



## Risk Management Checklist for Unit Program Planning

Unit program planning is an excellent opportunity for insuring that our Scouts' activities are not only rewarding, fun and exciting, but also safe. This checklist identifies some of the most important safety and risk management issues encountered in Scouting. By implementing each element of the checklist your unit will be taking important steps toward minimizing those risks. The termination of the BSA's Tour and Activity Plan filing requirement has in no way lessened the need for thorough planning on the Unit's part. More information on these topics can be found in the publication [Guide to Safe Scouting](#). Each unit should have a current edition of this important publication. Source locations for the [GSS](#) and other training references are annotated and listed at the bottom of this form.

### **ADMINISTRATION**

- Appoint a unit Risk Management/Health & Safety Chairman and inform the District Risk Management Chairman of the appointment.
- Establish a process for notifying the Unit RM/H&S Chair of each outing. [Suggestion: An email detailing the "Who, What, When, Where, Why, and How" to be sent by the outing leader prior to the event].
- Collect and keep on file for at least one year after the event, a [Parental Permission Slip](#) for each youth participant in the activity. <sup>2</sup>

### **HEALTH**

- Obtain current BSA [Annual Health and Medical Record](#) (form No. 680-001) for all youth and adult registered member members. Review them for completeness and accuracy. <sup>3</sup>
- Establish a process for proving copies of the health forms and pertinent information to activity leaders regarding the participants. Include a process for the return or destruction of the copies after the outing.

### **SAFETY and TRAINING**

***"Every Scout Deserves a Trained Leader" and "There is No Such Thing as Too Much Training"***

- Schedule "[Scouting Safety...Begins With Leadership](#)" training (view on-line video) for all adults working with the unit. <sup>4</sup>
- Arrange for Qualified Supervision at every unit activity.
- Develop and exercise unit Discipline based on respect, understanding and leadership.
- Plan each unit activity using the "[Sweet Sixteen of BSA Safety](#)." <sup>5</sup>
- In addition to Position Specific Training, each leader engaged in outdoor activities should take the level specific outdoor skill course (ILOS, BALOO or OWL) and the "[Weather Hazards](#)" on-line course. <sup>5</sup>
- Schedule "[Trek Safely](#)" training for adults leading outdoor treks. <sup>6</sup>
- Engaging in the following activities require additional orientation and/or the engagement of specially trained personnel:
  - Climbing – "[Climb On Safely](#)" trained supervisor and the presence of qualified instructors. <sup>5</sup>
  - Shooting – NRA instructor and/or RSO
  - Flying – "[Flying Plan](#)" submitted <sup>7</sup>

- COPE – qualified instructors
- SCUBA – Certified SCUBA instructor

## **YOUTH PROTECTION**

- Register all adult leaders in the unit.
- Verify that all adults (registered or not) working with youth have completed Youth Protection Training in last two years.
- Schedule the viewing of *Youth Protection Videos* by youth members. [It Happened to Me](#) (AV-09V011), for Cub Scout Packs; [A Time to Tell](#) (AV-09V004), for Boy Scout Troops; [Personal Safety Awareness](#) (AV-9V027) for Venturing Crew.

## **FIRST AID**

- Verify adult leaders' current training in First Aid/CPR at appropriate level for unit's planned activities.
- Schedule First Aid/CPR training for adult leaders without current or adequate training.
- Encourage adult leaders' leading extended outdoor activities (over one hour from emergency care) to complete Wilderness First Aid training.
- Check and refresh contents of unit first aid kit annually and following summer camp.
- Follow-up with the filing of an "[Incident Report](#)" to Council on any injury requiring evacuation or professional treatment. 8

## **AQUATICS**

Aquatics activities are an integral and popular part of outdoor activity, but carry a significantly high degree of risk which must be closely managed. The [Aquatics Safety section of the GSS](#) details the various aspects of training and policy. 9

- Verify adult leaders have current [Safe Swim Defense](#) commitment cards through on-line training.
- Verify adult leaders have current [Safety Afloat](#) commitment cards through on-line training.
- Maintain record of Scouts' swimming abilities. Provide opportunity for swimming checks and issuance of Swim Cards.

## **TRANSPORTATION**

- Check that each driver for a unit activity has a current driver's license.
- Check that each driver for a unit activity has recommended levels of insurance.
- Verify that registration of unit trailer and any unit vehicle is current.
- Conduct a safety inspection of the unit trailer and any unit vehicles. Inspection should verify that all safety equipment (brakes, tires, lights, etc.) are in working order.
- Inspect and evaluate security of the unit trailer, particularly as relates to storage.
- Plan transportation for unit activities so as to avoid driver fatigue.

## **FACILITIES**

Conduct a safety inspection of the unit's meeting facility using the [Meeting Place Checklist](#) (No. 6140A) in the [Guide to Safe Scouting](#). 10

Schedule a fire drill during at least one unit meeting.

## **SCOUT O RAMA**

Designate one adult leader to check that unit's Scout O Rama booth and/or activity complies with all safety rules and regulations, and submit the [proper safety forms](#) in a timely manner. 11

## **FUNDRAISING**

[File Unit Money Earning Application](#) (No. 34427) with the Council Scout Center. Follow ten fundraising guidelines in the application. 12

## **Resources**

1 <http://www.scouting.org/filestore/pdf/34416.pdf>

2 <http://www.scouting.org/filestore/pdf/19-673.pdf>

3 [www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

4 <http://www.scouting.org/scoutsorce/HealthandSafety/Video.aspx>

5 <http://www.scouting.org/scoutsorce/HealthandSafety/Alerts/WeatherCD.aspx>

6 [http://daycamps.ocbsa.org/directors/NCS\\_Drive/Alpha%20Listing/Trek%20Safely%20Training%20Outline%2020-129.pdf](http://daycamps.ocbsa.org/directors/NCS_Drive/Alpha%20Listing/Trek%20Safely%20Training%20Outline%2020-129.pdf)

7 [http://www.scouting.org/filestore/pdf/19-672WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/19-672WB_fillable.pdf)

8 <http://www.ocbsa.org/bsaresources/health-safety/incident-reporting/>

9 <http://www.scouting.org/scoutsorce/HealthandSafety/GSS/gss02.aspx#i>

10 <http://www.scouting.org/filestore/pdf/mpinsp.pdf>

11 <http://www.ocbsa.org/wp-content/uploads/2013/12/2017-SOR-Booth-Application.pdf>

12 <http://www.scouting.org/filestore/pdf/34427.pdf>