
HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES

FLOOR SAFETY REQUIREMENTS

1. Exhibits featuring “jousting,” climbing towers, ropes, rappelling walls, bucking barrels or **other activity which has the possibility of a youth falling, must** provide padding equivalent to gym mats under all activities. (Aerobic/exercise pads are not acceptable. Bales of hay are not permitted).
2. All frames such as those that are made to contain mats and construct mazes must be padded and all bolts/nuts must be covered so as to not cause any injury upon contact.
3. Exhibits which utilizes liquids, including soap solutions, which have the capability of being spilled and making the concrete floor slippery, shall control that liquid and have provisions for cleaning up such spills.
4. Exhibitors must realize that tin cans have the probability of sliding on smooth concrete surfaces when used as “stilts” and consideration must be given to control sliding and/or install padding to minimize the possibility of injury.
5. Exhibitors exhibiting live animals (primarily snakes) shall not feed live animals to the exhibited animals.
6. All displays must remain within the assigned area, and not extend into the aisles. Booth displays may not extend beyond the front edge of the side dividers. **This includes all balls, rubber bands, marbles, etc.**
7. Staffing (in addition to activity Supervisor) must

be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

8. Booth set up, operation and dismantling:

Please note that the Safety Guidelines must be followed and all necessary age appropriate personal protective equipment such as helmets, safety glasses, gloves, etc.-must be worn during set-up and dismantling the Scout Fair as well as during the activity hours.

CAN CRUSHER - RECYCLING REQUIREMENTS

1. Provide “Age Appropriate” eye protection/safety glasses.
2. Provide “Age Appropriate” gloves.
3. Adult supervision required at all times.
4. Guard against pinching of hands and fingers.
5. “Floor Safety Guidelines” must be followed.

JOUSTING REQUIREMENTS

1. The ends of the device used for jousting must be well padded.
2. All participants must wear “Age Appropriate” helmets, safety glasses and protective leather gloves.
3. Floor pads equivalent to gym mats must be provided (Aerobic/exercise pads are not acceptable).
4. Adult supervision must be present at all times.
5. Floor safety requirements must be followed.

MONKEY BRIDGE SAFETY REQUIREMENTS

1. Monkey bridges may not be constructed higher than 5 feet above the surface nor may they be longer than 40 feet.
2. The shoulder height of the crosser should be at least the distance between the hand ropes and the foot rope. (4 feet tall at the shoulder if the distance between the hand rope and the foot rope is 4 feet).

3. Only one person is allowed to cross at a time (no one else even touching the ropes).

4. Each youth crossing the bridge must be accompanied by two adults (one on either side) walking beneath them to serve as “spotters”. One of the adults must be a member of the units (one adult may

- be the youth’s parent).
5. Floor pads are not required for monkey bridges (due to requirement No.4)
6. No swinging or any form of horseplay is to be tolerated.
7. Floor safety requirements must be followed.

HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

CLIMBING/RAPPELLING SAFETY REQUIREMENTS

1. At least two qualified “Climb on Safely” trained persons must be in the booth at all times (during construction, during operation, and during take down). A Topping Out trained leader in booth at all times. With instructor over 21 years of age.
 - Continually inspected by the unit for structural weakness, loose connections, excess wear and other factors which would cause the structure to be unsafe.
(Additional inspections will be conducted by representative of the Council Health and Safety Risk Management Committee).
 - All equipment must be new at the time of purchase by the unit and must comply with ACCT (Association for Challenge Course Technology) Standards.
2. Climbing/rappelling towers/walls should be:
 - A maximum of 24 feet in height.
 - Designed to be free-standing with sufficient base support. If professionally engineered, please have plans with registered seal available for review.
 - Constructed of finished lumber or scaffolding with all exposed nuts and bolts covered so as to not cause any injury upon contact.
3. The designed load-limit for the structure must be posted and observed.
4. All items of specialized equipment needed for conducting a safe program will be provided for participants and unit personnel.
5. All rope and equipment used in the activity must be new when procured. (Military surplus or used climbing equipment must not be used).
 - Rope must be high-quality, kernmantel (11 millimeters in diameter and able to withstand a 4500-lb. Test). A written log must be kept regarding the history of each rope used in the activity. The log must be available for inspection.
 - “Manufactured Commercial Harness” must be used. **NO** Swiss Seats.
6. All rappellers and belayers must wear age appropriate climbing helmets and gloves (clean of chemicals) with leather palms.
7. A figure 8 ring is to be used to control the rate of descent (Carabiners and brake bars are not to be used) or other belay devices.
8. A figure 8 on-a-bight for climbers to clip into. (This knot is easy to tie, easy to recognize and reliable).
9. At least two knowledgeable people, including one adult, must double-check knots, “Harness” and each rappelling and belaying system before use.
10. Floor Safety requirements must be followed.
11. Climbing & Rappelling activities are to follow **BSA Topping Out Manual** for all procedures and the **2009 BSA National Climbing & Rappelling Standards**.

PIONEERING PROJECT SAFETY REQUIREMENTS

1. An adult leader must be present in the booth at all times (during construction, during display and during take down).
2. The project should be structurally sound. Ties and lashings must be strong, tight and substantial. They must be checked frequently.
3. Anchoring ropes must avoid friction against sharp edges of the supporting structures.
4. Climbing on any structure, such as signal towers, etc. **MUST** be limited to members of the unit putting on the display.
5. Only one person is allowed to climb on a structure at a time and a “spot-ter” must be used at all times.
6. Pioneering Projects that have the potential of a participant falling and/or slipping must provide a helmet and the individual must be secured by rope and belayed with proper equipment. Mats (per floor safety requirements) must also be provided.
7. Floor safety requirements must be followed.
8. A picture of the exhibit along with a detailed description of the operation, if there are any moving parts, must accompany your unit participation application.

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HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

BB/AIR RIFLE SAFETY REQUIREMENTS

1. The booth measures 10 feet by 40 feet for one firing point.
2. There must be one adult in the waiting area of the booth and one adult on the firing line when the Scouts are shooting.
3. Scouts staffing the activity as well as participants shooting must wear "Age Appropriate" safety glasses.
4. The target shall be a cardboard box at least 2 feet by 2 feet by 1 foot deep filled with tightly compacted, crushed newspaper.

5. Back of the cardboard target, there shall be an 8 foot high heavy canvas or carpet backstop across the entire width of the booth. This same material should extend from the rear of the booth, 10 feet along both sides of the booth. This canvas or carpet shall be heavy enough so that the air rifle, shot at a distance of 10 feet, will not penetrate the carpet. **See diagram below.**
6. The firing line shall be clearly marked and only one shooter will be on the

firing line at any time. The line shall be 15 feet from the target.

7. Those waiting to shoot will be retained in an area at least 6 feet from the firing line. While waiting they can be given instructions on gun safety, rifle position, sight alignment, breathing, trigger squeeze, etc.

