

# 14<sup>th</sup> South West Cheshire Scouts



## The Scout Association Safety Policy

It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.

The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

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 and members of the public.
- The provision and maintenance of equipment and buildings 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 health, safety and welfare 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.

The Scout Association Safety Policy can be downloaded [here](#)

## General Statement of Policy

### Aim

The policy of the 14<sup>th</sup> SWC Scout Group (the Group) is to meet [The Scout Association's \(TSA\) Safety Policy](#) by providing and maintaining safe and healthy activities and equipment for all volunteers and members of the Group.

The Group shall endeavour to provide all necessary information, training and support for its members and maintain their awareness of health, safety and welfare issues.

The allocation of responsibility for safety matters and the specific arrangements to implement this policy is the responsibility of the Group Executive Committee (GEC).

This policy, and the way in which it operates, is reviewed annually by the GEC.

### Duty of Care

# 14<sup>th</sup> South West Cheshire Scouts



All members of the Group have personal responsibility under 'Duty of Care' This is a general legal duty placed on all individuals and organisations to avoid carelessly causing injury to persons. It requires everything 'reasonably practicable' to be done to protect the health and safety of others.

## Responsibilities

**1. The Group Executive Committee (GEC)** has overall responsibility for health and safety at the Group's headquarters and for all scout related activities. Specifically, the GEC is responsible for ensuring that:



- The Group are fully insured for all activities. The person with individual responsibility for obtaining and retaining the insurance policy certificates and all related documents is the Group Chairperson
- Proper records are kept by Sections for all activities, and that, for emergency purposes, a register of members is available on demand and/or when needed. Currently all membership details are kept securely and digitally using [www.onlinescoutmanager.co.uk](http://www.onlinescoutmanager.co.uk) Section Leaders have access to OSM and select members of the Group Executive Committee (GEC) have overall access and control.
- premises are properly maintained and are in a safe and healthy condition including:
  - cleanliness
  - fire safety
  - safety checks
  - registers of dangerous substances
- Section Leaders are instructed in the use of fire-fighting equipment and first aid.

**2. The Group Scout Leader (GSL) & Assistant Group Scout Leader (AGSL)** are responsible for ensuring that:

- All adult members and helpers are DBS cleared and follow TSA guidelines for working with young people, and fully understand the TSA Safety Policy.
- Risk assessments are carried out for all Scout related activities and that all members of the Scout Group fully understand their personal responsibility under 'Duty of Care'.
- Accidents and near misses, are properly recorded and investigated.
- First aid kits are in date.

**3. Section Leaders** are responsible for:

- Attending training when required to do so
- carrying out risk assessments before and during scouting activities
- Conducting (and recording) termly fire evacuation drills in the log book provided and notifying the GEC or the GSL/AGSL of any problems relating to firefighting equipment
- Ensuring that access to escape doors, extinguishers and other fire-fighting equipment is not obstructed.
- Following food safety guidelines
- Recording all accidents near misses in the accident book provided and reporting serious matters to the GEC or GSL/AGSL as soon as possible.
- Providing first aid assessment and ensuring that a suitable first aid box is available when carrying out any scouting activity on or off the premises.
- Keeping all gangways and spaces clear of trailing cables and other obstructions so that it does not pose a hazard.

## Arrangements and Procedures

### Safeguarding Children

TSA considers the safety of young people its paramount concern. Criminal record checks are an important part of TSA's approach to safeguarding young people. The fact that adults in Scouting are subject to checks reinforces that Scouting is a safe organisation. This policy is thoroughly supported by 14<sup>th</sup> SWC Scout Group.

