Think Safety

GREATER MANCHESTER
NORTH
COUNTY SCOUT COUNCIL

THINK SAFETY

The Safety Policy of The Scout Association

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.

It can therefor be clearly seen that safety is the responsibility of us all. The information contained in "THINK SAFETY" is to assist all members of the Scout Association to operate in a safe environment. The information contained here should be used in conjunction with other safety advice, Scout Association factsheets, and POR.

Safety awareness is essentially common sense and a risk assessment is just a structured approach. It is recommended and good practice that copies of risk assessments are kept with other records and are updated as required. All activities involve risk, but with good training, proper equipment and responsible leadership, these risks can be minimised to provide adventure and fun for all Members of the Movement.

Please make use of the following information; if you can provide any further guidance or advice that we could include please let us know.

Safety is a State of Mind - Not a Set of Circumstances

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SAFETY ISSUES FOR THE SCOUT COUNTY TO CONSIDER

The County Commissioner has the responsibility of stressing to all the leadership where divisions of responsibility lie in relation to all activities and ensuring that all the processes relating to events, activities and the reporting of incidents are clearly understood.

The County Executive in its role of supporting the County Commissioner and providing guidance to Scout Districts will take account of all issues relating to the safe conduct and operation of Scouting within the County. It has a clear intention of promoting "THINK SAFETY" at Group and District levels.

The County Executive will:

- Establish a series of prime aims in relation to Health and Safety. It will address these during the year and will both appraise and report on these annually.
  For example:
    - To develop a culture of concern for all Safety matters.
    - To heighten Safety awareness throughout the County.
    - Ensuring that the carrying out of risk assessments becomes common practice.
    - Increasing knowledge of all Safety issues.
    - Establish controls and checks
- Take advantage of the opportunity to designate a position of County Safety Advisor with a specific brief of promoting all matters relating to Health and Safety and becoming a reference point within the County. It is thought that the position could be filled from existing County posts or by the process of co-option.
- Establish the remit of this post on an annual basis, this could reasonably include the establishment of a resource to house relative Safety materials.
- Provide a platform on which to debate and discuss Safety issues with all those serving the interests of Scouting.
- Provide appropriate Safety training courses or seminars, or ensure that provision has been made within Districts or other agencies.
- Have a clear intent that all County training courses will included appropriate Safety topics.
- Take opportunities to form liaisons with other voluntary organisations and agencies at National and Local levels with the objective of establishing a common interest in Safety matters.
- Consider all the safety issues that relate to Scout Headquarters.
- Ensure compliance with all the appropriate safety considerations when organising a County activity or training course.

SAFETY ISSUES FOR THE SCOUT DISTRICT TO CONSIDER

The District Commissioner has the responsibility of stressing to all the leadership where divisions of responsibility lie in relation to all activities and making clear the processes of obtaining permission for events and the reporting of incidents.

The District Executive in its role of supporting the District Commissioner and providing guidance for Scout Groups is required to take account of all issues relating to the safe conduct and operation of groups within its District.

The District Executive should:

- Establish a series of stated prime aims in relation to Health and Safety, which it intends to address during the year. It should appraise these annually.
  For example:
    - Develop a culture of concern for all Safety matters.
    - Heighten Safety awareness throughout the District.
    - Ensure that the carrying out of risk assessments becomes common practice in all groups.
    - Increase the knowledge of Safety issues.
- Consider taking advantage of POR (rule 9 Cvi) by appointing a District Advisor with a specific brief of dealing with all matters relating to Safety and becoming a reference point.
- Establish a resource to house relative Safety materials.
- Recommend that at least one District Executive member visits each Group HQ (not their own) at least once every two years, to support Safety procedures.
- Provide a platform on which to debate and discuss Safety issues with all those working with and supporting Scout Groups.
- With assistance of the County Executive make provision for appropriate training courses or seminars.
- Make opportunities to form liaisons with other voluntary organisations with the objective of establishing a common interest in Safety.
- Consider all the safety issues that relate to Scout Headquarters.
- Ensure compliance with all the appropriate safety considerations when organising a District activity or training course.

