

STAYING SAFE.

Safety Checklist for Leaders

The following quick checklists are a helpful starting point for you when planning and as a reminder at the start of an activity. They are not intended as a substitute for risk assessment appropriate for the conditions you are expecting.

Indoor or Outdoor Games and Activities Check include:

- All leaders and adult helpers have undertaken the necessary vetting checks and procedures
- Leader in charge identified
- InTouch process in place
- Adequate supervision provided
- Chairs and tables stored safely
- Reduce tripping or slipping hazards
- No unguarded lights or overhead hazards
- Boundaries and limits understood
- Potential for falls on solid or sharp objects and glass minimised
- Game suitable for age and ability of participants
- Equipment in good order
- Rules understood by all
- First aid kit available
- Think! What are the other hazards?

Outings and Visits Check include:

- All leaders and adult helpers have undertaken the necessary vetting checks and procedures
 - Leader in charge identified
 - Is an activity permit required?
 - InTouch process in place
 - Medical/health details available
 - Adequate supervision provided
 - Identify natural hazards including water
 - Routines established for regular monitoring
 - Safe area for embarking/disembarking
 - Emergency phone available
 - First Aid kit available
 - Location of nearest Accident Hospital
 - Think! What are the other hazards?
- If you have a vehicle...**
- Seat belts/child restraints fitted and used
 - Susceptibility to travel sickness identified
 - Check vehicle insurance covers the outing

Camping Check include:

- All leaders and adult helpers have undertaken the necessary vetting checks and procedures
- Leader in charge identified
- Who is the nights away permit holder?
- InTouch process in place
- Medical/health details available
- Adequate supervision provided
- Reduce tripping or slipping hazards
- No overhead hazards
- Any hazardous natural features in area identified
- Potential for falls on solid or sharp objects and glass minimised
- Cooking arrangements safe and hygienic
- Equipment in good repair with knowledge of how to use it for the right purpose
- No naked flames in tents
- Emergency phone available
- First Aiders and kit available
- Location of nearest Accident Hospital
- Think! What are the other hazards?

Overnight Accommodation Check include:

- All leaders and adult helpers have undertaken the necessary vetting checks and procedures
- Leader in charge identified
- Who is the nights away permit holder?
- InTouch process in place
- Medical/health details available
- Adequate supervision provided
- Safe access and exit
- Fire Exits known and unobstructed
- No risk of fire
- Smoke detectors [if fitted] working
- Visual inspection of electrics - no bare wires
- Reduce tripping or slipping hazards
- No fall hazards
- Any hazardous natural features in area identified
- Cooking arrangements safe and hygienic
- Heating arrangements including boilers are safe
- Adequate ventilation
- Emergency phone available
- First Aiders and kit available
- Location of nearest Accident Hospital
- Think! What are the other hazards?

This is aimed to help all adults working with young people 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 www.scouts.org.uk/safety, or alternatively, speak to your line manager or others locally.

1. Policy

- Read the Safety Policy (POR Chapter 2) to understand your specific responsibilities within it. www.scouts.org.uk/safety
- Follow the Safe Scouting Code of Conduct in the Safe Scouting and Emergency Procedures (purple card).

2. Organising your programme

(for further details on all of the following see www.scouts.org.uk/a-z)

- Check POR rules
- Is this a Scout-led or externally-led activity?
 - Scout-led Check factsheets
 - Check if a permit is required
 - Complete a risk assessment
 - Externally-led Check whether an AALA licence is required
 - If not, check NGB qualifications of those running the activity
 - Check that the provider has personal liability insurance
- Check whether further insurance is required
- Check whether HQ needs notifying
- Ensure an InTouch process is in place
- Ensure all activities are approved in accordance with POR

3. Leader in charge

- **Ensure** all meetings, events or activities have an identified leader in charge that is responsible for overseeing the activity and all adults and young people. This includes responsibility for registers, headcounts, allocation of roles to specific adults and checking they are aware of their specific responsibilities (see leader in charge info at www.scouts.org.uk/safety). The best way of doing this is for all adults who will be involved in the activity to agree which one of them will undertake this function.

4. Putting safety on the agenda

- Ensure you understand **how** and **when** to record and report incidents, accidents and near misses. Information is contained within the purple card.
- Discuss safety at all events, activities and camp-planning meetings and reviews.
- Give young people appropriate training, guidance or rules.

Use the Five Steps of Risk Assessment (see factsheet **Activities – Risk Assessment FS120000**) 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?

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.

3. Evaluate the risks

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.

What controls / safety measures are in place?

What additional controls need to be present?