



Risk Management Checklist for Unit Program Planning

Sam Houston Area Council
Commissioners Team

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. 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.

The Sam Houston Area Council Commissioners Team

ADMINISTRATION

- Appoint a unit Health & Safety Chairman and inform the district Health & Safety Chairman of the appointment.
- Establish a process for completing and filing tour permits before all outings.

HEALTH

- Obtain current BSA Annual Health and Medical Record (form No. 680-001) for all youth and adult members. [Note: this new form for use as of January 1, 2013 and replaces prior forms.]

SAFETY

- Verify adult leaders have current "Scouting Safety...Begins With Leadership" commitment cards.
- Schedule "Scouting Safety...Begins With Leadership" training for all adults working with the unit.
- 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."
- Verify adult leaders have current "Trek Safely" commitment cards.
- Schedule "Trek Safely" training for adults leading outdoor treks.

YOUTH PROTECTION

- Register all adult leaders in the unit. (Youth Protection Training *must* be completed before registration.)
- Verify that all adults 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-09V027) for Venturing Crew

FIRST AID

- Verify adult leaders' current training in First Aid at appropriate level for unit's planned activities.
- Schedule First Aid training for adult leaders without current or adequate training.
- Verify adult leaders' current training in CPR.
- Schedule CPR training for adult leaders without current training.
- Check contents of unit first aid kit.

AQUATICS

- Verify adult leaders have current Safe Swim Defense commitment cards.
- Verify adult leaders have current Safety Afloat commitment cards.
- Schedule Safe Swim Defense and Safety Afloat training for adult leaders.
- Maintain record of Scouts' swimming abilities.

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.
- 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*.
- Schedule a fire drill during at least one unit meeting.

SCOUT FAIR

- Designate one adult leader to check that unit's Scout Fair booth and/or activity complies with all safety rules and regulations published in the *e Scouter* and distributed to each participating unit.

FUNDRAISING

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