



BOY SCOUTS OF AMERICA®



## BUILD AN ADVENTURE 2015

Take selfies. Make a difference.

Serve others. Seek opportunity.

Gain confidence. Leave a legacy.

Build friendships. Mentor others.

Take chances. Chase adventure.

Hang out. Expand your horizons.





## ENSURING POSITIVE OUTCOMES

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Know Your Risk

A blue-tinted photograph of a group of scouts in a field. One scout is in the foreground, and another is sitting on a chair in the background. A small sailboat is visible in the water to the right.

# Risk Assessment Tools

- Risk Register
- Program Hazard Analysis
- Checklists
- PAUSE for Safety

# Risk Assessment Tools

- Risk Register
  - Enterprise Wide Risks (i.e. Council level)
- Program Hazard Analysis (PHA)
  - High/Medium Risk Event
  - National Event, Council Event, Program Areas

# Risk Assessment Tools

- Safety Checklist
  - Medium/Low Risk Event
  - District Event, Unit Campout
- Safety PAUSE
  - Field Tool
  - Utilized after formal assessment is done



**PAUSE**  
*One More Time  
for Safety*

# PAUSE

**Safety PAUSE**

**P**AUSE  
before you start

**A**SSESS  
possible hazards

**U**NDERSTAND  
how to proceed safely

**S**HARE  
your plan with others

**E**XECUTE  
the activity safely



Prepared. For Life.®



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## Risk Register

*“Risk is like fire: If controlled it will help you; if uncontrolled it will rise up and destroy you.”*

*Theodore Roosevelt*



# Risk Register

## Suggested categories of risk

- ✓ Financial
- ✓ Operational
- ✓ Market
- ✓ Legal
- ✓ Environmental
- ✓ Reputational
- ✓ Brand
- ✓ Liability
- ✓ Property

# Risk Register Risk Matrix

				Internal Risk	External Risk	Potential for Threat		Next Five Years Y/N
Risks	Ranking	Threat	Evaluation of the Threat and Response on Handling			High	Medium	Low
Financial Includes all assets, income generating activities and investments.								

*You got to know when to hold 'em,  
know when to fold 'em.*

*Know when to walk away and know  
when to run.*

The Gambler Kenny Rogers



# Use of Program Hazard Analysis (PHA) in Scouting Program Activities

Tool to identify and mitigate  
program/operational hazards

# PD-111

PD-111	NEW PROGRAMS AND ACTIVITIES	(Revised January 1, 2013)
<b>STANDARD:</b>  When a camp develops a new activity not addressed by these standards, it must develop the program following the guidelines in the BSA's <i>Guide to Safe Scouting</i> , Youth Protection policies, program hazard analysis process, and age-appropriate guidelines.	<b>Applies to:</b>       	
<b>Specific Requirements of the Standard:</b>  A. Written procedures set forth criteria for success, staff skill levels and training, safety considerations and procedures, equipment required, needed property support, and site-specific considerations.  B. If the risk assessment for the new activity, before controls are developed in the risk management process, is classified as IA, IB, IC, ID, IIA, IIB, IIC, IID, IIIA, IIIB, or IIIC on the Risk Assessment Chart in <i>Program Hazard Analysis</i> , No. 680-009, the council will submit an Application for Authorization to Operate and receive an Authorization to Operate for the new activity prior to commencing the new activity.		
<b>INTERPRETATION:</b>  Camp leadership is actively encouraged to create new, exciting, and dynamic nontraditional camp activities. Care must be exercised to ensure maximum camper and staff safety, securing necessary certificates and training (as needed), and should include procedures for care of equipment and grounds.  The BSA's program hazard analysis process is available at: <a href="http://scouting.org/filestore/pdf/680-009.pdf">http://scouting.org/filestore/pdf/680-009.pdf</a> .  The Program Hazard Narrative Form is at <a href="http://scouting.org/filestore/HealthSafety/doc/Narrative.doc">http://scouting.org/filestore/HealthSafety/doc/Narrative.doc</a> .		

# PD - 112

## INTERPRETATION:

The strongest program is developed through collaboration of volunteers and professionals. Council and seasonal staff develop the program, which is vetted



**SIGN,**

## VERIFICATION:

- Certification from the Scout executive and a council officer that the relevant council committees have reviewed and approved, as necessary, camp program design and activities. (Issuance of an Authorization to Operate is evidence of meeting this requirement.)