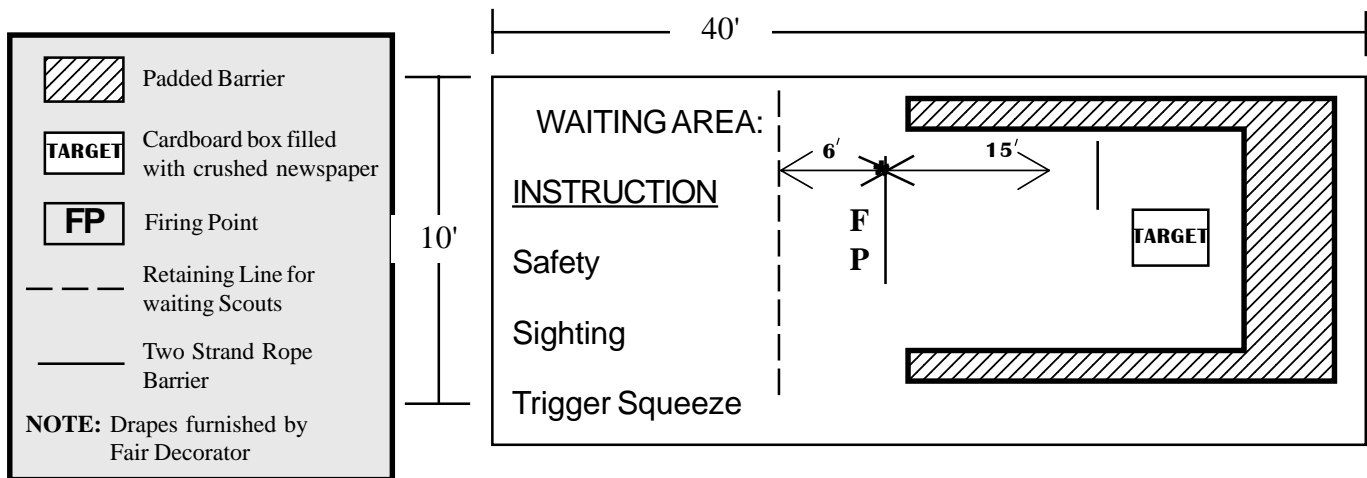
8. The entire side of the booth towards the aisle, or aisles, shall be fenced off with at least two strands of binder twine or small rope. There must be only one entrance.

9. The BB guns to be used shall be the low-powered, spring type, such as the Daisy Air Rifle. CO2 or pump guns will **NOT** be used.

10. If other type rifles are present for demonstration, they shall be made inoperable by removing bolts, or firing pins or having trigger locks attached.

11. Handguns, including BB or pellet pistols, will NOT be permitted in the firing booths.

12. Floor safety requirements must be followed.



BB/Air Rifle Firing Range (one firing point)

ARCHERY SAFETY REQUIREMENTS

1. If there is only a display of bows, arrows and accessories in the archery booth, the booth may be anywhere in the Reliant Arena. The display must be supervised at all times.
2. If arrows are to be shot, the booth must be at the end of the aisle and the archery range must be placed so two sides of the building form two boundaries of the range. The other two boundaries must be well marked and some distance from the shooting lanes. Commercial, institutional quality indoor archery targets (such as Ethafoam) must be used. **(Bales of hay and common styrofoam blocks cannot be used).** Targets must be placed in the front of one of

the solid walls.

3. Bow must be lightweight, pulling under 25 lbs.

4. Arrows must have target points.

5. Shooting will be done only by trained members of the unit carrying out the demonstration and under the constant supervision of an adult. **(Scout Fair visitors and participants will not be allowed to shoot.)**

6. All equipment must be safely stored out of reach of visitors.

7. Floor Safety Requirements must be followed.

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HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

FIRE & COOKING SAFETY REQUIREMENTS

COOKING FIRES

A. Regulations forbid the use of charcoal, gasoline, kerosene, bottled gas or other flammable materials **inside** the Reliant Arena.

B. Fires will only be allowed in the outdoor display area, fueled only by charcoal only. **No liquid starters. No other fuels are permitted.**

C. All booths and table coverings and other combustible materials composed of cloth, paper, and similar materials must be flame retardant treated. Any material added to a booth structure must be flame retardant. This shall include signage and awnings over cooking areas or attached to the booth in any manner.

D. Liquid charcoal starters or other flammable liquids are strictly prohibited. Charcoal may be started with an electrical starter designed for this purpose or quick starting charcoal is also recommended.

E. All cooking equipment shall be situated away from the crowds, buildings or flammable or combustible materials. A minimum clearance distance of 3 feet is required.

F. A metal pan constructed of a minimum of No. 18 U.S. gage sheet metal shall be provided and placed under the fire box or bar-b-que pits or fireboxes to catch live coals which may fall onto the ground. The dimensions of the pan shall be such that it will provide complete coverage beneath any openings under the pit or firebox.

