



**Somerset
Adult Training**

Module 17

Running Safe Activities

This presentation pack supplements the learning undertaken by completing the Workbook Training or attending a Course.

January 2021

Topics covered

Introduction

Planning & Delivering Safe Activities

Accident & Emergency Procedures

Promoting a culture of Safety

What next ?



Introduction

Introduction

Research tells us that ‘many young people join Scouting for camping and outdoor activities and are disappointed and more likely to leave when they don’t get them’ So we need to offer activities outdoors that develop young people which are:

- Exciting but not with excessive Risk
- Challenging but not Dangerous
- Adventurous but not Hazardous

Outdoor & Adventure activities are a vital part of a balanced programme and the Scout Association looks towards having 50% of our programme either outdoors or directly linked with being outdoors.

Introduction

Just like those delivered indoors at the Headquarters or other meeting place, outdoor activities need to be progressive to retain interest and allow young people to develop. So a Beaver who goes on a scavenger hunt in a park with their Colony might progress to hiking with Cubs and Scouts, then climbing mountains or walking in remote areas as an Explorer Scout. In Scout Network they could even be considering formal qualifications. For many, that journey started in Beavers.

It is the responsibility of all persons to ensure that; they do not endanger the safety and health of themselves or others; they observe the rules established for the safety of those involved in Scouting activities.

Planning & Delivering Safe Activities



Planning & Delivering Safe Activities

When planning outdoor activities, there are several elements to be considered:

- identify an appropriate adult to young person ratio
- take into account the age group, training, experience, additional needs etc. of the young people involved
- consider the size of the group involved (and the need/possibility of splitting into separate groups)
- take into account external factors such as the venue, anticipated weather etc.
- consider the necessary personal equipment, clothing and footwear for the activity
- consider the necessary group equipment for the activity (First Aid kit, communication equipment etc.)
- identify the method(s) of monitoring and supervising the activity
- consider the need to provide parents with information (based upon the Activity Information Form)
- consider the need to plan an InTouch system (based upon the InTouch factsheet).
- ensure constant compliance with the Activity Permit Scheme (where applicable)

Planning & Delivering Safe Activities

The vast majority of activities do not require formal activity permits. Permits are required for adventurous activities including:

- archery;
- caving;
- climbing and abseiling, except;
 - bouldering;
 - climbs using auto belay systems (systems that lower a climber to the ground without any human intervention)
- hillwalking and off-road cycling (in Terrain One and Two);
- hovercrafting;
- snow sports (in Terrain One and Two) except artificial slopes and nursery slopes;
- all water activities, except swimming on class B1, B2, B3 or A waters;
- all motorised water activities and SCUBA activities on class C waters.

Planning & Delivering Safe Activities

Part of the planning process includes ensuring that any terrain or waters planned to be incorporated within an activity are understood and the appropriate Permit levels (if required) are held. Refer to the definitions of Terrain 0, 1 and 2 together with the Classification of Waters (c, B1, B2, B3 & A).

Consider also

- check Policy, Organisation and Rules (POR) – Chapter 9 - Activities
- check relevant factsheets
- check whether further insurance is required
- check whether headquarters requires notification
- complete a risk assessment
- plan InTouch system
- obtain approval for the activity

Planning & Delivering Safe Activities

As an alternative, it is possible to engage with and use commercial or other organisations outside Scouting to run outdoor activities. In such cases, a Permit holder is not required but these points must be followed:

- check Policy, Organisation and Rules – Chapter 9 – Activities
- check whether an AALA (Adventurous Activities Licensing Authority) licence is required
- if not, check for relevant qualifications of those running the activity as per POR 9.9
- check whether the provider has insurance
- check whether further insurance is required
- check whether headquarters requires notification (air activities only)
- plan InTouch system
- obtain approval for the activity from the relevant commissioner

Planning & Delivering Safe Activities



A key part of the planning process is completing a risk assessment. These have always been required however, since January 2021, the Scout Association requires that a written risk assessment is completed for all activities.

The risk assessment is completed to ensure that any changes to circumstances or conditions are effectively responded to. Risk assessments must also be reviewed each time the activity is undertaken, even if it's done very regularly, as conditions and risks can change.

It is also vital to ensure that risk assessments are not just carried out but are acted upon and communicated to all those involved. This includes both adults and young people as it is important to ensure that young people are given clear instructions, guidance and rules. A risk assessment that is simply a written or verbal exercise is almost worthless unless the information is used. The important thing is that risks and the measures to control them are identified, communicated and acted upon.

