

# INTRODUCTION TO MEDICAL, RISK MANAGEMENT, CHILD SAFETY ISSUES AND OUTDOOR SAFETY

## RISK MANAGEMENT

- What is a risk?
- What is risk management?
- Why do we manage risk?
- Are you aware of the risks to your Pathfinder club?
- Are you aware of the prevailing conditions within your area?

## RISK MANAGEMENT

**Data Protection principles**  
We must ensure the information we hold is:

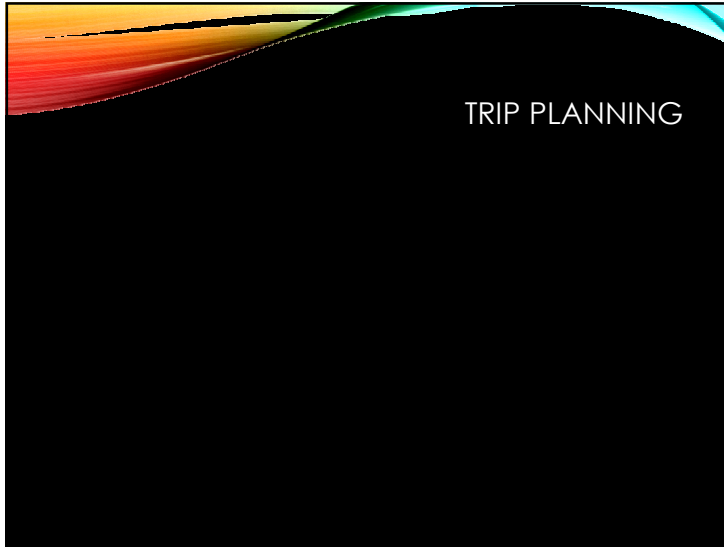
1. Used fairly and lawfully
2. For limited specific use
3. Adequate, relevant and not excessive
4. Accurate
5. Kept for not longer than is absolutely necessary – cannot be held indefinitely
6. Handled according to their rights under the Act
7. Kept safe and secure
8. Not transferred outside of the European Economic area without adequate protection

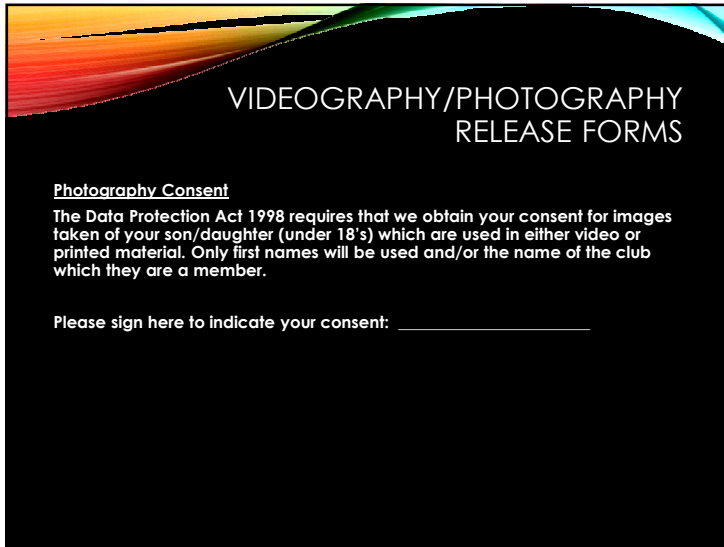
## RISK MANAGEMENT

Data Protection Act 1998

- Data
- Data Subject
- Data Controller

DPA passed by Parliament to control the way information is handled and gives legal rights to people who have information stored about them.



 A medical release form titled "MEDICAL RELEASE FORM" with a header "Complete Medical Form". It includes fields for "Club Name", "Surname", "Full Name", "Address", and "Postcode". It also has sections for "Health Information" (Family Doctor, Telephone, GP Surgery Address), "Please tick if you have/have had any of the following" (allergies like Nutritic Fever, Asthma, Herpes, Fainting Spas, Tooth Sensitivity, Colic, Hay Fever, Kidney Disease), "Date of Last Infection Injection", "Are you taking any form of medication", "Do you have any known allergies", "Do you have any pre-exposed conditions", "Emergency Contact Details", and "Signed" with a date field.


