



## ACTIVITY SAFETY POLICY

**Applies to:** All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

### 1. Purpose of This Policy

The purpose of this policy is to ensure that all activities at Chamboree are delivered safely, professionally and inclusively, in line with Scouts and Girlguiding safety standards.

This policy sets out:

- Safety expectations for all activities
- Roles and responsibilities for safe delivery
- Risk assessment and operating requirements
- Participant safety and suitability requirements
- Incident management and escalation processes

This policy must be read alongside the Site Safety & Security Policy, Fire Safety Policy, Site Electrical & Infrastructure Safety Policy, Code of Conduct and relevant operational plans.

### 2. Core Principles

All activities at Chamboree will be delivered in accordance with the following principles:

- **Safety First** – No activity proceeds if safety cannot be assured
- **Competent Delivery** – Activities are led by trained and competent adults
- **Inclusive Participation** – Activities are adapted where possible without compromising safety
- **Clear Briefings** – Participants receive appropriate instructions and boundaries
- **Dynamic Risk Assessment** – Staff continually assess changing conditions
- **Appropriate Supervision** – Activities must have supervision appropriate to the level of risk and nature of the activity. Higher-risk activities require a minimum of two competent adults immediately available. Risk level and supervision will ultimately be documented in the Risk Assessment where more than one adult is required to supervise.

### 3. Responsibilities

#### 3.1 Activity Team Leaders

Activity Team Leaders are responsible for:

- Ensuring activities operate in line with this policy
- Completing and maintaining risk assessments and procedures
- Ensuring appropriate staff competence and supervision
- Checking equipment daily
- Briefing instructors and supporting volunteers
- Escalating concerns to Programme Lead or Safety Team.

#### 3.2 Activity Instructors

Activity Instructors must:

- Deliver activities safely and consistently
- Follow risk assessments and Standard Operating Procedures (SOPs)
- Stop activities immediately if safety is compromised
- Conduct equipment checks before each session
- Ensure participants follow instructions
- Report incidents, faults or near misses.

#### 3.3 Group Leaders

Group Leaders must:

- Ensure participants are appropriately prepared and equipped
- Provide relevant medical and additional needs information

- Maintain behaviour standards in line with the Code of Conduct
- Support inclusion and reasonable adjustments.

Leaders remain responsible for supervision of participants at all times, including when participants are engaged in programmed activities.

### 3.4 Participants

Participants must:

- Follow instructions immediately
- Use required Personal Protective Equipment (PPE)
- Behave safely and respectfully
- Inform staff if they feel unwell or unsafe.

### 3.5 Programme & Safety Leadership

The Programme Lead, Safety Team and Duty Manager will:

- Approve activity risk assessments
- Monitor activity safety performance
- Support adaptation or suspension of activities
- Lead incident and emergency response.

The Duty Manager holds final authority for operational decisions, including the suspension or closure of activities where required for safety.

## 4. Risk Assessments

### 4.1 Documentation

Each activity must have a written risk assessment appropriate to its risk category. Additional documentation requirements are determined by the activity's classification as defined in **Appendix 1 – Programme Risk Categorisation Framework**.

As a guide:

- **Category A (Low Risk):**
  - Basic written risk assessment
  - Clear activity briefing and supervision
- **Category B (Medium Risk):**
  - Activity-specific risk assessment
  - Documented operating procedures (SOP or equivalent)
  - Defined emergency response arrangements
- **Category C (High Risk / Adventurous):**
  - Detailed risk assessment
  - Formal Standard Operating Procedures (SOPs)
  - Documented Emergency Action Plan (EAP)
  - Equipment inspection and safety checks recorded as required

The level of documentation must always be **proportionate to the level of risk** and complexity of the activity. Where there is any doubt, the higher level of control must be applied.

### 4.2 Review Cycle

Risk assessments must be:

- Completed prior to the event
- Reviewed during build and prior to operation
- Updated where conditions or layouts change
- Dynamically reviewed throughout the event.

### 4.3 Communication

All activity volunteers must understand:

- Key hazards and controls

- Participant restrictions
- Emergency procedures.

## **5. Activity Risk Categorisation**

All activities must be assigned a risk category in accordance with:

### **Appendix 1 – Programme Risk Categorisation Framework**

This classification determines:

- Staff competence requirements
- Supervision ratios
- Equipment and PPE requirements
- Approval and sign-off processes

Activity Team Leaders must ensure:

- Activities are correctly categorised
- Required controls are implemented
- Any changes are dynamically reassessed

Final approval rests with the Programme Lead and Safety Team.

## **6. Participation Eligibility & Access**

Participation in activities is open to registered participants unless restricted for safety, welfare or behavioural reasons.

Under 18 staff (Young IST) may participate in activities when off duty, with permission from their Team Leader.

Dependent children and visitors must not take part in programme activities unless specifically authorised.

Activities may operate booking systems, queues or capacity limits. Participants and Leaders must follow staff instructions to ensure safe and fair access.

