

## 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. In the years since the Covid-19 pandemic, a range of respiratory illnesses and viruses have been prevalent so we need to be aware of the spread of these, especially among our vulnerable members and those whose immunity may be waning.

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.

### Training:

At present, volunteers who hold a section leader or assistant section leader role are required to complete Module 10a: First Aid Theory and 10b: Practical which trains them to first responder level and keep this up to date.

During all scout situations, there must be at least one volunteer present trained to First Responder level, including adult only gatherings such as meetings. 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.

The Scout Association has notified us that, as part of Transformation changes to the movement, all young-person facing adults will need to hold qualifications to first response level and keep this updated at all times, in a similar fashion to Safety and Safeguarding mandatory ongoing learning. This will include others currently in roles such as Sectional Assistant or Skills Instructor not currently required to hold first aid qualifications from that role. This has been communicated to those volunteers and courses provided to help with this.

Additional, lengthier qualifications are required for Mountain leaders or those undertaking activities away from immediate help.

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. We recommend they maintain a first aid kit suitable for their needs, although hirers may use the one provided in the hall as a back-up.

#### **External assistance:**

In the event of a serious injury the emergency services can be called by dialling **999** from a mobile phone. The address is Scout HQ, Blackwater Drive, Calmore, Southampton, SO40 2QJ.

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

- District commissioner team:
  - **Kevin Harmer (SPOC for Safety)** – 07904 943 511
  - **Lynn Tatavossian (SPOC for Safeguarding)** – 07595 991 824
  - **Robin Mair (SPOC for 5<sup>th</sup> Testwood)** – 07702 464 823
- Scout Support 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. The HQ is equipped with a first aid kit containing:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• 1 First Aid Guidance Leaflet and Scout Purple Emergency card</li><li>• 60 Assorted Washproof Plasters</li><li>• 6 Sterile Eye Dressings</li><li>• 8 Triangular Bandages</li><li>• 12 Safety Pins</li><li>• 12 Medium Sterile Dressings (Min Pad Size 12x12cm)</li></ul> | <ul style="list-style-type: none"><li>• 6 Large Sterile Dressings (Min Pad Size 18x18cm)</li><li>• 20 Saline Wound Wipes</li><li>• 3 Pairs of Disposable Gloves</li><li>• 2 rolls of Micropore Tape</li><li>• 2 resuscitation face shields.</li><li>• Sealed eyewash capsules, for use if water is unavailable.</li></ul> |
|---|---|

The first aid kit is located hung on the wall in the kitchen so that it is near to running water. Additional disposable gloves of various sizes and disposable aprons 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.

There are a number of cold packs stored in the fridge or freezer in the kitchen to be used for bumps and bruises and to reduce any swelling. If frozen, 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 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 – **Hayley Simes**.

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 at the rear of 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 Scout Leader to ensure that the first aid kit is re-stocked after an incident and that stock is replaced as it expires. The Board of Trustees must be confident this has been done.

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. Care should be taken to ensure they have the kit required for their location.

At Board of Trustees in March 2024, it was agreed that all section first aid kits must have in-date eye wash solutions in addition to the kit previously outlined here following an eye casualty sustained at a campsite away from immediate access to water – eye wash in this situation was vital in providing treatment until water could be sourced.

**Review:**

This needs assessment should be reviewed annually as a minimum and must be reviewed after any reportable incident or near-miss which could have resulted in a reportable incident to determine if anything in First Aid kits needs updating.

**Written by:**

Steven Osborn, Group Scout Leader.

Date written:

19<sup>th</sup> March 2024

Review date:

March 2025