 A church board authorisation form titled "Church Board Authorisation Form" with a header "Adventures Committee". It includes fields for "Group Leader Details" (Title, Surname, Full Name, Address, Post Code, House Telephone, Mobile, Email Address), "Group Details" (Total Number of Adventurers, Total Number of Children under 18, Total Number of Adults), and "Church Board Approval" (We, the members of the Church Board, confirm that the group leader is a suitable person to lead our Adventurers club to the Campsite and that we are satisfied with the Risk Assessment they have agreed to do, We confirm that all members of the club meet the requirements of the British Union Child Protection Policy, We agree to pay the cost of this Campsite & Adventure, We agree to pay £10 per child £30 per adult £10 per club, We agree to pay for the transport of the club to the campsite, All payments made after the deadline date, We agree to pay for the cost of the club, We agree to pay for the cost of the club, We agree to pay for the cost of the club). It ends with "Signed" and "Date" fields.

## CHURCH BOARD AUTHORISATION

**Church Board Approval**

We, the members of the Church Board, confirm that the group leader is a suitably responsible person to lead our Adventurer club to the Camporee and that we are satisfied with the Risk Assessment they have presented to us.

We confirm that all members of staff meet the requirements of the British Union Child Protection Policy; Keeping our Church Family Safe and that each person has Club Insurance cover.

We understand that the cost of this Camporee is as follows: Adventurers £20 and ALL adults £20 (i.e. Club staff, Cooks, Parents etc.) £20 for Children under Adventurer age (5 & 4-year olds). No fee for children 3 years old and under. Children **not** of Adventurer age are unable to participate in the activities due to insurance restrictions.

All payments made after the deadline date 18<sup>th</sup> April will incur a late fee of £10 making the cost £70 and £40, respectively. Please note, Deposits are NON REFUNDABLE. Week commencing 25<sup>th</sup> April, camp registration will be cancelled for all clubs where full payment has not been received. Please note there will be no refunds after this deadline date.

We give consent for the total payment to be taken from our church Gift Aid account: YES / NO  
 Signed ..... Date .....

(Church Clerk on behalf of Church Board)

**Alternative Methods of Payment**

A single payment can be made by most credit or debit cards by ringing 01923 232728. A single cheque (with the club's name on the reverse) from the local church should be made payable to South England Conference and sent to Pathfinder Department, South England Conference, 25 St Johns Road, Watford, Herts WD17 1PZ.

## ACTIVITY PERMISSION

I hereby give permission for my child to attend this event and to take part in the activities arranged, unless specified above. I agree to notify the leaders should there be any change to the information given.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## BASIC FIRST AID TRAINING

DATES: 1<sup>st</sup> May; 15<sup>th</sup> May

VENUE: Advent Centre

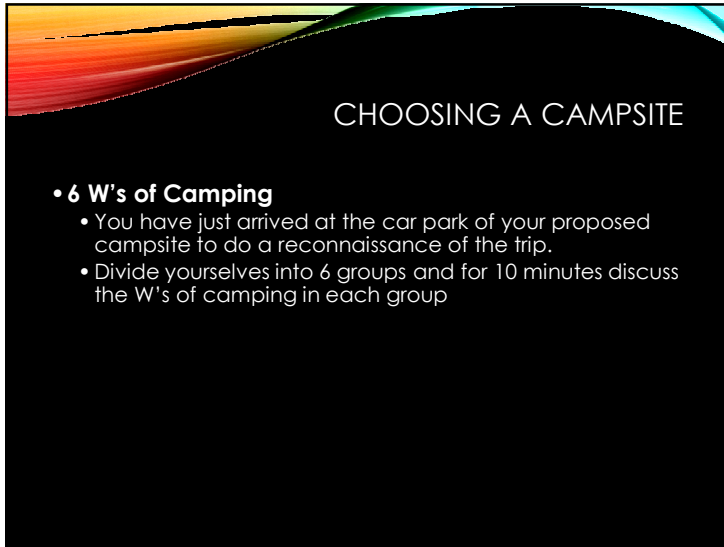
TIME:

BOOKING: Make arrangements through the SEC Office, Pathfinder Dept.

## INTRODUCTION TO CHILD PROTECTION

1 Day SEC "Keeping the Church Family Safe" (KCFS) must be attended in order to complete this section. (20<sup>th</sup> March at the Advent Centre – contact Children's Ministry Dept. at the SEC Office)

- Vulnerable Sector Screening
- Protecting Children and the Church
- Child Abuse Prevention
- Sexual Harassment/Misconduct
- Duty to Report
- Accountability



## CHOOSING A CAMPSITE

- **6 W's of Camping**
  - You have just arrived at the car park of your proposed campsite to do a reconnaissance of the trip.
  - Divide yourselves into 6 groups and for 10 minutes discuss the W's of camping in each group