Planning & Delivering Safe Activities

The five steps to risk assessment are

1. Look for the hazards (how can people be hurt or damage caused?)
2. 2. Decide who might be harmed, and how
3. 3. Evaluate the risks (what controls exist already?)
4. 4. Record your findings (what additional controls are needed?)
5. 5. Review and revise

Planning & Delivering Safe Activities

Activities should have a “Leader in Charge”, this does not have to be the Section Leader or Permit Holder but a nominated individual that is specified within the risk assessment. The key points are:

- all meetings, events or activities must have an identified leader in charge
- the leader in charge is responsible for overseeing the activity and coordinating all adults and young people. Their role is to ensure that all adults are clear on what they need to do and that young people have been given clear instructions, guidance and rules
- the leader in charge is the person with an overview of safety in a given situation. This includes responsibility for registers, headcounts, allocation of roles to specific adults and checking that those adults are aware of their specific responsibilities
- having a designated leader in charge helps to minimise risk and avoid confusion, as accidents can happen when there isn't a leader clearly looking after safety issues.



Accident & Emergency Procedures

Accident & Emergency Procedures

For all Accidents or Incidents, there is a three step process as follows

Step 1

- Deal with the incident itself
- Administer First Aid
- Call an ambulance and/or the emergency services
- Take the individual(s) concerned to an Accident and Emergency department, dentist etc

Step 2

- Inform the parent(s) or guardian(s) and District/County
- Use your InTouch system

Accident & Emergency Procedures

Step 3

- Contact the Scout Information Centre (0345 300 1818) at the earliest opportunity.
- Whilst it is not possible to give exact criteria about what needs to be reported, in general, Scout Insurance Services needs to be notified of any injury or illness that requires medical intervention by a doctor, dentist or at a hospital. This should happen regardless of the final diagnosis. A suspected broken arm that turns out to be only badly bruised, for example, must still be reported.

After any accident or incident has occurred during a Scouting activity, or where medical treatment is given, the details should be properly recorded locally in an accident book. The record should include details of the treatment that was given.

Accident & Emergency Procedures

Reporting

Minor injuries (cuts and grazes) that are dealt with by first aid, which require no further medical intervention, do not need to be reported, but should be recorded in an accident book.

However, if a minor injury deteriorates, for example if it is discovered that the young person receives medical treatment at a later date (perhaps arranged by their parent) then the incident should be reported. In addition, any incident where the emergency services (police, fire, mountain rescue, coastguard etc) have been summoned, irrespective of whether anyone was injured, must also be reported.

The Scout Information Centre can provide advice in cases where it is unclear whether to report or not.

Accident & Emergency Procedures

Loss of Life (either actual or possible)

If the incident involves the loss of life, the prospect of loss of life (for example a party missing on a mountain) or serious injury (for example paralysis) the Duty Media Officer at headquarters must be contacted (020 8433 7100).

Headquarters will then take over responsibility for managing the incident and provide advice and support to those involved.

- **Do** keep a record of actions and communications, including details of others who may have seen what happened.
- **Do** keep calm and ask for support where needed.
- **Do** refer all news media to the Duty Media Officer and seek support before talking to the media by calling UK Headquarters.
- **Don't** make any admission of liability.
- **Don't** initiate contact with the news media.
- **Don't** try to handle things on your own.

Accident & Emergency Procedures

Near Miss Reporting

The Scout Association do want to hear about any situations that could have led to injury, illness or damage. This is especially important where the issue relates to equipment or the process followed and to help them improve the advice and information given to the movement and prevent future incidents.

Reporting a Near Miss is not an admission of failure or guilt but an important part of collective learning and prevention.

Reporting is achieved using an online form.

Promoting a culture of Safety



Promoting a culture of Safety

Promoting safety should be part of the everyday considerations in Scouting. This can be achieved in a number of ways including

- Ensuring that safety procedures are reviewed regularly, particularly after activities and events. This is step five of the 'five steps to risk assessment'. It is important as it helps to ensure that any accidents/incidents or near misses that have occurred can be learnt from and prevented in future. This information may need to be shared with other Sections or Groups.
- Making sure that if an accident or incident does occur the situation is reviewed and procedures are updated to prevent similar incidents in the future. There is no point recording information about accidents and near misses if no-one does anything with the information.

