

# SAFE SCOUTING





## **SAFE SCOUTING**

No safety rules in the world can help when an accident has already happened. Therefore, it is important that Scout Leaders who are responsible for activities within the Scouts have prepared themselves and their group well before embarking on an adventure.

Excursions, camps and sailing trips are common activities in the Scouts. The activities involve a number of risks that may jeopardize the safety of children and young people for whom we are responsible. Of course, our activities must never be dangerous – but we cannot eliminate all types of risk. Instead, we need to deliberate and take the time to reflect before we carry out various activities.

As a Scout, Section Leader or Steward you should be familiar with and follow the safety rules and guidelines of the Troop and the Scouts. You have to have the courage to speak up when something does not feel right, you have to change your approach when the risks are too great or even cancel/call off// an event that is not working out as you intended.

The idea behind this document is to compile guidelines and instructions to prevent accidents and create a safe organisation for everyone! Safety must be a natural part of Scouting and those who plan, implement and evaluate activities are responsible for everyone's safety.

## **RESPONSIBILITY**

### **The Troop's Board of Directors**

As a member of the Troop's Board of Directors, you have joint responsibility for the activities of the entire Troop. The Board of Directors usually appoints Section Leaders and supervises the entire Troop; other Troops appoint Section Leaders through the Troop's Annual General Meeting. Nevertheless, the Board of Directors is responsible for all Scout Leaders and has ultimate responsibility for the activities of the Troop. It is important that the Troop's Board of Directors checks that all Scout Leaders in the Troop are familiar with and use the safety rules, as well as providing effective leadership.

If the Troop has its own safety rules, or if there are special rules for certain activities, such as maritime activities, the Board of Directors is ultimately responsible for ensuring that these are followed.

### **Section Leaders**

The Section Leader is responsible for the Section's activities. There might be one Section Leader or several working together. As a Section Leader, you are responsible for ensuring that activities are planned and implemented with regard to each participant's abilities and needs. Examples of this may include dietary variations, the need for breaks or time for prayer. It is your responsibility to ensure that all Scout Leaders use good judgement and that the participants feel safe.

## SAFE MEETINGS

Within the Scouts, it is compulsory for all Scout Leaders to complete the Safe Meetings online course every three years. Anyone responsible for a Troop or an event is also responsible for ensuring that all Scout Leaders complete the Safe Meetings course. It is the Troop's Chairman who is responsible for ensuring that all the Troop Leaders have completed the Safe Meetings course. Anyone who holds any form of leadership role, is over 15 years of age and interacts with children in the Scouts on a regular basis must have completed the Safe Meetings training. On a regular basis refers to participating on several occasions in, for example, Scout meetings, overnight stays and camps, or that you interact with children in the Scout hall if you are the hall manager or responsible for the premises.

*Some points from the Safe Meetings training that are worth taking note of when working with this document include:*

- Making a contingency plan. Being prepared for situations where abuse or other serious incidents may occur. Knowing how to act in such situations provides participants with an increased sense of security in the leadership and minimizes negative consequences when something happens.
- Discussing issues with one another. This is necessary as members of the leadership team need to feel comfortable raising difficult issues.
- Making sure that there are at least two Scout Leaders supervising activities. This means that many risks are minimized.
- Requesting an extract from the criminal register. This reduces the risk of people who have been convicted of serious sexual or violent offences gaining access to the organisation.
- Talking to others people. If something happens and you are not sure what to do, call the Scouts' emergency number: 08-568 432 22. It is manned 24 hours a day. If it is not an emergency, then you should contact the Scouts' Safe Meetings coordinator. You will find their contact details at: [tryggamoten.scout.se/kontakt/](http://tryggamoten.scout.se/kontakt/)

## DON'T GO IT ALONE!

Make sure you are never the sole Scout Leader when you are with a group of Scouts. This minimizes risk from lots of different perspectives. If something should happen that requires taking a Scout to hospital for example, the other Scouts cannot be left unsupervised. Having at least three Scout Leaders during an activity is a good rule of thumb.

Make sure you have a sufficient number of Scout Leaders to be able to manage the number of Scouts that are taking part in the activity. At least one Scout Leader to eight to ten Scouts is recommended. The older the Scouts are, the more independent they become and it is up to the Scout Leaders to decide how many Scout Leaders are needed for the activity to be carried out safely and securely.

## INSURANCE

The insurance for members applies as soon as you participate in any activities organized by Scout Troops, Districts or the Scouts as well as while travelling to and from activities. The insurance applies to members, but also to non-members during the Try-It-Out period, on three occasions. The insurance company's rules and regulations govern how compensation is paid. You can find the insurance company's current rules and regulations at: <http://www.scoutservice.se/utveckla-karen/administration/forsakringar/>. Below you will find examples of what the Scouts' insurance currently covers.

*The membership insurance includes:*

- Accident insurance that applies if you injure yourself during Scouting events. An accidental injury is a bodily injury that occurs involuntarily due to a sudden external event, such as falling and breaking an arm. It is important to know that over-exertion or injury due to repetitive movement is not classed as an accident.
- An excess reduction for motor vehicle and home insurance applies if you use your own car on Troop business and covers part or all of the excess on your car insurance in the event of damage. The insurance can also cover part or all of your excess on home insurance if something happens in your home while you are away on Scouting activities.
- Comprehensive insurance that covers damage to property during activities organized by the Scouts. For example, you can get compensation if you hire or borrow a camera and someone drops it and it breaks. Anyone travelling with or on behalf of the Scouts, its District or Scout Troops is covered by the comprehensive travel insurance. For example, the insurance provides compensation if you have an accident, become ill, are subjected to delays or lose any personal belongings. The insurance is valid all over the world, with the exception of any countries/regions that the Ministry for Foreign Affairs or the Public Health Agency of Sweden completely or partly advise against travelling to.

