

Scouting Ireland

Corporate Safety Statement

28/08/2025

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2	02/05/2020	Ronan Collier	Corporate Safety Statement Scouting Ireland
2.1		Conor McKeon	Inclusion of 'pandemic' in Section 2.14.
2.2	16/08 2022	Ronan Collier	Review by Safety Advisory Team CEO changed to Interim CEO; Place of work scope clarified; Scope of vulnerable groups extended; Links re-established; and other minor changes.
2.3	20/08/2024	Ronan Collier	The SAT advised that the Safety Statement should only refer SI the organisation and its responsibilities to employees and others.
2.4	August 2025	Sean Sheehan Joe Marken Sonya Byrne	Included reference to NI legislation. Updated Safety Management Structure Updated employee training Full review of content

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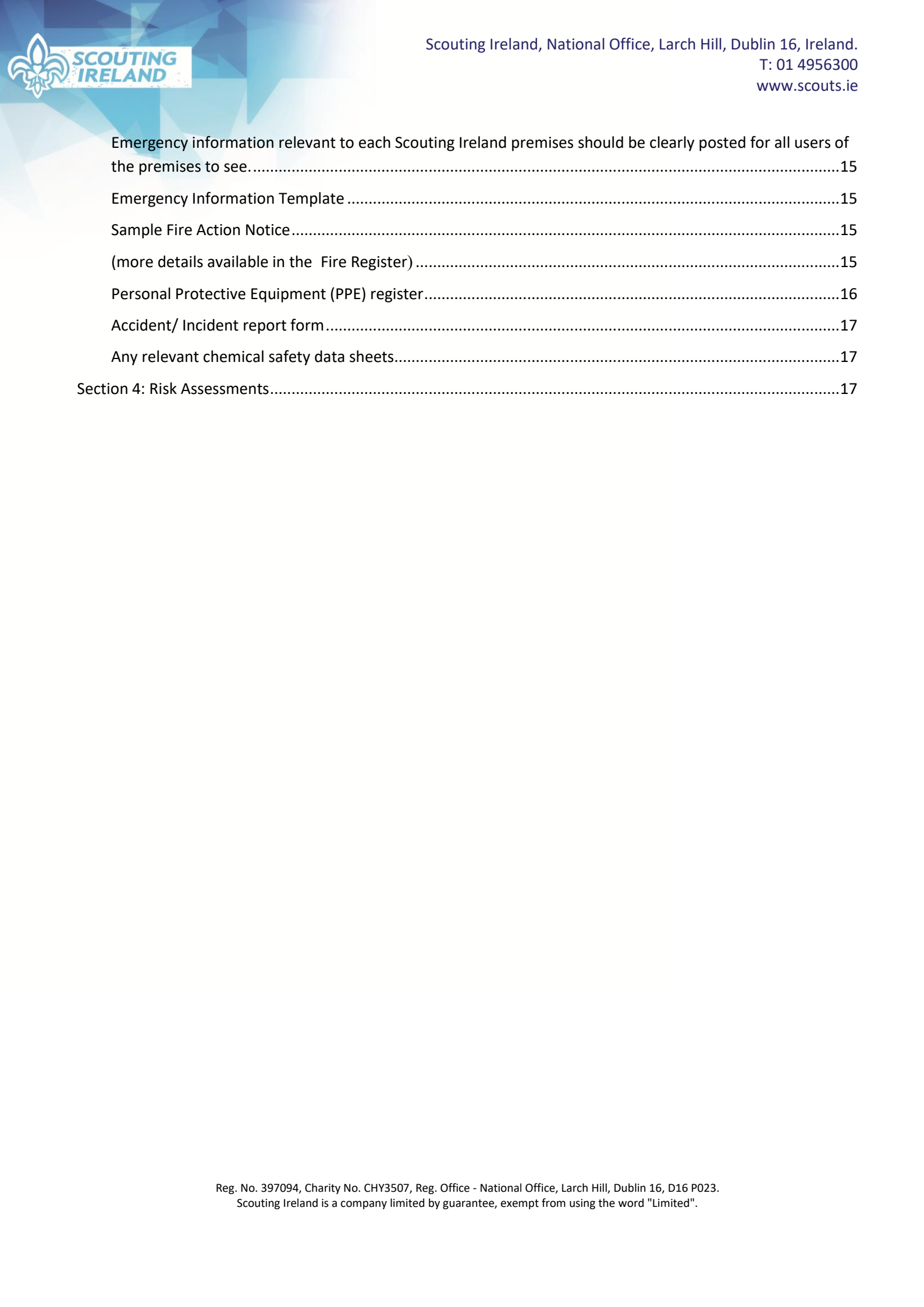
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Section 0: Scope of Safety Statement

This document applies to Gasóga na hÉireann / Scouting Ireland, Scouting Ireland Campsites and Facilities Limited and any organisation or group who is a member of scouting Ireland, who is an employer, who enters into a contract of employment with an employee, or is in control of a place of work. These organisations are collectively referred to as Scouting Ireland, throughout this Safety Statement.

