

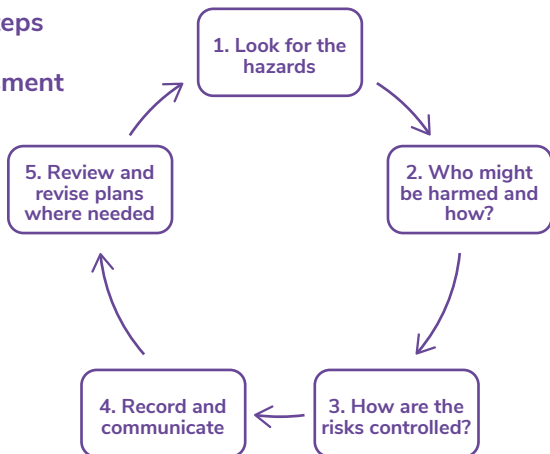
Staying safe

Safety checklist for Managers

4. Support the use of 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 (more guidance on documenting and communicating your risk assessment can be found in the risk assessment factsheet above).
5. Remember to review and revise them (dynamically if conditions or circumstances change mid-activity), especially when you consider they are no longer effective.

Five steps of risk assessment



This is aimed to help all Managers 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 ensure 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.

1. Policy

- Read the Safety Policy (POR Chapter 2) to understand your specific responsibilities within it: scouts.org.uk/safety.

2. Organising your team

- Check all adults that you manage have undertaken the relevant training for their role, including mandatory ongoing safety training.
- Ensure that all adults have a copy of the **Safe Scouting and What to do in an emergency (purple card)**.
- Make sure you undertake your responsibilities within the appointment process fully – including explaining the Safety Policy to new adults.
- Make sure leaders are using the **Safety Checklist for Leaders**.
- Assist leaders in understanding how to create, share and use risk assessments (see factsheet **Activities - Risk Assessment FS120000**).
- Make sure leaders understand **how** and **when** to record and report incidents, accidents and near misses. Information is contained within the purple card.
- Make sure all activities operate under an agreed **leader in charge**.
- Make sure that specific cover is put in place where a line manager post is vacant.

3. Putting safety on the agenda

- Review what Safe Scouting looks like in your area.
- Meet and consult regularly with your team about risk assessments, accidents and near misses, and other safety advice.
- Make safety an agenda item at all meetings and ensure all relevant safety information is communicated effectively.
- Make sure all incidents, accidents and near misses have been properly recorded and reported. More info at scouts.org.uk/safety.
- Ensure a positive culture exists to enable adults and young people to express their safety concerns.
- Discuss safety in appointment reviews.
- Lead by example - if you identify or are notified of hazards and risks, be seen to address the issues.
- Make sure suitable supervision plans are in place - including free time and unstructured activities.
- Discuss near miss incidents. It's a great way to learn from each other and ensure that your programme and meeting place become even safer.