- All leaders must undertake a DBS check (Disclosure and Barring Service) as an integral part of the appointment process. In addition, 14<sup>th</sup> SWC Scout Group requires any adult supporting an activity or meeting to have a DBS check undertaken by the Scout Association.
- The procedures used by the group to ensure safeguarding can be found in: Safeguarding in Scouting and Child Protection and Safeguarding Policy

### Risk Assessments

- The GSL is responsible for ensuring that risk assessments are carried out by Section Leaders for all scouting related activities. Risk assessments help to protect everyone in the Group and the general public by focusing attention on the risks with potential to cause harm.
- TSA rules and guidance require risk assessments be carried out for all activities. A risk assessment allows those running the activity to identify potential hazards and to take steps to minimise these while delivering an exciting activity to the young people in their care. In addition, TSA rules and guidance sets out adult to young people ratios in certain circumstances. Where necessary, leaders with suitable

adventurous activity permits and “nights away” permits will be present at scouting events to comply with POR.

- It is the responsibility of the Section Leader in charge of the activity to carry out the risk assessment which should be regularly reviewed both before and during an activity. It is often the activity that is run regularly with little perceived risk where incidents may occur. Regular re-assessment of familiar activities will allow changes in the risks over time to be identified.
- TSA has published guidance documents and factsheets to assist with risk assessments to which leaders are directed and reminded of regularly.

## Premises

The PCC is responsible for ensuring that the premises are fully maintained, are in a safe and healthy condition and meet with current safety standards including.

- Regular checks on the building and installations and regular monitoring of the effectiveness of the safety arrangements;
- Safety inspections, monitoring of the maintenance of equipment;
- Maintaining safety records;

## Fire Safety

1. The PCC has overall and final responsibility for reviewing the fire safety arrangements. The GEC reserves the right only to propose recommendations for improvements.
2. The GEC are responsible to notify the PCC of any problems relating to firefighting equipment during normal use of the premises or in the event of an emergency needing the use of this equipment.
3. The PCC are responsible for ensuring appropriate signage and emergency evacuation procedure notices are displayed around the premises.
4. Section Leaders must carry out regular fire drills during their own activity sessions and record these in the log book provided.
5. The PCC are responsible to ensure a Fire Risk Assessment has been carried out to the premises. Fire and Emergency Precaution Procedures have been published and are displayed around the premises (see separate Notices and Procedures).
6. Section Leaders must ensure that access to escape doors, extinguishers and other fire-fighting equipment is not obstructed. The PCC is responsible for ensuring that Section Leaders are instructed in the use of firefighting equipment.

## Accidents and Near Misses

All accidents and near misses are recorded in the accident book provided. Serious matters must be reported to the GSL or AGSL as soon as possible providing additional information as necessary. Refer to the Group’s First Aid and Accidents Policy and Procedures.

## First Aid

Section Leaders are responsible for first aid assessment and for ensuring that a suitable first aid box is available when carrying out any Scouting activity on or off the premises

## Hygiene and Welfare

1. The PCC is responsible for cleanliness i.e. ensuring that all areas are kept clean and tidy. Toilets must be washed regularly and kept clean and wash basins have hot water, soap, clean paper towels or hand dryers. All rubbish must be removed from the premises on a regular basis and placed in a suitable container or storage area. Smoking is not allowed on the premises at any time.
2. Section Leaders are responsible for ensuring that all floors and gangways and spaces underneath furniture are kept clear of trailing cables and other obstructions. Furniture and equipment must be positioned so that it does not pose a hazard and so that wheelchair users are able to have safe access to all areas and equipment. Filing cabinets and cupboard doors should be kept closed. Items should not be stacked on top of cupboards or cabinets.

## Hazards

All leaders are responsible for identifying and reporting hazards or potential hazards. If a hazard or potential risk has been identified, group leaders are to ensure that steps are taken for the hazard to be eliminated or to be highlighted by the use of appropriate notices to ensure safety of the group as soon as is reasonably practicable.

Should group leaders be unable to eliminate the hazard then a formal report shall be submitted to PCC for immediate attention.

### Version Control:

Title of document: 20200128-Safety-Policy

Author: Alex Stubbs, GSL

Version Number: v1.0

Approved By: Group Executive Committee

Date Approved: 14<sup>th</sup> January 2021

Review Date: January 2022