**Troop insurance**

There is an insurance for the Troop as well, the Basic Troop Insurance (Kårförsäkring Grund), which applies to all Troops that are directly connected to the Scouts.

*The Basic Troop Insurance includes:*

- Liability insurance that protects the Troop if anyone files a claim for damages against the Troop. For example, your Troop can get assistance if someone claims damages because you damaged their property. The insurance pays compensation for both the cost of investigating and any damage claims.
- Legal protection insurance that provides compensation for legal costs in connection with disputes related to the Scouts' activities.
- Business liability insurance that compensates for loss suffered by the Troop if an employee or volunteer is guilty of, for example, embezzlement, fraud or theft within the organisation.
- To insure the Troop's property, your Troop can take out Troop Insurance Plus (Kårförsäkring Plus). The insurance is particularly important if the Troop owns real estate.





**Boat insurance**

The Scouts have a joint boat insurance that Troops with boats can take out. The insurance is valid all year round, regardless of whether your boat is in the water or on dry land.

**HIKES, OVERNIGHT STAYS AND EXCURSIONS (SHORTER OUTINGS)**

A hike, overnight stay or excursion is an outing that takes place over a weekend or a few days. Camps usually go on for a bit longer. This chapter provides suggestions for people who are planning a shorter outing with their Troop, regardless of whether it is a hike, overnight stay or excursion.

*In order for your outing to go smoothly and safely, you need to plan it well. Before the hike, the Scout Leader needs to ensure that:*

- everyone can participate and feel safe, regardless of, for example, language skills, disability or gender.
- everyone has packed what they need to bring with them and that a complete set of shared equipment has been packed.
- parents/guardians have received good information about where you are going, who is in charge and when you will be returning.
- participants have received information about how to pack, what to pack, if they will be walking long distances, carrying their rucksacks themselves or anything else that would be good to know.
- there is a contact who can be reached by both parents and senior Scout Leaders (if unforeseen events occur).
- participants/guardians have been given the opportunity to provide information about medical conditions such as diabetes, allergies, ADHD or autism, or any special needs such as food preferences, by completing a health declaration.
- landowners have been contacted if you are going to be out in the forest.
- the area in which the activity is to take place has been reconnoitred in advance.
- they have checked the weather forecast to find out what the weather is going to be like during the event.
- a so-called emergency handout has been drawn up with information about the assembly point and contact details for relatives, as well as other important instructions or information that may be needed if the activity has to be called off.
- there is medical equipment and all Scout Leaders have first aid training.
- a risk analysis is carried out and that they put together a contingency plan if necessary, and ensure that all Scout Leaders, and Scouts to some extent, know what to do if something happens (see the chapter on page 20 on drafting a contingency plan).

A suggested packing list for personal packing can be found at the end of this booklet.

There is a lot to think about during the planning stage of camps and hikes. The Scout Leader must be able to change their planning if something unexpected happens.

*Important questions to ask during the planning process:*

- Can everyone manage the hike as it has been planned? If not, is there something we can change so that everyone can participate?
- What are the skills and physical stamina of the participants?
- Have the participants been involved in the planning?
- Does everyone have access to the right equipment, is it possible to borrow equipment?
- Do their parents/guardians know when we will be coming home?
- Who can we call if something happens?

- What is the terrain in the area like?
- What is the weather expected to be like?
- Has an emergency handout been drafted?

*The person(s) responsible for the excursion, hike or camp must:*

- be at least 18 years old (this applies to at least one of the people responsible).
- have paid their membership fee.
- be able to perform first aid.
- have completed the Safe Meetings training.

**While you are away on the hike, overnight stay or excursion**

The Scout Leader must make changes to the programme if something unexpected happens which means that the activity cannot be carried out safely. One example may be if a Scout Leader needs to leave because a participant needs to go home, or if some other unexpected event occurs. If it is not possible for the Scout Leader to ensure that the hike can continue safely, it must be called off.

Make sure that all participants have time for reflection or prayer if they need it, and that any special dietary requirements are met.

If you are intending to sleep in tents or cabins, it might also be a good idea to think about the sleeping arrangements. Not everyone wants to or can sleep in mixed gender tents, with other boys and girls, but may need to sleep in tents or rooms with only girls or only boys. Also, not everyone is comfortable being divided up into groups of girls/boys. Your starting point should be what you know about the participants' needs, and if you do not know what makes them feel safe, talk to them about it.

**After the hike or camp**

Scout Leaders must ensure that all Scouts come home safely. Do not leave any Scouts on the side of the road presuming that someone will come and collect them. Each Scout is your responsibility until they have been collected by a parent/guardian or whoever is responsible for collecting them.

After your outing you need to ensure that all the equipment and items you brought with you have been returned and are in good condition. By doing so, any future outings will not be jeopardized.





## CABINS

*In order to make sure that your activity in the Scout cabin is conducted as safely and securely as possible, you need to:*

- check that there is a fire extinguisher and that it is fully functional.
- make sure that there is a smoke detector and that it is fully functional.
- conduct a fire drill with leaders and children so that everyone knows what to do if a fire breaks out and how to call the fire brigade.
- Make sure the emergency exits are not blocked or locked.
- check what the rules are concerning storing fuel in the cabin or at the location you are in. In order to reduce the risk of fire, it might be a good idea to put LPG and kerosene in a cupboard that is specifically intended for flammable liquids.