SAFETY WITHIN THE SCOUT GROUP

This information has been designed as an aid to assessing and reducing risks within your Scout Group, both at your headquarters and on outside activities.

The general perception has been that, as the Scout Group has no paid employees then the Health & Safety at Work Act 1974 does not apply. Certain parts of the HASAWA do however apply to volunteers and other members of the public on Scout premises.

The purpose of this document is not meant as an instruction manual but as an aide memoir for Groups to ensure they have done everything "so far as is reasonably practicable" with regards to safety.

Responsibility

It is essential that the Group Executive consider electing a single person to accept responsibility for Safety within the Group. The Executive should ensure that all leaders and helpers are made aware of their responsibilities.

- Do you have a clear commitment to Safety?
- Do you have written guidelines for all leaders and users?
- Do you have a Safety Statement?

Premises

- What First Aid facilities do you have?
- Have you carried out a risk assessment on your building, or the building you use?
- Do you have written guidelines for use of these buildings?
- Are these guidelines made available to outside bodies using your premises?
- What controls do you have to ensure the premises are used as per the guidelines?
- Do you keep a record of the use and maintenance of the building?
- How often are your premises checked against your guidelines?
- Do you have Fire Fighting equipment and a Fire Strategy in the event of a Fire?
- Is the Fire Fighting equipment checked and inspected on a regular basis?
- Are Fire Escapes unobstructed and clearly signed?
- Do you hold Fire Drills for all members?

Games

- Is the game suitable for the participants?
- Is the game suitable for the premises?
- Have you carried out a risk assessment regarding potential hazards to be encountered during the game?
- Are there enough leaders or helpers to ensure the game is run safely?
- Is a safety briefing required prior to starting the game?

Equipment

- Is all your equipment stored safely and correctly?
- Do you have a system of recording the use and maintenance of equipment?
- How often is equipment inspected?
- Is faulty equipment clearly identified?
- Do you have a policy for equipment retirement?

Storage

- Do you have adequate storage facilities for your equipment?
- Is it suitable for the type of equipment being stored?
- Is the equipment secure from unauthorised and incorrect usage?
- Can the equipment be taken out and returned in a safe manner both for the equipment and the user?
- Are records kept of all equipment in storage?
- Do some items require special storage? e.g. Food, Gas etc.

Safety Training

- Do all the leaders and helpers know and understand the Safety Statement?
- What training do the leaders and helpers receive?
- How often is the training updated?
- Do you check the competency of your leaders?
- Are records kept of training and levels of competency?
- Is First Aid assistance available at all times the premises is occupied?
- Do you have an Accident Book and use it?
- Do you have an established procedure to use in the event of an accident?

Lifting

- Has a risk assessment been carried out for loading and unloading equipment?
- Is the equipment stored in such a way as to reduce unnecessary lifting?
- Is access to the storage area suitable and unrestricted?
- Is training in lifting and loading of equipment required?

Outside Activities and Transport

- What controls do you have to ensure that activities comply with Scouting guidelines?
- Are you operating within your authorisation?
- Is the activity suitable for the participants?
- Have you made Home Contact arrangements?
- Is the transport adequate for the numbers on the activity?
- Are seatbelts available for all members of the party?
- If parents and helpers are providing transport, have you carried out the necessary checks on both participants and vehicles?
- Are all parties aware of the risks and responsibilities in the Child Protection Act?
- Have you consulted all documents that deal with outside activities in more detail?

ORGANISING ACTIVITIES WITH SAFETY

Planning

- Have you checked the Activity Rules, Chapter 10 of Policy, Organisation and Rules?
- Have you checked the Factsheets for the activity you are planning?
- Does your Group Scout Leader, District Commissioner or Assistant District Commissioner know what you have planned?
- Have you checked all equipment?
- Do you need to visit the activity location prior to the activity?