This safety statement outlines how health and safety in scouting Ireland places of work is managed.

Employee, employer and place of work are interpreted as defined in the Safety Health and Welfare at Work Act 2005 (ROI).

This Safety Statement does not apply to Scout Groups, unless they are employers.

For Community Employment (CE) Scheme workers in Ireland, the employer of the CE worker would typically be the sponsoring organization that runs the CE scheme. This could be a local community group, a non-profit organisation, or a local authority that has been approved to sponsor the CE programme. If your scout group or campsite engages a CE Scheme worker, the Group Council or campsite management committee must clarify with the sponsoring organization that runs the CE scheme, and through who they engaged the CE worker, who is the employer.

Section 1: Health and Safety Policy

Scouting Ireland recognises its Statutory and Common law duties to its professional Staff, Scouts, Volunteers and others who may be affected by our activities.

Scouting Ireland is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 (IRL), the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 or as amended and other associated legislation. We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit ourselves to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of our employees, contractors and others who may be affected by them.
- Our Safety Statement is maintained and updated, and written risk assessments are carried out and
- Reviewed as required and brought to the attention of employees at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment are provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Third-party providers are overseen to maintain standards, with servicing and certifications kept up to date as necessary
- Where hazards cannot be eliminated suitable protective measures including clothing and equipment are provided.
- Emergency plans are prepared and revised.

- Welfare facilities are provided and adequately maintained.
- Appropriate licences and certificates are kept valid and up to date as necessary.
- Competent personnel who can advise and assist in securing the safety, health and welfare of our employees are employed when required.



Signed:

Date: 28th August 2025

Seán Sheehan
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Section 2: Safety Arrangements and Information

1. Safe Place of Work

Scouting Ireland will ensure that the physical environment at the place of work is adequate. Work areas are large enough to be safe and healthy and are adequate with regard to stability, ventilation, temperature and lighting. Pedestrians and vehicles are able to circulate safely. Traffic routes, entrances and exits are kept clear. Floors, walls, ceilings, roofs and doors are safe and adequate welfare facilities are provided. Where employees work remotely Scouting Ireland is responsible for their work equipment, risk assessments and training on safe and healthy workstation design and use.

2. Safe Means of Access and Egress

Scouting Ireland recognises that safe means of access and egress must be provided and maintained. Safe means of access and egress is provided to and from its premises at all times. This includes entrances, carparks, paths, the building, internal areas, workstations and emergency equipment.

All means of access and egress will be maintained as appropriate. In particular escape routes from the premises will be checked regularly by nominated individuals.

3. Safe Plant & Machinery

Scouting Ireland recognises the need to provide and maintain safe work equipment. Work equipment includes any machinery, appliance, apparatus, tool or installations for use at work.

Scouting Ireland will ensure that all equipment on the premises meets the requirements of the relevant CE Marking Directives. Throughout the working life of all equipment, Scouting Ireland will ensure that all equipment is kept safe by means of adequate inspection and maintenance.

4. Safe Use of Articles and Substances

Scouting Ireland recognises the need to assess the risks from articles, substances, and exposures to noise, vibration, or any other physical agents. Specific Risk Assessments on these hazards will be completed if/as required and controls put in place and maintained to ensure that risks are reduced so far as is reasonably practicable.

5. Safe Systems of Work

Scouting Ireland recognises the need to have appropriate procedures established to ensure that its workplaces are safe, activities are planned, organised, performed, maintained and revised to limit the risk to employees, members, volunteers and others. All safe operating procedures will be based on a Risk Assessment and implementation of appropriate controls. Safe systems of work will be put in place, communicated and maintained. Systems of work will cover normal work activity, maintenance works and work by contractors on site.

Safe operating procedures are used as a fundamental tool for job specific training. Where possible, safe operating procedures will be developed in consultation with employees and will take due cognisance of the manufacturer's manuals, other documentation (such as approved codes of practice) and advice provided by other competent persons.

6. Communication, Consultation and Participation

Scouting Ireland recognises the importance of communication, consultation and participation in matters of safety and health. If requested management shall facilitate the professional staff election of a Safety Representative and will consult with them on matters of occupational safety and health. The Safety Advisory Team shall advise the CEO and the Board on matters relating to Safety and Health and Welfare at work for Scouting Ireland employees. This includes:

- the appointment of persons to deal with emergencies and any prevention measures
- the carrying out of any enterprise risk assessments and the preparing or revision of the safety statement
- the provision of safety and health information for employees
- the planning and organisation of safety and health training
- introduction of new technologies which can affect safety and health.

