



# 1<sup>st</sup> Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

## Art, Crafts and Challenges Check List

In addition to the Section Meeting and Event Check List

Event: \_\_\_\_\_

<p><b>Location: Any location - Scout Hall, surrounding area, Kesgrave and generally for any building, location, activity, event, or meeting.</b></p>	
<p><b>Operation covered by this assessment:</b> This covers everything that should be in place for Art, Crafts and Challenges.</p>	
<p><b>Item</b></p>	<p><b>Checked/Action</b></p>
<p><b>Lone working</b> - lone working measures in place.</p>	
<p><b>Venue</b> - can the activity be catered for safely taking account of numbers taking part, space required for tables, etc. - is the area suitable eg level enough, no drops, not near water etc. - is the area at risk from mosquitos, ticks, animal faeces etc and appropriate measures taken.</p>	
<p><b>Protrusions, slips, trips, falls</b> - is the activity area suitable and safe eg level, free from bumps and holes, loose carpet edges, electrical cables etc. - are lighting levels commensurate with the activity being undertaken. - is the area free from clutter, rubbish, spills, shards etc. - is the area free from sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment etc. - are doors and gates appropriately open or closed/locked. - are appropriate barriers / bollards / cordoned off areas required and in place. - is the area laid out safely ie structures in straight lines, tied down, hazard tape used where appropriate, gaps between items suitable, etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc</p>	
<p><b>Manual Handling</b> - are protective gloves and safety footwear needed and available. - are appropriate transportation mechanisms required and in place to move kit and equipment for the activity to and from the area used and during the activity. - is any equipment and kit required for the activity within the capability of the individuals carrying it and safe. - is any equipment and kit required for the activity, that is on top of cupboards or above head height, safe and can be lifted down and put back safely.</p>	

<p><b>Storage Area</b></p> <ul style="list-style-type: none"> <li>- are designated areas set aside for the storage of art and craft kit and potentially dangerous items eg knives, saws, drills, etc and for dangerous items ideally locked away.</li> </ul>	
<p><b>Kit / Equipment</b></p> <ul style="list-style-type: none"> <li>- is any provided equipment and kit being used in good working order and fit for purpose ie inspected for obvious damage, faults, sharp edges etc, not being fit for purpose or unsafe to use and taken out of service as appropriate.</li> <li>- is any provided equipment and kit being used, appropriate for the age of the people involved ie can they use it etc.</li> <li>- is all the activity equipment and kit, combustible materials/substances, dangerous chemicals, waste, fuels, solvents, glues etc, being stored and stacked safely when used and not being used and removed when no longer required.</li> <li>- if electrical equipment is required, appropriate electrical equipment is used and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress.</li> <li>- has the kit and equipment been put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations.</li> </ul>	
<p><b>Chemicals, Solvents, Fuels, Adhesives Considerations (if applicable)</b></p> <ul style="list-style-type: none"> <li>- if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any chemicals, solvents, glues, fuels etc</li> <li>- is the area well ventilated.</li> </ul>	
<p><b>Gas Considerations (if applicable)</b></p> <ul style="list-style-type: none"> <li>- is a gas management strategy in place.</li> <li>- are carbon dioxide detectors in place.</li> </ul>	
<p><b>Materials / Rubbish</b></p> <ul style="list-style-type: none"> <li>- are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity.</li> <li>- at the end of the activity ensure the building/venue/area being used and surroundings are clean and tidy, fit to be used by the next user and personal items, debris and litter are disposed of or taken away.</li> </ul>	
<p><b>Clothing / Personal kit</b></p> <ul style="list-style-type: none"> <li>- has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the venue, activity being undertaken, terrain, forecast weather and time of year, along with any spares that should be brought.</li> <li>- have additional requirements been identified and specified eg aprons, etc.</li> <li>- are there any additional safety requirements required and specified - no jewellery, hairbands etc.</li> </ul>	
<p><b>Erecting Equipment</b></p> <ul style="list-style-type: none"> <li>- is all erectable kit eg tables, gazebos etc erected safely – adults have suitable experience / training. Young people supervised as required.</li> </ul>	
<p><b>Art, Crafts and Challenges</b></p> <ul style="list-style-type: none"> <li>- does the venue / location need visiting / physically checking before the activity(s) take place.</li> <li>- is the area and set up/layout, appropriate for the activity(s) eg surfaces, spacing, kit used etc.</li> <li>- does the activity area need cordoning off and inaccessible to others and the public.</li> <li>- have participants turned up: <ul style="list-style-type: none"> <li>• wearing the appropriate footwear, headwear and clothing for the venue,</li> </ul> </li> </ul>	

