

Scouts

How we do things safely

9 July 2020

On the call

- Graeme Hamilton, Deputy UK Chief Commissioner
- Jess Kelly, National Safety Manager



This session

- Written risk assessments
- Supervision of free time
- Activity approval
- Next steps



Keeping everyone safe

- Safety is at the heart of our culture
- Having fun; and doing new and adventurous things is what we do
- Continuously review and improve our guidance to keep young people safe

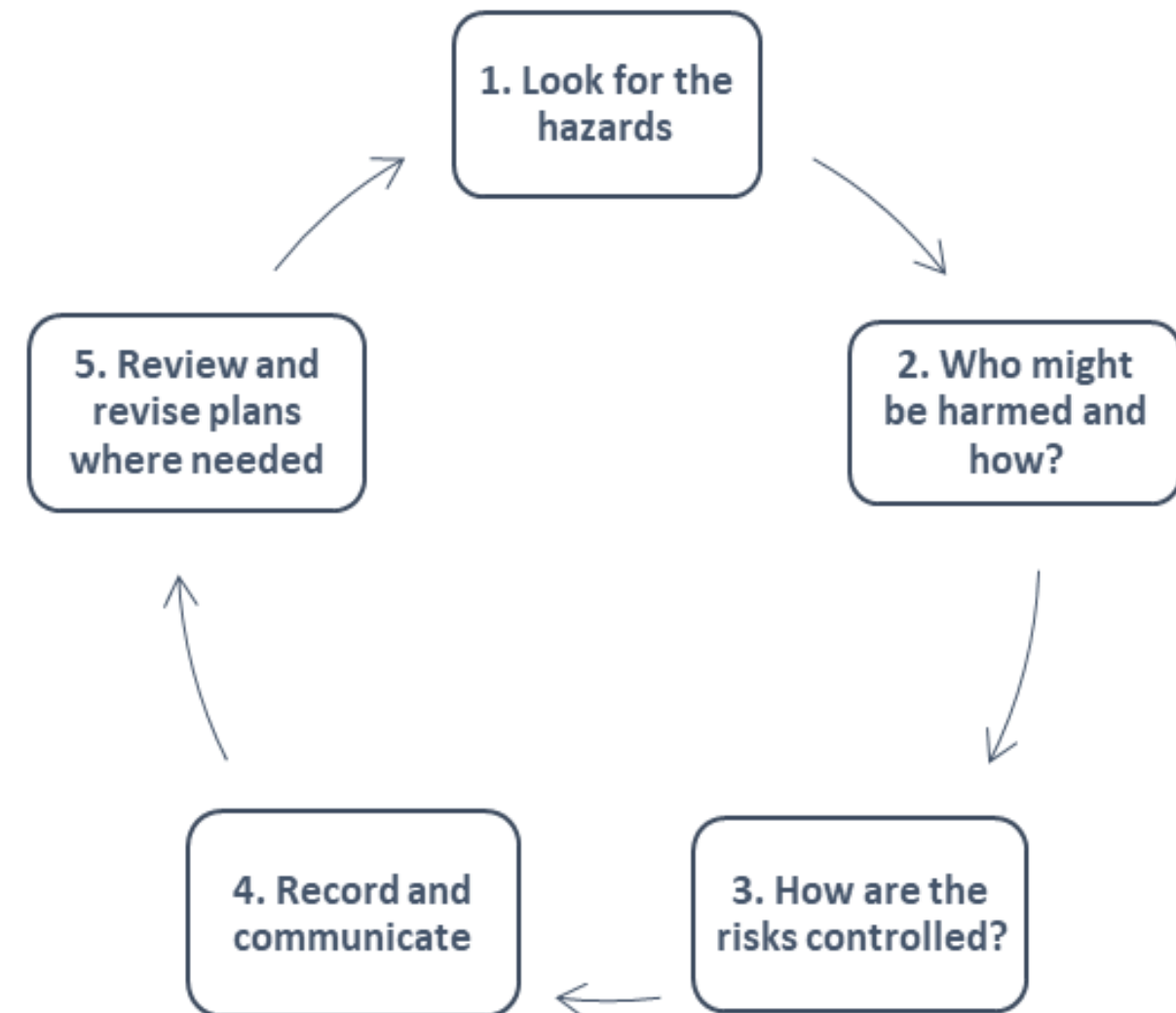
Written risk assessments

Written risk assessments

- We are great at assessing risk and adapting what we do
- We are less good at writing it down so we can share and inform others
- 35% of all incidents happen at the regular meeting place; and 26% happen during “free time” activities
- Consistent approach needed to risk assessing the weekly activities as well as the one offs e.g. annual camp

Written risk assessments

- Standard part of programme planning – quick tweaks to existing documents
- Five step approach remains unchanged:
- All activities need to be risk assessed and documented
- Choose a format that works for you



Written risk assessments - examples

Risk Assessment

Name of activity/ event/ location	Game – Bulldog	Date of risk assessment	March 2019	Name of who undertook this risk assessment	Phil Ward
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Walls Injuries to body / limbs from running into the walls	Players	Mark a line on the floor about 2 metres before wall at each end to show the SAFE zone.	Explain the safe zone to players
Chairs & Tables Trip or collision hazards	Players	Move chairs and tables out of playing area and store in committee room.	Work with PLs to organise moving at beginning
Over excitement leading to accidents	Players	Explain rules clearly at the start and leaders to monitor the mood level throughout the game.	Minimum 2 leaders – one to control the game, one to monitor the room generally.

