

STAYING SAFE. Safety Checklist for Executive Committees

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:

- 01.** Look for the hazards, ie what could cause harm.
- 02.** Consider who might be injured and how.
- 03.** How is the risk controlled and what further action needs to be taken?
- 04.** 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).
- 05.** Remember to review and revise them, especially when you consider they are no longer effective.

Five Steps of Risk Assessment

1. Look for the hazards

Objects or conditions that are present that could cause harm.

2. Who might be harmed and how?

Don't forget people outside your planned activity.

3. Evaluate the risks

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

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.

5. Review

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

The following is a list of some key elements of an effective management system for operating premises under the responsibility of the Executive Committee (it is not exhaustive and you should add to it according to how your experiences and needs dictate).

These may apply to Scout HQs, campsites, activity centres and some rented premises (check agreements and leases).

FIRE

- Annually assess the fire risk
- Service extinguishers and alarms
- Have an evacuation plan
- Practise the evacuation plan

GAS

- Service appliances regularly
- Store gas cylinders safely
- Service camping appliances
- Manage and maintain LPG pipe work and tanks

ELECTRICITY

- Test portable appliances
- Test fixed wiring
- Test emergency lights

WATER

- Ensure the safe supply of fresh water
- Control the potential for Legionella
- Hot water caution

ASBESTOS

- Is there any?
- If so, record it and manage it
- Strictly control any work on it

There are a number of Scout factsheets giving guidance and examples of management plans to assist you at www.scouts.org.uk/safety

These include links to externally produced documents and guidance to help you.

This is aimed to help all members of an Executive Committee to fulfil their roles 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 at www.scouts.org.uk/safety, or alternatively, speak to your Chair / line manager or others locally.

1. Policy

- Members of the Executive Committee should read the Safety Policy (POR Chapter 2) to understand their specific responsibilities within it. www.scouts.org.uk/safety

2. Adults in Scouting

- Check all adults (including Executive Committee Members) have undertaken the training relevant to their role – ask line managers to find this information out.
- Ensure that support and resources are being made available for necessary training – are there any barriers to adults completing training? eg cost, location. If so, ensure these are discussed and addressed.
- Check that the appointment process is being followed – if it is, then line managers will be explaining the Safety Policy to new adults, and the approval meeting (for those who require it) will ensure that adults understand their role and responsibilities. More generally, the appointment process will ensure that only suitable adults are appointed to roles that they can carry out.
- Assess and use external professional/competent help in areas that lie outside of the Executive's expertise, eg, asking the local fire officer for assistance with regard to fire safety, fire risk assessment, storage of gas etc.
- Lead by example. If you identify or are notified of hazards and risks, be seen to address the issues.

3. Putting safety on the agenda

- Make safety an agenda item at all Executive meetings and ensure all relevant safety information is communicated effectively.
- Be aware of HQ information on accident statistics, trends and controls www.scouts.org.uk/safety
- Ensure all incidents, accidents and near misses have been properly recorded and reported.

4. Premises under your management

- Check that all buildings/campsites/Headquarters etc for which you are responsible are safe, eg asbestos management, electrical testing, water quality testing, fire safety and evacuation, gas boilers and cookers, general maintenance of equipment and buildings and use of activity equipment etc.
- Carry out appropriate risk assessment and effectively communicate controls to all users of the premises. See factsheets **Activities - Risk Assessment FS120000 and Managing a Safe Scout Premises FS320010**.
- Ensure there is an appropriate person responsible for premises.
- Ensure controls are in place and are coordinated and monitored.
- Ensure that all repairs are carried out in a safe and timely manner.
- Review any risk assessments regularly and record them (at least annually).