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Program Planning

USE PROGRAM PLANNING TO MANAGE PROGRAM RISKS

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.

Please consider each of these items as you plan your program for the upcoming year. 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.

ADMINISTRATION

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

HEALTH

- o Obtain current health histories (Class 1 Medical Form) with current telephone numbers from all youth and adult members each year.
- o If the unit is planning Class 2 or Class 3 activities, obtain current medical exams (Class 2 or Class 3 Medical Forms) as appropriate for each participant prior to the activity.

SAFETY

- o Verify adult leaders have current "Scouting Safety. . . Begins With Leadership" commitment cards.
- o Schedule "Scouting Safety . . . Begins With Leadership" training for all adults working with the unit.
- o Arrange for Qualified Supervision at every unit activity.
- o Develop and exercise unit Discipline based on respect, understanding and leadership.
- o Plan each unit activity using the "Sweet Sixteen of BSA Safety."

YOUTH PROTECTION

- o Register all adult leaders in the unit.
- o Schedule Youth Protection Training for all adults working with the unit.
- o 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

TRANSPORTATION

- o Check that each driver for a unit activity has a current driver's license.
- o Check that each driver for a unit activity has recommended levels of insurance.
- o Verify that registration of unit trailer and any unit vehicle is current.
- o 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.
- o Plan transportation for unit activities so as to avoid driver fatigue.

AQUATICS

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

FIRST AID

- o Verify adult leaders' current training in First Aid.
- o Schedule First Aid training for adult leaders without current training.
- o Verify adult leaders' current training in CPR.
- o Schedule CPR training for adult leaders without current training.
- o Check contents of unit first aid kits.

FACILITIES

- o Conduct a safety inspection of the unit's meeting facility using the Meeting Place Checklist (No. 6140A) in the Guide to Safe Scouting.
- o Schedule a fire drill during at least one unit meeting.

MONEY EARNING PROJECTS

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