## THIN ICE

Ice does not build up over night; it is a gradual process. The thickness of the ice can vary greatly between different parts of the same lake. Spring ice in particular is unpredictable and treacherous. Places that are particularly dangerous include water that does not freeze at the mouth of a river, under bridges, in the shallows, by springs in lakes, where waste pipes discharge and places where there is flowing water. In winter conditions, it is advisable to find out what the thickness of the ice is in advance, as well as places where there is flowing water and other places where the ice is thin.

Clearly mark out an area on the ice where it is safe to play and where you have checked the thickness of the ice. Cancel and switch programmes if you are not sure that the ice is thick enough.

If you have to go out on ice the strength of which you are not certain of, you should keep sufficiently large distances between you for safety reasons. The group must have ropes (lifelines) with them, and the person leading the group must have a pole with a spike, or an ice pike to check the ice with. Everyone should have ice prods around their necks.

## IF THE SCOUTS GO HIKING WITHOUT A LEADER

Leaders who allow patrols or teams to go out on their own hikes and excursions must be sure that they can handle such situations. Particular attention should be paid to assessing the judgement of the Patrol Leader or the challenging team. If the group includes people with known medical conditions, such as diabetes, allergies, ADHD or autism, the assessment and the ability to provide support is particularly important.

At least three members of the group should be able to perform first aid, and they should bring a first aid kit. Also make sure that the Scouts are familiar with the safety rules established by the Troop and that the people in charge of the group have completed the Safe Meetings training. We do not recommend allowing children under 15 years of age to go on an outing on their own.

*As the Leader you must:*

- get involved in the planning that the patrol/team carries out for the activity.
- cancel or reschedule the programme if something unforeseen occurs that makes this necessary. Make sure there are resources (people/Scout Leaders) who can help if such a situation arises and that the Scouts agree with this.
- visit the location where the overnight stay is planned before the outing.

- visit the location where the overnight stay is taking place during the outing and ensure that the Scouts set up shelter/pitch their tents properly.
- ensure that there is a contingency plan and that the Scouts know what to do in case of an emergency.
- check the Scouts regularly by phoning or visiting the location.
- check that everyone has returned after the outing.

## **SAFETY WHEN HIKING**

Hiking places great demands on both participants and Scout Leaders. Make sure you make a hiking plan before you set off. A good hiking plan contains a safety and rescue plan.

### *Hiking plan:*

- Notify the Troop's Board of Directors about the start time, the planned route and any possible alternative routes.
- Record the coordinates of the locations where overnight stays are planned.
- Set aside every third day for rest and recuperation.
- If you do not know the local conditions, find out in advance.
- Take into account the time of year and the weather conditions.
- Equip yourself for the worst conditions.
- Do not choose hiking routes that are too challenging.
- Do not rely too heavily on your own or your group's capacity.
- Do not take any unnecessary risks.
- Check the mobile phone coverage in the area.
- Technical aids are often useful, but do not rely on them always working.

Also, keep in mind that the level of exertion required must not be too great for any of the members of the group. No one should be sent off on their own in a landscape that is unfamiliar and the group must stick together at all times. A cavalier attitude to the outdoors, poor leadership, bad weather, faulty equipment, accidents or poor orientation skills can lead to dangerous situations occurring during the hike.

A dangerous situation can easily become an emergency if the Scout Leader loses control and lets fear and indecision take over. This places great demands on the person who is leading the hike.

The Scout Leader must be able to act in circumstances that cannot be practised in advance. The Scout Leader must be able to act in a sensible manner even when exhausted and cold. The Scout Leader cannot depend on outside help, but is ultimately responsible for his/her group.

## **SCOUT TRIPS ABROAD**

Both Scout Troops and the Scouts at National and District level arrange different events in other countries, for different age groups. Make sure everyone who takes part in these events has paid their membership fee. The membership fee includes membership insurance. For example, the insurance provides compensation if you have an accident, become ill, are subjected to delays or if you lose any personal belongings. The insurance is valid all over the world, with the exception of countries/regions that the Ministry for Foreign Affairs or the Public Health Agency of Sweden completely or partly advise against travelling to.



*People who travel to events abroad, both those organized by the Troop or those arranged by another event organizer within the Scouts, need to consider a few things:*

- The Scout Leader in charge must have paid their membership fees.
- The Scout Leader in charge must be at least 18 years of age.
- Find out what the emergency phone number is in the country to which you are travelling.
- The Scout Leader in charge should have experience of Scout Leader assignments or have participated in other international events.
- The Troop management or the Troop's Board of Directors should approve the person who has been appointed Scout Leader for the event.
- The Scout Leaders must have a contingency plan and have carried out a thorough risk analysis.
- Make sure that the insurance is valid for the country that the group intends to visit and the activities that will be carried out.
- Order the European Health Insurance Card for travel to EU/EEA countries. This entitles you to emergency health care in these countries.



## SCOUT CAMPS

Scout camps are major events that span several days. There are special guidelines for pitching tents and building campfires, etc., during a Scout camp. Many guidelines in this chapter can be used generally for overnight stays as well.

### Positioning of tents

In order to reduce the risk of fire, tents must be positioned so that there is a certain distance between them so as to prevent their guy lines from crossing and make it possible to walk unimpeded between the tents.

The distance between the tents must also be adapted to accommodate the size of the tent: the larger the

tent, the greater the distance. Always position the tents to ensure that fire or strong wind does not cause one tent to topple over another. Pitch the tents at least eight metres from the campfire.

In order to meet the requirements for these distances, you should divide the camp site into smaller sections (sometimes called villages or districts) and each section is then responsible for ensuring that the tents have been pitched safely.

