



**Scouts**

**Croydon District**

**Croydon District Scout Council**

**Risk Assessment Policy**

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## **PURPOSE**

This document sets out Croydon District Scout Council (hereafter referred to as the District) policy and procedures for the management and (where required) the authorisation of risk assessments within the District.

It should be noted that the procedures detailed in this document are for normal face to face Scouting meetings and activities. In exceptional or emergency situations etc additional requirements (such as the covid risk assessments) may be required.

## **GENERAL POLICY**

One of the primary functions of the District Executive Committee is to support and oversee the delivery of Scouting in the District in a safe manner and controlled environment.

To facilitate this (and in accordance with the rules of the Scout Association as laid down in P.O.R.) the District Executive Committee will endeavour to ensure that recorded or documented risk assessments are carried out for all meetings and activities undertaken within the District.

Additionally, (and in accordance with the rules of the Scout Association) the District Appointments Advisory Panel and the District Executive Committee will endeavour to ensure that all adult volunteers (and Young Leaders) have completed their relevant mandatory training requirements within the required timeframes.

## **PROCEDURE**

In accordance with the rules of the Scout Association a documented or recorded risk assessment is required for every meeting and or activity undertaken. This includes any meetings or activities which are conducted online.

The risk assessment must be specific for the particular meeting or activity and must take into account the location and activity (or activities) being undertaken. Where appropriate the risk assessment must be reviewed/revised during an event or activity to take into account any change of circumstances or conditions.

It is the responsibility of the District Commissioner to approve all meetings and activities being undertaken within the District. It should be noted that the approval or “signing off” of any meeting or activity is subject to the satisfactory completion of the required risk assessment(s).

In order to facilitate the process, the District Commissioner can delegate their responsibilities. At Group or Centre level (where appropriate) the process is delegated to the Group Scout Leader or the equivalent Line Manager. At District level (where appropriate) the process can be delegated to members of the District Team.

Whilst it is not a requirement for all risk assessments to be formally approved or “signed off” it is important that all Line Managers have an oversight and understanding of the meetings and activities being undertaken and have access to the relevant programmes and risk assessments.

At Group or Centre level the Group Scout Leader or equivalent Line Manager and the Executive Committee should have an oversight and understanding of the weekly Sectional meetings and activities taking place along with access (where required) to the relevant risk assessments.

In line with current good practice copies of (termly or half termly) weekly Sectional meetings and activities (programmes) should continue to be forwarded to the relevant Sectional Assistant District Commissioner. Where required (or requested) copies of the relevant risk assessments should also be forwarded.

At District level the District Commissioner, District Team and District Executive Committee should have an oversight and understanding of all District meetings and activities taking place along with access where required (or requested) to the relevant risk assessments.

There are a variety of resources available to enable risk assessments to be recorded and accessed without placing an additional burden on the individual(s) who are preparing them. An example of this is Online Scout Manager (OSM) which allows authorised individuals to access and view programmes and risk assessments.

Where a risk assessment needs to be formally approved or “signed off” this should be submitted to the appropriate individual(s) within the required timeframe. Where no timeframe is specified the risk assessments should be submitted no later than 28 days prior to the proposed event or activity taking place.

At Group or Centre level the Executive Committee should agree and implement a process of oversight and (where required) an approval scheme for risk assessments for any meetings or activities involving any members of the Group or Centre and or members of the general public.

At District level the District Executive Committee will ensure that there is an agreed and adequate process in place for the oversight and (where required) the approval or “signing off” for risk assessments for all District meetings and activities. Details of this procedure can be found on page 19 of this document.

A number of generic risk assessment templates are available to download etc. However, it is important to ensure that these types of risk assessments are tailored to the individual meeting or activity being undertaken and recorded as such to ensure that they are relevant to that particular meeting or activity.

All risk assessments must be suitably recorded or documented in either written or digital form. They should then be held on file for a period of 6 years from the date of the meeting or activity.

In addition, all risk assessments should be readily available for independent inspection and or authorisation (by any appropriately authorised individuals) at any time prior to (or following) the planned meeting or activity.