Any revised or new instruction or advice relating to safety health and welfare at work shall be brought to the attention of any relevant centres of competence before becoming Scouting Ireland policy, procedure or guidance. Any changes to safety and health instruction shall be communicated to the relevant staff through the normal channels. This includes:

- the protection of people visiting the workplace,
- the provision and use of personal protective equipment,
- the protection of pregnant employees and young people in the workplace, and
- the promotion of dignity in the workplace and control of work-related stress.

Scouting Ireland employees are actively encouraged to feedback to Scouting Ireland any concerns or suggestions for improvement in relation to safety and health in scouting.

7. Safety Information, Instruction, Training and Supervision

Scouting Ireland is committed to providing appropriate health and safety information, instruction, training and supervision for all employees. All SI employees must undertake the first two Mandatory modules of the HSA online training. Any additional training will be role specific. All employees must put a copy of their training cert on HR Duo for training completed by external provider e.g HSA. All parties will receive adequate safety, health and welfare training relating to their job or activity.

Scouting Ireland Professional Staff shall receive training associated with their work activities. This may include Display Screen Equipment workstation safety and health training, Use of plant and machinery, use of Chemicals, Emergency response.

Visitors to Scouting Ireland national campsites (including Volunteers and Scouts) receive safety briefing regarding hazards present at the location and receive safety instruction for any organised activities they will participate in while at these campsites.

Scouting Ireland employee safety training will not be at any financial cost to the employee nor impact upon their remuneration.

Details of Hazards and associated risk assessments at individual places of work shall be brought to the attention of employees, contractors, visitors and others who may be affected by them. This will include the protective and preventive measures to be taken to prevent harm to individuals.

The competent person for Scouting Ireland is the Safety Advisory Team.

The names of the person(s) designated as of safety representatives at each place of work, where applicable shall be brought to the attention of employees.

The Safety Statement shall be brought to the attention of all employees and members of scouting Ireland annually and shall be brought to the attention of others who may be affected at a place of work when applicable.

8. Personal Protection Equipment (PPE)

Where workplace hazards likely to cause harm to employees cannot be controlled by other means Personal Protective Equipment (PPE) will be provided at no cost to the employee. This must be CE (*Conformité Européenne*) marked and capable of providing the desired protection to the individual users. A record of to whom PPE has been issued must be maintained. (see Section 3: Forms PPE). Some PPE requires training before first use. Where this is required and training delivered it shall be included in the PPE register.

9. Welfare Facilities & Arrangements

Scouting Ireland recognises the need to provide and maintain facilities and arrangements for the welfare of their employees at work. Scouting Ireland will provide adequate and suitable sanitary and washing facilities, access to facilities for boiling water and taking meals and an adequate supply of potable drinking water. Rest rooms suitably furnished will be provided for relaxing during breaks. Scouting Ireland will also ensure that the place of work is maintained in a clean and hygienic condition.

10. Arrangements for safety of vulnerable groups

Vulnerable groups include any of the following workers: New, Young, Old, Disabled, Pregnant, Lone workers, non-nationals, LGBTQI+, and people at higher risk due to underlying medical conditions. Risk Assessments, Induction, Training, Instruction and Supervision shall take into account any vulnerable workers and put in place suitable control measures to mitigate any risks associated with their being classified as vulnerable. Any person can become a vulnerable person.

11. Prevention of Improper Conduct or Behaviour

Scouting Ireland is committed to providing a workplace free from improper conduct or behaviour, including violence, bullying, harassment or horseplay, which is liable to harm the safety, health or welfare of those engaged in Scouting Activities.

Professional staff, volunteers and members of Scouting Ireland have the right to participate in work and activities associated with Scouting Ireland free from bullying, harassment or sexual harassment. Bullying, or any form of harassment, constitute grounds for disciplinary action.

Management at the highest level will not tolerate any form of improper conduct or behaviour and will take appropriate steps to resolve any issues that may occur, including through the implementation of disciplinary action up to and including dismissal.

12. Accident Reporting and Investigating

All injuries associated with the work of Scouting Ireland must be reported to Scouting Ireland. Serious and life threatening injuries must be reported immediately by phone through line managers where practicable. All injuries must be recorded on the Accident/ Incident Report Form and sent to the Scouting Ireland national office within seven days.

Scouting Ireland requires all work-related incidents, injuries, ill health and dangerous occurrences or any events that contravene the Scouting Ireland dignity policy to be reported to Scouting Ireland by using [Accident/ Incident report form](#) available online.