PD-112-1

prog  
approu

- Aquatics (program, safety, and risk management review)
- COPE/climbing (program, safety, and risk management review)
- Conservation (program and camp resource support for program)
- Shooting sports (program, safety, and risk management review)
- Advancement (consistency with advancement policies)
- Outdoor ethics (program review)

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Specialty  
adventure  
camp

High-  
adventure  
camp

Day  
camp

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## PHA Examples

- NCAP Standard PD-111/112
- Aquatics Play Structures
- Workshop Potential
  - New Programs in your council?
  - Drones
  - STEM program
  - Crossbows
  - ATV / PWC
  - Pistols/Air soft





## Program Hazard Analysis – New, Modified, or Recognized Activities

## PHA

- Process used to systematically identify, assess, and resolve hazards
- More formal process and good to use on large events

# Program Hazard Analysis

For New, Modified, or Recognized Activities

Frequency of occurrence	Catastrophic (I)	Critical (II)	Marginal (III)	Negligible (IV)
Frequent (A)	IA	IIA	IIIA	IVA
Probable (B)	IB	IIB	IIIB	IVB
Occasional (C)	IC	IIC	IIIC	IVC
Remote (D)	ID	IID	IIID	IVD
Improbable (E)	IE	IIE	IIIIE	IVE

Legend

<u>Hazard Risk Index</u>
IA, IB, IC, II A, II B, III A
ID, II C, II D, II IB, II IC
IE, II E, II ID, II IE, IVA, IVB
IVC, IVD, IVE

Acceptance Criteria

Unacceptable
Undesirable (decision required)
Acceptable with review
Acceptable without review

Date:	July 15-24, 2013						
Program:	Bouldering Garden – Base Camp Elective						
Description:	Bouldering is a low, unassisted climbing activity on natural or man-made rocks. The activity should be performed over crash pads or bouldering mats, and may or may not require competent spotters to direct a climber's fall. Climbing shoes, chalk, helmets, and appropriate clothing should be worn by participants. Efforts should be made to keep area beneath climber clear and restricted to spotters.						
Hazard Cause / Effect				Corrective Actions			
Hazard Description	Cause	Effect	Initial Risk Rating	Possible Controlling Measure	Closing Comments	Status	Final Risk Rating
Head trauma/ Spinal Fracture; Fracture/ Dislocation	Fall, improper or unauthorized activity.	Loss of life; Major injuries: fractures, dislocations, concussions, debilitating injury; Disruption of activity, emergency and investigative response, monetary loss.	ID	Instruction on proper climbing and falling, restricting climbing height, competent spotters and crash pads. Engineering controls (cable locks, rope barriers & signage) to abate hazard from improper/unauthorized usage.	Comply with ASTM F1487 and F1173- 09; UIAA Safety and Training Standards. OSHA 29 CFR 1910 Subpart I and 1926 Subpart M		IE

## Program Hazard Analysis

### Narrative

Date: 5/15/2013

Originator / Champion: Barry Streusand

Representing Program Group: Chemistry Merit Badge

Representing Legal Counsel: \_\_\_\_\_

Representing Risk Management: \_\_\_\_\_

Representing Health and Safety: \_\_\_\_\_

Detailed description of program to be evaluated:

**CHEMISTRY MERIT BADGE**

Scouts will be able to work on Chemistry Merit Badge activities as described in the merit badge pamphlet along with practical applications.

This is a new, modified, recognized, or activity.

# Checklists

- Simple tool that lists hazards and risks that you are likely to encounter.
- Can be edited to address new hazards and risks
- Appendix of The Guide to Safe Scouting.
  - [Campout Checklist](#)
  - [Event Checklist](#)
  - [Annual Motor Vehicle Checklist](#)
  - [Meeting Place Inspection Checklist](#)



## Event Safety Checklist

Boy Scouts of America

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Organizer: \_\_\_\_\_

Event Health and Safety Officer: \_\_\_\_\_

The following checklist provides guidance on safety issues that you may encounter at a Scouting event. This is a tool, not a list of mandatory guidelines. The intent of the checklist is to create conversations among event organizers around risks and ways to mitigate or eliminate them.