Equipment

- Do you have a system for recording the use and maintenance of equipment?
- How often is equipment inspected?
- How is faulty equipment quarantined?
- Do you have a policy for equipment retirement?
- Is all of your equipment stored safely and correctly?

Activity

- Are you operating within your authorisation?
- If you will be using other instructors are they suitably authorised?
- If you will be using an activity centre are their instructors accredited?
- If you will be using an activity centre does it need or have an AALA License?

People

- Is the activity suitable for the participants?
- Will every participant receive a safety briefing?
- Will you make sure that equipment used is the correct size and is correctly fastened?
- Does the activity require that the participants receive prior training?

Emergency

- Do you have an emergency plan to cover all foreseeable incidents?
- How will you be aware of the effect of changing weather conditions on the activity?
- Will you seek local advice?
- Do you have a First Aid Kit and a qualified First Aider?
- Have you made Home Contact arrangements?

SAFETY AT CAMP SITES

Management

- Do you have a clear commitment to Health and Safety?
- Do you have written guidelines for all staff and users?
- Does the site have a named Safety Officer with a clearly defined responsibility?
- Do you have a clearly defined line of communication from Management Committee to Site User?

Health and Safety

- Do you have a Safety Statement?
- What controls do you have to achieve the Safety Statement?
- What First Aid facilities do you have?
- Do you have an emergency plan to cover all foreseeable major incidents?

Staff

- Does all staff know and understand the Safety Statement?
- What training does the staff receive?
- How often is the training updated?
- How do you check the competence of your staff?
- Do you have a First Aider on duty at all times?

Equipment

- Do you have a system for recording the use and maintenance of equipment?
- How often is equipment inspected?
- How is faulty equipment clearly identified?
- Do you have a policy for equipment retirement?
- Is all of your equipment stored safely and correctly?
- How is equipment identified that should only be used under supervision?

Buildings

- Do you regularly carry out Risk Assessment on all your buildings?
- Do you have written guidelines for the use of each building?
- What controls do you have to ensure that buildings are only used as your guidelines?
- Do you have a system for recording the use and maintenance of buildings?
- How often are buildings checked?
- Do you have Fire Fighting equipment in each building?
- Is the Fire Fighting equipment regularly checked and inspected?
- Are Emergency Exits clearly signed and clear of obstructions?
- Do you carry out regular Fire Drills?

Site

- Do you regularly carry out Risk Assessment on your site?
- Do you have a system for recording the use and maintenance of your site?
- Do you have Fire Fighting equipment?
- Is the Fire Fighting equipment regularly checked and inspected?
- Is site access and exit clearly defined?
- Do you have a safety policy for all vehicles entering the site?

Site Users

- Does every user have clear safety guidelines?
- What controls do you have to ensure that users comply with your guidelines?
- Do you encourage reconnaissance visits for first time users?
- What do you do to ensure the safety of special needs groups or individuals?
- Do you have sufficient insurance cover for all staff and visitors?

Activities

- What controls do you have to ensure that activities comply with Scouting guidelines?
- If you provide instructors how do you check their competence?
- Is all your activity equipment controlled as above for other equipment?

Guidelines For Risk Assessment For Scout Premises

Scout Information Centre

0845 300 1818

Legal basis

The Health & Safety at Work etc. Act 1974 (HASAWA) applies to all people employed at work as does the Management of Health & Safety at Work Regulations 1992 which identifies Risk Assessment as being a valuable tool in decreasing the chance of an injury or ill health occurring.

So the perception could be that since a Scout Group does not normally have any paid employees this legislation does not apply. Certain parts of the HASAWA do however apply to volunteers and other members of the public on Scout premises.

It may happen that the Group has hired someone on a regular basis for example to clean the premises. In these cases if the Group has not hired that person as an employee but as a contractor for service the full implications of the HASAWA will not come into play. In case of doubt seek legal advice.