No tent should be more than 25 metres from an access route. The access routes must be at least three metres wide in order to enable access for fire engines or other emergency vehicles. The access routes should be designed so that there is sufficient room to pass one another or to drive in and out from different directions.

Keep in mind that a Scout Leader must never sleep with a participant in a tent on their own. Make sure that everyone sleeping in the tents feels safe with the other people they are sharing a tent with.

Make sure that there is always a Scout Leader at the camp site, both to create a safe environment for the Scouts but also to detect fire at any early stage or anticipate accidents, and to prevent people who are not authorized to do so from visiting the camp site.

*To summarize:*

- You should be able to walk unimpeded between the tents.
- The bigger the tent, the greater the distance.
- A minimum of 8 metres from the campfire.
- A maximum of 25 metres from a trafficable road.
- Divide the camp site into smaller sections.
- The roads must be at least three metres wide.
- A Scout Leader must never sleep with a participant in a tent on their own.
- One Scout Leader should remain at the camp site if activities are being carried out elsewhere.

**Inside the tent**

You cannot have an open flame in the tent, so you cannot build a fire. This does not apply to military tents and the like that have a stove at the centre. Avoid kerosene lamps inside the tent, there are plenty of other good solutions using LED lights instead. Have a knife hanging inside the tent, so that you can cut a hole in the side of the tent and escape if a fire breaks out (especially important for tents with a sealed base).

Kerosene, LPG and other flammable liquids must be stored in properly labelled containers and should not be stored inside the tent where people are staying and sleeping, but must be stored in the catering tent, for example.

Make sure there is a fire extinguisher in the vicinity of the tents and that it is properly marked with a red light at night and a sign. Everyone needs to know where the nearest fire extinguisher is located.

*Try to make sure that the following applies to the tent you are staying in:*

- No open flames.
- No kerosene lamps.
- No smoking.
- Have a knife inside the tent (for emergency evacuation through the side of the tent).
- Kerosene, methylated spirits and LPG must not be stored in tents where you are sleeping.
- Fire extinguishers are located close by and are well marked.



### Tent stoves

In tents designed to accommodate stoves, you must be particularly careful. There must be a perimeter marker to prevent people in the tent from getting too close to the stove. For example, you could use four logs laid out in a square around the stove as a perimeter marker. Each side of the square marking out the perimeter should be one metre. The wood to be used in the stove must be cut to an appropriate size. A bucket of water and fir branches, or preferably a fire extinguisher, should be placed next to the stove. There should also be fire extinguishers or water outside the tent. There should be a designated fire monitor at all times while the stove is lit. It is preferable to switch fire monitors during the night so that you work in shifts. The fire monitor's task is to take care of the stove, watch over the people who are sleeping and help anyone who needs to go out, so that they do not come into contact with the hot stove. There should be lighting in the tent and a knife should be kept within easy reach next to the perimeter marker, so that if a fire breaks out you can easily get out through the side of the tent.



### Campfires

Next to each campfire there should be a bucket filled with water and/or a fire extinguisher. Never leave a fire unattended. Contact the municipality's fire warden to find out if there is a fire ban in place and to get information about current fire regulations in the area. MSB (Myndigheten för Samhällsskydd och Beredskap) has a mobile app called "Brandrisk ute" (Outdoor Fire Hazards). Use it to find out what the fire risks are where you are. It may also be necessary to have a fire permit, you can apply for a permit from the municipality.

#### *To summarize:*

- A bucket of water at each campfire, to extinguish the fire and to treat any burns.
- Make sure there is more water nearby if a major fire breaks out.
- Never leave the fire unattended.
- Review the current regulations for building fires.
- Monitor the fire risks on an on-going basis.

### Camping stoves

When using a camping stove, always follow the manufacturer's instructions. If you use another fuel than what is recommended, this may cause the stove to malfunction and, in a worst case scenario, it could potentially explode.

Always store the fuel in a fuel bottle, cylinder or in the manner stipulated by the manufacturer.

If you need to refill the fuel in the camping stove, no matter what kind of liquid fuel it is, wait for the burner to cool down. A good guideline is that you should be able to remove the burner with your hand and put it next to the stove. A lot of accidents happen when camping stoves are being refilled, so be very careful!

The Troop's Board of Directors is responsible for ensuring that there is functioning fire extinguishing equipment at the Troop's camps. If the Troop is at a larger Scout camp, it is a good idea to bring your own fire extinguishing equipment, such as fire extinguishers. Make sure it is well marked and that everyone at the camp knows where it is and how to use it. Fire extinguishers should be checked at regular intervals. Make sure they are checked before you go to the Scout camp.

*To summarize:*

- Only use the fuel recommended by the manufacturer.
- Store the fuel in a fuel bottle.
- Never refill the stove when the burner is hot; you should be able to remove the burner with your hand.
- Fire extinguishing equipment.

## **Knives**

The Troop decides which members are allowed to use knives. The Troop may decide that it is up to the Scout Leaders to decide who may use knives. The Scouts' knife safety badge is recommended from the Explorer age group and upwards, but it is up to the Troop to decide who can take the badge and when.

For those who do not have a knife safety badge, Scout Leaders may allow them to use a knife under supervision. For instance, you can mark out a surface where the Scouts can whittle wood while a Scout Leader is present.

## **Saws and axes**

Saws and axes must have blade guards and must be stored in a specific storage area at the camp. There must be a saw trestle and chopping block and they must be used. Do not leave any saws, axes or knives on the ground where someone can step on them. Keep saws and axes away from all other activities to avoid accidents.

