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Safety Policy

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1. The Scout Association Safety Policy

The Scouts aim to provide opportunities for young people and adult volunteers to develop and appreciate what risk is and how it is managed. This vital skill for life is developed by providing opportunities to learn and experience activities that are adventurous but where risk is controlled and managed as far as is reasonably practicable.

The Scouts recognise that life is not risk-free, and, in its turn, scouting is not riskfree. As the Scouts, we endeavour to manage these risks to wellbeing and safety to be as low as is reasonably practicable. Identifying and proportionately managing risk is a skill for life that we wish to kindle, develop and enhance in all of our members.

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. In order to do this the Scouts will provide guidance and have a training programme available for its volunteers.

All those involved in the Scouts are accountable for and must demonstrate an ability and understanding of the following so far as is reasonably practicable and to the extent of their role:

- a) Ensure they are competent to undertake their task, through attending appropriate training, checking their understanding of instructions and information, and remaining current in these competencies.
- b) Properly assess the risk of every scouting activity undertaken. This assessment should be suitable and sufficient for the activity being undertaken, and it follows that activities with higher risk should require more in-depth assessment.
- c) Provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind.
- d) Prevent accidents and cases of ill health by managing the health and safety risks
- e) Ensure that the environment they are working in, or using for the Scouts activities, is maintained safely and there are no risks to health. That any equipment or substances used are safe and stored safely.
- f) Review risk assessments as often as necessary when circumstances, environment or conditions change.
- g) Feel and be empowered to never be afraid to change or stop an activity if risk increases.

POR Chapter 2.5

Scout Associations Guidance on Safety can be accessed [HERE](#)

2. 1st Linslade Scout Group General Statement of Policy

a) Aim

The policy of the 1st Linslade Scout Group (the Group) is to meet the Scout Association's Safety Policy by providing and maintaining safe and healthy activities, working conditions and equipment for all volunteers and members of the Group and users of the Group's Headquarters at 'Nyamba', Mowbray Drive, Linslade, Bedfordshire, LU7 2PH

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 Trustee Board.

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

b) Duty of Care

All members of the Group and all users of the premises 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 or property. It requires everything '**reasonably practicable**' to be done to protect the health and safety of others.

c) Responsibilities

1. The Trustee Board has overall responsibility for health and safety at the Group's headquarters and for all scout related activities. Specifically, the Trustee Board is responsible for ensuring that:

- 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 Section Leaders have access to OSM and the Group Scout Leader has 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.
- the Group and the premises are fully insured for all use and activities. The person with individual responsibility for obtaining and retaining the insurance policy certificates and all related documents is the Group Treasurer

2. The Group Lead Volunteer (GLV) is responsible for ensuring that:

- all adult members and helpers are DBS cleared and follow Scout guidelines for working with young people, and fully understand the Scout's 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 logbook provided and notifying the Trustee Board or the GSL 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 GSL or Chair of the Trustee Board 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.

.....
Chair of Trustees / date

.....
Group Lead Volunteer / date

3. Arrangements and Procedures

a) Safeguarding

- 1) The Scout Association considers the safety of young people its paramount concern. Criminal record checks are an important part of the Scouts' 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 1st Linslade Scout Group.
- 2) All leaders must undertake a DBS check (Disclosure and Barring Service) as an integral part of the appointment process. In addition, 1st Linslade 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 1st Linslade's Safeguarding Policy.

b) Risk Assessments

- 1) The GLV 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 by focusing attention on the risks with potential to cause harm.
- 2) The Scout Association's 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, Scouting 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.
- 3) 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.
- 4) The Scout Association has published guidance on Safety and Risk Assessments.