Promoting a culture of Safety

- Keeping safety on the agenda at all meetings. For a Section Leader or Section Assistant this might include:
 - Ensuring that all leaders are running activities that are age appropriate for the relevant section.
 - A review of activities since the last leader's meeting.
 - Ensuring that the leader in charge principle is understood and being followed for all activities or events.
- Ensuring that if events away from the Scout headquarters are being planned or reviewed then items such as road safety, weather conditions, headcounts and registers of young people and methods of transportation are considered.
- Ensuring that all adults have completed and are up to date with their mandatory Safety Training.



What Next

What Next

- **How is this Module Validated ?**
- **Where can I find Help & Guidance ?**

Validation

This module is validated by your Training Adviser and can be arranged once the learning has been completed. In the current circumstances, that may be difficult to achieve so, as an alternative, use the online validation tool that is accessed through the County Website using the following path: Adult Support > Adult Training > Learners Hub > Validation > Online Validation – Wood Badge Modules 3-19 or Online Validation – Manager & Supporter (if appropriate).

If you have a Training Adviser, you should complete the relevant information so that your responses can be sent to them for review and subsequent recording in Compass. If you do not have a Training Adviser, your submission will be reviewed by a member of the County Training Team.

Where can I find help and guidance ?



Somerset Scouts have a Website which provides all our members with news, information and support materials. This is certainly true for Adult Training. There is a whole section within Adult Support that is dedicated to providing information on training from – what training do I need to complete to learning materials and documents to help with learning validations.

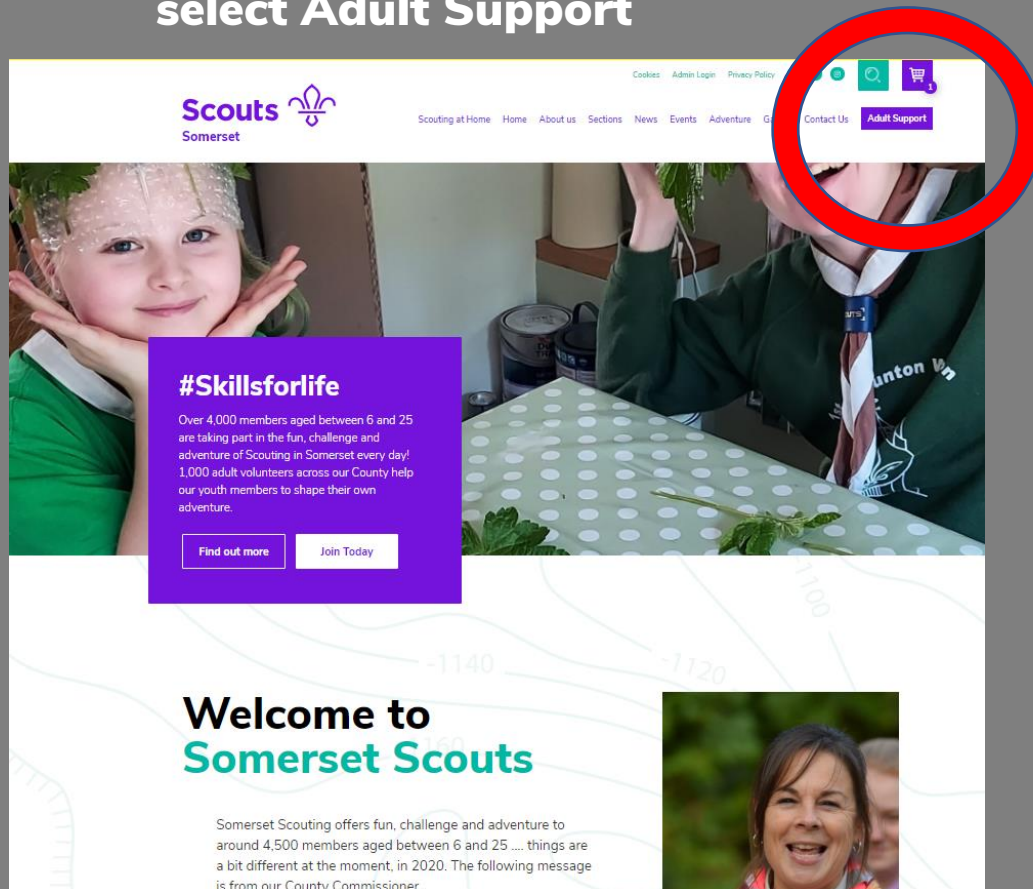
The Training pages also include details of the training calendar where dates, venues and details of the face to face training can be found. You can book your training direct from the Website and get an e-mail confirmation.