Scouting Ireland will investigate all injurious work-related incidents involving employees. The severity of the incident shall determine the extent of the investigation. [minor injuries requiring only first aid will be investigated by the relevant line manager. Injuries that result in lost time, hospitalisation or worse will be investigated by an independent accident investigator]

13. Emergency Response

Procedures and measures will be put in place and maintained in the case of an emergency or serious and imminent danger.

Risk Assessments have determined that the following Emergency situations are likely to occur if all identified controls are not implemented and maintained:

1. Fire in National Campsite building
2. Road Traffic Collision
3. Injuries sustained while at work
4. First Aid
5. Safeguarding Incident [Safeguarding Statement & Risk Assessment](#)

1. Fire in National Campsite building

SI Risk Assessment for Emergencies highlights the risk of fire is a den or other meeting place.

[The Fire Safety Guidelines for Scouting Ireland Dens and Meeting places](#) describes the controls required in such places to reduce the risk of fire to a reasonable level. This includes the use of a [Fire Register](#) to record all inspections and maintenance of fire safety provisions.

2. Road Traffic Collision

SI [Risk Assessment for Driving](#) highlights the risk of injury while travelling on scouting business. This is a risk for Scouting Ireland staff who drive for, or while at work on behalf of Scouting Ireland. All collisions other than those that occur while professional staff are commuting from their home to their normal place of work

must be reported to Scouting Ireland on the Accident/ Incident Report Form. Collisions that result in serious injuries must be communicated to Scouting Ireland as soon as is practicable. Scouting Ireland insurance does not cover road traffic collisions. It is important that employees driving their own vehicle for work with respect to Scouting Ireland must have the appropriate licence and insurance for such activities.

3. Injuries sustained while at work.

Minor Injuries are those that do not result in significant harm or require extensive medical treatment, and where the injured parties are expected to make a full recovery. First aid treatment may be sufficient in cases of minor injury.

Serious injuries are those resulting significant harm and requiring immediate professional medical attention. These injuries are significant enough to impact the individual's ability to work or participate in their usual recreational activities. First Aid should be provided where appropriate and safe to do so in the case of serious injury

All accidents and Dangerous Occurrences, however small, must be reported to the National Office using the Accident/ Incident report form

Reportable injuries and Dangerous Occurrences are those which must be reported to the relevant statutory authority. Details for reporting are in the links below:

Republic of Ireland

https://www.hsa.ie/eng/Topics/Accident_and_Dangerous_Occurrence_Reporting/Accident_and_Dangerous_Occurrence_Reporting.html

Northern Ireland <https://www.hseni.gov.uk/report-incident>

4. First Aid

An adequate number of suitably equipped, marked and easily accessible first-aid kits must be provided at each Scouting Ireland place of work. Suitably qualified First Aiders should also be available to respond to any request for first aid.

- a) First Aid boxes/ equipment are to be checked regularly and restocked where necessary to ensure an adequate supply of materials.
- b) Access to First Aid Boxes/ equipment should be maintained at all times.
- c) At SI National Centres, all employees have a duty to ensure that First Aid boxes are not tampered with.

5. Safeguarding Incident

The Scouting Ireland Child Safeguarding and Child Protection Policy and Procedures (BOD-SG-001) and the accompanying Code of Behaviour: To assist adults engaging with children in scouting (BOD-SG-002); and safeguarding adults at risk of abuse, as outlined in Scouting Ireland's Safeguarding Adults at Risk Policy (BOD-SG-003). details how child, young persons and adults-at-risk safeguarding is provided and maintained. These detail the steps to be taken following any suspicion of a breach or any disclosure.

5. Bullying, Harassment or Sexual Harassment.

The Scouting Ireland Staff Handbook should be referred to for advice on dealing with allegations of Bullying, Harassment and Sexual Harassment. Allegations of Bullying, Harassment or Sexual harassment that are not perceived as having been dealt with appropriately can be brought to the attention of the Chief Executive Officer

14. Risk Assessment

The Scouting ethos of "Be Prepared" is directly manifested by conducting risk assessments. Scouting Ireland recognises the importance of being prepared by using risk assessments to prevent accidents and ill health from its activities. In order to be prepared, risk assessments will be required for all buildings, venues, events, activities and societal issues such as pandemics. Enterprise level risk assessments are available from Scouting Ireland.

Scouting Ireland recognises the expertise of its volunteers and professional staff relating to specialist activities such as water sports, mountaineering, exploration and endurance activities as technical safety regarding chemical, physical, biological and human factor risks. Where specialist activities need to be risk assessed or specialised advice is required, Scouting Ireland will provide the necessary expertise.