## **GENERAL PROCESS**

The procedure for the preparation, management and (where applicable) authorisation of risk assessments in the District is as follows:

## SECTIONS

### Weekly meetings and activities

- A recorded or documented risk assessment must be produced for all weekly meetings and other activities.
- When using external activity providers (who do not require activity authorisations etc) copies of the relevant qualifications, insurances and risk assessments should be obtained (from the supplier) and held on file.
- In accordance with the requirements of the Scout Association any meeting or activity being held outside of the District must be notified to the District Commissioner within the required timeframe.
- The Group Scout Leader or equivalent Line Manager, Executive Committee and Sectional Assistant District Commissioner should have oversight of all weekly programmes and risk assessments.
- Where required the Executive Committee should approve or “sign off” the risk assessment prior to the meeting or activity taking place.
- Copies of risk assessments should be held on file for a period of 6 years.

### Adventurous activities

- A recorded or documented risk assessment must be produced for all adventurous activities where a permit (or authorisation) is required.
- The risk assessment must accompany the application to the District Adventurous Activities Advisor(s) within the required timeframe.
- Where the adventurous activities are provided by an external supplier copies of the relevant qualifications, insurances and risk assessments must also be forwarded to the District Activities Advisor(s).
- The Group Scout Leader or equivalent Line Manager, Executive Committee should have oversight of the risk assessment(s).
- Where required the Executive Committee should approve or “sign off” the risk assessment prior to the activity taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Adventurous Activities Advisor(s) must approve any application prior to the activity taking place.

### **Overnight and residential experiences**

- A recorded or documented risk assessment must be produced for all overnight and residential experiences.
- The risk assessment must accompany the Nights Away Notification to the District Nights Away Advisor(s) within the required timeframe.
- The Group Scout Leader or equivalent Line Manager and Executive Committee should have oversight of the risk assessment(s).
- Where required the Executive Committee should approve or “sign off” the risk assessment prior to the overnight or residential experience taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Nights Away Advisor(s) must be notified (within the required timeframe) prior to the overnight or residential experience taking place.

### **International experiences**

- A recorded or documented risk assessment must be produced for all international experiences.
- The risk assessment must accompany the application to the County International Advisor and must be submitted within the required timeframe.
- The Group Scout Leader or equivalent Line Manager and Executive Committee should have oversight of the risk assessment(s).
- Where required the Executive Committee should approve or “sign off” the risk assessment prior to the international experience taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Commissioner and the County International Advisor must approve any application prior to the international experience taking place.

## **JOINT MEETING OR ACTIVITIES**

### **Sections**

Where meetings or activities involve Sections from two (or more) Scout Groups or Centres the procedures for the preparation of risk assessments are identical to those detailed above with the following additions:

- There must be a designated Leader who is responsible for the overall running of the meeting or activity and the preparation of the risk assessment(s).

- The Group Scout Leader or equivalent Line Manager and Executive Committee of each (or every) Group or Centre involved in the meeting or activity should have oversight of the risk assessment(s).
- Where required the Executive Committee of each (or every) Group or Centre involved (in the meeting or activity) should approve or “sign off” the risk assessment(s) prior to the meeting or activity taking place.

### **Other youth organisations**

Where meetings or activities are held with other (recognised) youth organisations the procedures for the preparation of risk assessments are identical to those detailed above with the following additions:

- All meetings or activities with other youth organisations must be organised and run in accordance with the requirements of the Scout Association.
- A separate risk assessment should be produced by each (or every) youth organisation involved in the meeting or activity.
- The District Commissioner should be notified of any meetings or activities with other youth organisations at least 28 days prior to the meeting or activity taking place.

## **SCOUT GROUPS AND CENTRES**

### **Headquarters or meeting venue**

- The Group or Centre Executive Committee are responsible for preparing (and keeping up to date) the risk assessments for the Headquarters or meeting venue(s). This includes but is not restricted to all buildings (including storage facilities etc), grounds and any available on site (static) activities.
- Risk assessments are also required for general maintenance tasks and working parties etc. There should be specific risk assessments to cover high risk areas such as tree works, working at height and lone working.
- These risk assessments should be readily available for information and or inspection purposes to all Group or Centre Leaders etc. Where appropriate they should also be available to Parents/Careers on the Group or Centre website or possibly as an addendum in the Group or Centre welcome pack.
- The Group or Centre Executive Committee are responsible for ensuring that the all risk assessments for the Headquarters or meeting venue(s) are reviewed and approved on an annual basis.
- Copies of all risk assessments should be held on file for a period of 6 years.