The training pages are regularly updated with new information, ideas and links to help you work through your learning.

County Website - Training

Log into County Website at somenscouts.org.uk and select Adult Support

From the Adult Support page select Adult Training



Scouts Somerset

Scouting at Home Home About us Sections News Events Adventure Contact Us **Adult Support**

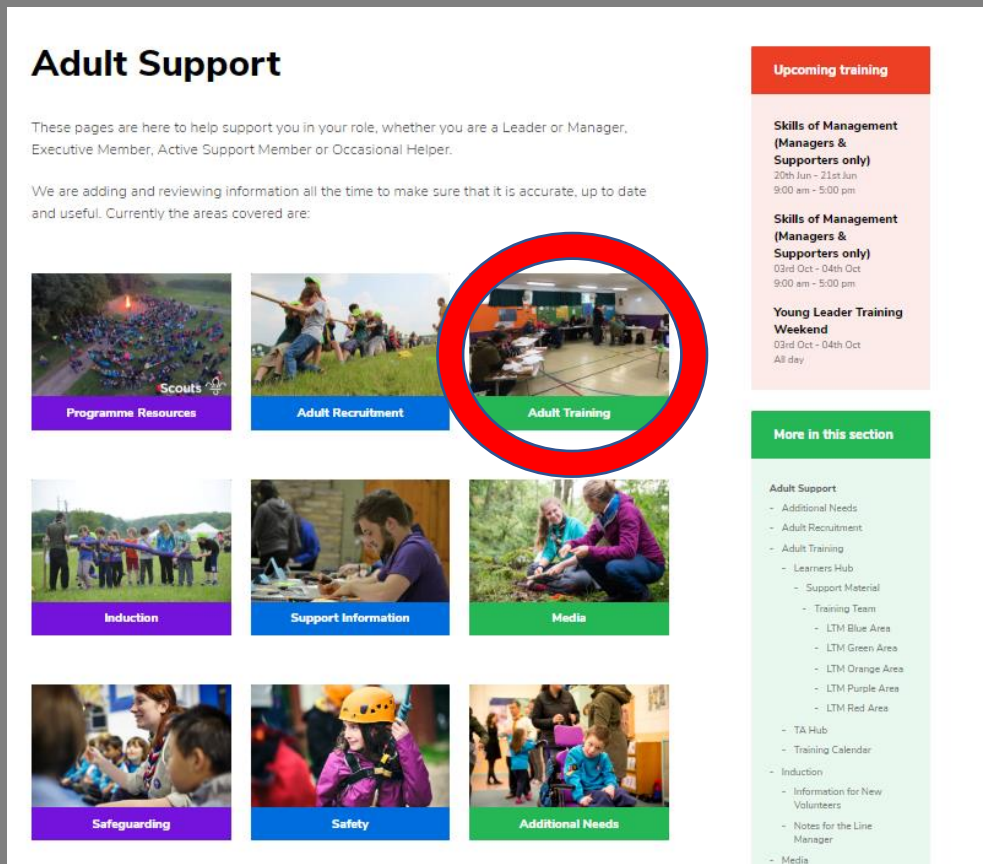
#Skillsforlife

Over 4,000 members aged between 6 and 25 are taking part in the fun, challenge and adventure of Scouting in Somerset every day! 1,000 adult volunteers across our County help our youth members to shape their own adventure.

[Find out more](#) [Join Today](#)

Welcome to Somerset Scouts

Somerset Scouting offers fun, challenge and adventure to around 4,500 members aged between 6 and 25 things are a bit different at the moment, in 2020. The following message is from our County Commissioner.



Adult Support

These pages are here to help support you in your role, whether you are a Leader or Manager, Executive Member, Active Support Member or Occasional Helper.

