

SID 12/03
National Secretary
29th November 2003

SCOUTING IRELAND

RISK MANAGEMENT

Introduction

“Scouting Ireland recognises the safety and welfare of its members and Leaders as a foremost priority” [Article 9 of the Constitution of Scouting Ireland]

One of the principal elements of the Scout Method is “the provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors”. [Article 4]

Today more than ever Risk Management must be important to us. Health and safety for members (both adult and youth) and staff must be a priority and it is necessary for Scouting Ireland to approach this in a systematic, integrated and comprehensive way.

Structures for promoting Risk Management

First and foremost, it must be recognised that Risk Management is the responsibility of every member of the Association. The structures are based upon that principle.

The structures which the Association establishes will help to promote the need for risk management through the development of systems and procedures, drafting of guidelines for health safety and welfare and advice to committees, teams and members on risks attaching to decisions and activities and how best to manage them. The Risk Management structures are not designed to ensure compliance nor to police safety guidelines throughout the Association, but rather a service designed to promote and facilitate the management of risk in all aspects of the Association.

The structures to achieve this envisage:

1. The establishment of a Risk Management Advisory Team
2. The establishment of a Risk Management Assessment Advisory Panel

The Risk Management Advisory Team:

- a. Develops proposals and policies on how to promote all aspects of safety in the Association
- b. Advise the National Management Committee on all insurance related matters, including insurance cover for its members, properties and activities.
- c. Meet regularly with the insurers for the association in order to review policies, claims and procedures and plan for the future management of risks in the association.
- d. Assess the activities proposed by the Association through its Youth Programme and other events from a risk or insurance related point of view and advise accordingly on how to manage the risks arising

- e. Propose, develop and review procedures for reporting accidents/ incidents and for follow up investigations and evaluations.
- f. Review incident reports received by the National Secretary and propose any changes required to guidelines or procedures, which would avoid recurrence.
- g. Draft, prepare and review safety in activity guidelines in conjunction with the National Youth Programme Committee.
- h. Propose training needs of adult leaders with regard to Risk Management policies in conjunction with the National Adult Resources Committee.
- i. Assess any decision-making options available to the National Management Committee from risk management aspects where such matters are referred to it for comment/ assessment.
- j. Report annually, through the Team Co-ordinator, to the National Management Committee and meet with the National Secretary as required in the interim.

In developing safety guidelines for activities, which are part of the Association's Youth Programme, the Team shall form a sub-team with relevant members of the National Youth Programme Committee or their nominees.

The composition of the Risk Management Advisory Team

- 1. The Team Co-ordinator as appointed by the National Management Committee.
- 2. The members of the Team, nominated by the Team Co-ordinator with the approval of the National Secretary.
- 3. The Chief Executive Officer and any member of the professional staff with responsibility for risk management and insurance matters.

The Risk Management Advisory Panel

The Risk Management Advisory Panel provides required advice, expertise and experience to the Team. While members of the Panel are not required to attend all meetings of the Team they may be called upon by the Team to attend meetings or to form a sub-team to deal with a specific issue. The Panel should provide expertise and knowledge in all areas of risk management, which may be of assistance to the Association including adventurous activities, insurance, legal, health and safety, financial and other areas of expertise. Members of the Panel should include persons nominated by the National Youth Programme Committee, National Adult Resources Committee and Communications Team. The National Management Committee will appoint the members of the Risk Management Advisory Panel.