

GLNE “Safety in Scouting” – Groups Audit 2003

Mark questions that are not applicable to you with N/A

Group Name:	District	Completed by:	Date of audit
Address			
Contact:	Tel. no.		
Item No	GENERAL		
	Is Health & Safety discussed as an agenda item at all your Leaders & Group Executive meetings		
	Does the Group own its own premises for meeting's, or do they hire them, or use a church community buildings?		
	Does the Group employ anyone to carry out work such as cleaning the building?		
	Does your Group regularly hire out the HQ to other users such as a play school?, or share the building with others		
	Do the members of the Group Executive understand that they may have personal statutory H&S obligations as Employers and/or Landlords?		
	Does the group have a written Health and Safety policy or any documented safety procedures? And a list first Aid holders displayed by main door +first Aid box		
	What insurance cover does the Group currently hold?		
	Does the Group carry out regular (at least termly) Safety inspections of the premises?		
	Does the Group have a documented system for the notification of all safety defects to a responsible person? (a simple notebook will do hanging in the office area)		
	FIRE		
	Are Fire Procedures Notices (ie. What to do in the event of a fire), clearly displayed by each exit door? Are fire statutory signage installed throughout building		
	Do all the sections hold a termly fire evacuation instruction/drill?		
	Are Fire Exit signs, (including the “running man” graphic) displayed above each exit door?		
	Do you have Fire Extinguishers in the premises, and are they inspected/maintained annually by a competent person/company?		
	ELECTRICAL		
	Has the fixed electrical wiring been inspected or tested within the last five years by a competent electrician?		
	Are all the portable electrical appliances inspected and tested (ideally at least annually) by a competent person?		
	BUILDING MAINTENANCE		
	If external contractors are employed to undertake building maintenance works, are they asked to produce a copy of their H&S Policy or risk assessment for the proposed works?		
	Are any references asked for, or checks made as to how safely they have performed for other clients?		
	Does the Group utilise volunteers to carry out maintenance work on the premises?		
	WEEKLY SCOUTING ACTIVITIES		
	How many Leaders have been trained to carry out H&S risk assessments?		
	Does the Group have access to a competent person to inspect ropes, pulley blocks, pioneering spars and other “lifting equipment”?		
	Have all/any of your Leaders and Executive members seen the Scout Association Fact sheets numbers F285001 & F120000 on risk assessment?		
	Does the GSL or Scouter-in-charge periodically visit to monitor the section activities to ensure that they are carried out safely?		
	ADVENTUROUS ACTIVITIES		
	Does the GSL or relevant ADC ensure that Leaders in charge of your young people have a current authorisation form when carrying out any of the adventurous activities?		
	Does the GSL check the plan for any adventurous activity before it is allowed to go ahead?		

Note; - If further space is required please write on back of sheet