

First aid needs assessment

Risks:

The most likely form of injury sustained through normal scouting activities are minor injuries as a result of slips, trips or falls either inside or outside. Additionally, minor injuries may occur as a result of poor manual handling or from collision with other objects or people. Additionally, more severe injuries can result from activities in the kitchen (burns and cuts through sharp objects), exposure to substances hazardous to health (cleaning chemicals) or working at height (substantial falls). Specific scouting activities may incur additional risks, such as burns through fire-lighting, cuts through axe and saw work etc. These should be individually risk assessed by the leader in charge and provisions made.

These risks are managed in a variety of ways from training through to physical measures in place. The reliability of these measures depends on the members of the group following the recommendations made in the associated risk assessments.

The most relevant are the HQ risk assessment, the working at height risk assessment and the C.O.S.H.H. risk assessment. The recommendations made are based on scout guidelines, the law or identified best practice as identified by the Health and Safety Executive. Copies are in the HQ Safety Folder in the kitchen.

Due to the current situation regarding the coronavirus, Covid-19, some additional changes have been made to this assessment to reduce the risk of transmission in the event that someone requires first aid. The background risk of infection is small compared to withholding first aid. The primary risks associated with Covid-19 is through exchange of fluids or droplets at close distance. This is being managed through social distancing and regular hand washing during normal sessions. Face masks are recommended by the government in close, indoor settings where ventilation and social distancing is poorer.

Training:

Volunteers who hold a section leader or assistant section leader role are required to complete Module 10: First Aid which trains them to first responder level and keep this up to date. During scout section meetings, there should be at least one volunteer present trained to this level. All adult volunteers in scouting should be issued with a purple card, outlining what should be done in the event of an emergency. A copy of this is included inside the first aid kit in the HQ and extra copies are available on the volunteer noticeboard.

It is up to external hirers of the hall to ensure they have a designated person in charge of the group's first aid needs.

A copy of updated guidance for first aid in light of the Covid-19 pandemic is included.

External assistance:

In the event of a serious injury the emergency services can be called by dialling **999** from a mobile phone or, if unavailable, from the telephone box located on the green opposite the HQ. The address is Scout HQ, Blackwater Drive, Calmore, Southampton, SO40 2QJ.

Leaders should also remember to inform UK HQ via the Scout information centre if any scout requires the emergency services or any healthcare professional. Key numbers can be found on the purple card and below:

- District commissioner team:
 - **Ian Sims (SPOC for Safety)** – 07811 964 725
 - **Lynn Tatavossian (SPOC for Safeguarding)** – 07595 991 824
 - **Robin Mair (SPOC for Group)** - 07702 464 823
- Scout Information centre – 0345 300 1818
- Duty Media Relations officer – 020 8433 7100

First aid equipment within the HQ:

First Aid provision in the HQ is designed to cater for low risk injuries most likely to occur in the hall or to provide first aid adequate to last until additional help arrives. **It is being enhanced with additional Personal Protection Equipment (PPE) during the current Covid-19 pandemic.** The HQ is equipped with a first aid kit containing:

- 1 First Aid Guidance Leaflet and Scout Purple Emergency card
- 60 Assorted Washproof Plasters
- 6 Sterile Eye Dressings
- 8 Triangular Bandages
- 12 Safety Pins
- 12 Medium Sterile Dressings (Min Pad Size 12x12cm)
- 6 Large Sterile Dressings (Min Pad Size 18x18cm)
- 20 Saline Wound Wipes
- 3 Pairs of Disposable Gloves
- 2 rolls of Micropore Tape
- **2 resuscitation face shields.**

The first aid kit is located in the kitchen so that it is near to running water. Additional disposable gloves of various sizes are located in the cleaner's cupboard in the kitchen should they be required. Located near to the first aid kit is a detailed First Aid Manual for more detailed advice. **Disposable plastic aprons and surgical face masks will also be located adjacent to the first aid kit in the kitchen for use if required.**

There are a number of cold packs stored in the freezer in the kitchen to be used for bumps and bruises and to reduce any swelling. These should not be applied directly onto skin and should be wrapped in a towel or tissue first. Spare towels and tea towels are provided in the draw next to the cleaner's cupboard in the kitchen for this purpose.

The accident book for the HQ is located in the kitchen with the first aid kit and should be filled out following any incident requiring first aid in the hall. Once completed, the slip should be torn off and given to either the Group Chairperson, or if the role is vacant, the Group Scout Leader in person or through the group mailbox located to the back of the hall. At time of writing, this is the Group Chair – **Debbie St. John.**

The HQ is equipped with an AED (Automated External Defibrillator) and the additional pads required for its use. It can be found on the wall in the hall, near to the ladder to the balcony. It is equipped with clear instructions given audibly and so does not require specific training to operate. An instruction manual is in the HQ Safety folder in the kitchen and a laminated instruction sheet is found on the wall adjacent to the device. A video showing how to use the AED has been linked on the group's website.

It is the responsibility of the group executive to ensure that the first aid kit is re-stocked after an incident and that stock is replaced as it expires. This role is likely to be delegated to one member of the exec.

Many of the sections also maintain their own first aid kits, with similar contents, for use primarily when they are not located in the HQ. Their contents may be more focused on the type of injuries they would encounter but will be subject to their own activity risk assessment. **Sections should ensure they have additional PPE and resuscitation face shields in their first aid kits if they spend sessions outside of the HQ. This they can collect from the stock bought by the group.**

Written by:

Steven Osborn, Beaver Scout Leader and Executive committee member.

Date written:

22nd August 2020

Review date:

August 2021 or when the alert level returns to green, whichever is sooner.