

Safety Briefings

Version 1.0
March 2021

Safety Briefings

Programme workers

It is good practice for all workers, particularly those working directly with young people, to receive a structured briefing at the beginning of any programme and/or after any significant change. This briefing should include a summary of the risk assessment, identifying key hazards and any key control measures that apply to the forthcoming activity. Workers should be given the opportunity to ask questions on the risk assessment and their role in the application of control measures.

Young people

It is important that young people are also provided with a structured briefing at the beginning of any programme and after any significant change. This briefing should include a summary of the risk assessment, identifying key hazards and any key control measures that apply to the forthcoming activity. Young people should be given the opportunity to ask questions to aid understanding.

A structured daily or activity-specific briefing may include the following example information and this should be delivered verbally in an appropriate manner for the group or individuals to enable and aid understanding.

Safety briefing - example contents

- Personal introduction by a worker
- Aim of the day/session
- Who is leading the activity/session - introducing external staff if relevant
- Where youth organisation workers will be if not leading the session
- Outline timings
- Logistics including transport arrangements and care of any valuable items
- Catering and management of dietary requirements
- Weather expected - cold/heat/rain/wind and need for relevant clothing, snacks, drinking water
- Highlight any key hazards that might be present during the day
- Location of first aid kit
- Highlight any specific safety equipment and how to use it correctly
- Highlight any new emergency procedures or information such as fire exits
- Highlight any areas that are out of bounds or activity that is not permitted
- Welfare check - any injuries or other individual medical or other information changed that workers need to be aware of
- Reminder to check personal medication is being carried by the young person or has been given to workers to look after
- Reminder of behaviour code of practice
- Reminder to look after each other and inform workers if they have any safety or wellbeing concerns
- Ask questions: allow young people to ask their questions.
- Confirm understanding: by asking questions relating to important content of the briefing