of members is available on demand and/or when needed. The person with individual responsibility for maintaining the Group Register is: - **The Group Administrator**

[FS120004 – Target Shooting](#)

[FS120406 - Archery](#)

### 3.17. Smoking & Alcohol

Smoking is not permitted anywhere within the Hall. Alcohol must not be consumed during Group meetings. The Group actively discourages adults from smoking and / or drinking in the presence of young people. Green Card - Scouting and Alcohol a Checklist for Adults (2017) this card sets out the Scout Association policy on alcohol for all adults involved in Scouting.

[FS320005 – Smoke Free Scouting.](#)

[FS185092 – Alcohol and Scouting](#)

### 3.18. Training

The GSL will ensure that all adults who are new to the Group are provided with adequate Information; instruction and training as is necessary for them undertake their role without compromising their own safety, or that of others. All new adults will be asked to familiarise themselves with the requirements of this policy. No adult must undertake any activity for which they have not received adequate Safety training or instruction.

### 3.19. Transport

Whenever any Young Person is being carried as a passenger in a vehicle during a Scouting activity, the Leader must ensure the following:

- That the driver is licensed to drive the vehicle
- That the vehicle has adequate and appropriate insurance, road tax and MOT where required
- That minibuses (permits in place) are only driven by adults with the required category on their driving license and that a second driver is available on longer journeys
- That all occupants are required to wear seat belts
- If a Leader has any concern about the safety or road worthiness of any vehicle, the vehicle must not be used until checked by a qualified person.
- All adults must have undergone a Safeguarding check by the Disclosure and Barring Service (DBS)

### 3.20. Trips/Off-Site Activities

All off-site activities must only proceed with the approval of the GSL. It may also be necessary to inform the DC. Written parental consent is required for all off-site activity. To enable parents to make informed decisions about their child's participation in adventurous activities, Leaders must provide parents with sufficient detail of the planned activity. All adventurous activities must be overseen by a suitably qualified Leader or other adult in accordance with the requirements of POR.

Leaders must ensure that emergency contact details always accompany any off-site party and that a home contact is appointed. There must always be adequate first aid provision on all off-site activities.

[A-Z of Activities](#)

### 3.21. Violence & Aggression

All of our Leaders and adults have a right to be treated reasonably. Our Group will not tolerate violent or aggressive behaviour to any adult associated with the group. Adults are encouraged to report all incidents of violence or aggression directly to the GSL or Group Chair. Any reported incidents of violence will be treated seriously and will be reported to the Police.