c) Premises

- 1) The Trustee Board 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;

d) Fire Safety

- 1) The Trustee Board has overall and final responsibility for reviewing the fire safety arrangements and making recommendations for improvements and maintenance;
- 2) Section Leaders and users of the premises must notify the Trustee Board 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) Appropriate signage and emergency evacuation procedure notices are displayed around the premises. Section Leaders and users of the premises must notify the Trustee Board of any problems arising from losses or otherwise to signage and procedure notices during normal use of the premises.
- 4) Section Leaders and regular users of the premises must carry out regular fire drills during their own activity sessions and record these in the log book provided. For Scouting sections fire drills must be conducted at least termly.
- 5) 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 Trustee Board requires all section leaders and Assistant Section Leaders to receive suitable online training in the principles of fire safety on a regular basis. This online training will be arranged to be delivered by external fire safety experts and will be free of charge for leaders. Certificates of course completion will be recorded and monitored by the Trustee Board. All other adults involved with the running of the Group should be encouraged to take this training also.
- 7) Refer to Annex 1 for additional guidance on emergency evacuation procedures.

e) Incidents and Illness

- 1) 1) All accidents and near misses are recorded in the accident book provided. Serious matters must be reported to the GLV or Trustee Board as soon as possible providing additional information as necessary. Refer to the Group's Incidents and Illness Policy. [Incidents ^0 Illness Policy Procedures Aug 2023 draft for approval V3.docx - Google Docs](#)
- 2) 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

f) Hygiene and Welfare

- 1) The Trustee Board 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 or vaping 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.

g) Hazards

- 1) All users of the premises are responsible for spotting and reporting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Trustee Board.

h) Things Out of Reach

- 1) Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off the top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

i) Damaged Equipment

- 1) Regular checks are carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported straight away and of necessary, removed from use. All damage must be reported immediately to the Trustee Board.

j) COSHH Regulations

- 1) Under the COSHH (Control of Substances Hazardous to Health) Regulations 2002, the Group has a duty of care to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc kept and used on the premises. Gas cylinders and fuel for the generator are kept in the external locked cage to the rear of Nyamba adjacent to the lower container.
- 2) A register of these substances is kept by the Trustee Board and stored, so that it may be provided to the Emergency Services should the need arise. This register includes the substance involved with the full name and the exact location on the premises.
- 3) All members of the Group shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used (e.g. water-based markers, correction fluid, etc). If there is no way of avoiding such use, members must use the substance in an enclosed, ventilated environment away from other members, and use proper protective equipment which shall be made available by the Group.

k) Manual Handling

- 1) All members of the Group should avoid manual lifting where at all possible. However, members may occasionally be required to manually lift and handle loads.
- 2) Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.
- 3) Members should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other members should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

l) Food Safety

- 1) Everyone has a responsibility under 'Duty of Care' when preparing and serving food. There are also responsibilities under the Food Safety (General Food Hygiene) Regulations and Food Safety (Temperature Control) Regulations.

m) Lone Working

- 1) Lone working refers to a person working by themselves without close or direct supervision or without immediate peer contact. Lone working must be avoided unless a risk assessment has been carried out and there are suitable control measures in place.

**In an emergency
GET OUT STAY OUT
CALL 999**

Emergency Evacuation Procedures

In the event of a fire, someone (usually the adult in charge) using the premises will activate the alarm.

(alarms are in the Troop room, main room and downstairs storage areas)

- **The adult(s) in charge will wear a high viz jacket and the adult in charge must take the register and**
- **Everyone is to calmly evacuate the building**
- **Leaving either by the front exit of the building or the rear exit down the stairs**
- **Once evacuated, everyone should line up at the assembly point – on the grass adjacent to the car park opposite the main entrance gates for a roll call. Take care to allow the fire engine to enter safely.**
- **Call 999**
- **Address: 1st Linslade Scout Hut
Mowbray Drive
Linslade
LU7 2PH**
- **It is suggested that while the overall Leader takes the roll call, an assistant should call the emergency services: 999**

**Southfields Road
Bedford
MK42 7NR
01234 845000**

Leighton Buzzard Community Fire Station

**Lake St,
Leighton Buzzard
LU7 1RT
01234 845000**

Police

**Dunstable Police Station
West Street
Dunstable
LU6 1SJ
Call 101 or in an Emergency 999**

Nearest hospitals with 24 hour Accident & Emergency Departments

Luton & Dunstable	Lewsey Rd, Luton	01582 491166
Milton Keynes General	Eaglestone, Milton Keynes	01908 660033
Stoke Mandeville	Mandeville Road, Aylesbury	01296 315000

Gas

Gas Emergency Service	0800 111 999
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