



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Camps / Residential Accommodation Check List

Event: _____

Location: Any camp site / residential / indoor accommodation.	
Activity covered by this assessment: This covers everything that should be in place before a camp or residential event takes place along with monitoring for the duration of the event.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic/dropping off measures in place - dropping off and picking up area suitable and safe for participants. - vehicle arrangements in place for delivering kit, food, and parking.	
Terrain, Campsite / Accommodation Layout - is the area suitable eg level enough, no sharp drops, not likely to flood, not near water/cliff edges etc. - is the area at risk from mosquitos, ticks, animal faeces etc and appropriate measures taken. - can the event be catered for safely taking account of numbers attending, free movement of people, prior animal grazing, fires, cooking, toilet tents, sleeping area, barbed wire, nettles, maintenance areas, machinery etc. - can the area be accessed by any vehicles that need to safely – cars, trailers, mini-busses, coaches, lorries etc - is a draft site layout required to ensure everything fits and to help minimise any concerns/issues.	
Protrusions, slips, trips, falls, collisions - is the area suitable eg no holes, bumps, loose carpet edges, electrical cables, ropes, icy, wet, tree roots etc. - are lighting levels commensurate with the activity(s) 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, fences, tree branches etc. - are doors and gates appropriately open or closed/locked. - are appropriate barriers / bollards / cordoned off areas required and in place. - are ramps required and in place. - is area laid out safely ie structures in straight lines, all tied down, hazard tape used where appropriate, gaps between tents suitable, additional lighting in place, spare torches available etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc.	

<p>Manual Handling</p> <ul style="list-style-type: none"> - are protective gloves and safety footwear needed and available. - are appropriate transportation mechanisms (trailers, cars, trolleys etc) required and in place to move kit and equipment to and from the venue / camp and during the event. - is any personal equipment or kit packed so that it is light enough to be carried on/off site ie not overweight. - is any equipment and kit required for the event, within the capability of the individuals carrying it and safe. - is any equipment and kit required, that is on top of cupboards or above head height, safe and can be lifted down and put back safely. 	
<p>Campsite / Accommodation Facilities</p> <ul style="list-style-type: none"> - does the campsite/accommodation have all the necessary facilities eg fresh drinking water, toilets, showers, hot water, waste disposal points (water, food, packaging, chemical toilet) etc. - are the site facilities safe ie are inspected, cleaned regularly, have a risk assessment etc. - are additional facilities required eg changing/washing facilities, gazebos, mess tents, toilet tents, gas urns etc. 	
<p>Storage Area</p> <ul style="list-style-type: none"> - are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc and for dangerous items ideally locked away. 	
<p>Kit / Equipment</p> <ul style="list-style-type: none"> - 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 - pegs, mallets, lump hammers, tents, gazebos, mess tents, saws, axes, cooking equipment etc - is any provided equipment and kit being used, appropriate for the age of the people involved ie can they use it etc. - is all the equipment, kit, tools, saws, axes, combustible materials/substances, dangerous chemicals, waste, fuels, solvents, glues etc, being stored and stacked safely when used and not being used and removed from activities when no longer required. - is any electrical equipment used appropriate, PAT tested and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress. - has equipment and kit been put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations. 	
<p>Chemicals, Solvents, Fuels, Adhesives Considerations (if applicable)</p> <ul style="list-style-type: none"> - if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any chemicals, solvents, glues, fuels etc - is the area well ventilated. 	
<p>Gas Considerations (if applicable)</p> <ul style="list-style-type: none"> - is a gas management strategy in place. - are carbon dioxide detectors in place. 	
<p>Materials / Rubbish</p> <ul style="list-style-type: none"> - are arrangements in place to remove rubbish and unused materials at appropriate intervals during and at the end of camp. - at the end of the event 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. 	