## **Swimming**

The Scout Leader in charge must supervise the group. At least one Scout Leader should be appointed lifeguard. For camps that are taking place over a longer period of time, a designated swimming monitor is needed. Only Scout Leaders who have life-saving skills can be appointed lifeguards. The number of lifeguards must be proportional to the number of people swimming. One recommendation is to have at least one adult to eight Scouts.

*It is important to take the following safety considerations into account when swimming:*

- Always check the swimming area before the participants are allowed to go into the water. Even a beach where you have been before must be checked after the winter. Ascertain the depth of the water, the nature of the currents and the temperature in unfamiliar water, and make sure that everyone who intends to swim knows about this.
- Participants are only allowed to swim at the designated swimming area.
- Never dive head first into the water without first checking for objects under the surface.
- Bathing and swimming must always be monitored. The Scouts may only swim when the lifeguard is present, and when the lifeguard has given permission.
- Make sure that every Scout is paired up with a swimming buddy, each pair checks that their respective buddy has returned to the shore. This is a good way to monitor a larger group of swimmers.
- Never swim alone and do not overestimate your own swimming ability.
- You can decide to have the same swimming time every day during a Scout camp, to make things simpler.
- There must be life-saving equipment and a lifeboat at the swimming area.



Make sure the Scouts know the rules that apply and also discuss with them that they should never duck a friend under the water, push someone down into the water or jokingly shout for help. This type of behaviour can create unnecessarily hazardous situations and it is important that the Scouts understand this. If they cannot follow the swimming rules that you have established, then they will not be allowed to swim. Everyone who goes out swimming must be vigilant. Vigilance in the water can save lives. Keep an eye on the other swimmers and raise the alarm if something happens, or if you see someone in difficulty in the water.

### Hygiene and personal hygiene

There should be a sink, water, soap and preferably hand sanitizer in the toilets. The washing area should be adequately screened off so that people can wash themselves without being disturbed and be able to take care of their intimate personal hygiene. As a Scout Leader, it is important that you talk to the Scouts about personal hygiene and the importance of going to the toilet when they need to and washing themselves thoroughly.



Always wash your hands before cooking or preparing food. Make sure that everyone who handles food has washed their hands and that everyone washes their hands before eating. Only use clean water for cooking and make sure that all cooking utensils are clean before you start cooking. It is better to use dishwater that is too hot rather than too cold, as then the dishes will be cleaned properly.

Make sure that food is stored properly and that fish and meat are not stored at temperatures exceeding +3 degrees Celsius. Boil all food properly in bubbling water. Lukewarm food is a good environment for bacteria and it is only when the temperature of the food exceeds +60 degrees Celsius that the bacteria that cause food poisoning die.

### *How to avoid food poisoning:*

- Wash your hands often. Always after going to the toilet, as well as before preparing food and before meals. At Scout camp, it is important that you ensure that all participants wash their hands.
- Keep the kitchen clean: wash utensils and chopping boards after use and before cooking.
- Store food at the right temperature.
- Heat food properly and cool it down quickly.
- Do not cook or prepare food if you are unwell.

Stomach ache, vomiting and diarrhoea are common symptoms of food poisoning. If several people are suffering from stomach ache, vomiting and diarrhoea at the same time, it may be food poisoning. Usually, the first signs of food poisoning appear within 24 hours of eating and virtually everyone who has eaten the food will have symptoms. In the case of vomiting and diarrhoea, the person will lose fluid and salts. Therefore, you must monitor their fluid intake and make sure they drink small amounts of fluid frequently.

### Refuse and toilets

In connection with the Scout camp, contact the municipality's waste disposal company to facilitate waste disposal. Burying refuse is not permitted. There are plenty of different toilet solutions for camp sites. See what suits your Scout camp best and make sure there are toilets that are accessible for wheelchair users.

## Water

Check that it is safe to drink the water by talking to the municipality. Store drinking water in a container with a lid.

## MEDICAL CARE

The Scout Leader in charge of an excursion, hike or camp needs to have basic knowledge of first aid. It is important to practise your first aid skills so that you remember what to do if an accident happens.

At each Scout camp, there must always be a designated person responsible for first aid. The other Scout Leaders must also have knowledge of first aid. The contents of the first aid kit must be checked regularly and supplies replenished. You must also be able to use what is in the first aid kit. Medicines that are past their expiration date should be brought to the pharmacy. At the end of this document, you will find a checklist of contents for the first-aid kit at your Scout camp.



## Allergies, food allergies and special diets

In connection with registration for the Scout camp, you should ask participants if there is anything in particular that needs to be taken into account, such as medical conditions, allergies, special diets or medication. Hypersensitivity to various foods or special diets should not be underestimated, because some of the symptoms people experience from eating the wrong food can be dangerous or even life-threatening. Make sure to read food labels carefully. For people with coeliac disease, small amounts of gluten are also harmful and for someone with a nut allergy a hazelnut could cause a fatal allergic reaction. People with severe allergies should have their own EpiPens (adrenalin auto-injector) in the event of anaphylactic shock.

### *Common injuries or illnesses during Scouting activities are:*

- different kinds of wounds
- sprains
- blisters and burns
- chills and frostbite
- strain injuries
- fractures to arms and legs
- stomach ache (caused by food, poor hygiene or feelings of homesickness, for example)
- headache (caused by tiredness, smoke or sunstroke, for example)
- a cough, cold, fever (caused by cold, damp conditions or sleeping bags that have not been aired)

Make sure you are prepared for these eventualities when you go to Scout camp.

