

Singapore Scout Association Activities Safety and Operations Framework (DRAFT)

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SSA Activities Safety and Operations Framework

1. Aim

This paper proposes a comprehensive framework to augment and integrate the existing Risk Assessment and Management System (RAMS) through implementation of the Activity Safety and Operations Guidelines(ASOG). Safety in this paper refers to safe from physical injuries and is a subset of broader definition of Harm in SSA Safe From Harm Policy.

2. Introduction

Scout programme is built on the key tenets of values based education through challenging and exciting experiential outdoor activities. As part of the Safe from Harm framework, the Association needs to ensure our activities are safely developed and conducted to prevent and minimise physical injuries associated with the nature of our core activities.

3. Principal Considerations

- a. Holistic and Comprehensive
- b. Ease of Implementation
- c. People and Process-centric

4. Safety Keystones

The following are keystones to safety:

a. People

Injuries more often than not occurs due to human lapses. Our Adult Leaders shall be competent in discharging their roles as Conducting or Supervising Officers for specific activities. Our Youths shall be competent in discharging their roles as Conducting Officers or be amply prepared and briefed as activity participants.

b. Processes

A systemic approach to safety will greatly enhance the safety of activities. A systematic thought process towards safety must also be given due consideration to complement the desired learning outcomes. At every phase, from planning to implementation to post-activity, safety must be a priority that serves to guide members. This is primarily achieved through compliance with this Framework, ASOGs and RAMS.

c. Culture

A culture of safety will ensure all stakeholders to think before they act and to always position safety as the top priority rather than programme outcomes. A single accident is one too many and will besmudge the entire positive outcomes of the programme or activity. There is always another time but there wouldn't be another life. Youths and Adults should be encouraged to speak up on all safety-related concerns without fear of repercussions.

d. Equipment

Many accidents happen due to equipment failures. This is especially important in our core activities where a single frayed rope may cause a whole hourglass to collapse. Ensuring that all equipment is in serviceable condition before commencement of activity will greatly reduce the risk of a safety incident. Safety will also be enhanced by ensuring the proper use and appropriate choice of equipment.

5. Activities

Conduct of activities in Scouting are broadly divided into Vendor Driven Programmes and Self-run Activities such as Scouting Core Activities which are conducted in house by our Adult Members.

Vendor Driven Activities

While the ultimate responsibility falls on the Adult Leader organising the activity, the vendor is also responsible for ensuring the programme provided is safe. Thus, the Adult Leader responsible shall undertake the following steps to ensure such programme provided is safe.

- a. Ensure vendor is reputable in providing the specific programme and the vendor is not blacklisted.
- b. Scrutinise RAMS provided by vendor and make adjustments if necessary.
- c. Communicate with vendor to integrate key components of ASOG into the activity programme. E.g. Hydration and rest plans, BaDaPa briefings.
- d. Check in with Youth participants on the implementation of RCMs and other safety measures by the vendor.

Self-run Activities

Most Scouting core activities are conducted by our own Adult Leaders. As such, Adult Leaders are to undertake the following steps to ensure such programme conducted is safe.

- a. Adherence to the respective ASOGs.
- b. Ensure RAMS are duly completed prior to activity and approved by the relevant authorities. For open groups, activities with moderate risk and above are to be approved by the ACC(Area) or his designate. For national level activities and events, all RAMS are to be approved by the Commissioner in charge of the Department under which the activities and event is conducted.
- c. Activities that do not have a corresponding ASOG shall adhere to the following
 - i. Ensure the conducting and supervising officers are competent and qualified in carrying out the specific activity.
 - ii. Ensure that the key components of ASOG are built into the activity programme.

6. Key Processes

The following are key processes of this framework.

a. Activity Safety and Operations Guidelines (ASOG)

Refer to Section 7

b. Activity Safety Checklist

The introduction of a Safety Checklist is to supplement the RAMS and also to allow Youths involvement in the safety of the activity they participate in. The safety checklist is the crux of ASOG in ensuring compliance and safety by utilising a simple and comprehensive interface to be usable by both Youths and Adults prior to commencement of any activity.

c. Activity RAMS

SSA will also supply base RAMS for core activities. This will enable units to develop their own activity RAMS specific to their requirements.

d. Incident	Reporting	Framework
<p>This framework lays out the protocol for reporting of incidents that infringes the guidelines and norms set by ASOG. Having such reporting framework is important to promote a culture of safety and accountability within the organisation. Through learning and reviewing, the Association can then implement new measures to make scouting safer for all members.</p>		

7. Activity Safety and Operations Guidelines

ASOG provides a comprehensive guide to conducting our core activities safely. Each activity has its own specific ASOG. ASOG also integrates RAMS as part of the activity safety framework. The key aspects are ASOG are as follow:

- a. Organisation and Responsibilities
- b. Operations and Safety Briefs (BA..DA..PA..)
 - i. Before Activity Brief
 - ii. During Activity Brief
 - iii. Post Activity Brief
- c. Personal Protective Equipment (PPEs)
- d. Key Processes e.g. using a ladder, lighting an open fire, emergency response plan
- e. Breaks and Hydration Plans
- f. Safety Checklist (to be completed by Youths and Adults)

List of Activities with ASOG

1. Pioneering
2. Camping and Campcraft
3. Cooking / Backwoodsman
4. Exploration
5. Campfire
6. Kayaking
7. Sailing

More ASOGs may be added to the list if deemed useful. For activities that are absent from the list, the Adult responsible for the activity shall undertake all measures possible to ensure the activity is safe and this includes integration of the key aspects of ASOG into the RAMS.

8. Implementation

- a. With effect from 1 July 2020, all activities conducted under the ambit of Scouting shall adhere to these guidelines. I.e. Unit, Area and National level
- b. Safety Checklists and approved RAMS are to be filed for at least 1 year from the date of activity completion.
- c. SSA SFH Team or its designate shall conduct regular audits and onsite checks to ensure compliance of these guidelines.

9. Policy Custodian and Review

The SSA Activities and Operations Safety Framework is part of the SSA Safe From Harm policy. As such, the custodian of this policy believes in the SSA Safe From Harm Committee. This framework, including the annexes, shall be reviewed every 2 years or earlier if the committee deems necessary.

Enclosures

1. Pioneering ASOG
2. Camp Development ASOG
3. Cooking ASOG
4. Exploration ASOG (In Progress)
5. Campfire ASOG (In Progress)
6. Kayaking ASOG (In Progress)
7. Sailing ASOG (In Progress)
8. SSA Incident Reporting Framework

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