Additionally everyone in England and Wales owes a common law duty of care not to cause injury to another person or to damage another's property. For the cleaner mentioned in the previous paragraph this means the Scout Group telling them the potential hazards of the place being cleaned and the cleaner telling them how they are going to do the job and any hazards they may be introducing in the form of chemicals or equipment.

It would be hard to justify however having lower standards of health, safety and welfare for volunteers compared to paid staff simply because the law does not demand it. In any event complying with the regulations so far as is reasonably practicable will go a long way to ensuring that if an injury is sustained a Scout Group can defend itself against any action for compensation or criminal prosecution.

The term 'so far as is reasonably practicable' recurs throughout health and safety legislation. In broad terms this involves balancing the degree of risk or its potential seriousness against the money, time or trouble in minimising the risk. In other words, if the risk or likelihood of injury or harm is insignificant and it would be very expensive to take precautions, such measures are likely to be deemed not reasonably practicable. A possible example of this criteria could be the cost of putting in measures to ensure that no one ever experiences paper cuts to their fingers.

Adoption of a risk assessment approach for items connected with a Scout premises or its activities are good practice to ensure that conditions are safe.

Scenario

The next sections go through a risk assessment approach for a Scout Group that has the following:-

a) a headquarter's building with a meeting hall, storage, kitchens, toilet facilities

b) stores liquefied petroleum gas (LPG) cylinders

c) has a minibus/transport

d) some associated land

e) besides Scout activities it could be let out to playgroups, subject to appropriate planning and landlord consents being obtained, used for jumble sales, bingo evenings or discos. In the case of a disco the affect of noise pollution on one's neighbours must be considered.

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Website www.scoutbase.org.uk **Direct: 0208 498 5400 Local rate call: 0845 300 1818** Fax: 0208 498 5407

How to do the risk assessment

Risk assessments are a proactive approach to lessen the chance of an untoward event ever happening and is used to identify possible problems and situations that could cause harm. It identifies things or activities which could cause harm (hazards) and evaluates the associated risk which is a combination of the likelihood of the hazard being realised and the severity of its outcome. Armed with this information decisions can be made on how the risk is to be controlled.

Safety awareness is essentially common sense and a risk assessment is just a structured approach to something that in everyday life one does automatically e.g. checking the car is not in gear before starting the engine, locking the doors and closing the windows before leaving the house, looking before you cross the road etc.

It is recommended that the findings of the risk assessment are written down (see Appendix 2 for a typical form layout) unless it is so simple that it can easily be repeated. If any item in the Risk Assessment changes the process must be repeated. In any case before using an existing Risk Assessment it must be reviewed to ensure that there are no new hazards and that the present controls are adequate.

Recording of Risk Assessments

It is recommended and good practice to ensure that copies of the risk assessments are kept e.g. held with other Group records and the place of use so that they can be readily updated as necessary.

Hazard Identification

This is simply an acknowledgement of everything that has the potential to cause harm to people, property or the environment.

Consideration for the weather, of the surrounding environment, for the activities or things going on nearby, the time of the year or day forms part of the hazard identification process. This is because they may be hazards in their own right or affect the likelihood of another hazard being activated. For example, canoeing on a sunny summer's day as opposed to doing it in winter or at night.

Risk evaluation

Once the hazards have been identified the risks associated with each hazard must be evaluated. This must take into account the likelihood of exposure to the hazard and the severity of the outcome e.g. how many people could be affected or the cost in monetary and time terms of it.

Determination of control measures

The purpose of the risk assessment is to identify the control measures needed to eliminate the risk entirely or to reduce it to an acceptable level. Possible control measures may include training, doing it in a different way or not doing it at all, using warning signs to indicate a hazard or the use of protective clothing.

Checklists

The checklists that follow are not exhaustive but list possible hazards, some of their associated risks and suggestions for appropriate control measures. In some cases they draw on incidents reported to the Scout Insurance department in Lancing. Every Scout premises will be different but the only way to discover your hazards is to go and have a look. A physical inspection is required so that all the hazards and their associated risks are identified and appropriate control measures adopted and put into place.

