

## TORLESSE ZONE POLICY SAFETY AND RISK MANAGEMENT FOR ACTIVITIES

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Scouts is an organisation based on outdoor activities. The management of risk is an essential part of a successful activity.

The planning process should include checking the Scout Association of New Zealand Rule book for Organisational Policies, Rules and Management Procedures.

### **Activity Intention Forms (AIF) and RAMS forms**

- Must be completed for all activities outside the immediate Scout Hall area.
- Must be signed by the Activity Leader, Section Leader and Group Leader, and sent to the Zone Leader at least one week before the activity.
- When an activity includes more than one significant high risk activity (eg kayaking and caving), a separate RAMs form should be completed for each activity.
- RAMS forms are still required if the activity is a commercial venture. The scope of the Commercial Operator's Risk Management planning should be checked and approved by the Activity Leader.

### **Activity Preparation**

Activity planning should commence well in advance of the activity, with parent information distributed at least 4 weeks prior to the event, with a defined time for reply.

All activities must have an Activity Leader who is suitably experienced in the activity.

#### **Type A Activities:**

**Low risk activities** eg Walks, picnics, Visit a local park or recreational activity, museum etc.

All documentation is to be sent to the Group Leader at least one week before the activity, for checking for safety and appropriate planning elements.

The Group Leader checks the activity planning before signing the AIF and RAMS and forwarding a copy to the Zone Leader.

Activity Leader Section Leader ↓ Group Leader ↓ Zone Leader	Activity plan including: Program, parent information and signed consent, Activity Intention form, RAMS.
	Checks planning and signs to approve.
	Checks and files

#### **Type B Activities:**

**High risk activities** eg Abseiling, tramping/hiking, camping, water activities, cycling, air activities, caving, patrol activities etc

Minimum of 4 people per group.

All documentation is to be discussed with and approved by the Group Leader. All parties sign the Activity Intention form. At least two weeks before the activity, the Group Leader sends all planning documentation to the Zone Safety Auditor, who will report back to the GL. Once planning is complete, the Group Leader signs the AIF and RAMS forms, and forwards a copy to the Zone Leader.

Activity Leader Section Leader ↓ ↓ ↓ ↓ Group Leader ↓ Zone Safety Auditor Regional Air/Water Officers ↓ Group Leader ↓ Zone Leader	Activity plan including: <ul style="list-style-type: none"> <li>• Parent information and personal gear list</li> <li>• Activity Program and menu</li> <li>• Activity Equipment list – personal and group.</li> <li>• Completed AIF and RAMS</li> </ul>
	Checks planning.
	Checks planning for safety. Feedback suggestions to GL.
	Feedback safety suggestions to Activity Leader. Sign once planning complete.
	Check and file

## **Responsibilities**

### **Activity Leader**

- Plan and run the Activity.
- Advise the Contact Person of their responsibility. Update the Contact Person with any 'last minute' changes.
- Discuss all planning and documentation with Section Leader and Group Leader. Provide Group Leader with completed documentation to sign and forward to Safety Auditor at least 2 weeks prior to activity.

### **Section Leader**

- The Section Leader may also be the Activity Leader.
- Assist with activity planning and running.
- Checks and signs documentation before it is sent to Group Leader.
- Ensuring the activity follows Scouting Principles and Code of Conduct.

### **Group Leader**

If the Group Leader is inexperienced in the activity, he/she should refer the Activity Leader to a more suitable person for planning supervision eg Safety Auditor or other Scout Leaders

- Check all aspects of activity planning including suitable Leadership and adult help, programming, menu, cost, communication and documentation, by discussing fully with Activity Leader.
- Forward completed documentation to Safety Auditor at least 2 weeks prior to activity and/or Regional Water/Air officer.
- Sign off AIF and RAMS as approved, and forward a copy to the Zone Leader at least 1 week prior to activity.

### **Contact Person**

The Contact Person is the point of contact in the case of emergency or if the activity plans change.

- Discuss the Activity with the Activity Leader
- Have a copy of the Activity Intention Form, including names of all participants and their emergency contact details, updated prior to activity.
- Have a map of the area showing the proposed route or location of the Activity. Clearly understand the location of the activity.
- Be available throughout the duration of the Activity at the contact numbers stated on the AIF.
- Attempt to contact the party if they have not made contact by the stated time.
- If no contact can be made, contact the Police and then the Group Leader.
- Contact person's details should be on the information form kept by parents.

### **Safety Auditor**

- Checks the activity planning for safety and management of risk for all Type B activities.
- Make recommendations to the Group Leader for any additional safety measures needed.
- **Safety Auditor Details**

**Murray Bradley** Ph: 03-3181-502 Fax 03 3181504 email: [mambradley@xtra.co.nz](mailto:mambradley@xtra.co.nz) Mobile: 0274 323 139

### **Regional Water Activity Officer**

- Checks the activity planning for safety and management of risk for all water activities that involve wearing a lifejacket.
- Make recommendations to the Group Leader for any additional safety measures needed.
- **Water Safety Officer details:**  
**George Birt** Ph 03 355 0921 email: [birties@xtra.co.nz](mailto:birties@xtra.co.nz)

### **Regional Aviation Safety Officer**

- Checks the activity planning for safety and management of risk for all Airborne Aviation Activities.
- Make recommendations to the Group Leader for any additional safety measures needed.
- **Aviation Safety Officer details: Michael Oakley** ph: 033180860 email: [michael.kate@farmside.co.nz](mailto:michael.kate@farmside.co.nz)

### **Note:**

In the event of a death on an activity, the Police will notify parents/caregivers. Under no circumstances should Leaders undertake this task.