

# Scouting Deans

## Safety and Risk Management Policy

### **Procedures for Type A Activities -Low Risk. (At least one week prior to activity)**

- All activities outside the immediate Scout Hall area must have an **Activity Intention Forms and RAMs Checklist** signed by the Activity Leader, Section Leader and the Group Leader.
- The Activity, Group Leader and Contact Person keep a copy and the Group Leader sends one to the District Commissioner,
- Add Group Leaders name and phone number to ‘contact persons’ section

### **Additional Procedure for Type B Activities - High Risk**

- Activity Intention Forms, Activity Checklists and accompanying documentation (eg RAMS form, programme, menu, party gear and personal gear list, parent consent forms) to be with Safety Auditor 2 weeks prior to the activity after being signed by the Activity and Section Leaders.
- When practical the Section Leader, Activity Leader and Safety Auditor will audit (using RAMS) the activity together. Interested Parents can also be invited.
- It is the Group Leaders responsibility to consult with the Safety Auditor prior to signing Intention Activity Checklists of “**High Risk Type B**” activities.  
**N.B.** This also includes “**High Risk Type B**” activities undertaken as part of a camp.
- Signed forms must be in the District Commissioners hand 7 days prior to the event
- Group Leaders are responsible for ensuring the Activity Checklist requirements are met.
- Camps must have a leader who has completed an ‘Out and About Course.’
- Minimum size for expeditions is **four** people.
- Activity Leader to ensure the Contact Person understands their responsibilities. (see below) and has all relevant documentation.
- Refer to P.O.R. Rules 40 – 57 for more information on activities

### **Contact Persons Responsibilities**

- Discuss the proposed activity with the Activity Leader.
- Have a copy of the Activity Intention Form and checklist including names of participants and their contact details.
- Have map (or photocopy) of the area showing the proposed route.
- 1 day prior to the activity ensure that the party list and checklist are updated.
- During the activity be available at the stated contact numbers.
- Attempt to contact party members if they have not reported in at the stated time on the form.
- If no contact can be made, contact the Group Leader and then the Police.

**N.B. In the event of a death on an activity it is the responsibility of the Police to notify the Parents / Caregivers. Under no circumstances should Leaders undertake this task.**

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