### **Group or Centre meetings**

- A recorded or documented risk assessment must be produced for all Group or Centre meetings (i.e., Leaders or Executive Committee meetings).
- Where required the Executive Committee should approve or “sign off” the risk assessment for any Group or Centre meetings.
- Copies of risk assessments should be held on file for a period of 6 years.

### **Section meetings**

- Working in partnership with the Group Scout Leader or equivalent Line Manager the Group or Centre Executive Committee should have oversight of all Section programmes and risk assessments.
- Where required the Executive Committee should approve or “sign off” the risk assessment for any Section activity prior to it taking place.

### **Group or Centre events and activities**

- A recorded or documented risk assessment must be produced for all Group or Centre events and activities.
- Where the activity is a Group or Centre camp (or similar) the risk assessment must accompany the Nights Away Notification to the District Nights Away Advisor(s) within the required timeframe.
- If the event or activity involves any adventurous activities where a permit (or authorisation) is required the risk assessment(s) must accompany the application to the District Adventurous Activities Advisor(s) within the required timeframe.
- Where adventurous activities are provided by an external supplier copies of the relevant qualifications, insurances and risk assessments must also be forwarded to the District Activities Advisor(s).
- When using external activity providers (who do not require activity authorisations etc) copies of the relevant qualifications, insurances and risk assessments should be obtained (from the supplier) and held on file.
- In accordance with the requirements of the Scout Association the District Commissioner should be notified at least two months in advance of any large scale Group or Centre event or activity.
- In addition, the District Commissioner must be notified (within the required timeframe) of any Group or Centre event or activity which is being held outside of the District.

- The Group or Centre Executive Committee must approve the risk assessment(s) for any Group or Centre event or activity.
- Copies of all relevant risk assessments should be held on file for a period of 6 years.

### **Fundraising and other general public events**

- A recorded or documented risk assessment must be produced for all fundraising and or other events involving members of the general public.
- The risk assessment must take into account the additional risks associated with having members of the general public present.
- The Group or Centre Executive Committee are responsible for ensuring that the appropriate insurance(s) are in place to cover the members of the general public during the event.
- The Group or Centre Executive Committee must approve the risk assessment(s) for any event involving members of the general public.
- In accordance with the requirements of the Scout Association the District Commissioner should be notified at least two months in advance of any large scale event or activity involving the general public.
- In addition, the District Commissioner must be notified of any Group or Centre event or activity (involving members of the public) which is being held outside of the District.
- Copies of the risk assessment should be held on file for a period of 6 years.

## **DISTRICT EXPLORER SCOUT UNITS**

### **Weekly meetings and activities**

- A recorded or documented risk assessment must be produced for all weekly meetings and other activities.
- When using external activity providers (who do not require activity authorisations etc) copies of the relevant qualifications, insurances and risk assessments should be obtained (from the supplier) and held on file.
- In accordance with the requirements of the Scout Association any meeting or activity being held outside of the District must be notified to the District Commissioner within the required timeframe.
- The District Explorer Scout Commissioner, District Commissioner and District Executive Committee should have oversight of the weekly programmes and risk assessments.

- Where required the District Explorer Scout Commissioner and or the District Commissioner should approve or “sign off” the risk assessment prior to the meeting or activity taking place.
- Copies of risk assessments should be held on file for a period of 6 years.

### **Adventurous activities**

- A recorded or documented risk assessment must be produced for all adventurous activities where a permit (or authorisation) is required.
- The risk assessment must accompany the application to the District Adventurous Activities Advisor(s) within the required timeframe.
- Where the adventurous activities are provided by an external supplier copies of the relevant qualifications, insurances and risk assessments must also be forwarded to the District Activities Advisor(s).
- The District Explorer Scout Commissioner, District Commissioner and District Executive Committee should have oversight of the risk assessment(s).
- Where required the District Explorer Scout Commissioner and or the District Commissioner should approve or “sign off” the risk assessment prior to the activity taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Adventurous Activities Advisor(s) must approve any application prior to the activity taking place.

### **Overnight and residential experiences**

- A recorded or documented risk assessment must be produced for all overnight and residential experiences.
- The risk assessment must accompany the Nights Away Notification to the District Nights Away Advisor(s) within the required timeframe.
- The District Explorer Scout Commissioner, District Commissioner and District Executive Committee should have oversight of the risk assessment(s).
- Where required the District Explorer Scout Commissioner and or the District Commissioner should approve or “sign off” the risk assessment prior to the overnight or residential experience taking place.
- Copies of risk assessments should be held on file for a period of 6 years.