15. Buildings and other premises used by Scouting Ireland

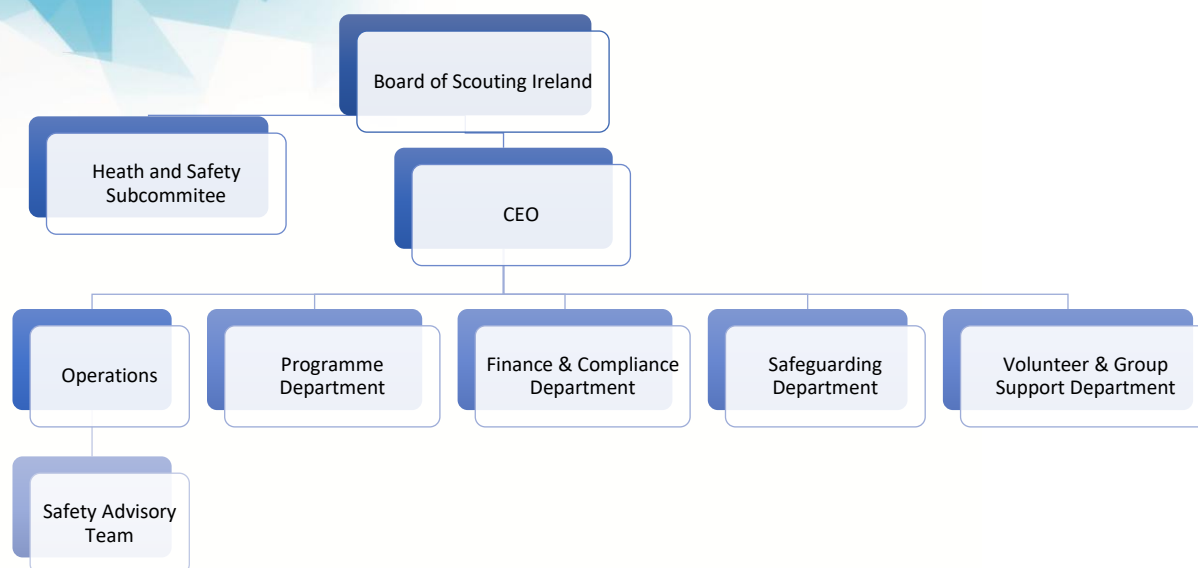
Scouting Ireland will maintain building standards within all National Scout Centres for suitability by participants. It will also prioritise these premises for all necessary construction works required to bring these premises and venues up to applicable national legislative standards.

16. Roles and responsibilities in relation to safety and health

1. Safety Management Structure

The following is the Safety Management Structure within the organisation. Note that this safety statement is intended to address the statutory duties of the professional arm of the organisation. Each person in the organisation must make themselves aware of their position within the structure and must ensure the effective implementation of the Safety Statement in their area of responsibility.

Scouting Ireland Safety Management Structure



Managerial Responsibility

The Board of Directors of Scouting Ireland is ultimately responsible for ensuring the safety of all work and activities carried out in Scouting Ireland. This responsibility, together with the resources required, has been delegated to the CEO for the operation of the Scouting Ireland safety management system.

The Chief Executive Officer (CEO) has overall responsibility for ensuring the health, safety, and wellbeing of the employees of Scouting Ireland as well as other affected parties. This commitment is demonstrated by the provision of adequate resources for the effective implementation and maintenance of an effective safety management system.

The day-to-day responsibility for safety, health and welfare management is delegated to Operations Manager as a direct report of the Chief Executive Officer.

A Safety Advisory Team is established and maintained to provide advice to the CEO, through the Operations Manager, on Safety, Health and Welfare. The Safety Advisory Team is currently the 'Competent Person' as described in safety legislation.

A Board Safety Sub-committee provides oversight and direction to the Board on matters of Safety, Health and Welfare in Scouting Ireland.

2. Agents of Scouting Ireland

Agents of Scouting Ireland are persons who act on behalf of Scouting Ireland. include the professional management and staff, contractors or other third parties who have control over scouting Ireland work activities, or work activities at scouting Ireland workplaces.

Agents of Scouting Ireland have safety and health responsibilities towards anyone who may be affected by their acts or omissions in relation to their work for Scouting |Ireland. These are listed in Section 1: Health and Safety Policy.

In addition, Agents of Scouting Ireland shall ensure that suitably competent persons are engaged, and management structures put in place to oversee any work undertaken on Scouting Ireland premises under the Construction Regulations (ROI), and Construction (Design and Management) Regulations (NI).

3. Department Managers

Department Managers are responsible for ensuring that hazards associated with their department are brought to the attention of the CEO and that Department staff, Core teams and Project teams are consulted on measures designed for the safety and health of all employees or participants.

4. Provincial Support Officers (PSOs)

Provincial Support Officers are responsible for:

- Acting as a liaison between the Scouting Ireland organisation and individual Group Councils.
- Following up on the completion of action items arising from risk assessments or accident investigations carried out at a local group level.