Appendices

Appendix 1:- Other sources of information that may be of use.

Appendix 2:- Possible layout for Risk Assessment form

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Hazard	Risk	Possible Control Measures
Building construction:-		
Fragile roof	Falling through it	No ready means of access. Warning signs e.g.“Danger Fragile roof Use crawling boards”
Asbestos roof	Falling through it, also if demolished or damaged could give rise to asbestos dust - health & environmental risk.	Before repairing it, replacing it, drilling it seek advice of local environment officer.
Blocked drainpipes, gutters, drains	Makes ground slippery, slip if freezes	Regular inspection, cleaning out.
Windows	Broken glass, forced entry	Consider using wire mesh or ‘Makrolon’ sheet to lessen risk of breakage by vandalism, locks.
Not maintained	Deterioration in fabric, loss of facility	Arrangements for maintaining
Upgrading of facilities - eg new heating system, internal modifications	Insurance cover not adjusted, allowance for preventative maintenance not made	Increase insurance cover, planned maintenance schedule.
Internal window sills	At ‘head height’ for Cubs and Beavers and they can run/walk into them causing injury.	Chisel them off flush to wall or pad them to lessen injury.
Services:-		
Gas supply	Explosion, fire, asphyxiation	Use *HSE approved gas fitter (CORGI registered) for work on fittings/appliances. Isolation valve turned off on vacating premises. Preventative maintenance.
Water	Leaks, burst pipes	Lag pipes, regular checks, consider draining system if appropriate in winter.
Sewer and waste water pipes	Leaks, blockage, health hazard	Training in correct use, regular inspection
Central heating boilers/hot water system	Malfunction, release of flue gases to building interior, loss of use	Regular maintenance by competent persons. Install carbon monoxide alarm.
Electricity -overloaded sockets, trailing leads, damaged leads or plugs.	Electrocution, fire, tripping	Check leads, plugs, equipment regularly. If anything substandard, remove from use & employ competent person for repair. Unplug equipment & isolate supply on leaving building.

* HSE Health & Safety Executive. CORGI Council for Registered Gas Installers

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Hazard	Risk	Possible Control Measures
Access/exit routes (internal & external):- Obstructed, unlit, in poor repair, uneven, locked "fire exits"	Trips, confusion possible loss of life or injury in emergency	Keep clear, maintain, ensure fire exits are accessible at all times and nothing blocks fire exit door on outside. Fire exit signed. Practice fire drill regularly.
Combustible material:- Curtains, furniture, rubbish or anything that could be fuel in a fire	Injury, damage, loss of facility	Adequate insurance Smoking policy, arrangements for removal of rubbish, check building before vacating.
Smoking	Fire risk. Possible ill-health effects from passive smoking, image of movement, affect on people with e.g. asthma	Implement a "No Smoking" policy
Storeroom:-		
Paint, decorative finishes, wood preservatives type products	Fire risk, health effects, pollution	Store minimum amounts of flammables in metal cabinet away from sources of ignition. Consider using water based ones. Read label before use, need Risk assessment for painting. Use in well ventilated area. Do not dispose of old paint/solvent washings of brushes etc. down drain or into watercourses.
Equipment e.g. dirty cooking equipment	Health risk, attract vermin	Inspect before storing
Tents, tent pegs, canvas items stored wet	Mildew, rot	Dry before storage, wetproofing regime
Access equipment e.g. ladders not fit for purpose i.e. damaged, warped	Break rung in use leading to fall	Need risk assessment for use of ladders/access equipment coupled with regular inspection of ladders etc.