- In accordance with the requirements of the Scout Association the District Nights Away Advisor(s) must be notified (within the required timeframe) prior to the overnight or residential experience taking place.

### **International experiences**

- A recorded or documented risk assessment must be produced for all international experiences.
- The risk assessment must accompany the application to the County International Advisor and must be submitted within the required timeframe.
- The District Explorer Scout Commissioner, District Commissioner and District Executive Committee should have oversight of the risk assessment(s).
- Where required the District Explorer Scout Commissioner and or the District Commissioner should approve or “sign off” the risk assessment prior to the international experience taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Commissioner and the County International Advisor must approve any application prior to the international experience taking place.

## **DISTRICT SCOUT NETWORK UNIT**

### **Weekly meetings and activities**

- A recorded or documented risk assessment must be produced for all weekly meetings and other activities.
- When using external activity providers (who do not require activity authorisations etc) copies of the relevant qualifications, insurances and risk assessments should be obtained (from the supplier) and held on file.
- In accordance with the requirements of the Scout Association any meeting or activity which is being held outside of the District must be notified to the District Commissioner within the required timeframe.
- The District Commissioner, District Executive Committee and County Scout Network Commissioner should have oversight of the weekly programmes and risk assessments.
- Where required the District Commissioner and or the County Scout Network Commissioner should approve or “sign off” the risk assessment prior to the meeting or activity taking place.
- Copies of risk assessments Should be held on file for a period of 6 years.

### **Adventurous activities**

- A recorded or documented risk assessment must be produced for all adventurous activities where a permit (or authorisation) is required.
- The risk assessment must accompany the application to the District Adventurous Activities Advisor(s) within the required timeframe.
- Where the adventurous activities are provided by an external supplier copies of the relevant qualifications, insurances and risk assessments must also be forwarded to the District Activities Advisor(s).
- The District Commissioner, District Executive Committee and County Scout Network Commissioner should have oversight of the risk assessment(s).
- Where required the District Commissioner and or the County Scout Network Commissioner should approve or “sign off” the risk assessment prior to activity taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Adventurous Activities Advisor(s) must approve any application prior to the activity taking place.

### **Overnight and residential experiences**

- A recorded or documented risk assessment must be produced for all overnight and residential experiences.
- The risk assessment must accompany the Nights Away Notification to the District Nights Away Advisor(s) within the required timeframe.
- The District Commissioner, District Executive Committee and County Scout Network Commissioner should have oversight of the risk assessment(s).
- Where required the District Commissioner and or the County Scout Network Commissioner should approve or “sign off” the risk assessment prior to overnight or residential experience taking place.
- Copies of risk assessments should be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Nights Away Advisor(s) must be notified (within the required timeframe) prior to the overnight or residential experience taking place.

### **International experiences**

- A recorded or documented risk assessment must be produced for all international experiences.

- The risk assessment must accompany the application to the County International Advisor and must be submitted within the required timeframe.
- The District Commissioner, District Executive Committee and County Scout Network Commissioner should have oversight of the risk assessment(s).
- Where required the District Commissioner and County Scout Network Commissioner should approve or “sign off” the risk assessment prior to international experience taking place.
- Copies of risk assessments must be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Commissioner and the County International Advisor must approve any application prior to the international experience taking place.

## **DISTRICT SCOUT ACTIVE SUPPORT UNITS**

### **Meetings and activities**

- A recorded or documented risk assessment must be produced for all meetings and activities.
- When using external activity providers (who do not require activity authorisations etc) copies of the relevant qualifications, insurances and risk assessments should be obtained (from the supplier) and held on file.
- When undertaking adventurous activities and overnight or residential experiences the District Commissioner must be notified prior to the activity taking place within the required timeframe(s).
- In accordance with the requirements of the Scout Association any meeting or activity which is being held outside of the District must be notified to the District Commissioner within the required timeframe.
- The District Commissioner and District Executive Committee should have oversight of the programmes and risk assessments.
- Where required the District Commissioner and or the District Executive Committee should approve or “sign off” the risk assessment prior to the meeting or activity taking place.
- Copies of risk assessments should be held on file for a period of 6 years.

## **DISTRICT**

### **District meetings**

- A recorded or documented risk assessment will be produced for all District meetings (i.e., Section Leaders or District Executive Committee Meetings etc). These will be made readily available for information and or inspection purposes.
- Where required the District Executive Committee should approve or “sign off” the risk assessment for any District meetings.
- Copies of risk assessments will be held on file for a period of 6 years.