5. Scouts, Scouters and Visitors Responsibilities

Scouts, Scouters and visitors also have a responsibility in relation to Health and Safety and have an obligation to:

- Cooperate with National Office to maintain the safety and wellbeing of all.
- Take reasonable care for their own safety and that of others who may be affected by their actions.
- In relation to Scouting Ireland national campsites, report without delay any potential hazards or defects in physical structure, equipment, or tasks that might present an unacceptable risk to any person.
- Report without delay any accidents or dangerous occurrences.
- Use correctly any safety equipment provided.
- Ensure that good housekeeping practices are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Ensure that they make themselves familiar with the emergency plans and procedures in place and that they participate in any practice drills.
- Ensure that they fully understand the safety policy and their own responsibilities within it.
- Ensure that they are aware of and follow the procedures as set out in Scouting Ireland's Code of Good Practice.

6. Duties to Third Parties

It is the policy of Scouting Ireland to take reasonable care in relation to its national campsites in ensuring that persons who are not Scouting Ireland employees or members, but who may either be affected by their activities are not exposed to undue risks to their safety and health.

7. Contractor safety procedures

Contractors working on behalf of Scouting Ireland in any of the Scouting Ireland National Centres or other premises leased or owned by Scouting Ireland are obliged to observe all Scouting Ireland's safety procedures. Any instructions given by personnel who enforce the Scouting Ireland Safety Statement must be observed at all times by those contractors working on site.

Contractor types

Contractors may provide services such as construction work or maintenance of plant and machinery. These are known as Work Activity Contractors.

Contractors may also provide consultancy such as engineers, architects, and training providers. These are known as Professional Service Contractors.

Requirements

Work Activity Contractors shall not work on the premises unless covered by adequate employers (where they have employees) and public liability insurance. Contractor Insurance Policies, Safety Statements, Work specific risk assessments and Method Statements shall be requested and held on file by Scouting Ireland for examination prior to commencing work to ensure that they conform to the gScouting Ireland's requirements.

Professional Service Contractors must provide Professional Indemnity Insurance prior to being engaged by Scouting Ireland.

Contractors must also provide the appropriate certificates of competency for all employees and sub-contractors.

All Contractors must be given appropriate Safety Induction prior to commencement of work on Scouting Ireland premises or assets. This must include an appraisal of the risks that the contractor may encounter on the site, the expected control measures and emergency procedures.

The contractor must advise the Scouting Ireland representative of the proposed method statement for the work to be carried out and proposed controls for any safety risks identified for the activity.

Any plant or equipment brought to Scouting Ireland sites, premises or camps by contractors or others on their behalf, must comply with all relevant statutory provisions.

Once satisfied that the Contractor is appraised of the safety risks on site and that the additional controls proposed by the contractor are adequate to protect the safety of the contractor and others who may be affected by his/ her activities, the Scouting Ireland representative shall issue the Contractor with a Permit to Work.

Safety Statement

Some Work Activity Contractors that are either self-employed or have up to three employees may use the HSA BeSMART.ie online Risk Assessment and Safety Statement tool to assist them comply with the requirement for risk assessments and a safety Statement. www.besmart.ie

8. Employees

Employees of Scouting Ireland (professional staff) have the following legal duties under the Safety, Health and Welfare at Work Act 2005 the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and other associated legislation:

1. Take reasonable care of their own safety, health and welfare and that of others.
2. Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
3. Co-operate with their employer or any other person as appropriate.
4. They must not engage in improper conduct or behaviour (including bullying/harassment).
5. Attend and take account of all necessary training.
6. Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
7. Report to their next in command as soon as practicable:
 - (i) Any activity which may endanger the health and safety of themselves or others.
 - (ii) Any defects to systems, articles, or substances.

- (iii) Any breach of health and safety legislation of which he or she is aware.

Employees must not:

1. Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
2. Place anyone at risk in connection with work activities.
3. Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.
4. Misrepresent their level of training on entering into a contract of employment.

Section 3: Forms and Records

Emergency information relevant to each Scouting Ireland premises should be clearly posted for all users of the premises to see.