<p>Clothing / Personal kit</p> <ul style="list-style-type: none"> - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the venue, terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg personal tents, mobile phones, torches, spare clothing, first aid kits, etc. - are there any additional safety requirements required and specified - hi-viz, swim 50m, parent permission, no jewellery, hairbands etc. - is centrally provided spare clothing, kit etc available if required eg pegs, tents, sleeping bags etc. 	
<p>Erecting Equipment</p> <ul style="list-style-type: none"> - is all erectable kit eg tables, feather flags etc and camping structures eg tents, gazebos, marques etc erected safely – adults have suitable experience / training. Young people supervised as required. 	
<p>Menu / Food Storage</p> <ul style="list-style-type: none"> - has a menu been produced for the camp that takes account of the facilities available and the activities undertaken, that is nutritionally healthy and provides sufficient calories to cover the expected energy levels required. - are food storage arrangements available to meet food safety guidelines ie chilled, frozen etc and food stored off the ground and adequately protect against animals, birds, insects etc. 	
<p>Kitchen, Drinks, Tuck, Refreshments</p> <ul style="list-style-type: none"> - is area organised/laid out to minimise risks eg making drinks in a different area to cooking food and preparing food. - are good food hygiene practices in place / available eg hand washing facilities, washing up facilities, cooked and raw food separated and stored correctly, catering gloves, surfaces being cleaned, coloured preparation boards, food waste containers in place etc to avoid cross contamination. - have ingredients, food, tuck etc been checked for being in date. - has water supply been checked to ascertain which taps supply drinking water and those that shouldn't be used for drinking water. - are appropriate food and material waste disposal facilities in place. - are suitable cleaning products and equipment available. - is access to and transporting of hot water being managed safely. 	
<p>Event</p> <p><i>Preparation</i></p> <ul style="list-style-type: none"> - does the venue / location need visiting / physically checking before the event, <p><i>Setting up</i></p> <ul style="list-style-type: none"> - has the camp/accommodation layout been set up satisfactorily ie appropriate for the event and activity(s) being undertaken and as safe as it can be. - do any areas need cordoning off and inaccessible to others and the public. - have participants turned up: <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the event, activity(s), terrain, weather conditions and time of year, • bringing any necessary kit eg personal tents, bedding, cutlery, water bottles etc, spare clothing, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. <p>If not act accordingly.</p> <ul style="list-style-type: none"> - is any clothing, equipment or kit brought by participants eg personal tents, bedding, 	

<p>cutlery, water bottles etc, not fit for purpose, damaged, unsafe or not suitable to use, ie not waterproof, not warm enough, etc. If not act accordingly.</p> <p>- 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.</p> <p>- do participants need sorting into smaller groups, for tent allocations, cooking groups and activities. Do groups/teams need to be well matched in terms of ability, temperament, working together, etc.</p> <p>- is a participant's briefing required covering issues such as:</p> <ul style="list-style-type: none"> • rules / instructions / guidelines for the camp. • handling gas, gas appliances etc. • keeping out of restricted or dangerous areas (storeroom, boiler room, chemical cupboards, stairs, lift, trailers, activity storage areas, kitchen etc) and being kept locked/protected or barriers/bollards in place. <p>- are demonstrations required on setting up the camp ie tent pitching etc.</p> <p>- are measures in place for the use of any chemicals, solvents, glues etc.</p> <p><i>During the event</i></p> <p>Use check list appropriate to activity ie meetings and events, games, cooking, arts-crafts and challenges, cycle ride/activity, hike, orienteering, pioneering, rafting, knife-axe and saw, fires, external activities etc</p> <p>- are measures in place to check camping structures periodically during the event.</p>	
<p>Personal Hygiene and Well Being</p> <p>- do participants have sufficient/adequate personal kit for the event taking in to account the venue, time of day and the time of year eg sun cream, lip balm, glasses, torch, hats etc.</p> <p>- are separate arrangements required to deal with feminine hygiene issues.</p> <p>- do measures need to be put in place to deal with new scouts to camping ie buddying up with an older scout, young leader or nominate an adult contact.</p> <p>- are checks in place to ensure everyone is eating and drinking adequately, washing regularly, and in a good temperament and any injuries have been dealt with quickly.</p> <p>- If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time.</p> <p>- 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.</p>	
<p>Peer Led Activities</p> <p>- are the participants adequately trained and capable of completing the activity.</p> <p>- is the event covered by a young person with a valid event passport.</p> <p>- is a supervision plan in place.</p>	
<p>Behaviour - General</p> <p>- are any participants likely to be unsafe due to their behaviour and appropriate measures taken.</p> <p>- has everyone been briefed on camp and safety rules.</p> <p>- is a plan in place for free time and bad weather conditions.</p> <p>- are there separate quiet areas available for young people and adults.</p>	
<p>Behaviour - Leadership</p> <p>- have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc.</p> <p>- are there sufficient leaders / helpers available to run the camp and activities safely.</p> <p>- do the leaders and helpers running the event have the necessary experience to</p>	