We are adding and reviewing information all the time to make sure that it is accurate, up to date and useful. Currently the areas covered are:

- Programme Resources
- Adult Recruitment
- Adult Training**
- Induction
- Support Information
- Media
- Safeguarding
- Safety
- Additional Needs

Upcoming training

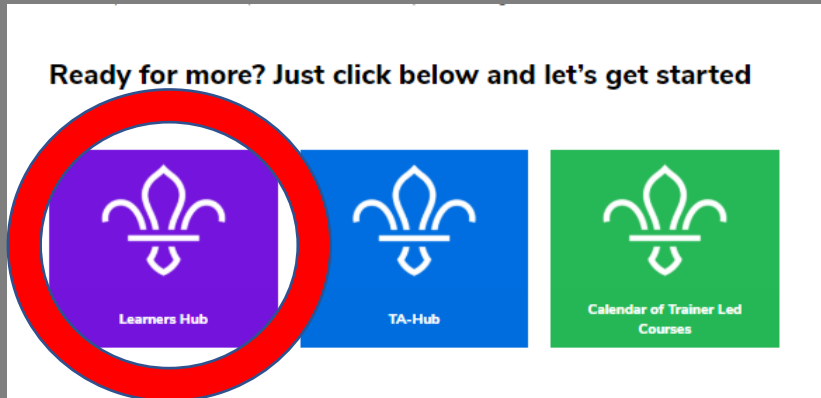
- Skills of Management (Managers & Supporters only)**
20th Jun - 21st Jun
9:00 am - 5:00 pm
- Skills of Management (Managers & Supporters only)**
02nd Oct - 04th Oct
9:00 am - 5:00 pm
- Young Leader Training Weekend**
03rd Oct - 04th Oct
All day

More in this section

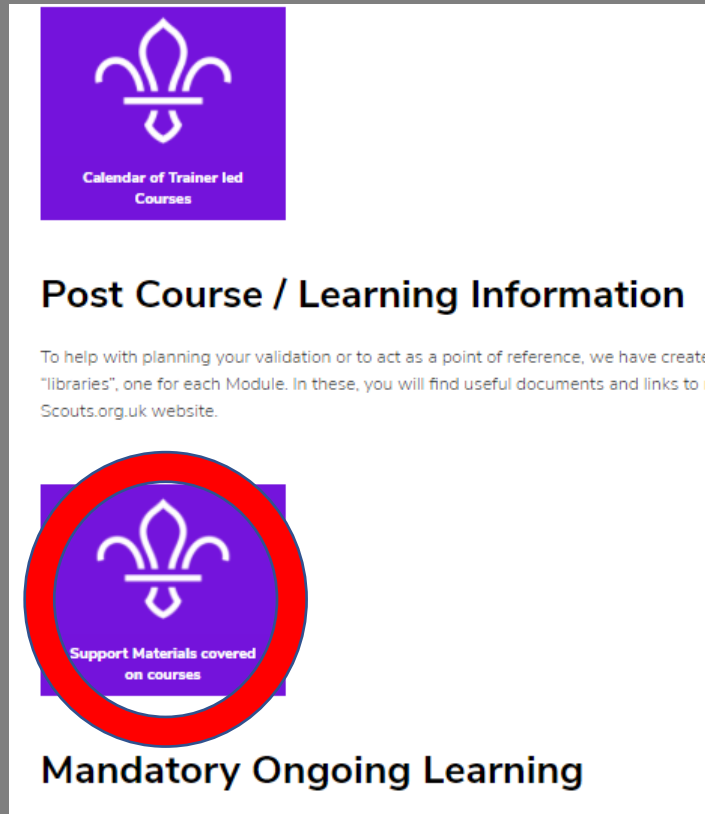
- Adult Support
 - Additional Needs
 - Adult Recruitment
 - Adult Training
 - Learners Hub
 - Support Material
 - Training Teams
 - LTM Blue Area
 - LTM Green Area
 - LTM Orange Area
 - LTM Purple Area
 - LTM Red Area
 - TA Hub
 - Training Calendar
- Induction
- Information for New Volunteers
- Notes for the Line Manager
- Media

County Website - Training

Now select the Learners Hub from the bottom of the page



In the middle of the next page is a purple flag “support materials covered on courses”



Select the purple flag – Module 17



County Website - Training

On this page are hyperlinks to further information that you may find useful to assist with validation of this Module but also as a reference point for your future experiences within Scouting.

Module 17 – Running Safe Activities – Supporting Information

Home > Module 17 – Running Safe Activities – Supporting Information

The following links and resources are provided to help you with your learning for this Module. In addition, the material can be used to assist with your validation to complete the training and act as a useful reference area for the future.

If you find that a particular link or item is "lost" or you feel that there are gaps in the items, please do let us know at <https://www.somersetscouts.org.uk/> selecting "Adult Training" from the drop down menu.