## EMERGENCIES

The general emergency number 112 works throughout the entire country. If you are going abroad, you need to find out what the emergency phone number is in the country to which you are travelling. It costs nothing to call the emergency number and if you are using a mobile phone, you do not need to enter the area code when dialling the number. You can also call the emergency number without entering a PIN code on the mobile phone. However, it may be unwise to assume that a mobile phone will always work. When

you call the emergency operator, you will have to answer a number of questions. The emergency operator needs to ask these questions in order to be able to send the right assistance to the right place. While the emergency personnel are on their way, the emergency operator may need to ask more questions in order to prepare and convey more information to the emergency personnel who are en route.

*Some examples of the types of questions are:*

- What happened?
- Where did it happen?
- What phone number are you calling from?

Keep in mind that you should only call 112 when there is an emergency that requires immediate assistance. Otherwise, your call may delay emergency assistance reaching others who are in urgent need of help. If your call is not urgent, you can call the police on 114 14, the healthcare help line on 1177 or the national information number, which provides information to the public about serious accidents or emergencies, 113 13.

*To summon help:*

- Phone the emergency number 112.
- Tell them what happened.
- Tell them where the accident happened.
- Answer the operator's questions.
- Respond to the situation using the instructions you receive from the operator.
- Do not hang up until the operator tells you to.

## **MARITIME ACTIVITIES IN THE SCOUTS**

### **Rules regarding safety at sea**

The guidelines mentioned in this section are the recommendations of the Scouts. It is important that every Troop organising maritime activities has its own rules and regulations that work for the Troop. These guidelines supplement other rules that apply to maritime activities from the Swedish Transport Agency, the Swedish Maritime Administration, etc. The Troop's own maritime safety considerations should be based on the conditions that prevail where the Troop is located, the type of boats the Troop uses, where in the country the Troop is located as well as what level of expertise exists and is required. It is therefore difficult to provide general rules for every Troop, but instead it is important that each Troop carries out its own safety work. It is the Troop's Board of Directors that is responsible for ensuring that the Troop has rules for maritime activities and that these are followed.

### **Being on board a boat**

The Troop decides the maximum number of people that are allowed to be on board a boat and the minimum number of people that are allowed to be on board in order to be able to sail. This applies to everyone who is on board the boat, whether they are actively helping to sail the boat or not.

### **Crew**

Members of the crew must be familiar with the maritime regulations that apply in the area where they are sailing, and they must be able to use the essential equipment on the boat. The crew is the minimum number of people who must be on board to be permitted to and to be able to sail the boat.

### **Skipper**

There must be a skipper on the boat every time it sails. Generally, the skipper must be on board the boat. However when sailing in an Optimist, for example, the skipper can be in a second boat with a good view of the boat ahead and its crew. The skipper is still ultimately responsible for the boat and the crew if anything happens.

The skipper must be qualified to sail that class of vessel and in that particular area. Qualifications will be determined by the Troop. The qualification requirements may vary depending on the class of vessel and the age of the skipper and their level of expertise. Theoretical ability can range from knowledge that the Troop has gained at Section meetings to a master skipper certificate or other qualification that the Troop considers appropriate. Theoretical knowledge can be obtained through training courses organized either through the Troop or another organisation. Each person's practical knowledge is tested for the class of vessel to be used.

### **Swimming ability**

In order to accompany the Troop on any of the boats, everyone on board must be able to swim 200 metres. The Troop will also test each person's swimming ability. This is to ensure that everyone can stay afloat and swim if they fall into the water. It also applies to canoeing/kayaking and when on board smaller boats. It is essential that the parents/guardians of the children carrying out the activity understand the requirements for swimming ability and how important it is that Scouts are able to swim.

### **Personal safety**

Everyone on jetties and on board boats out on the water must wear a life jacket. This applies to everyone who is taking part: Scouts, Scout Leaders and the parents of Scouts. The easiest way is to use paint or tape to mark a clear boundary on the jetty that must not be crossed unless the person is wearing a life jacket; no one goes onto the jetty or on board a boat without a life jacket. This also applies when using canoes and smaller boats. There are few exceptions to this rule. It is up to the Troop to decide what applies in their own organisation, and it is the skipper's responsibility to decide when the rule can be disregarded. Life jackets must be in good working order. This means that the clasps, cords and zips must be complete and fully functioning. Scouts must wear life jackets that are the right size so that they fit properly.



## **SEAWORTHINESS OF VESSELS**

### **Responsibility**

The Troop's Board of Directors is responsible for everything concerning the Troop's sailing activities. The Board of Directors is responsible for ensuring that the boats are seaworthy, for maritime safety, and that there is always a qualified person in charge during Troop activities. The Troop may choose to divide up responsibility for boat maintenance between different Sections or functions within the Troop, but it is ultimately the responsibility of the Troop's Board of Directors to ensure that the boats are seaworthy, even when the tasks are delegated. In the event of an accident, the Troop's Board of Directors is always responsible



together with the person who is in charge of the vessel. Therefore, it is important to ensure that you are insured, have inspected and approved the condition of the boats, and are familiar with the qualifications of the person to whom you have decided to delegate responsibility.

The Troop's Board of Directors will appoint a person with the relevant expertise to inspect the seaworthiness of the vessels. Every boat must be inspected for seaworthiness before the start of the boating season. During the boating season, those who are responsible for the Troop's boats should regularly check that the boats are maintained in a seaworthy condition. The Scouts' website contains examples of boat inspection protocols that the Troop can use. The person responsible for the boats notes that the boat is seaworthy and issues a certificate that the boat may be used.

