

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 doing and documenting a risk assessment. Make sure your risk assessment is clear and you communicate it to other adults and relevant parts to young people.

Indoor or Outdoor Games and Activities Check include:

- All leaders and adult helpers have undertaken the appropriate enquiries
- Leader in charge identified and understands the tasks they are responsible for making sure are done
- Have a suitable supervision plan – including free time and unstructured activities
- InTouch process in place
- Have medical/health details available
- 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
- Have a plan for what to do in an emergency
- Think! What are the other hazards?

Outings and Visits Check include:

- All leaders and adult helpers have undertaken the appropriate enquiries
 - Leader in charge identified and understands the tasks they are responsible for making sure are done
 - Have a suitable supervision plan – including free time and unstructured activities
 - Is an activity permit required?
 - InTouch process in place
 - Have a procedure in place in case a child becomes separated from the group
 - Have medical/health details available
 - Identify natural hazards including water
 - Routines established for regular monitoring
 - Safe area for embarking/disembarking
 - Emergency phone available
 - First aid kit available
 - Have a plan for what to do in an emergency
 - 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
 - Driver suitably qualified to drive that vehicle
 - Appropriate supervision whilst traveling

Camping Check include:

- All leaders and adult helpers have undertaken the appropriate enquiries
- Leader in charge identified and understands the tasks they are responsible for making sure are done
- Have a suitable supervision plan - including free time and unstructured activities
- Who is the nights away permit holder?
- InTouch process in place
- Have medical/health details available
- Adequate supervision provided
- Safe access and exit
- Fire Exits known and unobstructed
- No risk of fire
- Smoke detectors and carbon monoxide detector (if fitted) are working
- Visual inspection of electrics - no bare wires and overloaded sockets
- Have a suitable supervision plan – including free time and unstructured activities
- Reduce tripping, slipping, or fall hazards
- Any hazardous natural features in area identified
- Cooking arrangements safe and hygienic
- Heating arrangements including boilers are safe
- Adequate ventilation from hazards of carbon monoxide
- Emergency phone available
- First aiders and kit available
- Have a plan for what to do in an emergency
- Think! What are the other hazards?

Overnight Accommodation Check include:

- All leaders and adult helpers have undertaken the appropriate enquiries
- Leader in charge identified and understands the tasks they are responsible for making sure are done
- Have a suitable supervision plan – including free time and unstructured activities
- Who is the nights away permit holder?
- InTouch process in place
- Have medical/health details available
- Adequate supervision provided
- Safe access and exit
- Fire Exits known and unobstructed
- No risk of fire
- Smoke detectors and carbon monoxide detector (if fitted) are working
- Visual inspection of electrics - no bare wires and overloaded sockets
- Have a suitable supervision plan – including free time and unstructured activities
- Reduce tripping, slipping, or fall hazards
- Any hazardous natural features in area identified
- Cooking arrangements safe and hygienic
- Heating arrangements including boilers are safe
- Adequate ventilation from hazards of carbon monoxide
- Emergency phone available
- First aiders and kit available
- Have a plan for what to do in an emergency
- 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 the Scouts.

It is the responsibility of all those involved in the Scouts to seek, so far as is reasonably practicable, to make sure 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 of common hazards that will help you assess the risks for your activity and put suitable controls in place. Additional support can be found on 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: scouts.org.uk/safety.
- Follow the Safe Scouting Code of Conduct in the **Safe Scouting and what to do in a emergency (purple card)**.

2. Organising your programme

- Check POR rules
- Check activity guidance and processes for delivery of the activity: scouts.org.uk/a-z
- Check whether further insurance is required
- Check whether HQ needs notifying
- Make sure an InTouch process is in place
- Make sure all activities are approved in accordance with POR

3. Leader in charge

- **Make sure** all meetings, events or activities have an identified leader in charge that oversees 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 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.

Note: the agreed leader in charge does not have to do all of this themselves, but they are responsible for ensuring that others undertake these tasks.

4. Putting safety on the agenda

- Make sure you understand **how** and **when** to record and report incidents and accidents. Information is contained within the purple card.
- Discuss safety at events, activities, camp-planning meetings and reviews.
- Give young people and adults appropriate training, guidance or rules.
- Support others in the section leadership team to gain training and improve knowledge of safety.

Use the Five Steps of Risk Assessment (see factsheet **Activities – Risk Assessment FS120000**) and see the diagram below:

1. Look for the hazards, ie what could cause harm.
2. Consider who might be injured and how.
3. Decide how the risk is controlled and what further action needs to be taken.
4. Record and effectively communicate your findings so that others are aware of the precautions to be taken (for more guidance, see the risk assessment factsheet above).
5. Remember to review and revise them (dynamically if conditions or circumstance change mid-activity), especially when you consider they are no longer effective.

Five steps of risk assessment