The requirements for this Module together with the Validation details are in your Adult Personal File. If required, select the appropriate version by clicking [HERE](#).

DOCUMENTS & TOOLS

Module 17 Presentation (Edited Slides)	A-Z of Activities
POR Section 9 - Activities	Risk Assessments
Risk Assessments FAQ	Risk Assessment Video
POR Section 7 - Emergency Procedures	Near Miss Reporting Form
Adventurous Activities Permit Scheme	Activity Permits FAQ
In Touch	In Touch Video
Emergencies & Reporting	Accident Reporting Video
Staying Safe - A Checklist for Leaders	Safety in the Programme

HYPERLINKS TO INFORMATION

[ACCIDENT BOOK](#)

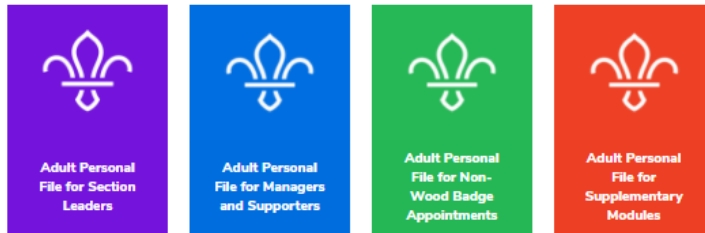
[INCIDENTS & ILLNESSES](#)

County Website – Training - Validation

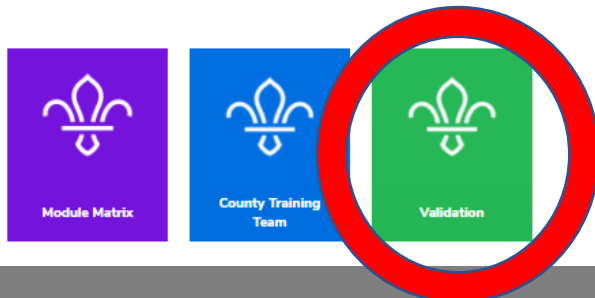
From the Learners Hub, select the green flag “Validation”

Information to help you with your Specific Training Requirements

Here are some links to key information. Find out the details of what training is required for your role, there is an Adult Personal File which will be applicable for you.

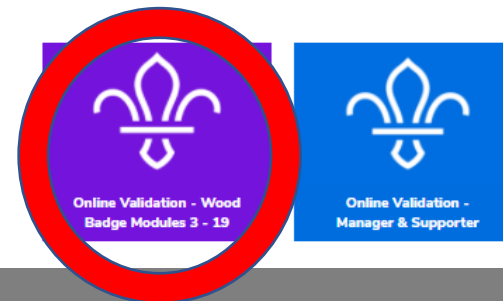


Here too is a summary of your training requirements (Module Matrix), details of the County Training Team and a link to take you to another page which covers how this learning is validated. Validation is a key part of your training.



From the Validation Page, select the purple flag

In addition, Somerset County have developed the ability to validate some of the adult training modules using an on-line tool. This method is not aimed at replacing Training Advisers but to supplement our offering where, in some circumstances, this option may be appropriate. More information on how to complete this option together with links to the currently available Modules is found by clicking the relevant box for your role below.



County Website – Training - Validation

From the Online Validation page, select Module 11

Go to the Online Form, read the instructions and then complete and submit the Form.



17 Running Safe Activities

- Some of the questions can easily be covered by short answers, a sentence or two. If appropriate, use bullet points (you can create bullet points by pressing keys "Alt and 7" on your keyboard).
- You need to answer Questions 1 – 12 then either Question 13 or Question 14.
- If there are any notes, pictures or maybe comments from another adult you worked with that are relevant to any of your answers, these can be uploaded in the box below Question 14.
- There is a box at the end of the form for you to add any comments to support this validation.

In your responses, where asked for, please focus your answers on the part or element that you personally played or contributed.

Running Safe Activities

FIRST	LAST
SCOUT GROUP / UNIT *	
SCOUT MEMBERSHIP NUMBER *	
DO YOU HAVE A TRAINING ADVISER? *	
<input type="checkbox"/> Yes	<input type="checkbox"/> No



Somerset Adult Training

If you have any questions on this material which supports your learning after completion of your Workbook or Course attendance (Module 17 – Running Safe Activities), contact your Training Adviser, your Local Training Manager or Alan Henderson, Deputy County Training Manager at ltm-orange@somersetscouts.org.uk