Review due: February 2020 or following any incidents.
A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.

Written risk assessments - examples

← Hide

OSM

Summer 2020
Scouts - Friday

Change section/term/child

Members

Programme

Your Programme

Your Events

Activities

Recipes BETA

Quartermaster's Database

Camp Directory

Badges

Section Admin

Dashboard

Programme

Programme

Meetings

Badges & Tags

Risk Assessment

Download

Add Entry

Indoors

Fire

Who is at risk?

All

Controls

Ensure everyone is aware of the evacuation plan - meeting on the green opposite.

Ensure naked flames are supervised.

Leaders aware of fire extinguisher locations, and the bell.

Use appropriate mechanism to extinguish any fires (e.g. no water on oil/wax fires).

Ensure no open fires within 5m of buildings.

Review

Ensure fire extinguishers are present and serviced correctly. (Exec)

Tripping/Slipping

Who is at risk?

All

Controls

Keep building free of trip hazards in areas that people are moving

Supervise running around games to ensure members don't run into/fall on the benches, especially at the corners. If the risks increase, place a leader on the bench corners.

Ensure carpet, rugs and cables are secure.

Mop up any liquid spillages to avoid slipping.

Review

Review each session based on the weather.

Chemicals

Who is at risk?

All

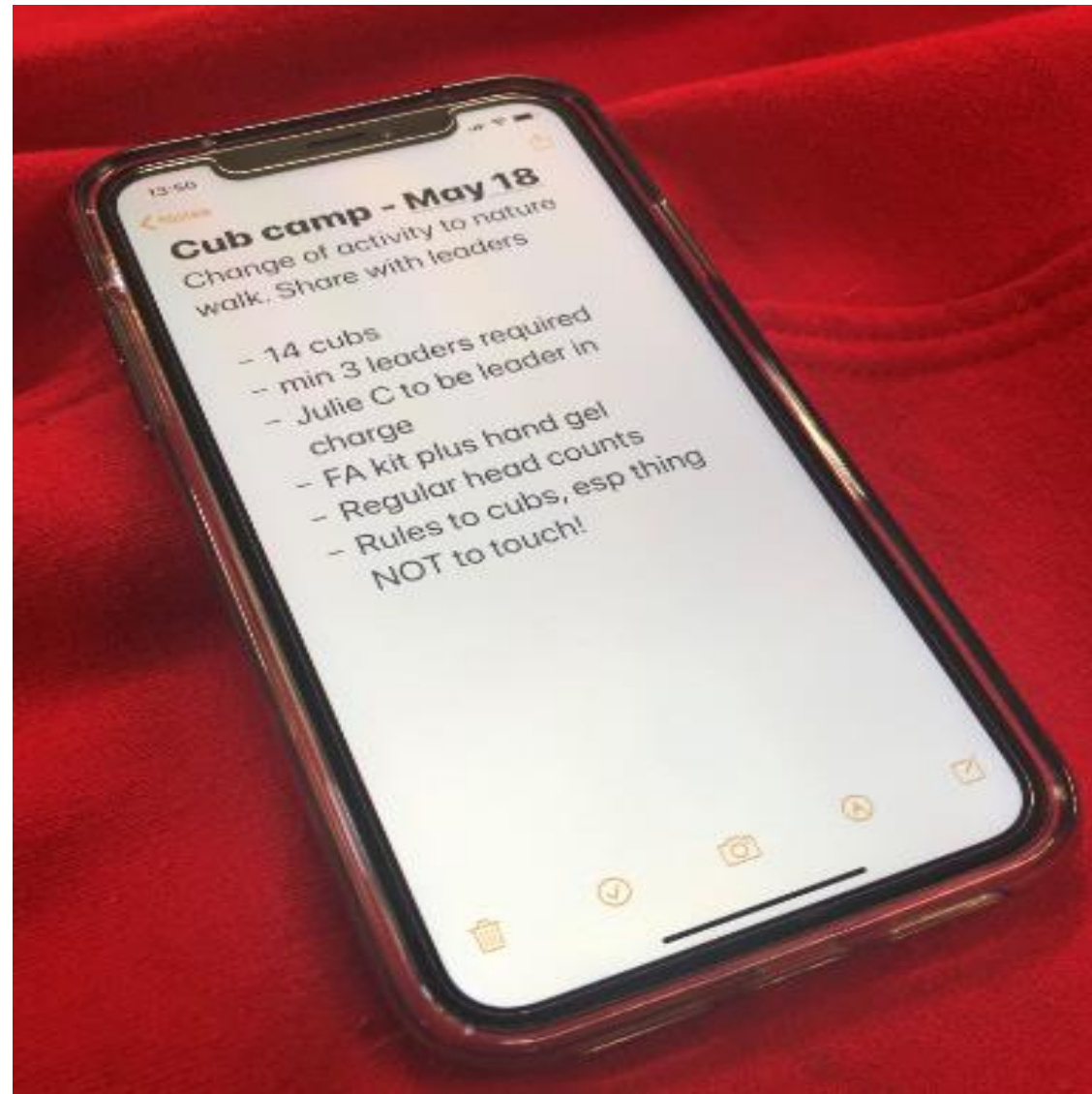
Controls

Keep all cleaning products etc locked away.