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Hazard	Risk	Possible Control Measures
Gas cylinders:-		
Liquefied petroleum gas, butane/propane and associated appliances	Fire risk from leaks, vapour heavier than air so can collect in “pits” or near floor, wrong cylinder in wrong appliance, rubber hoses in poor condition.	Training, check before use. No flames, no smoking, have good ventilation when changing cylinders. Store spare cylinders securely outside on area free of combustible material but not below ground level, away from drains & keep upright.
Toilets, washing facilities, showers:-		
Unclean, legionnella organism in water supply	Health risk	Regular inspection & cleaning regime including descaling and disinfection of shower heads. Maintain supply of soap, toilet paper, drying facilities.
Toilet cleaners, chemical cleaners. Could be corrosive, irritant	Mixing of incompatitble ones could release toxic fumes with associated health risk May cause burns, irritate skin, splash into eye/face	*COSHH risk assessment required & applies to all chemicals at facility. Secure storage of any dangerous substances. Training, read labels.
Hot water	Scalding	Adjust thermostat, warning notices
Fire by Arson	Damage, loss of facility	Adequate insurance. Fences, locked gates in good repair, good housekeeping. Consider installation of ‘security lighting’
Asbestos Fire Blankets	Release of asbestos fibres to environment & health hazard	Dispose of asbestos blanket via a licensed waste disposal company not with domestic waste. Contact regional Environment Agency office for advice. Replace with glassfibre blanket.
Tables & Chairs Inappropriately stacked for storage, obstructing floor area, corridors or exit routes.	People or children can collide/slide into them or trip causing injury.	Store away from activity area or secure them and put padding round them to lessen risk of injury from sharp edges or feet of stacked chairs

* COSHH. Control Of Substances Hazardous To Health Regulations

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Hazard	Risk	Possible Control Measures
Kitchen:-		
Knifes, electric kettles,fridges, spills of food or water. Poor housekeeping.	Cuts, risk of fire. Vermin being attracted by food, slip hazard from spills, risk of food poisoning	Training. Regular defrosting of fridges, food segregation, keep food in sealed containers, regular removal of unwanted/out of date food items. Check electrical equipment regularly. Clean up spills promptly. Fire blanket. Consider banning deep fat fryers.Consider installing smoke detector alarm.
Breakages of glasses, crockery	Risk of cuts on clearing up and to subsequent handler of 'rubbish bag'	Wear protective clothing, separately wrap before disposal so sharp edges do not pierce bag and cause injury.
Drinking water not labelled (anywhere in premises)	Health risk	Label as appropriate also label water supply unsuitable to drink
Surrounding land:- Grass, rubbish, uneven ground	Long grass promotes risk of fire, injuries from slipping, tripping	Regular grasscutting & maintenance, housekeeping
Minibus/transport vehicles:- Inexperienced driver, inadequate insurance, not maintained, overloading, excessive driving hours	Breakdown, accident causing damage, risk of injury	Training, policy governing use, maintenance, who may drive. Appropriate insurance cover
Manual Handling: e.g. moving furniture, pieces of equipment, lifting rucksacks/kitbags	Risk of injury, permanent disability	Training, be aware of people with existing medical problems, use mechanical aids e.g. trollies. Do a Manual Handling Assessment.
Vandalism & Theft	Damage, loss of facilities	Contact local Police Crime Prevention Officer for advice. Security lighting, regular checks, secure fencing.

* COSHH Control of Substances Hazardous to Health Regulations

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Other Items

Asbestos Disposal

Just to further clarify what is in the table. The greatest health risk from asbestos is from inhalation of the fibres. If the material such as a roofing sheet is undamaged there is little risk of fibres being released but there is a greater risk if one drills a hole or cuts it or it has been damaged in some way.

One way to minimise the release of dust is to wet down the area before starting work and to wear a dust mask, eye protection and a protective overall. Asbestos for disposal is recommended to be bagged up in double polythene liners which are then sealed. It should be disposed of to an authorised waste disposal site licensed to handle asbestos and not form part of any domestic waste. Details of such sites may be obtained from the local regional office of the Environment Agency.

Integration of Special Needs Scouts/Others

The policy of the Scout Association is to integrate these people into the movement and grants are available to part fund the cost of adapting or providing suitable facilities e.g. access ramps.

