



SAFETY GUIDE

For all Sea Cadets volunteers and MSSC employees

In the event of an incident

- **STOP** activity
- **LOOK** around and ensure a safe environment to avoid putting yourself/others in danger
- **GIVE FIRST AID**
- **CALL 999/112** in an emergency
AT SEA call Coastguard on VHF Channel 16
NON-EMERGENCY: 111 (medical), 101 (police)
- **ENSURE** care and wellbeing for all at the scene
- **CONSIDER** stopping all other activity
- If on an MOD, shared or remote site, identify access requirements and inform the gate
- Any significant head injury, loss of consciousness, breathing difficulty or significant trauma must be assessed at hospital as soon as possible

Follow incident reporting procedures:

- For major, catastrophic or safeguarding incidents, call the 24/7 incident line: **020 7654 7070**
- Scan the QR codes and complete online reports for:

Near hits



Incidents



Preparing for activity:

DO

- ✔ Take responsibility for your safety and that of others.
- ✔ Read the risk assessments and follow procedures.
- ✔ Listen to briefings and challenge if unsure.
- ✔ Know how to act in an emergency.
- ✔ Report incidents if they occur, including near hits.
- ✔ Report unsafe acts and/or conditions.
- ✔ Only undertake tasks that you are trained, competent or qualified to do.
- ✔ Only use equipment that you know is safe.
- ✔ Stay alert and attentive, do a 360 around you: any risks?
- ✔ Have a safe attitude to all that you do.
- ✔ Complete the 'Top 10 activity planner checklist'.
- ✔ Ask for help and support.

DON'T

- ✘ Take shortcuts.
- ✘ Interfere with equipment.
- ✘ Turn your back on safety: don't walk by, do something.
- ✘ Store hazardous chemicals where vulnerable people can find them.
- ✘ Try to lift something that is too heavy or bulky.
- ✘ Be afraid to challenge unsafe acts.
- ✘ Use equipment that is faulty or that you have not been trained to use.

Contact details

- In case of emergency call **999/112**
- In case of a major, catastrophic or safeguarding incident, or for advice call 24/7 incident line on **020 7654 7070**
- Use the Incident Report Form for all health and safety incidents at: **scheadquarters.com/report-incident**
- For general safety issues or guidance contact the Safety Assurance Team on: **hsadmin@ms-sc.org**
- Safeguarding: see **Safeguarding Pocket Guide** (yellow card)

Top 10 activity planner checklist

Prepare for an organised activity away from the unit.

- 1 Who is in charge?** Is it clear who is in charge of the activity?
 - 2 A clear plan?** Do you have a clear plan for the proposed activity?
 - 3 Approved activity?** Is the proposed activity allowed e.g. in green or amber on our authorised activity list?
 - 4 Risk assessment?** Is there a written risk assessment covering all elements of the proposed activity?
 - 5 Adequate cover?** Do you have the right number of volunteers, appropriately trained/qualified for the activity, including first aid cover?
 - 6 Right equipment?** Does everyone have the right clothing/equipment for the activity? If so, is it in date and serviced? Do you have a first aid kit?
 - 7 Emergency contact?** Do you have fully charged mobile phones in case of an emergency and checked signal?
 - 8 Contacts/T1 Meds?** Do you have access to NOK details for cadets and any required medication? Have reasonable adjustments been considered?
 - 9 All briefed?** Have you briefed everyone on this, including your CO? Has everyone had the opportunity to ask questions and challenge?
 - 10 What is your Plan B?** Do you have a Plan B if there are any changes, weather, number of adults, etc? Go back through the checklist for your Plan B.
- Additional notes – third party delivery?** If the activity involves third party delivery, are you sure they have covered the above to your satisfaction?

If you cannot tick all the boxes, do not go ahead.

How to do a risk assessment

Use the Health & Safety Executive's (HSE) 5 Steps to risk assessment:

- Step 1** Identify the hazards (something with the potential to cause harm).
- Step 2** Decide who might be harmed and how.
- Step 3** Evaluate the risks (likely harm/potential severity) and decide on the control measures.
- Step 4** Record your findings and implement them.
- Step 5** Review your assessment and update if necessary.

Templates, examples and further guidance are available on the T&A website.

Types of risk assessment

- Generic** Use when the same activities are undertaken or repeated.
- Specific** Any generic assessment must be made site specific.
- Dynamic** This is the continuous process of identifying hazards and updating during an activity.

How to brief and ensure everyone speaks out

Everyone is responsible for the health and safety of others. You must speak out if you think something does not look or feel right, or if further information is needed.

Your guide to good briefings (SMEAC):

- Situation** Outline the big picture.
- Mission** Explain exactly what is required by the task. Keep it simple and say it twice.
- Execution** Go through your plan step by step. If in doubt ask the team.
- Any questions** Give everyone the opportunity to ask questions – take these seriously.
- Check** You must check everyone knows what they are doing. Ask questions to check understanding. Finish with a positive message.

Purpose of this card

- This guide provides a quick reference for safety incidents, near hits and planning safe activities
- Everyone is responsible for safety, if you see something that might be unsafe report it immediately
- For more guidance, refer to Sea Cadets Regulations at **scheadquarters.com/volunteers**
- For safeguarding, see your Safeguarding pocket guide
- 24/7 incident line: **020 7654 7070**