Event Risks	Yes	No	N/A	Mitigation/Comments
<strong>Planning</strong>				
1. Has the event organizer contacted the event venue and met with venue owners in advance?				
2. Have the venue owners conveyed their requirements for the BSA to follow at the event?				
3. Will the event organizer or a designee be at the event? Has contact information been conveyed to the venue and vice versa?				
4. Has an event map been created that shows structures, important areas, and equipment (e.g., port-a-cans, tents, first-aid stations)?				
5. Has the health and safety officer reviewed and accepted the event plan and safety checklist?				
6. Has the <i>Guide to Safe Scouting</i> been reviewed for any applicable requirements for the event?				
7. Has communication been sent to event attendees outlining event logistics and safety requirements well in advance?				
8. Have trained or certified individuals been recruited to run program areas?				
9. Have the health and safety officer and event organizer				

## Safety PAUSE

- Tool to use in the field
- Not a stand alone tool. A PHA or a checklist should be utilized first to assess hazards
- This is a last minute mental check in the field before you execute your program or activity.
- <http://www.scouting.org/filestore/healthsafety/pdf/680-046.pdf>



# High Functioning ERM

- Scout Executive or Designee
- Committee make up
- Meeting dates
- Priority topics

# Resources



**GRAND CANYON COUNCIL, INC.**  
2969 North Greenfield Road, Phoenix, AZ 85016  
(602) 955-7747

*Revised December 2013*

## Risk Management Guide For Units

The purpose of this guide is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner. Policies and guidelines have been established because of the need to protect members from risk and hazards that have been identified through nearly 100 years of Scouting experience. This guide provides adult leaders with information on:

- Council Emergency Procedures
- Youth Protection Procedures & Training
- Insurance Coverage for Volunteers
- Tour and Activity Plans
- BSA Training Courses for Health & Safety
- Unauthorized & Restricted Activities
- Unit Administration
- Unit Money Earning Projects



In the case of a reportable situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the following council officials:

**Council Scout Executive**      **Larry C. Abbott**  
R: 602-955-7747 Ext. 245  
Fax: 602-955-0570

**Director of Support Services**      **Suzanne W. Herrmann**  
B: 602-955-7747 Ext. 253  
Fax: 602-955-8485



**Grand Canyon Council, BSA**  
2969 North Greenfield Road  
Phoenix, AZ 85016  
602-955-7747



## Tour and Activity Plan

### Policy At-A-Glance

<b>Purpose</b>	To help protect you, the volunteer leader, the youth in your care, and make it easy for you to file.
<b>A tour and activity plan must be filed for any of these Scouting activities</b>	<ul style="list-style-type: none"><li>• Activities involving any overnight activity excluding Council Sponsored Summer Camps.</li><li>• Activities involving any aquatics or climbing activity</li><li>• Activities held 25 miles or more from your normal meeting location (home base).</li></ul>
<b>When to file</b>	<ul style="list-style-type: none"><li>• Local Council Plans – two weeks prior to planned activity.</li><li>• National Plans – 30 days prior to planned activity.</li></ul>
<b>Insurance Requirements</b>	All vehicles used in a Scouting activity must be covered by an appropriate liability insurance policy. (See <a href="#">Vehicle Liability Insurance</a> )
<b>Tour and Activity Plan Resources (click on hyperlinks)</b>	<ul style="list-style-type: none"><li>• Online: <a href="#">My Scouting Website</a></li><li>• Online PDF Form: <a href="#">Tour and Activity Plan</a></li><li>• Online Guide: <a href="#">Guide to Safe Scouting</a></li><li>• Tour and Activity Plan Video</li></ul>
<b>How to file tour and activity plan</b>	<ul style="list-style-type: none"><li>• e-mail Filing: <a href="mailto:Tour.Permits@grancanyonbsa.org">Tour.Permits@grancanyonbsa.org</a></li><li>• Fax: <a href="tel:6029550570">602-955-0570</a></li><li>• Online Filing: <a href="http://www.MyScouting.org">www.MyScouting.org</a></li><li>• Postal Mail: Grand Canyon Council, BSA 2969 North Greenfield Rd Phoenix, AZ 85016</li></ul>
<b>FAQs</b>	<ul style="list-style-type: none"><li>• <a href="#">Frequently Asked Questions</a></li></ul>

The Council is committed to a safe and fun environment for our youth to enjoy.

The Council is also concerned about protecting our volunteers from undue risk of litigation.

Proper compliance with the Tour and Activity Plan index meet both of these goals!

Remember: Home and Facility Use have requirements for permits and IC's for travel to / from Canada and Mexico.

## Tour and Activity Plan Policy

# Questions and Answers

## Action Plan