Food Safety Act 1990

This could be a matter of concern especially if food is prepared on Scout premises and sold. It does not apply to food prepared at home then brought to the Scout premises for sale. Strictly speaking food prepared on barbecues and the like at Scout premises and sold would fall under the stringent requirements of the Food Safety Act and associated Food Hygiene legislation but the enforcement authorities currently seem to be taking a relaxed view in this respect as long as it is not a regular occurrence.

Basically food and drink matters should be dealt with as one would at home, wash your hands before handling it, store food correctly, cook it thoroughly etc. etc.

Alcohol

An alcohol policy must be determined and implemented. It may be forbidden to sell it by the terms of the title deeds. If alcohol, even home-made beers and wines is to be sold on Scout premises it is an offence not to obtain a licence.

Fire Certificate

These are only required by premises which are like hostels or hotels where paying guests sleep overnight. In this case the premises needs to be registered with the local Environmental Health Office of the borough or council and the onus is on the occupier of the premises to notify them.

If one or more people are employed there i.e. use the premises as a workplace and are paid by the Scout organisation it is recommended that the Environmental Health Office is again contacted as to whether the premises needs to be registered.

It may be that the premises have already been inspected by the environmental health office/fire authority and been issued with a fire certificate under the Fire Precautions Act 1971. This should be no problem with buildings that have been built with full Planning and Building consent.

The fire authority may say that the building has a low fire risk e.g. no flammables were stored there and therefore does not require a fire certificate but in all cases with or without a fire certificate a Risk Assessment approach is still required to identify the hazards arising from fire and the precautions required. In cases of doubt or for advice it is recommended that your local authority or local fire brigade headquarters is approached.

For premises with a fire certificate any structural alterations or changes in use must be notified in advance to the fire authority since it may affect the requirements of the fire certificate. A copy of the fire certificate must be kept on the premises.

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Employers' Liability Insurance

If the Scout premises employs anyone they are required to insure against bodily injury or disease sustained by their employees. It is an offence not to display the certificate of insurance at the premises.

Use of facilities by children's playgroup

If the headquarters is to be used by children under eight years of age the playgroup will be responsible for the registration but the premises will have to be checked by the local authority social services department before the initial registration and on a least a yearly basis afterwards.

Public Liability Insurance

This covers liability to third parties in respect of injury, illness, accidental loss or damage to property. The Scout Association publishes a legal liability policy.

Occupiers' Liability Acts 1957 & 1984

The occupier of premises owes a 'common duty of care' to their visitors which includes trespassers. A 'common duty of care' means to take such care as is reasonable in the circumstance a bit like a risk assessment and the Act gives some guidance as to what is reasonable.

As an example the occupier must be prepared for children to be less careful than adults so a bush with poisonous berries like yew may have to be fenced off, the berries removed or remove the bush completely.

In order to minimise the risk of claims for personal injuries any anti-trespasser measures must be obvious and not be concealed. So if barbed wire on a fence was selected as a deterrent it must be visible to potential intruder. Any local planning restrictions on the height of the fence should be followed.

Public Entertainment & Gaming Licences

These arrangements have been streamlined recently for community premises catering for a maximum of 300 persons and it is recommended that the advice of your local authority is sought if the premises are to be used for public entertainment, theatre or cinema performances.

There are various provisions relating to fundraising activities such as bingo and horserace nights and this is a complex area and again it is recommended that your local authority is approached for advice initially.

Copyright Law

Under copyright law it is generally an infringement of any copyright in literary, dramatic, and musical works, sound recordings, films (including videos) and broadcasts to perform, show or play the copyright work in public without the authorisation of the copyright owner. Most owners will authorise public performance in exchange for a royalty payment.

Injuries & Incidents

All injuries and incidents must be recorded and the Scout Association's Insurance Department at Lancing informed of the details as soon as possible.

An investigation must be held as soon as possible to identify the underlying cause of the accident followed by updating of the risk assessment if necessary with a note of why the revision was required.

In any accident investigation process the pertinent question to ask is 'what could have happened'. Do not assume that the outcome would be exactly the same the next time.