Emergency Information Template

Assembly Point is located at	
Occupational First Aider	
Location of First Aid Box	
Nearest Hospital/A&E Local Doctor	
Emergency Services	112
• Ambulance	
• Fire Brigade	
Garda Station	
ESB Networks	1800 372 999
NIE Networks	03457 643 643
Bord Gáis	1800 205 050
Northern Ireland Gas Emergency number	0800 00 20 01
Scouting Ireland	+353 (0)1 4956300
Health & Safety Authority (ROI)	1890 289 389
Health and Safety Executive (NI)	0800 0320 121

Sample Fire Action Notice

(more details available in the [Fire Register](#))

ACTION IN THE EVENT OF FIRE

Insert Centre Name Here

IF YOU DISCOVER OR SUSPECT A FIRE
NO MATTER HOW SMALL

 **SOUND THE ALARM IMMEDIATELY BY BREAKING THE GLASS OF THE NEAREST MANUAL CALL POINT**

ON HEARING THE FIRE ALARM

 **CHECK THE FIRE ALARM PANEL TO DETERMINE THE LOCATION OF THE FIRE**

 **SHOUT FIRE, FIRE, FIRE & LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT**

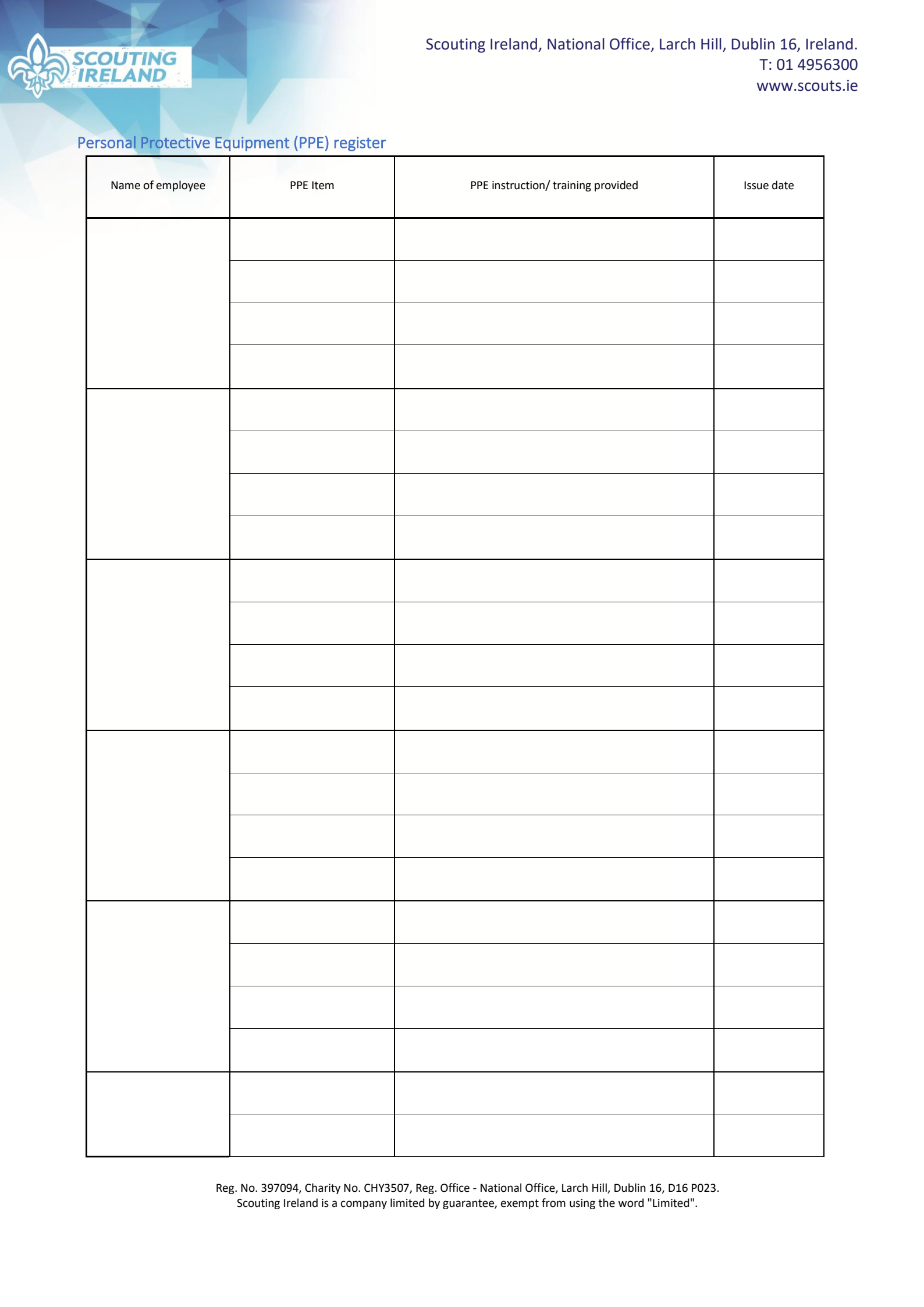
 **DIAL 999/112 TO CALL THE FIRE BRIGADE AND INFORM THE PERSON IN CHARGE**

 **FIGHT THE FIRE IF IT IS SAFE TO DO USING SUITABLE FIRE FIGHTING EQUIPMENT**

 **REPORT TO PERSON IN CHARGE OF ASSEMBLY POINT AT**

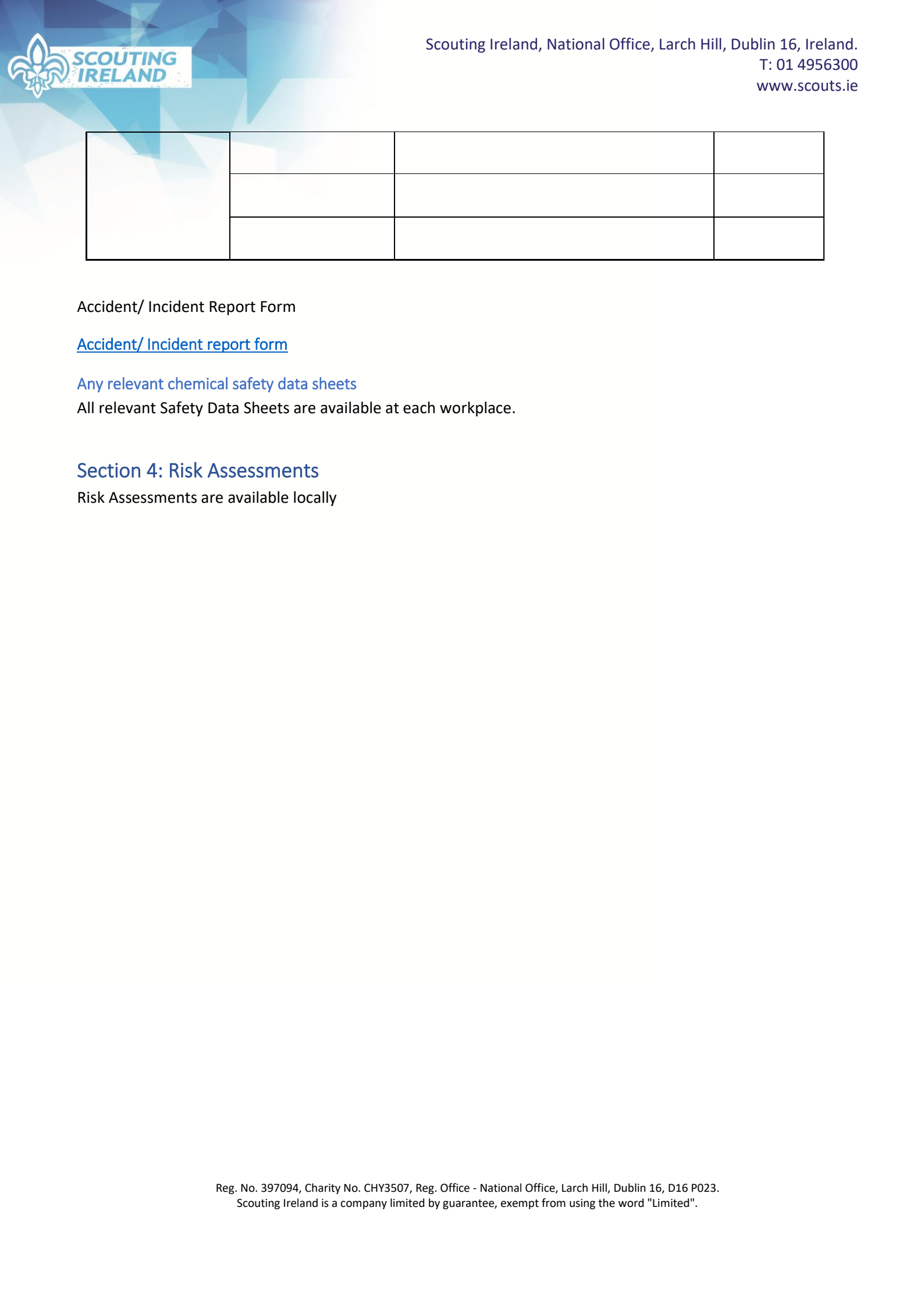
DO NOT

 **RE-ENTER THE PREMISES UNTIL INSTRUCTED BY SENIOR SCOUTER IN ATTENDANCE**
DO NOT OPEN DOORS IF YOU SUSPECT THERE IS A FIRE ON THE OTHER SIDE



Personal Protective Equipment (PPE) register

Name of employee	PPE Item	PPE instruction/ training provided	Issue date



Accident/ Incident Report Form

[Accident/ Incident report form](#)

[Any relevant chemical safety data sheets](#)

All relevant Safety Data Sheets are available at each workplace.

Section 4: Risk Assessments

Risk Assessments are available locally