

# STAYING SAFE

## SAFETY CHECKLIST FOR MANAGERS



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# STAYING SAFE

This is aimed to help all Managers to fulfil their role and responsibilities in managing and supporting safety in Scouting.

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 safety of both young people and adults is important. A large part of this is about being organised, asking the right questions and doing things that will help safety **without taking away a sense of adventure appropriate to the age group**. This is a straight-forward checklist that can be dealt with quickly and easily. Additional support can be found on [scouts.org.uk/safety](https://scouts.org.uk/safety), or alternatively, speak to your line manager.

## POLICY

Read the Safety Policy (POR Chapter 2) to understand your specific responsibilities within it.

## ORGANISING YOUR TEAM

- Ensure that all adults that you manage have undertaken the training relevant to their role.
- Ensure that all adults have a copy of the Safe Scouting and Emergency Procedures card (purple card).
- Ensure that you undertake your responsibilities within the appointment process fully – including explaining the Safety Policy to new adults.
- Ensure leaders are using the **Safety Checklist for Leaders**.
- Assist leaders in using activity risk assessments (see factsheet **Activities - Risk Assessment FS120000**).
- Ensure leaders understand **how** and **when** to record and report incidents, accidents and near misses. Information is contained within the purple card.

- Ensure all activities operate under a **leader in charge**. [scouts.org.uk/safety](https://scouts.org.uk/safety)
- Ensure that specific cover is put in place where a line manager post is vacant.

## PUTTING SAFETY ON THE AGENDA

- Meet and consult regularly with your team about risk assessments, accidents and near misses, other safety advice.
- Make safety an agenda item at all meetings and ensure all relevant safety information is communicated effectively.
- Ensure all incidents, accidents and near misses have been properly recorded and reported. More info at [scouts.org.uk/safety](https://scouts.org.uk/safety).
- Ensure a positive culture exists to enable adults and young people to express their safety concerns.
- Discuss safety in appointment reviews.
- Lead by example - if you identify or are notified of hazards and risks, be seen to address the issues.

## RISK ASSESSMENT

Use the Five Steps of Risk Assessment (see factsheets **Activities – Risk Assessment FS120000** or **Managing a Safe Scout Premises FS320010**) and see the diagram below:

- 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 (more guidance on when to write down your risk assessment can be found in the risk assessment factsheet above).
- 5 Remember to review and revise them, especially when you consider they are no longer effective.

### 1. Look for the hazards

Objects or conditions that are present that could cause harm.

### 5. Review

Whilst the activity is happening - have conditions changed?  
After the activity - what could have been safer or better?

### 2. Who might be harmed and how?

Don't forget people outside your planned activity.

### 4. Record your findings

You will probably need to share this. This may be rules for a game or instructions to be shared by the leaders and young people.  
Write up a checklist - this might be useful next time.

### 3. Evaluate the risks

What controls / safety measures are in place?  
What additional controls need to be present?