First Aid

An adequate first aid box, together with an accident/incident book is recommended to be kept on the premises and a trained first aider available when the premises are in use.

Reporting of defects

Anybody be it a volunteer, member of the public or paid employee has a duty to tell the person in charge of any defect or something that is unsafe so that appropriate action can be taken.

The Scout Association, Information Centre, Gilwell Park, Bury Road, Chingford, London E4 7QW.
Email: info.centre@scout.org.uk **Direct: 0208 498 5400 Local rate call: 0845 300 1818** Fax: 0208 498 5407
Website www.scoutbase.org.uk

Emergency Checklist

It is suggested that a written checklist list of what to do in a emergency if a burst water pipe occurs is prepared and is readily available to deal with this and similar emergencies. A kind of risk assessment in its own right.

Bouncing Castles

If you hold an event involving these make sure they are securely tethered and cannot blow away, the activity is supervised, people of a similar age only use it at one time, shoes, spectacles, jewellery, necklaces are removed, advise users not to eat,drink or chew gum when bouncing. See Appendix 1.

Second hand Equipment

Beware of this. The two incidents below indicate what can go wrong:

a) Petrol pressure lantern

A Scout group acquired a petrol driven pressure lantern, as opposed to one using paraffin or gas as the fuel, from items supplied for a jumble sale. Later, this was used at camp but because it had not been properly maintained incomplete combustion was occurring and poisonous carbon monoxide gas was being released. The first realisation that the lamp was faulty was when an unconscious Scout was found inside a tent.

b) Second hand furniture

A Scout group held a jumble sale and retained a donated sofa for their own use. Later on whilst somebody was 'bouncing' on it a metal spring broke, came through the fabric and caused a puncture injury.

Pushbar Fire Exit doors

There have been cases reported of access being gained by this route. The method involves striking the closed door on the outside which causes the pushbar to drop thus releasing the door. To minimise the risk of this happening an elastic 'bungee' rope or similar is attached to the bar and attached so that it holds the bar in the 'up' position.

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Appendices

Appendix 1

Sources of further information

1. Food Safety booklet, The Scout Association obtainable from Insurance Department, Lancing. Tel 01903-755352

2. Licensing Your Community Building - A Short Guide published by Home Office Communication Directorate 1995. Obtainable from Home Office, A Division, 50 Queen Anne's Gate, London SW1H 9AT. Tel: 0171-273-3000

3. The Liquefied Petroleum Gas Industry Technical Association, Pavillion 16, Headlands Business Park, Salisbury Road, Ringwood, Hants, BH24 3PB. Tel: 01425 461612

4. Policy & Resources: Special Needs, Programme & Training Dept., The Scout Association, Gilwell Park, Chingford, London E4 7QW. Tel: 0181-524-5246

5. Asbestos Removal Contractors Association (ARCA), Friars House, 6 Parkway, Chelmsford, Essex CM2 0NF. Tel: 01245 259744

6. Environment Agency (Head Office), Rio House, Waterside Drive, Aztec West, Almondsbury, Bristol BS12 4UD. Tel: 01454-624400 General Enquiries: 0645-333111.

7. Health & Safety Executive (HMSO Books) Guidance Note PM76 for Bouncy Castles (free) from HSE Books Tel: 01787-881165. **Note** (July 1999) to be shortly replaced by HSE Information Sheet on 'Inflatables'. This will cost £2.50.

8. HSE Infoline (free) 0541-545500.

9. Managing your Community Building ISBN 0 900787 15 5 published by Community Matters, 8/9 Upper Street, London N1 0PQ. Tel: 0171-2260189

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Appendix 2

Possible Layout of Risk Assessment Form

Date: Assessed by (please print): Signature

Location: Assessment No.

Task Review Date:

Activity	Hazards	People affected	Environment affected	Control Measures	Comments

People affected: This could be the person doing the job and/or other people nearby.

Environment affected: This could be because for example the activity is noisy or it could physically damage or cause pollution e.g. if waste car oil was disposed of down a drain.

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