<p>run them safely.</p> <ul style="list-style-type: none"> - have you checked that the site/venue is not on the prohibited and restrict campsites list. - is the event covered by a leader with a correct Nights Away Permit and a leader in charge nominated. - are all necessary licences, permits and permissions in place for activities being undertaken during the event. - has an up-to-date Nights Away form and risk assessment been completed and approved by the DC. - has a full programme been specified including fill-in activities. - is radios appropriate for this camp to manage activities especially if mobile signals are poor. - is someone familiar with the safe operation of the building or area being used ie first aid kits, fire evacuations, emergency access, setting/un-setting of any security alarms, locking doors and gates, fire equipment, heater controls, etc and if appropriate know where the H&S files and user guides are held. 	
<p>Behaviour – Public and Other site Users</p> <ul style="list-style-type: none"> - have all participants been briefed on required behaviour and code of conduct. 	
<p>Fire Alarm / Equipment / Doors / Emergencies / Incidents / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is appropriate fire equipment available or locations known. - are all emergency exits free from obstacles and not locked. - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal. - is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies. - are there sufficient mobile phones / landlines to deal with an emergency. - 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. - is a robust InTouch process in place. Is a home contact required. - are the group details, Intouch and health information readily available in case of an incident or emergency either in paper format or electronic eg OSM. - have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it. - is a first aid, emergency, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is. - can you accurately define the location in the event of an emergency ie contacting the emergency services, parents etc. 	
<p>Security / Kit Theft</p> <ul style="list-style-type: none"> - is a secure facility for valuable items available. - is a camp bank required for young people and has it been set up. - have all participants been briefed on their responsibility for any valuable items. - have measures been put in place to minimise theft. 	
<p>Safeguarding / Lost</p> <ul style="list-style-type: none"> - have all leaders and adult helpers completed appropriate DBS enquiries and are aware of current scouting guidelines eg yellow card etc.. - are adequate supervision ratios in place. - has the site been assessed for being an area where stranger/public access is unlikely or minimal and if not have appropriate measures been put in place eg wearing of scarves etc. 	

<ul style="list-style-type: none"> - does the layout of the site provide appropriate division of adults and young people sleeping arrangements. - have all participants been briefed on how they should deal with strangers, the site layout, the location of facilities, what to do if lost, have an 'in case of emergency' form etc. - have arrangements been put in place to keep a register of people taking part, what groups they are in and changes throughout the event, along with head counts. - has a lost/separated person procedure been put in place. - is a 'In Case of Emergency' (ICE) form required and provided to participants. 	
<p>Weather Extremes</p> <ul style="list-style-type: none"> - has the weather been checked and appropriate adjustments made and bad weather activities ready if required. 	
<p>Fire Risk</p> <ul style="list-style-type: none"> - have all participants been briefed on the rules for personal tents eg no burners, matches, strikers, lighters etc to be used or stored in tents. 	
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum does someone attending have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activities being undertaken. Is a dedicated first aider required. - are sufficient basic first aid kits available plus any additions to take account of the activities being delivered, terrain and weather conditions. - does a screened off area or a dedicated first aid tent/gazebo need providing to deal with first aid issues and if so, has it been implemented. - are the details of the local A&E department, local doctors, pharmacies etc known. - are facilities available to securely store any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications. - if appropriate have instructions been provided for certain diseases – weils, ticks etc. 	
<p>Accessibility / Inclusiveness / Health Issues</p> <ul style="list-style-type: none"> - have accessibility, ability, disability, age, gender, dexterity or behavioural issues been taken account of in the planned event or activity(s), and any activity/cooking/sleeping groups set up. - has allergy or other health issues (asthma etc) been taken account of for the event, catering, or activity(s). - have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. 	
<p>Emergency Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is the camp site / accommodation accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked. 	

Notes:

Signed:

Position:

Date:

Review date: