

# The 1<sup>st</sup> Dullingham and Stetchworth Scout Group

## Health and Safety Policy

### (non-financial risk management)

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Policy Version: 1.0

Date of Issue:

Review Due:

Policy Owner: Group Scoutmaster (GSM)

#### 1. Policy Statement

1.1 The 1<sup>st</sup> Dullingham and Stetchworth Scout Group is committed to helping young people and adult helpers to experience and appreciate exciting and adventurous activities. These activities are intended to build determination, resilience and risk perception and help our people to develop skills and capabilities that will help them in all aspects of their life.

1.2 We are committed to safeguarding the health, safety, and welfare of all young people, volunteers, visitors, and third parties during scouting activities.

1.3 In order to achieve this we recognise that life is not risk free and many of our activities carry a certain level of risk. We aim to reduce this risk to as low as is reasonably practicable through risk assessment and careful control of the hazards that our people may come across. We also strive to enable our members to develop their own risk perception so that they can proportionately manage risks that they may encounter.

1.4 Every member has a responsibility to act with care and forethought, not only to ensure their own safety, but also to make sure that no one else comes to harm, either through their actions or omissions.

1.5 Leaders are responsible for ensuring that the activities they organise are carried out in a safe manner. This should be done with accepted good practice and with due consideration of current Health and Safety Legislation. More adventurous activities will need to be planned with reference to advice from recognised governing bodies and other expert opinion. Before any activity or event takes place, the adults who will supervise or lead the activity will carry out a risk assessment. This should be done with the support and consultation of the Group Scoutmaster (GSM) and the Health and Safety Lead (HSL), who are responsible for promoting safe practice within the Group



1.6 So far as is reasonably practicable we will ensure that:

- Leaders are competent, suitably experienced and whenever appropriate, qualified to supervise the activity in question
- Activities are matched to the age, experience and abilities of the members taking part
- Sufficient planning and preparation is carried out to ensure that the activity can be completed safely
- Consideration is given to the suitability of time and location for the activity
- Adequate first aid provisions are in place
- There are sufficient registered adults (at least one of whom is Warranted) for the number of children (of either sex) expected to take part
- Contingency or back-up plans are made in advance in case of accident or unforeseen circumstances. Any equipment being used is maintained in good order and appropriate to the activity and its participants

## **2. Scope**

2.1 This policy applies to all youth sections (Beavers, Wolf Cubs, Scouts, Senior Scouts) and all adult volunteers, leaders, helpers, and visitors engaged in group activities, including the specified adventurous activities.

## **3. Health and Safety Responsibilities**

### **3.1 Group Scoutmaster (GSM)**

- Overall responsibility for group safety.
- Ensures all risk assessments are completed.
- Maintains incident logs.

### **3.2 Section Leaders:**

- Ensure safe activity planning and supervision.
- Maintain adult-to-child ratios.



### 3.3 Health & Safety Officer: [NAME]

- Supports leaders and monitors equipment.
- Organises safety reviews.

### 3.4 Appointed First Aiders:

- NAME
- NAME
- NAME

## 4. Activity Safety Standards

Activity	Guidelines
Pioneering	Use ropes and spars of adequate strength. Instruction in lashings. Helmets for large structures. Adult Supervision essential.
Fire lighting / Cooking	Controlled fire circles. Water nearby. Supervision required.
Axe, Knife, Bow Saw Work	Use in designated tool areas. Safety gear required. Whittler Award scheme.
Tree Climbing	Inspect trees. Supervision. Max 3m climb without gear.
Rock Climbing / Abseiling	Qualified instructors. Use PPE.
Sailing / Kayaking	Permitted instructors. Buoyancy aids mandatory.
Camping	Maintain equipment. Conduct site inspections and risk assessment.
Overseas Camps	Comprehensive risk assessment.

## 5. Risk Assessment

5.1 All activities must be assessed using the template and matrix provided.

5.2 Risk Assessment Template:

- Activity:
- Date:
- Location:
- Leader in Charge:
- Participants (age range):
- Hazards Identified:
- Risk Controls in Place:
- Likelihood (1–5):



- Severity (1–5):
- Residual Risk Rating:
- Reviewed by (name/date):

Template can be found in annex A to this document.

### 5.3 Risk Matrix:

Severity ↓ / Likelihood →	1 (Rare)	2 (Unlikely)	3 (Possible)	4 (Likely)	5 (Almost Certain)
1 – Minor	Low	Low	Low	Low	Medium
2 – Moderate	Low	Low	Medium	Medium	High
3 – Serious	Low	Medium	Medium	High	High
4 – Major	Medium	Medium	High	High	Extreme
5 – Fatal	High	High	High	Extreme	Extreme

Risk Levels:

- Low: Proceed with normal monitoring.
- Medium: Proceed with caution and controls.
- High: Must reduce risk before activity.
- Extreme: Do not proceed.

## 6. Incident Reporting

6.1 Report all incidents immediately to the section leader. A full report must be made within 24 hours to the GSM. Follow the steps below.

Incident Report Form:

- Name of Injured:
- Age:
- Date/Time:
- Location:
- Description:
- Action Taken:
- First Aid Administered By:
- Witnesses:
- Reported to GSM:
- Further Action Required (Y/N):
- Signature of Leader:

6.2 Form can be found in the annex B to this document.



## **7. Training of Leaders and Adult helpers**

7.1 All adult helpers and leaders are to be given induction training by the GSM prior to taking up their role as a helper or trainee leader.

7.2 Induction training is to include;

- Emergency procedures
- Risk Assessment
- Principals of Scouting
- Code of Conduct
- Accident and incident reporting procedure

7.3 Pre-Warrant training is to be given to all potential leaders prior to issue with their Warrant.

Pre-Warrant training comprises:

- Spirit: a proper understanding and acceptance of the Scout Law and the Promise and an understanding of our policy toward safeguarding children.
- Basic skills: up to and including the 4<sup>th</sup> footprint for Colony Leaders, the second star tests for Wolf Cub Leaders and up to and including the second star tests for Scout Leaders. So that they can confidently teach and test the Scouts on these requirements.
- Methods: These should be learnt by attachment to a group during a probationary period. This should include basic scouting skills but also Risk Assessment and Safeguarding training.

7.4 Every Leader should attend a Preliminary Training course (PTC), or equivalent with another recognised Scouting body, within a specified time period of gaining their warrant. Recognised qualifications are:

- B-PSA PTC
- Scout Association PTC
- WFIS PTC
- Girl Guides PTC equivalent
- Or other courses at the discretion of the Group Scoutmaster

7.5 Every Section Leader should aim to be qualified to Wood Beads Part 3. The only Wood Beads course currently recognised by The 1<sup>st</sup> Dullingham and Stetchworth Scouts is the course offered by WIFIS.



7.6 The Group Scoutmaster should have completed all relevant training courses for Leaders and Section Leaders as well as training in how to deliver specific training such as safeguarding.

7.7 The Health and Safety Lead should have completed basic Health and Safety training to at least an IOSH Managing Safely level so that they can carry out and review Risk Assessments.

7.8 Specialist training will be given to Leaders with specific roles and responsibilities such as first aiders. All leaders will be given Safeguarding training along with basic Health and Safety training.

### 8. Acknowledgement by Leaders

I have read and understood the policy. I agree to follow it and report safety concerns.

Name	Role	Signature	Date

### 9. Safety Policy Review Sheet

Date	Reviewed By	Key Changes Made	Next Review Date