G. The area around portable cooking devices shall be provided with protective barriers such as wooden barricades, roped areas, streamers or other physical barrier acceptable to the Fire Marshal to prevent public access or exposure to cooking or heat producing devices. A minimum of 3 feet clearance distance is required and shall be maintained at all times during use.

H. Portable fire extinguishers shall be provided in accordance with the *Fire Code* and LSB Standard 01, "Inspection and Maintenance of Portable Fire Extinguishers".

I. Hot ashes, cinders, smoldering coals or other hot materials subject to spontaneous ignition shall not be deposited in a combustible receptacle within 10 feet of other combustible materials including combustible walls, awnings and partitions or within 10 feet of openings to buildings such as windows, fresh air vents or intakes, doors or other wall penetrations. We will have specially marked receptacles located in safe and secure areas for ash disposal.

J. In order to comply with New and Revised Houston Fire Department Life Safety Bureau Standards, we will no longer permit the use of Propane and Propane Stoves at Scout Fair. The council's Risk Management and Scout Fair event committees concur that all fires shall be charcoal only.

FLINT AND STEEL SAFETY REQUIREMENTS

1. When starting your fire, prepare a proper fire pit, such as a tuna tin can with no sharp edges. Scouts staffing the activity as well as participants must wear age appropriate safety glasses.

2. Then take a good handful of tinder (frayed rope is the only material acceptable to use at Scout Fair) and form it into a rough bird nest shape. Make sure the wind is at your back.

3. Place this in the fire pit and lay pieces of char cloth in the dip of the "nest".

4. Make sure you use plenty of char cloth to catch the sparks. Don't be stingy!

5. Hold flint with one long, sharp edge approximately four inches above the center of the

cloth.

6. With the steel in your other hand, strike downward against the sharp edge of the flint in a series of glancing blows. This is actually shaving off tiny, hot slivers of steel, which are the sparks. Keep striking the flint until you see a glowing ring of embers on the char cloth.

7. Then fold the tinder around it, take a deep breath and blow steadily into the bundle until it ignites. Do NOT pick the bird's nest up. Keep it on or in the fire pit and quickly move away from the fire to prevent burns.

8. Floor Safety Requirements must be followed.

CUB PUSHMOBILE SAFETY REQUIREMENTS

1. Two adult leaders must be present in booth at all times.

2. Safety of the participants must be of utmost concern.

3. All drivers must wear age appropriate protective head gear, such as a football helmet, motorcycle helmet, bicycle helmet or equivalent. All drivers must wear "Age Appropriate" protective solid leather gloves. All drivers must wear a seat belt.

4. All vehicles must have safety blocks to limit the steering angle and turning radius.

5. All Cub pushmobiles must be constructed to meet published and accepted standards. The following specifications and description of parts should help in insuring the construction of a safe Cub pushmobile:

- Wheels should not exceed 12 inches in diameter.

- All wheels must be equipped with solid rubber tires.

- Car frame should be made from 2-by-4 inch construction lumber.

- The overall length of the car should be a maximum of 5 feet; the wheel base a maximum of 4 feet. The outside circumference of the wheel may vary from 30 to 36 inches.

- Use roundhead 1/4 inch bolts to hold frame. Screws are a second choice. Nails are not suitable, because they may

work loose.

- All cars must have a seat with braced backrest, allowing the rider to comfortably steer with the feet.

- Steering is done with feet, which are placed on the front axle, and by the hands holding a rope fastened to the front axle.

- If threaded axles are used, the nuts must be secured with cotter pins or wire.

- Cars must be equipped with an adequate safety belt securely fastened to the main frame of the car.

- Cars must be equipped with a handbrake with its drag rubbing surface faced with a rubber material such as a strip of an old tire. This will stop the car when dragged on the ground.

- The two 2-by-4 inch blocks must be fastened to the first axle 1/2 inch from the centerboard to the limit turning radius.