Activity staff may refuse or stop participation where safety, behaviour, or suitability requirements are not met. All decisions will prioritise safety and wellbeing.

## **7. Instructor Competence**

### **7.1 Qualified Activities**

Where required, instructors must hold:

- A Scouts Adventurous Activity Permit, OR
- A relevant National Governing Body qualification, OR
- Verified competence approved by the Programme Lead

### **7.2 Non-Specialist Activities**

For lower-risk activities, instructors must:

- Receive appropriate induction
- Demonstrate competence
- Be approved by the Activity Team Leader

## **8. Equipment Safety**

All equipment must:

- Be inspected daily prior to use
- Be maintained in good condition
- Be used only for intended purposes

Faulty equipment must be:

- Removed from service immediately
- Clearly labelled "DO NOT USE"
- Reported to the Activity Team Leader.

## **9. Participant Requirements**

Participants must:

- Wear appropriate clothing and footwear
- Use required PPE correctly
- Disclose relevant medical conditions via their leader

Participation may be restricted where:

- A participant is unwell or fatigued
- Safety instructions cannot be followed
- Clothing or equipment is unsuitable
- Specific safety risks are identified

## **10. Supervision & Ratios**

All activities must:

- Have supervision appropriate to the level of risk and nature of the activity
- Operate within defined supervision ratios and Ensure higher-risk activities have a minimum of two competent adults immediately available
- Provide a safe withdrawal option for participants

Spectator areas must be:

- Clearly defined
- Separated from activity zones
- Managed appropriately

## **11. Weather & Environmental Conditions**

Activities must be paused or stopped where:

- Lightning or severe weather is present
- Wind exceeds safe limits
- Surfaces become unsafe
- Temperature creates risk to wellbeing
- Visibility is insufficient

Decisions will be made by:

- Activity Team Leader (initial)
- Programme Lead / Safety Team
- Duty Manager where required

## **12. Emergency Procedures**

Each activity must have:

- A clear evacuation route
- A designated assembly area
- Access to communication systems
- First aid provision

In an emergency:

- Stop the activity
- Make the area safe
- Raise the alarm
- Contact appropriate support
- Record the incident

Medical incidents must be managed in accordance with the Medical & Health Policy.

## **13. Incident Reporting**

All incidents and near misses must be reported:

- To the Activity Team Leader
- Through the official reporting system
- To the Duty ELT Member if serious
- To the Safety Lead
- To Safeguarding where relevant

## **14. Inclusion & Accessibility**

Activity teams must:

- Provide reasonable adjustments where possible
- Offer alternative ways to participate
- Work with Welfare and Inclusion Teams

No participant should be excluded without a clear safety reason.

### 15. Prohibited Practices

The following are not permitted:

- Lone operation of activities
- Bypassing PPE requirements
- Improvised or unapproved equipment use
- Operating outside approved procedures
- Uncontrolled use of fire, fuel or hazardous materials
- Unsupervised use of activity equipment.

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## **APPENDIX 1 – PROGRAMME RISK CATEGORISATION FRAMEWORK**

### **1. Purpose**

This appendix defines how activities are categorised by risk level and the minimum controls required for safe delivery.

### **2. Risk Categories**

All activities fall into one of the following:

#### **Category A – Low Risk**

Activities with minimal hazard when correctly delivered.

Examples:

- Arts and crafts
- Board games
- Low-risk STEM
- Soft non-impact activities
- Demonstrations without climbing or tools

#### **Requirements:**

- Basic risk assessment
- Standard induction
- Typical supervision ratio: **1:12**
- Basic first aid provision

#### **Category B – Medium Risk**

Activities involving controlled physical activity or equipment.

Examples:

- Team challenges
- Low-level climbing
- Cycling on simple terrain
- Projectile-based activities (controlled)
- Basic tool use

#### **Requirements:**

- Activity-specific risk assessment
- SOP required
- PPE where appropriate
- Typical supervision ratio: **1:8–1:6**
- Daily equipment checks

#### **Category C – High Risk / Adventurous**

Activities requiring specialist competence and enhanced safety controls.

Examples:

- Climbing, abseiling
- High ropes and aerial activities
- Water sports
- Archery or shooting (if permitted)
- Mechanical or height-based activities

#### **Requirements:**

- Permit, qualification or verified competence
- Detailed risk assessment
- Defined Emergency Action Plan (EAP)
- Controlled activity zones
- Defined briefing processes
- Enhanced supervision

### **3. Approval Requirements**

<b>Category</b>	<b>Approval Authority</b>
Category A	Activity Team Leader
Category B	Programme Lead / Safety Team
Category C	Programme Lead + Safety Team (+ specialist where required)

#### **4. Activity Suspension**

Activities must be paused or stopped where:

- Safety equipment fails
- Conditions become unsafe
- Staffing levels fall below minimum
- A serious incident occurs –a serious incident is defined as one which has to be reported to Scout or Guide HQ.
- Directed by the Duty Manager or Safety Team.