### **Insurance**

As the owner of boats, the Scout Troop has so-called shipowner's liability. The Troop's Board of Directors must therefore ensure that all boats have liability and recreational boat insurance. In addition to membership insurance, the Scouts' also offer insurance for the Troop's boats, find out more in the chapter on insurance.

### **Safety equipment**

The Troop's Board of Directors decides on equipment, and has compiled a list of the safety equipment with which each boat must be equipped. The list can be used as a checklist for each boat and must be accessible to everyone who wants to sail. A list of safety equipment must be available for each class of vessel. Each boat's skipper must bring the necessary equipment on board before sailing. The skipper must follow the recommendations of the Scout Leader who is responsible for sailing.

*The type of safety equipment that is good to have on board includes:*

- Life jackets
- Anchor with line
- Mooring rope and extra ropes
- Paddles or oars
- Relevant nautical charts
- Bailer or bucket
- Lifeline (Hansa lifeline)
- First aid kit
- Knife
- Fire extinguisher (if there is petrol on board)
- Glow sticks
- Flares
- Screwdriver, pliers, hammer
- Drag anchor, wedges
- Phone in waterproof cover
- Boat hook (primarily for the second boat)

The list can be supplemented with the Troop's own specific requirements, based on the class of vessel to which the list applies.

## MARITIME MISCELLANEOUS

### Weather forecast

When sailing, Scout Leaders/skippers must be aware of the shipping forecast and take this into account. If the weather is very bad or if there is dead calm, it might be a good idea to cancel the sailing activity. Adapt the activity to the weather, and check the weather forecast several times before and at the start of the activity, so that the weather does not change unexpectedly and a potentially perilous situation arises.

### Sailing area

The Troop's Board of Directors must decide on the sailing area for each class of vessel and the skipper's qualifications. At Scout camps and for fleet sailing, i.e. when a number of boats sail together, these rules should be supplemented.

### Fleet sailing

During fleet sailing, there must be a fleet leader who is responsible for keeping the group together while on the water. All the boats must stay in sight of the guide boat, or follow the instructions provided by the fleet leader. It is also important that there is a set plan for how the boats in a fleet stay in touch with each other and how regularly they should make contact with the contact person on land, as well as who is going to perform this task.

### Log book

A log book with nautical and meteorological data must be kept on all boats sailing in open water.

### Sailing journal

When sailing outside the home port, a sailing journal must be kept. The sailing journal is kept ashore and it must include: The name of the boat, the name of the skipper and the names of the other people on board, the route, departure time, estimated time of return and the name and phone number of a contact person.



### Position and sending a distress signal

You need to be able to establish your position and to send a distress signal in the event of an accident. Today, it is easy to send a distress signal as long as your phone is charged and in a waterproof cover, and it has location services turned on. Recent statistics show that if you manage to send a distress signal, then chances are you will survive.

If the boat has capsized but floating, stay by the boat. You are safer there than if you start swimming away from the boat.

## RISK ASSESSEMENT AND CONTINGENCY PLAN

Before undertaking an outing, Scout camp, hike or anything else that we do in the Scouts, it is a good idea to review the risks associated with what we are going to do. By using this model you will be able to identify the relevant risks, and assess how likely they are and what would happen if they occurred.

### Identify the risks

Start by listing all the things that could go wrong before, during and to some extent after the event. Nothing is too big or too small, wrong or unlikely at this stage. Write down everything you can think of.

After a while, you will not be able to think of anything more. Then you can use this list to come up with more risks that may exist in these areas:

- Physical/injury
- Safety/mental well-being
- Environment and terrain
- Equipment
- Different risks for participants and Scout Leaders
- Crisis in society
- Financial risks, during and after the activity.

### Assess and evaluate the risks

Now you must evaluate and group the events listed in the previous stage. Rate the probability or likelihood of a particular event occurring and then rate how serious it would be if it did. Rate each event on a scale from 0–5 where 0 is impossible or completely innocuous and 5 is very probable and very serious. You can ascertain the level of risk by using the equation: probability x consequence = risk level

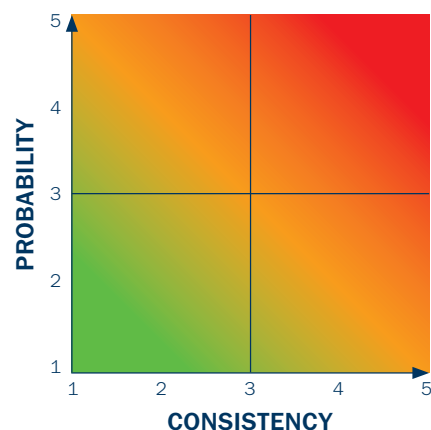
*Here are a couple of examples:*

- Vampire attack: probability 0 x consequences 5 = risk level 0
- An ash cloud causes airports to close: probability 1 x consequences 4 = risk level 4
- Allergic reaction: probability 4 x consequences 3 = risk level 12

Plot the risk levels in the matrix. Now enter the total value of each identified risk in the coloured matrix. Risks that have a value of 0 lie outside the matrix. As you can see, example A, with a risk level of 0, is so unlikely that it does not need to be included in the matrix.

*We now have four risk categories:*

- Risks that cannot happen (outside the matrix)
- Risks that can be eliminated or minimized through certain measures (green-yellow).
- Risks for which a plan is required, which is included in a contingency plan (orange-red)
- Risks/emergencies that are too serious for the Troop/team to deal with (red)



### Risks/emergencies that are too serious to be handled by the Troop/team (red)

Some risks can be too serious for the Troop/team to manage. You should not try to set up a parallel organisation to the one that already exists in society or in the Scouts to manage these risks. Risks in this category involve contacting people who can provide support if something happens, as well as investigating how to use other resources around you.