6. Floor Safety Requirements must be followed.

HEALTH & SAFETY/RISK MANAGEMENT GUIDELINES (continued)

TIRE SAFETY REQUIREMENTS

1. Tires used in Scout Fair booths must be safe with no exposed metal belting that can cause injury upon contact.
2. Staked tires must be secured so as not to fall over.
3. You must take all tires used in the booth home with you. Reliant Arena regulations prohibit leaving them behind at the close of the show. In addition, there are laws prohibiting the disposal of tires in commercial trash dumpsters.
4. Floor Safety Requirements must be followed.

RUBBER BAND GUN SAFETY REQUIREMENTS

1. "Age Appropriate" safety glasses must be worn by all participants.
2. A safe backstop must be in place.
3. A safe firing line must be in place.
4. Shooting at targets only. No shooting at each other.
5. Adult supervision must be present at **ALL TIMES**.
6. The activity must be contained within the assigned area.
7. Floor Safety Requirements must be followed.

ADDITIONAL SAFETY REQUIREMENTS

- **CATAPULTS** - Only tabletop Catapult projectile booths are permitted.
- **POWER TOOLS** - Use of any gasoline-powered tools are prohibited. All other power tools must be used under an adult's supervision.
- Bicycles, motorbikes, skateboards, rollerskates, rollershoes or rollerblades and scooters will not be permitted at Scout Fair.
- **BALLOONS**- Balloons are not allowed in the Reliant Arena. Bottles or cylinders containing helium may not be brought into the Reliant Arena.
- **WATER** - Units must provide and use mops, etc. if your exhibit involves water. Remember - keep floor dry at all times to avoid a slip or fall!
- **EXTENSION CORDS** - Heavy-duty extension cords should be used for all electrical connections. Cords must not cross walkways. Cords across floor inside booths must be duct taped to the floor.
- **SAFETY GLASSES** - Age appropriate safety glasses are required for participants in activities where eye injuries could occur. This would include can-crushing, nail driving, rubberband gun shooting, compressed air projects, etc. Leather gloves must also be provided for activities that a Scout is hitting an object with a hammer, rubber mallet, etc.
- **SAFE BACKSTOP** - Strict adult supervision and adequate areas for safe backstop and firing lines must be provided for displays involving projectiles, i.e., bean bags, blunt dart, rubber band guns, etc. Displays cannot encroach on walkways.
- **HAY AND STRAW** - Fire regulations prohibit the use of hay and straw, treated or untreated, baled or loose, in the Reliant Arena or in displays outside.
- **TREES** - Only artificial trees or hay or straw may be used for inside and outside booth decoration. Fire regulations prohibit live, tree limbs with leaves in the Reliant Arena or in displays outside. Cut trees (logs only) are permissible for pioneering projects or other displays.
- **SMOKING** - No smoking or the use of tobacco products are allowed inside Reliant Arena.
- **NO ANIMALS.**
- **NO STICKERS OR DECALS.**
- **NO SAND, GRAVEL, DIRT OR TOPSOIL.**

"TABLETOP" CATAPULT SAFETY REQUIREMENTS

1. Only **Tabletop** catapults are acceptable.
2. "Age Appropriate" safety glasses must be worn by participants.
3. All apparatus, including projectiles, **must** stay within confines of booth.
4. Only soft objects are acceptable as projectiles.
5. No exposed sharp edges, corners or exposed bolts or nuts. Must be padded.
6. Only fixed targets are acceptable. (No catching of any type of projectile).
7. Adult supervision must be present at all times.
8. Floor Safety Requirements must be followed.

NAIL AND HAMMER SAFETY REQUIREMENTS

1. "Age Appropriate" safety glasses and leather gloves must be worn by all participants.
2. Nail **MUST** be started by an adult pre-nailing it in board.
3. Adult supervision must be present at **ALL TIMES**.
4. Aluminum nails are suggested.
5. Floor Safety Requirements must be followed.