### **District training courses**

- A recorded or documented risk assessment will be produced for all District training courses and information evenings etc. These will be made readily available for information and or inspection purposes.
- Where required the District Executive Committee should approve or “sign off” the risk assessment for any training courses.
- Copies of risk assessments will be held on file for a period of 6 years.

### **District Section activities**

- A recorded or documented risk assessment will be produced (by the District Team) for all District Section events and activities. These will be made readily available for information and or inspection purposes.
- Where the activity involves individual participants (from a Group or Centre) in an overnight or residential experience the District Team is responsible for producing the risk assessment. These will be made readily available for information and or inspection purposes.
- Where the activity involves participants from a Section in a Group or Centre (with Leaders) in an overnight or residential experience the individual Sections are responsible for the relevant risk assessment and the application to the District Nights Away Advisor(s).
- Where the event involves participants from a Section in a Group or Centre (with Leaders) travelling to (or visiting) a particular venue (or attraction) the District Team will work in partnership with the individual Groups and Centres in order to prepare the necessary risk assessment(s) for the event.

- The risk assessment(s) for the overall event or activity will be produced by the District Team and will be made readily available for information and or inspection purposes.
- If the event or activity involves adventurous activities the risk assessment for these will be produced by the District Team and these will be made readily available for information and or inspection purposes.
- Where adventurous and other activities are provided by external supplier's copies of the relevant qualifications, insurances and risk assessments will be obtained from the supplier(s) and held on file.
- In accordance with the requirements of the Scout Association any meeting or activity which is being held outside of the District will be notified to the District Commissioner within the required timeframe.
- The District Commissioner and the District Activities Advisor(s) will approve or "sign off" the risk assessment(s) for any District Section event or activity prior to it taking place.
- Copies of all relevant risk assessments be will be held on file for a period of 6 years.

#### **District adventurous activities**

- A recorded or documented risk assessment will be produced for all District organised adventurous activities where a permit (or authorisation) is required. These will be made readily available for information and or inspection purposes.
- The risk assessment must accompany the application to the District Adventurous Activities Advisor(s) within the required timeframe.
- Where adventurous activities are provided by an external supplier copies of the relevant qualifications, insurances and risk assessments must also be forwarded to the District Activities Advisor(s).
- The District Commissioner and District Executive Committee should have oversight of the risk assessment(s).
- Where required the District Commissioner should approve or "sign off" the risk assessment prior to activity taking place.
- Copies of risk assessments will be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Adventurous Activities Advisor(s) will approve any application prior to the activity taking place.



### **District overnight and residential experiences**

- A recorded or documented risk assessment will be produced for all District organised overnight and residential experiences. These will be made readily available for information and or inspection purposes.
- The risk assessment must accompany the Nights Away Notification to the District Nights Away Advisor(s) within the required timeframe.
- The District Commissioner and District Executive Committee should have oversight of the risk assessment(s).
- Where required the District Commissioner should approve or “sign off” the risk assessment prior to overnight or residential experience taking place.
- Copies of risk assessments will be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Nights Away Advisor(s) must be notified (within the required timeframe) prior to the overnight or residential experience taking place.

### **District international experiences**

- A recorded or documented risk assessment will be produced for all District organised international experiences. These will be made readily available for information and or inspection purposes.
- The risk assessment must accompany the application to the County International Advisor and must be submitted within the required timeframe.
- The District Commissioner and District Executive Committee should have oversight of the risk assessment(s).
- Where required the District Commissioner should approve or “sign off” the risk assessment prior to the international experience taking place.
- Copies of risk assessments will be held on file for a period of 6 years.
- In accordance with the requirements of the Scout Association the District Commissioner and the County International Advisor must approve any application prior to the international experience taking place.

### **Large scale District events**

- A recorded or documented risk assessment will be produced for all large scale District events and activities. These will be made readily available for information and or inspection purposes.