## CAMP SAFETY

- **What are the local laws about camp fires in the UK?**
  - *Unplanned fires can cause devastation to the countryside. You must always obtain permission from the landowner or occupier before you light a fire. Otherwise you may be liable to prosecution for criminal damage. Remember that smoking materials and matches can easily start fires, even if you stub them into the ground or into a litter bin. Always dispose of them with care. (Countryside Agency - 'Caring for the countryside')*
- **List 10 rules for fire safety to consider when camping?**



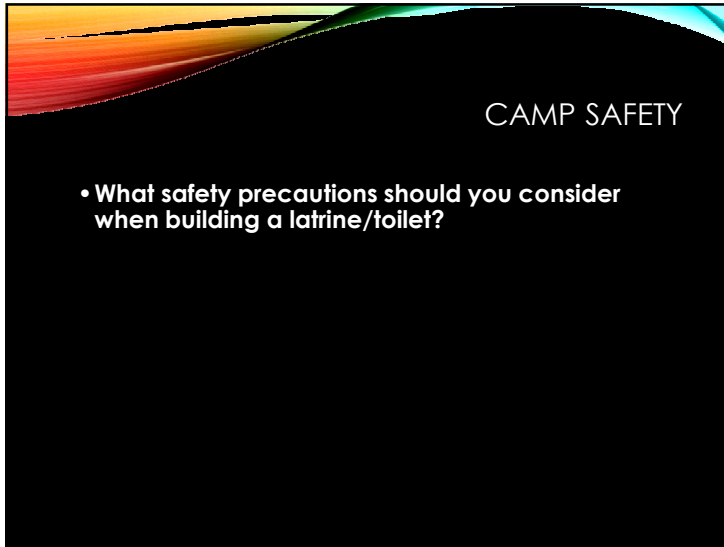
## CAMP SAFETY

- **Identify the temperatures the following foods should be kept at, and explain why this is important when camping:**
  - (a) Hot foods
  - (b) Cold foods



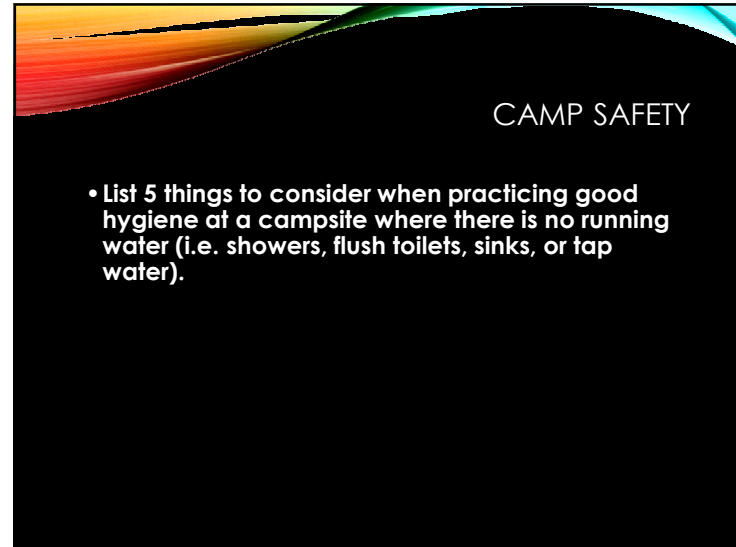
## CAMP SAFETY

- **List 5 things you can do to prevent animals from coming into your campsite.**



CAMP SAFETY

- What safety precautions should you consider when building a latrine/toilet?



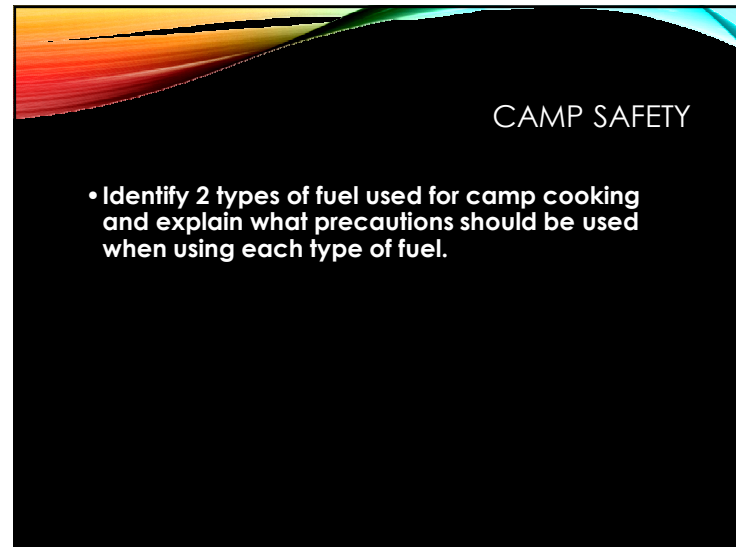
CAMP SAFETY

- List 5 things to consider when practicing good hygiene at a campsite where there is no running water (i.e. showers, flush toilets, sinks, or tap water).