<p>game(s), terrain, weather conditions and time of year,</p> <ul style="list-style-type: none"> <li>bringing any necessary kit, spare clothing, food, water and any other additional requirements specified.</li> <li>and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc.</li> </ul> <p>If not act accordingly.</p> <ul style="list-style-type: none"> <li>- is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe not suitable and if so act accordingly.</li> <li>- is any kit being carried by participants ie on their backs or in their hands, within the capability of the individuals carrying it and safe. If not act accordingly.</li> <li>- is personal PPE such as eye protection, gloves, aprons, hair covers, required, available and being worn.</li> <li>- is PPE, kit and tools required to handle hot items safely available and being used eg oven gloves, hot cloths, tongs, appropriate lifting devices etc.</li> <li>- are hi-viz vests, day/ruck sack covers available and being used.</li> <li>- do participants need sorting into smaller groups/teams. Do groups/teams need to be well matched in terms of size, height, weight, age, ability, temperament, working together, etc.</li> <li>- is a participant's briefing required covering issues such as: <ul style="list-style-type: none"> <li>rules, safety rules and guidelines required for the activity(s)</li> <li>handling chemicals, glues, solvents, gas, gas appliances etc.</li> </ul> </li> <li>- do participants need to be given a demonstration of how to use the activity equipment and kit correctly and/or how to undertake the activity before the activity starts.</li> <li>- are measures in place for the use of any chemicals, solvents, glues etc</li> <li>- are additional coverings/protective surfaces or kit required and in place eg cutting boards, metal trays, jigs etc to prevent damage caused by heat sources, cutting tools, spillages etc.</li> <li>- is the activity equipment suitable for the environment being used (indoors / outdoors) and as safe as practical ie soft, lightweight etc.</li> </ul>	
<p><b>Personal Hygiene and Well Being</b></p> <ul style="list-style-type: none"> <li>- do participants have sufficient/adequate personal care products for the activity(s) taking in to account the venue, time of day and the time of year eg sun cream, paracetamol, lip balm, glasses, hats etc.</li> <li>- are checks in place to ensure that everyone is eating and drinking adequately and in a good temperament and any injuries have been dealt with quickly.</li> <li>- If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time.</li> <li>- If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency.</li> </ul>	
<p><b>Behaviour – General</b></p> <ul style="list-style-type: none"> <li>- are any participants likely to be unsafe due to their behaviour and appropriate measures taken.</li> <li>- have participants been briefed on behaviour and safety rules for the activity and a clear communication method in place to stop the activity in an emergency.</li> </ul>	
<p><b>Behaviour – Leadership</b></p> <ul style="list-style-type: none"> <li>- have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc.</li> <li>- are there sufficient leaders / helpers available to run the activity safely.</li> <li>- do the leaders and helpers running the activity have necessary experience to run them safely.</li> </ul>	

<p><b>Fire Alarm / Equipment / Doors / Emergencies / Exit Points / Access Routes</b></p> <ul style="list-style-type: none"> <li>- is appropriate fire equipment available or locations known eg fire extinguishers, fire blankets etc.</li> <li>- are all emergency exits free from obstacles and not locked.</li> <li>- is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal.</li> <li>- is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies.</li> <li>- are there sufficient mobile phones / landlines to deal with an emergency.</li> <li>- are mobile phone signals adequately guaranteed throughout the site. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal.</li> <li>- is a robust InTouch process in place. Is a home contact required.</li> <li>- are group details, Intouch and health information readily available in case of an incident or emergency either in paper format or electronic eg OSM.</li> <li>- have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it.</li> <li>- is a first aid, emergency, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is.</li> <li>- can you accurately define the location in the event of an emergency ie contacting the emergency services, parents etc.</li> </ul>	
<p><b>Safeguarding / Lost</b></p> <ul style="list-style-type: none"> <li>- are adequate supervision ratios in place.</li> </ul>	
<p><b>Weather Extremes</b></p> <ul style="list-style-type: none"> <li>- has the weather been checked and appropriate adjustments made and bad weather activities ready if required.</li> </ul>	
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- as a minimum does someone attending have a valid basic first aid certificate and first aid kit.</li> <li>- are there sufficient qualified first aiders available locally to deal with the numbers taking part and the types of injuries that might occur. Is a dedicated first aider required.</li> <li>- are sufficient basic first aid kits available plus any additions identified and available to treat scalds / burns, cuts, pin pricks etc along with appropriate first aid kit items etc.</li> <li>- is a bucket of cold water or a running tap available nearby for the immersion of burns.</li> </ul>	
<p><b>Accessibility / Inclusiveness / Health Issues</b></p> <ul style="list-style-type: none"> <li>- have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned activity(s) and any activity groups set up.</li> <li>- has allergy or other health issues (asthma etc) been taken account of for the activity ie have health forms be checked for people with allergies etc and minimise the potential contact/use of possible allergens or use alternatives. Examples issues: nuts in a bird feeder, a phobia etc</li> <li>- has the planned cooking activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.</li> </ul>	
<p><b>Emergency Exit Points / Access Routes</b></p> <ul style="list-style-type: none"> <li>- is the building / location accessible to emergency vehicles and in particular ambulances.</li> <li>- are emergency exit points known and not locked or blocked.</li> </ul>	

**Notes:**

**Signed:**

**Date(s):**

**Position:**

**Review date:**