

5th Letchworth Scout Group

Safety Policy – Rev 2

Background

The Scout Association's Safety Policy is contained in Policy, Organisation and Rules (POR) Rule 2.3 (see <http://www.scouts.org.uk/por>). It states:

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;*
- *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 and safety 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.*

All persons involved with Scouting are responsible for the operation of the Association's Safety Policy.

It is the responsibility of all persons to ensure that:

- *they do not endanger the health and safety of themselves or others;*
- *they observe the rules established for the safety of those involved in Scouting activities.*

Implementation

How we implement that policy at 5th Letchworth

- Any activity involving children or young people *must* be supervised by a named Section Leader, Assistant Section Leader or Section Assistant: *even if they are not leading the activity themselves (e.g. where a Young Leader, parent or den/six/troop leader is leading the activity)*
- **Note: this must be a single leader, not a group, to avoid any ambiguity about who is in charge.**
- That Named Leader is *accountable* for the safety of all those involved: children and young people, other leaders, parents and members of the public.
- It is the Named Leader's responsibility to ensure:
 - reasonable efforts have been taken to identify, assess and manage areas of risk that might affect the safety of participants;

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- participants have been briefed about how to stay safe and how to seek help in the event of an accident;
- the activity is run in a safe manner without unnecessary risk to health, *so far as it reasonable and practicable taking into account the nature of the activity*;
- a first aid kit and a means to summon help (e.g. mobile phone) is immediately available at all times.
- In the event of an incident that results in harm to a participant, it is the responsibility of the Named Leader to ensure:
 - emergency treatment is provided promptly;
 - accidents are recorded and reported *where required*; and,
 - accidents are reviewed to identify any learning points.

In the event of an accident to a participant

- A competent first aider should render first aid and call the emergency services if necessary
- The Named Leader should follow the appropriate procedure for recording and reporting the accident (see below).
- In the case of a child or young person, the Named Leader should ensure a parent/guardian is informed of the accident: particularly if there was a banged head or head injury.

It is good practice to report directly to a parent/guardian when the child or young person is collected. If they are not collected; consider arranging for them to be taken home and the information passed on.

Reportable Accidents

It is difficult to be proscriptive about what constitutes a reportable accident (*call the Scout Information Centre if you are in any doubt - 020 8433 7100*), however, POR Rule 7.4 requires accidents to be reported if any person (whether a member of the movement or not):

suffers personal injury or illness where that injury or illness necessitates medical treatment (i.e. treatment by a doctor, dentist, nurse, paramedic or at a hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with Headquarters being informed if they subsequently receive medical attention;

See also Factsheet FS120079 (attached)

In the event of a minor accident or illness (as defined above)

- Make a record of the accident (who, when, where, how, treatment) and keep it somewhere safe (e.g. a note on a mobile phone)
- *There is no need to report the accident, other than to parents as detailed above.*

In the event of any other accident

If you have access to an Accident Book:

- Complete an accident form.

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- Photocopy/scan/photograph the form and email it to gsl@5thletchworthscouts.org.uk
- Remove the form from the book and keep it somewhere safe for three years. *Do not leave it in the book.*

If you do not have access to an Accident Book:

- Write a note containing the following details and email it to gsl@5thletchworthscouts.org.uk
 - Details about the person who had the accident
 - Details about the person reporting the accident
 - Details about the accident: When, Where, How (including cause if known), Details of any injuries, Details of any emergency aid provided, Who was informed (parents, emergency services etc.)

If there is any possibility of further action (including GP or hospital treatment) the Scout Association's reporting procedure must be followed (*see attached FS120079*)

Guidance Notes

All Section Leaders, Assistant Section Leaders and Section Assistants must hold a current first aid qualification as a way of confirming that they are competent to deal with the sorts of injuries that might result during normal scouting activities *Note: Adventurous Activities tend to require Activity Permits and more advanced first aid qualifications.*

If the Named Leader supervising an activity does not have a current first aid qualification, there must be at least one other leader in attendance who does hold a current qualification.

Note: this does not absolve the Named Leader of accountability for safety.

Beavers/cubs/scouts should be briefed about the safety rules for activities and told who to go to in the event of an accident. This should be done prior to the commencement of the activity.

It is also recommended that Section Leaders remind beavers/cubs/scouts of the need to report accidents on a regular basis throughout the year.