



SAFETY POLICY

AND CODE OF PRACTICE

1. GENERAL

- 1.1 This code is intended to give guidance to those involved in scouting on the minimum standards required to satisfy the safety policy of the Market Harborough District Scout Council.
- 1.2 Scouting by its very nature involves a certain amount of risk. It is essential therefore that such risks are recognised and duly accounted for. The aim of this code of practice is to assist in the recognition of and accounting for those risks, and whilst much of what follows may seem a statement of the obvious it is often the obvious that needs stating the most.
- 1.3 To be concise only the principal items requiring attention under each clause of the policy have been covered. It should be understood that the guidance here given is not exhaustive and that every circumstance needs to be assessed on its' own merits with the policy being applied accordingly.
- 1.4 Formal risk assessment and paperwork may not be essential to ensure that adequate standards of health and safety are maintained but they are invaluable should questions be asked in the event of a mishap.
- 1.5 **REMEMBER** Health and safety in scouting can be assured with a certain amount of knowledge and a lot of common sense.

2. ACTIVITIES

- 2.1 *All activities are to be conducted in a safe manner without undue risk to the participants.*
- 2.2 Any activity is to be supervised by persons suitably qualified and experienced in that activity and is to be carried out in accordance with the relevant clauses of the Scout Association Policy Organisation And Rules.
- 2.3 It is inevitable that from time to time accidents will occur. It is essential in the event of such occurrences that the appropriate procedures are followed to protect the health of the victim(s).
- 2.4 Any accident resulting in injury, however small, must be recorded in the appropriate register. Anything other than minor injuries must be reported to the Health and Safety Executive using the appropriate form (see leaflet MISC310 rev.1, a copy of which has been supplied to each group).

3. EQUIPMENT AND BUILDINGS

- 3.1 *Buildings and equipment are to be maintained and used in such a way as to ensure the protection of the health and safety of the users.*

Fire

- 3.2 Escape doors are to be readily openable at all times when the building is in use, are to be clearly marked and are to be maintained clear of obstruction both internally and externally.
- 3.3 Any item of high fire risk should be stored well away from any escape route, both internally and externally.
- 3.4 Fire resisting doors should not to be propped open.
- 3.5 Emergency lighting and where relevant fire alarms are to be maintained in a good working condition and should be regularly checked.
- 3.6 Appropriate fire extinguishers are to be provided in the relevant locations. All extinguishers should be checked at regular intervals by an approved organisation.
- 3.7 Any person using the building should be made aware of emergency procedures in the event of fire.
- 3.8 An assembly point clear of the building in an easily defined place should be determined for use in the event of emergency evacuation of the building.

- 3.9 Fire drill should be practiced as necessary to ensure that users of the building are familiar with the correct procedure.

Sanitation

- 3.10 Sanitary accommodation should be maintained in a clean, workable condition with an adequate supply of soap, toilet paper and means of drying hands.

Kitchen

- 3.11 The kitchen should be maintained in a safe and hygienic condition with adequate provisions for the storage of utensils and food.
- 3.11 A supply of materials for washing, cleaning and clean towels for the drying of both washed utensils and hands should be provided for use at all times.
- 3.12 The kitchen should be occupied by only a limited number of persons at any one time.
- 3.13 Only children of a suitable age who are familiar with the cooking and other appliances should be allowed to use them without adult supervision.

First Aid

- 3.14 A fully equipped first aid kit should be readily available at all times. Used items should be replaced at the earliest opportunity.

Stores

- 3.15 Equipment should be stored safely and tidily. Racks or shelving should not be overloaded and care should be taken in lofts or on upper floors not to overload the floor.
- 3.16 Any chemical liquid or other material should be stored as recommended by the manufacturer in a secure place. See also guidelines for the storage of gas below.

Building Structure

- 3.17 Buildings should be maintained in a safe and healthy condition at all times in the interests of persons in and around them.
- 3.18 Broken glass in either windows or doors should be attended to immediately by the removal of any remaining shards and the secure boarding up of the affected opening.
- 3.19 Damaged pieces of timber on doors, floors or elsewhere that are liable to cause injury through splinters or otherwise should be attended to immediately.
- 3.20 Loose slates, tiles or sheets of roofing material are liable to fall on persons about the building. If the roof is found to be requiring attention remedial work should be carried out by a suitably qualified and equipped person.

Disabled Persons

- 3.21 Wherever possible level or slightly ramped access should be provided for disabled persons. Doorways, including escape doorways should be wide enough to accommodate a wheelchair (800mm clear width) and should not have a threshold. Ideally sanitary accommodation should be sufficient to accommodate a wheelchair bound person.

4. TRANSPORT & TRANSPORTATION

- 4.1 Vehicles are to be used and maintained to ensure the safety of both those being transported and other road users.*
- 4.2 Vehicles are only to be driven on the highway or elsewhere by persons having a current driving license appropriate to the vehicle concerned.
- 4.3 Any vehicle is to be maintained in a roadworthy condition and is to have a current license, MOT certificate and is to have appropriate insurance cover.
- 4.4 All persons using the vehicle are to wear seat belts.
- 4.5 Any kit or other goods being transported should be secured in such a way as necessary to prevent injury to those in the vehicle, injury to other road users or damage to other vehicles. See also recommendations for gas below.

5 STORAGE & USE OF GAS

- 5.1 *Liquid petroleum gas is to be stored and transported correctly and its' use properly supervised at all times. Accidents involving gas cylinders can cause serious injury or even death.*

Storage

- 5.2 Gas cylinders should ideally be stored in a secure place in the open air. Cylinders so stored should be placed on a hard surface with a slight incline to prevent the collection of water.
- 5.3 Where it is not possible to store gas in the open air it should be stored in a well (permanently) ventilated part of the building specifically reserved for the purpose and not used for other purposes.
- 5.4 Cylinders should be stored away from heat sources and other flammable materials. Valves on empty cylinders should be kept shut.

Transportation

- 5.5 Cylinders should be normally be transported in an upright position and be securely restrained from moving or falling. Any hose or regulator should if practicable be removed and if carried in an open trailer the valve should be covered to prevent the ingress of moisture and dirt.

Usage

- 5.6 No person should be allowed to use a gas cylinder unless they are fully conversant with such cylinders, their valves and associated equipment.
- 5.7 Cylinders should always be used in an upright position unless specifically designed to be used otherwise. The valve should always be closed when a cylinder is not in use.
- 5.8 Gas cylinders should not be dropped, rolled or dragged and should not be used for any purpose other than the storage and transportation of gas. Any cylinder which is dented or otherwise damaged should not be used.
- 5.9 Avoid lifting cylinders by their valves.

6 TRAINING, ASSISTANCE & ASSESSMENT

- 6.1 The District Executive should appoint an appropriate person to act as District Safety Coordinator who will represent the district on matters concerning health and safety.
- 6.2 At least one representative from each group and from the District Executive should attend training sessions as and when necessary to ensure that they are conversant with current requirements relevant to health and safety.
- 6.3 The District Executive team should ensure that all groups are kept up to date with information and literature relevant to health and safety.
- 6.4 Representatives of the District Executive may from time to time carry out inspections of buildings and/or equipment to ensure that essential requirements in the interests of the health and safety of the users are being complied with.
- 6.5 Activities may similarly be inspected to ensure that they are being run in a manner that would not prejudice the health and safety of the participants.
- 6.6 **Remember**, it is the responsibility of all persons involved in the running of scout groups and activities to ensure that the necessary precautions are taken to protect the health and safety of the participants.

IF IN DOUBT ASK .