Review

When products/suppliers change.

Written risk assessments - examples



Written risk assessments - examples

TRAFFIC LIGHTS

Grill - when you run this don't forget →

- Read the rules
 - Red = STOP
 - Amber = WALK
 - Green = GO - GO - GO (probably running).
- Don't walk / run into each other.
- Remind them about sudden stopping
 - watch out for others right near you!
- Leaders need to check the hall is clear (as it can be) of things to trip on. Move any chairs or tables to one end out the way.

Written risk assessments - examples

Night Hike

	Sheep ticks – lymes disease	Young people/ workers	L	Advise group to wear long trousers / socks / avoid contact with sheep	L	Monitoring of group / training
	Burns/blisters/sprains/ insect bites	Young people / workers	M	First aid kit(s) to be carried / training	L	Ongoing training / Monitoring by staff
	Injury from wild animal	Young people / workers	L	Inform groups to stay away from animals	L	Ongoing training
	Injury from Unsafe structures	Young people / workers	L	Advise group to avoid derelict structures, ensure aware of risks of buildings collapsing	L	Staff awareness of area
	Injury from Road Traffic Accident	Young people/ worker	M	Participants reminded of road safety – care when crossing / walking on the right hand side / outside bend / use of torches etc	M	Continued training / monitoring of staff on specific roads as required
* 1)	Some groups were getting behind – closer work with them next time about pace and the setting of the route.					
* 2)	Mobile phone – One group ran the battery flat on their emergency phone. We were able to link them with another group, once realized, and noted that groups Number.					
	- next time leader team need to ensure phones are fully charged and stress the importance at the pre-hike meeting.					

Written risk assessments – standard areas to cover

- Arrival, opening and closing of a meeting, departure
- Activities done on a regular basis – these are then just tweaked each time you run one
- How you share and communicate these with young people and parents/carers
- Templates and guidance to support you
- Updated online safety training will also provide support

Written risk assessments – feedback so far

In support of written RAs

- OSM needs to be highlighted more as a risk assessment tool
- There is an appetite for further advice to protect our young people, leaders and visitors to scout hut / halls etc.
- Hard copies of the hall RA should be kept on the premises to ensure that it is available to all sections
- All activities had to be risk assessed and documenting was encouraged, this just makes it clear on expectations
- Helping young people to understand risk more is a great idea, a great skill for life, but more guidance may be needed to help people understand how to do this
- We've been doing this already so we welcome this clear guidance

Challenging written RAs

- The problem is the volume of paperwork that will be needed around written risk assessments for every meeting and activity
- I think what would be far better is for a traffic light approach to be adopted
i.e. Green could mean low risk of serious harm
- How will leaders have the skills and understanding to do this effectively
- This will feel more like work than volunteering
- Risk assessment can be a daunting topic, more examples and templates will help
- This will stop activities if we have to have our risk assessments checked and approved before we can do an activity, or change the activity at short notice.

Supervision of free time

What's changing

- Updated guidance on high risk areas during free time
members.scouts.org.uk/freetime
- Key things to consider are:
 - Free time still requires some supervision
 - Additional guidance being developed for supervision of activities to include direct, indirect and remote situations – expected in Autumn 2020

Activity approval

What's changing?

- New guidance for Commissioners launched in April 2020
members.scouts.org.uk/fs120015
 - Formalising the requirement to have an approval process in 9.1
 - Document and communicate what the local process is
- Examples of approval processes provided in the guidance

What next?

What next?

- Activity approval and Supervision of free time guidance already live
- Additional supervision guidance coming in the autumn
- Written risk assessment pre-launch check ends 26 July
- Written risk assessments required for all activities later this summer
- Transition period until December 2020 to get these in place
- Intimate care policy coming in autumn to support and protect young people who have specific care needs

Actions to take

- Read and comment on pre-launch check on written risk assessments
- Start to plan with leadership team how you will develop written risk assessments and how they will be recorded
- Prepare your leadership for reducing the risks in free time activities and remote supervision
- Plan your activities and ensure you follow your local approval process

Keeping everyone safe – other areas

- Online calls
 - Having the knowledge you need – Mon 13 July
 - Knowing where to turn if you have a concern – Wed 15 July
- Links to information on website and pre-launch checks sent out in members email this week (Tues 7 July)
- Keeping everyone safe webpages (linked from Staying safe and Safeguarding page)

Questions

**Thank you for everything
you are doing**