

24th Hastings Scout Group

Health & Safety Policy

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1. General statement of policy

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. 24th Hastings Scout Group will adhere to the following Health and Safety Policy, so far as is reasonably practicable, in accordance with the Health and Safety at Work Act 1974 (the Act). This applies equally to everybody whether they be members, volunteers, contractors or visitors (all persons).

It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

1. All activities are conducted in a safe manner minimising risk to the health of participants
2. The provision and maintenance of equipment and buildings for Members and others is safe and risks are minimised and controlled
3. 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
4. Appropriate arrangements are made to ensure safety and the reduced risks to health in connection with the use, transport, storage and handling of equipment and substances which are inherently or potentially dangerous
5. To maintain the Group's HQ under the Trustee Board's control in a safe way and minimise risks as far as possible. It will also ensure that all access and egress within the workplace are safe.
6. To communicate the Group's commitment to safety and to provide information, instruction, training and supervision

2. General responsibilities

It is the responsibility of all persons attending the Group's premises to ensure that they do not endanger the health and safety of others. Any incident leading to actual or potential injury or health hazard which could have been prevented by risk assessment and its resulting controls will be regarded as a breach of the Health and Safety Procedures.

All persons have the responsibility to co-operate in achieving a healthy and safe environment and to take reasonable care of themselves and others. Additionally, all persons should aim to achieve the same standards of Health and Safety when undertaking any business for and on behalf of the Scout Association.

All contractors working for the Group are not only required to meet their own company's health and safety policy and procedures but any additional local requirements stipulated by this policy.

Members and contractors are to report and record all incidents, near misses or defects. The Trustee Board will regularly review these reports with an aim to taking corrective action as necessary.

3. Responsible Officer and subsequent responsibilities

All leaders and adult volunteers are responsible for Health and Safety provisions, including the following:

- a) Ensuring that all children responsible to them are aware of potential hazards and that suitable controls are in place.
- b) Ensuring that all persons understand and comply with the operational guidelines for their area.
- c) Identifying and monitoring training needs and ensuring appropriate instruction, training and supervision is received.
- d) Ensuring all accidents and incidents are reported. Fatal accidents, major injury accidents/conditions and dangerous occurrences must be reported by the quickest possible means no later than 5 days of the accident or occurrence. These should be reported to the Group Scout Leader by email: gsl@24thhastingscouts.co.uk
- e) Ensuring all health and safety issues are reported.

Please refer to the Scout Association website for information on safety, health and life issues, and child protection: <https://www.scouts.org.uk/?cat=299>

4. Individual responsibilities

All members, contractors, and volunteers have a duty to report conditions that could cause harm to persons, property, or the environment.

It is expected that all contractors will provide evidence of their own liability insurance before undertaking any work. Please send a copy to gsl@24thhastingscouts.co.uk

5. Administrative arrangements

a) Reporting of accidents and dangerous occurrences

It is not possible to give an absolute ruling on what should be reported to Scout Insurance Services and what need not be. If in doubt, telephone the Scout Information Centre in the first instance on 0345 300 1818 and seek advice. There is also a factsheet available on the Scout Association website which can be used as a general guide.

b) Fire Safety and First Aid

A fire evacuation procedure for HQ is conveyed to all persons attending the site. All members have a duty to report any potential fire hazards to their leaders immediately and conduct procedures in way to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All leaders are responsible for keeping all areas safe from fire and ensuring that their members are aware of emergency evacuation procedures.

Emergency exits and corridors must never be locked, blocked, or used as storage space.

A first aid kit is available at HQ but should only be those who have received the necessary first aid training

c) **Manual Handling**

Persons should not attempt to lift or move a load which is too heavy or awkward to manage comfortably. Wherever reasonably practicable, the lifting and moving of objects should be undertaken using mechanical devices. Appropriate training should be given for persons who regularly undertake manual handling tasks.

d) **Control of Substances Hazardous to Health (COSHH)**

Where any substance used is hazardous, material data sheets must be available and any controls (e.g. storage and handling) recommended by them, for the use of the substance must be in place e.g. elsan blue, meths

e) **Environment**

It is the responsibility of all persons to ensure that all areas are kept tidy and free from obstructions or trip hazards. They also have a duty to report any faults or defects identified.

f) **Electricity**

The Group will comply with the law applying to all electrical systems both fixed and portable and ensure that all electrical installations and appliances are inspected at regular intervals to ensure their safety.

All persons have the responsibility to visually inspect all portable appliances before they use them and to report any defects immediately.

g) **Alcohol and drug abuse**

The consumption of any form of illegal drugs on the premises is expressly forbidden and may result in prosecution. The consumption of alcohol is not allowed apart from those times when specific permission has been granted by the Chair and Group Scout Leader.

h) **Smoking**

Smoking is prohibited in all areas. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

6. Lone working

Lone working is defined as any situation where someone works at the Group's HQ without a colleague nearby; or when someone is working out of sight or earshot of another colleague. Wherever possible, the need for lone working should be eliminated.

The Group has a separate Lone Working Policy which should be referred to by anyone who will be lone working at HQ.

7. Recording of incidents when away from HQ

A book will be made available at camps and activities to ensure that any incidents occurring whilst away from HQ are recorded correctly.

8. Policy Review

This Policy will be reviewed annually.