- Where the activity is a District camp (or similar) the individual Sections, Groups or Centres are responsible for producing their own risk assessment and making the appropriate Nights Away Notification application to the District Nights Away Advisor(s) within the required timeframe.
- The risk assessment(s) for the overall event or activity will be produced by the District Team and will be made readily available for information and or inspection purposes.
- If the event or activity involves adventurous activities which require a permit (or authorisation) the risk assessment for these will be produced by the District Team and will be made readily available for information and or inspection purposes.
- Where adventurous and other activities are provided by external supplier's copies of the relevant qualifications, insurances and risk assessments will be obtained from the supplier(s) and held on file.
- Working in partnership with the District Commissioner the District Executive Committee will approve or "sign off" the risk assessment(s) for any large scale District event or activity.
- Copies of all relevant risk assessments will be held on file for a period of 6 years.

### **Public events**

- A recorded or documented risk assessment will be produced for all public relation, fundraising and or other events involving members of the general public. These will be made readily available for information and or inspection purposes.
- The risk assessment will take into account the additional risks associated with having members of the general public involved or present.
- The District Executive Committee will ensure that the appropriate insurance(s) are in place to cover the members of the general public during the event.
- Working in partnership with the District Commissioner the District Executive Committee will approve or "sign off" the risk assessment(s) for any event involving members of the general public.
- Copies of the risk assessment will be held on file for a period of 6 years.

## **BEARS WOOD/PINEWOOD**

- Working in cooperation the District Premises Committee and the respective Committees for both Bears Wood and Pinewood are responsible for preparing (and keeping up to date) the risk assessments for the buildings, grounds and any available activities.
- Risk assessments will also be prepared for general maintenance tasks and working parties etc. Specific risk assessments will be produced to cover high risk areas such as tree works, working at height and lone working.
- Where applicable the risk assessments will be available on the District website for information and or inspection purposes and will be made readily available for any hirers/users of the sites.
- The District Executive Committee are responsible for approving the risk assessments for both Bears Wood and Pinewood on an annual basis.

## **MOBILE CLIMBING WALL**

- The climbing wall Management Team are responsible for preparing (and keeping up to date) the risk assessment for the mobile climbing wall.
- The risk assessment will be available on the District website for information and or inspection.
- The District Executive Committee are responsible for approving the risk assessments for the mobile climbing wall on an annual basis.

## **SOUTH NORWOOD LAKE**

- The Water Activities Team are responsible for preparing (and keeping up to date) the risk assessments for the water based activities at South Norwood Lake.
- The risk assessments will be available on the District websites for information and or inspection and will be made readily available for any users.
- The District Executive Committee are responsible for approving the risk assessments for the water activities at South Norwood Lake on an annual basis.

## **DISTRICT APPROVALS PROCEDURE**

The District Executive Committee has agreed the following system for the oversight and approval of all District meetings and activities.

- For District meetings (i.e., Section Leaders or District Executive Committee meetings etc) a risk assessment must be produced. These will be available for information and or inspection (by the District Executive Committee) if requested but will not need to be “signed off” or approved unless specifically requested.
- A risk assessment must be produced for all District training courses. These will be available for information and or inspection (by the District Executive Committee) if requested but will not need to be “signed off” or approved unless specifically requested.
- For all District Section activities, a risk assessment must be produced and “signed off” or approved by the District Commissioner and or the District Activities Advisor(s). Copies of these risk assessments will be available for inspection (by the District Executive Committee) if requested.
- For all large scale District and public events, a risk assessment will be produced and “signed off” or approved by the District Executive Committee. To achieve this the District Executive Committee will work in partnership with the District Commissioner and District Activities Advisor(s).
- For Bears Wood, Pinewood, the mobile climbing wall and water activities at South Norwood Lake risk assessments will be produced by the respective Committees or Teams. These will be reviewed and approved by the District Executive Committee on an annual basis.

## **EMERGENCY PROCEDURES**

In exceptional and emergency circumstances the Scout Association may impose additional rules and requirements in respect of the preparation of and the approvals processes for risk assessments. In this event the District will endeavour to ensure that these additional requirements are met and complied with.

## **IMPORTANT NOTE**

This Policy only applies to the Groups, Centres and Units etc which form Croydon Scouting. Due to boundary changes and other anomalies, there are a number of other Scouting provisions which fall within the boundaries of the London Borough of Croydon. Naturally Croydon Scouting has no responsibilities for or jurisdiction over any of these other provisions.

## **ALTERATIONS TO THIS POLICY**

This Policy will be subject to regular review to ensure that it is up to date and continues to meet the needs of Croydon Scouting. Any changes that are considered necessary to this Policy will be recommended to the District Executive Committee for their approval at the conclusion of any review.

Version 2

Approved 25/04/22