CAMP SAFETY

- Demonstrate 3 ways you can purify water when camping.



CAMP SAFETY

- Identify 2 types of fuel used for camp cooking and explain what precautions should be used when using each type of fuel.

## CAMP SAFETY

- Discuss 5 guidelines for safely handling the following camping items:
  - (a) knives
  - (b) axes
  - (c) saws
  - (d) hatchets

## KNIFE LEGISLATION

**Buying and carrying knives: the law**  
The laws about buying and carrying a knife depend on the type of knife, your age and your circumstances.

**Basic laws on knives**

It is illegal to:

- sell a knife to anyone under 18 (16 to 18 year olds in Scotland can buy cutlery and kitchen knives) unless it's a knife with a folding blade 3 inches long (7.62 cm) or less, e.g. a Swiss Army knife
- carry a knife in public without good reason - unless it's a knife with a folding blade 3 inches long (7.62 cm) or less
- carry, buy or sell any type of banned knife
- use any knife in a threatening way (even a legal knife, such as a Swiss Army knife)
- Lock knives (knives with blades that can be locked when unfolded) are not folding knives and are illegal to carry in public without good reason.
- **The maximum penalty for an adult carrying a knife is 4 years in prison and a fine of £5,000.**

**Good reasons for carrying a knife**  
Examples of good reasons to carry a knife in public can include:

- taking knives you use at work to and from work
- taking knives to a gallery or museum to be exhibited
- the knife is going to be used for theatre, film, television, historical re-enactment or religious purposes, e.g. the kirpan some Sikhs carry
- A court will decide if you've got a good reason to carry a knife if you're charged with carrying it illegally.

## KNIFE LEGISLATION

**Banned knives**  
There is a ban on the sale of some knives:

- flick knives (also called 'switchblades' or 'automatic knives') - where the blade is hidden inside the handle and shoots out when a button is pressed
- butterfly knives - where the blade is hidden inside a handle that splits in two around it, like wings; the handles swing around the blade to open or close it
- disguised knives, e.g. where the blade is hidden inside a belt buckle or fake mobile phone
- gravity knives
- sword-sticks
- samurai swords (with some exceptions, including antiques and swords made to traditional methods before 1754)
- hand or foot-claws
- push daggers
- hollow kubotan (cylinder-shaped keychain) holding spikes
- shuriken (also known as 'death stars' or 'throwing stars')
- kusari-gama (sickle attached to a rope, cord or wire)
- kyaketsu-shoge (hook-knife attached to a rope, cord or wire)
- kusari (weight attached to a rope, cord or wire)

This is not a complete list of banned knives. [Contact your local police](#) to check if a knife is illegal.

Last updated: 13 January 2016

## ESSENTIAL EQUIPMENT

- Divide into 5 groups and list the essential equipment items for the following areas:
  - Clothing
  - Sleeping
  - Cooking/Eating
  - Safety
  - First Aid Kit

## KITCHEN /MESS TENT

- Food is secured against animals
- Food is stored at a safe temperature
- Kitchen and dishes are clean
- Fire extinguisher accessible and near stove
- Area is neat and free from tripping hazards

## TENT ALLOCATION - SAFEGUARDING

- Adults and children in separate tents
- Boys' and girls' tents are properly separated

## INSPECTIONS

One point per item		
<b>Section One - Club Information</b>	<b>Section Three - First Aid</b>	
Copy of Church Board Registration Form	One First Aid at Work Certificate	
Individual Application Forms	<b>Section Four - Risk Assessment</b>	
Individual Medical Forms	Travel Plan from start to Campsite	
2 copies of Named List with Emergency Contact Details	Tent Allocation	
	Counsellor allocations	
<b>Section Two - Cooks Information</b>	Club Code of Conduct	
Head Cook Health & Hygiene Certificate/ or In-house Food Awareness Certificate	Emergency Plan to take someone to hospital	
Individual Meal Plan	Emergency Plan to take someone home	
Cooking & Washing Up Rota	Travel Plan from Campsite to finish point	
	<b>Total Points</b>	

## REFERENCES & LINKS

- [http://www.investitureachievement.org/wiki/index.php/Adventist\\_Youth\\_Honors\\_Answer\\_Book](http://www.investitureachievement.org/wiki/index.php/Adventist_Youth_Honors_Answer_Book)
  - Camp Safety Honour
  - Camp Craft Honour
- <https://www.gov.uk/government/publications/the-countryside-code>
  - The Countryside Code

CONTACT INFORMATION

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