



Safety Briefings & Checklist

SU is committed to continual improvement of child and vulnerable people safety. Therefore, SU has added a new addition to its permission to proceed process; Safety Briefings and Checklists. This new addition means we have removed the step of creating risk plans/assessment and have provided high quality risk plans for everything we have insurance to run.

Why do we need a safety briefings and checklist?

The safety briefings and checklist's (SB+C) are designed to help teams to operate as safely as possible. A Safety Briefing & Checklist helps overcome the 2 main reasons that put children and vulnerable people at risk.

1. Ignorance: “we don’t know what we need to do in order to perform the task at an excellent and safe level”
2. Ineptitude: “we did know what to do, but we didn’t do it”

Our checklist helps us move from a safe theory to a safe practice. A good checklist spells out the essential safety concerns and risks for a 24-hour period. Having this simple checklist safeguards against human fallibility to reinforce safety, teamwork and discipline. **A well-constructed SB+C will help keep children and vulnerable people safe from: Abuse, Accident, Harm, and Injury.**

There is a RAL (Risk Assessment Library) which you will need to use to create Safety Briefings & Checklists, we also request you have the relevant Risk Assessments to your program on file during ministry.

What should a safety briefings and checklist include?

Safety briefings are a deliberate conversation among leaders about safety of a particular section/team for a 24-hour period. Teams are required to submit a SB+C for each day of their program (and in the cases of big teams with multiple programs/sections running at once, 1 SB+C for each program daily). A safety briefing and checklist should be limited to one double-sided page wherever possible.

How do I create a Safety Briefing & Checklist?


So, looking at the example Safety Briefing & Checklist on the next page:

- The **orange** section at the top is a summary of your program for one day.
- The **blue** section consists of safety points to be briefed to the leaders on that morning.
- The **green** section at the bottom is 4-7 dot points copied from the Risk Assessment Library for each of the activities mentioned in the **orange** top section. The RAL code is simply the page from the Risk Assessment Library from which the dots points you copied are from. The 4-7 points you choose are decided by you as the most relevant/important ones which you think you should copy over, feel free to write any of your own in that you think are also worth mentioning. The checklist/requirements on the side is a handy list of items/things that will need to be remembered.

The reason it is set-up like this is so the Safety Briefing & Checklist can serve as a one-pager for each of you and your section leaders to have a copy of while on site so they can be referenced to ensure that all safety aspects for each activity are taken care of each day, and nothing is forgotten.




Ministry:	SU Disciple Camp	Location:	Gumtree Hall	Date:	24/07/20 (Day 4 of 7)
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Ministry Safety Briefing & Checklist

Safety and harm prevention are equally as important as sharing the gospel. We believe that Safe environments create trusting relationships which open real opportunities for faith commitments.



Time	Activity Event	Delegation
10:30am – 12:30pm	Indoor Games/ Youth Group Games	Michael & Andrew
2:30pm – 4:00pm	Wide Games	Jim
4:30pm – 6:00pm	Cricket	Stanley
7:30pm – 9:30pm	Movie Night	Angela

Leaders Daily Safety Briefing Checklist <i>(What you brief your team on each day)</i>	Anything to Follow Up?
<input type="checkbox"/> Delegate leaders to be in charge of ensuring adequate water/ sunscreen at outdoor events <input type="checkbox"/> Announce weather report and Plan B for outdoor events if raining <input type="checkbox"/> Delegate leaders to serve food during movie night – notify of any allergens <input type="checkbox"/> Delegate leaders to scout out wide games area for any hazards that can be removed <input type="checkbox"/> Questions from Leaders <input type="checkbox"/> Team Prayer	

Activity	RAL Code <small>RAL = Risk Assessment Library</small>	Safety Briefing Before Activity <small>Participants are allowed to opt out of activities that make them feel unsafe</small>	Checklist/ Requirements
Youth Group Games	GR003	<ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. All activities will be supervised by leaders at all times Obstacles, hazards, and furniture removed prior to the activity The activity leader will explain proper behaviour and expectations of maturity Ensure adequate rest between activities. 	<input type="checkbox"/> Games Equipment <input type="checkbox"/> Water <input type="checkbox"/> Music <input type="checkbox"/> Speaker <input type="checkbox"/> Soccer Ball
Wide Games	OT009	<ul style="list-style-type: none"> Ensure appropriate footwear is worn. Leaders to scout out activity area in advance and remove any hazards prior to the commencement of the activity. Weather is to be monitored regularly in advance and during the activities. Have adequate water available. 	<input type="checkbox"/> Soccer Ball <input type="checkbox"/> Cones <input type="checkbox"/> Water <input type="checkbox"/> Blindfolds <input type="checkbox"/> Flags <input type="checkbox"/> Sunscreen
Cricket	SP004	<ul style="list-style-type: none"> Any participant seen causing injury to others will be asked to no longer participate in the activity. Batters to wear protective helmets at all times. Ensure that participants are a safe distance away from the batters while playing Weather is to be monitored regularly in advance and during the activities. 	<input type="checkbox"/> Cricket Equipment <input type="checkbox"/> Water <input type="checkbox"/> Sunscreen <input type="checkbox"/> Fruit
Movie Night	EV004	<ul style="list-style-type: none"> Only distribute foods & drinks known not to cause any allergic reactions in anybody. Ensure that lactose intolerant participants and leaders don't receive buttered popcorn. Participants are instructed not to be seated within a close range of any speakers used to broadcast the movie. 	<input type="checkbox"/> Popcorn <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Computer <input type="checkbox"/> Movie (DVD/USB) <input type="checkbox"/> Pillows <input type="checkbox"/> Chairs

A Safety Briefing & Checklist helps us overcome the 2 main reasons why we have errors and put children and vulnerable people at risk.

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2. Ineptitude: "we do know what to do, but we didn't do it"

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