If the risk is too serious to be managed then the activity, or part of the activity judged to be too hazardous, must be cancelled.

You must make a plan outlining how to act in instances of risks/emergencies that are too serious for you to handle on your own – who should call the police, take care of the rest of the group and make contact with other key individuals.

**Risks that can be eliminated or minimized (green-yellow)**

This category includes risks that the Troop/team, or participants, need more knowledge to prevent. By being aware of the risks associated with activities, you can prevent the risk through good planning. Choose well-thought-out activities that are carried out in the right location, under good conditions with safe equipment and sufficient skill on the part of both Scout Leaders and participants.

Risks in this category can be prevented by means of preventive measures, such as training Scout Leaders and/or participants or purchasing the necessary equipment. Risks in this category that are not addressed must be included in your contingency plan. Think about whether there are any managed risks in this category that, despite everything, must be included in the contingency plan so that rules/procedures are not forgotten.

**Risks for which a plan is needed (orange-red)**

Now there should be only one category of risk left on your list – risks for which a plan is needed.

In order not to have to write a paragraph in the contingency plan for each category of risk, you need to classify them into different groups.

Classify the risks into groups, putting risks that are of a similar nature into the same group, or “case”. You should get groups such as: death, assault, fire, serious illness, seriously inappropriate behaviour, financial risks, etc.

**Writing a contingency plan**

Now you can write your contingency plan! The contingency plan must be written in a way that allows it to be used by the Troop or the team at the location. The contingency plan must be clear, realistic and well structured.

A template for a contingency plan can be found here:

<https://tryggamoten.scout.se/forebygga-2/att-skriva-krisplan/>

**PERSONAL PACKING CHECKLIST**

This is a basic list and is merely a suggestion. You may need to bring other things depending on what you are going to do at the camp or on the hike, and whether you are going to be on water or dry land, as well as what the weather is going to be like.

- Sleeping bag and ground sheet, pillow if you have room
- Pyjamas
- Long-sleeved top and leggings
- T-shirts
- Warm, long-sleeved jumper
- Sturdy trousers, jeans or outdoor trousers, for example
- Hat, gloves and scarf
- Underwear and socks
- Warm socks
- Wellington boots or waterproof boots
- Training shoes or similar
- Rainwear: raincoat with a hood and pants
- Tea towel
- Swimwear and bath towel



- Soap, shampoo, conditioner, deodorant, toothpaste, toothbrush
- Mosquito repellent
- Sun screen
- Prescription medication
- Plate, cup and cutlery (made of plastic)
- Flashlight or head torch
- Knife (does not apply to the youngest Scouts)
- Scout uniform (shirt or Scout T-shirt)
- Pen and paper
- Water bottle
- Cuddly toy, book, playing cards and anything else that you would like to take to camp

### *Suggestions!*

- You are usually the one who will be carrying your rucksack. Try packing your things in a rucksack so it is easy to fit everything in.
- By organising your belongings into bags, it will be easier to find them in your rucksack.
- Put your name on your belongings.
- Pack your rucksack yourself, so you know where to find everything.
- Let your Scout Leaders know if you take any medication, so that they are aware if something happens.

## **FIRST AID CHECKLIST**

For a week-long Scout camp with over 50 participants the following equipment will be needed:

### *First-aid kit*

Self-adhesive dressing  
Surgical tape  
Steri-strips  
Self-adhesive plasters  
Wound cleaning solution and antiseptic wipes  
Gauze bandage  
Protective bandage  
First-aid bandage  
Elasticated bandage  
Support bandage  
Sling  
Tick tweezers  
Space blanket also called an emergency blanket  
Cold compress

### *Medication*

Antipyretics e.g ibuprofen, paracetamol and aspirin  
Painkillers  
Charcoal tablets  
Antihistamine tablets  
Hydrocortisone cream  
Hydrocortisone tablets  
Hydration tablets

*Other items*

Hydrophilic gauze dressing  
Scissors  
Tweezers  
Thermometer  
Disposable gloves  
First-aid handbook  
Emergency phone numbers  
Contact details for the on-call medical centre  
Flashlight  
Pen and paper  
Sanitary towels and tampons

*If you are going hiking you should pack the following first-aid equipment:*

Elastic adhesive bandage  
Elasticated bandage  
Hydrophilic gauze dressing  
Gauze bandage  
Plasters  
Sports tape  
Safety pins  
Scissors  
Medication  
Antipyretics e.g ibuprofen, paracetamol and aspirin  
Painkillers  
Antihistamine tablets  
Hydrocortisone cream and hydrocortisone tablets  
Hydration tablets

## LEARN MORE ABOUT SAFETY

[Svenska Brandförsvarsföreningen](#)

[Brandfarliga vätskor i hem- och fritidsmiljö, \(Flammable liquids in the home and outdoor environments\)](#)

[Myndigheten för samhällsskydd och beredskap](#)

[The Scouts' insurance](#)

[SOS Alarm, important phone numbers](#)

[Myndigheten för samhällsskydd och beredskap](#)

[Contingency plan Safe Meetings](#)

[Leva friluftsliv book](#)

[The Safe Meetings course](#)

[The Swedish Transport Agency's \(Transportstyrelsen\) rules for maritime navigation](#)

[The Swedish Coast Guard \(Kustbevakningen\) – safety at sea](#)

[The Red Cross \(Röda korset\), First aid](#)

[The Finnish Scouts safety regulations \(Finska scouterernas säkerhetsföreskrifter](#)

[Customized Leadership, Course](#)

