



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

External Activities Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before an External Activity along with monitoring for the duration of its use.	
Item	Checked/Action
Traffic/dropping off measures in place - dropping off and picking up area suitable and safe for participants.	
Venue - can the activity be catered for safely at the venue taking account of numbers attending. - can the area be accessed by any vehicles that need to safely – cars, trailers, mini-busses, coaches, lorries etc	
Protrusions, slips, trips, falls - is the venue area suitable for the activity being undertaken eg no unnecessary holes, bumps, drops etc; free from clutter and protrusions etc. - are lighting levels commensurate with the activities / activity being undertaken - is the venue free from clutter / rubbish / spills / shards. - is the venue free from sharp, damaged, or protruding permanent and movable fixtures.	
Manual Handling - if any lifting, carrying, use of hands etc is required, is it safe to do so ie are gloves, mechanical lifting aids etc available. Is kit light enough to carry safely etc.	
Venue Facilities - does the venue have all the necessary facilities eg fresh drinking water, toilets, changing areas etc. - are additional facilities required and need taking along eg gazebos, etc.	
Kit / Equipment - does any kit need to be taken by the leaders/organisers eg pens, paper, first aid kits etc and is in good working order and fit for purpose ie no faults, damage, sharp edges, etc.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - 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.	

<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 activity and forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg mobile phones, snacks, drinks, torches, spare clothing, first aid kits, emergency provisions etc. - are there any additional safety requirements required and specified - hi-viz, swim 50, parent permission, no jewellery, hairbands, gloves, balaclavas, glasses straps etc - is any spare personal clothing or kit need to be taken by the leaders/organisers eg towels, clothing etc 	
<p>Food</p> <ul style="list-style-type: none"> - has food been specified / need providing for the event 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 keeping food fresh, etc and provide adequate protection eg sandwich box 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. - has any brough food, tuck etc been checked for being in date - are appropriate food and material waste disposal facilities in place. - are suitable cleaning products and equipment available. 	
<p>Preparation</p> <ul style="list-style-type: none"> - does the venue need visiting / physically checking before the event. - have parents been informed of the outline details of the activity – where, duration, likely weather conditions, clothing and kit required to ensure those taking part know what they are taking on and all parties are happy the participants are qualified / capable enough to undertake the activity safely. Suggest training beforehand etc. - ask to see the activity providers risk assessment / Licence (AALA etc) / Insurance Cover if appropriate. - ask to see the activity providers activity qualifications (BCU etc) if appropriate and that someone has a suitable first aid qualification. - Check for any special forms/requirements that need completing / meeting. - Check for any special clothing/kit required and let participants know what they need to bring. - Confirm/check that parents have provided consent to undertake the activity - Check whether the service provider needs to be aware of any health issues (behavioural or disabilities) so they can take account of them wrt the number and suitability of the instructors they provide and also to make reasonable adjustments to accommodate them. If they do then ask when they need to know before the day or on the day and check health forms or obtain the information and supply. - agree what the scout leaders/helpers level of participation/role is and plan accordingly. - does any kit (gazebo etc), equipment, food, emergency ration packs, snacks hot/cold drinks need to be taken by the leaders/organisers. 	
<p>Activity / Visit</p> <ul style="list-style-type: none"> - 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, terrain, weather conditions and time of year, carrying any necessary kit, 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 not fit for purpose ie damaged, unsafe or not suitable, if so act accordingly. - are rucksacks, day sacks etc, fit for purpose and secured with no loose/sticking out elements. - is kit being carried by participants ie on their backs within the capability of the individuals carrying it and safe. - are hi-viz vests, day/ruck sack covers available and being used. - do participants need sorting into smaller groups Do groups need to be matched in terms of ability, temperament, working together, etc. - do the participants need briefing on behaviour, the activity being undertaken etc. - monitor activity including: <ul style="list-style-type: none"> Suitability of clothing, kit etc. Is any clothing, kit and equipment provided in good working order, fit for purpose ie no faults, damage, sharp, parts aligned etc and suitable for the age of the people involved ie is it safe to use. Are the personnel delivering the activity competently. Following all safety supervision / health instructions by the operator or instructors. Monitor the usage of any kit, clothing and equipment being used stop activity if it feels unsafe. Monitor participants and flag up any issues with the instructors / supervisors. 	
<p>Personal Well Being</p> <ul style="list-style-type: none"> - do participants have sufficient/adequate personal care products for the activity taking in to account the venue, time of day and the time of year eg sun cream, lip balm, glasses, torch, hats etc. - is everyone eating and drinking adequately and in a good temperament and any injuries have been dealt with quickly. - If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time. - 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>Behaviour - General</p> <ul style="list-style-type: none"> - are any participants likely to be unsafe due to their behaviour and appropriate measures taken. - have participants been briefed on behaviour. 	
<p>Behaviour - Leadership</p> <ul style="list-style-type: none"> - have leaders been briefed on their role. - are there sufficient leaders / helpers available to manage the number of participants. - Check if the activity is permitted by the Scout Association / covered by Scout Insurance. 	

<p>Behaviour – Interactions with members of the public</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 / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - are all emergency exits free from obstacles and not locked. - is a mobile phone or alternative arrangements available and easily accessible for emergencies. - are there sufficient mobile phones / alternative arrangements to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the activity. 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. - are the group details, Intouch and health information 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. - has a first aid, emergency, sending someone home or cancellation procedure been put in place and participants know what it is. - can you accurately define your location in the event of the emergency services need to be called. 	
<p>Security / Kit Theft</p> <ul style="list-style-type: none"> - have measures been put in place to minimise theft. - have all participants been briefed on their responsibility for any valuable items. 	
<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. - 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. - have all participants been briefed on how they should deal with strangers, what to do if lost, have an 'in case of emergency' form etc. - has a lost 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. 	
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum has 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 activity 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. - are the details of the local A&E department, local doctors, pharmacies etc known. 	
<p>Accessibility / Inclusiveness / Health Issues</p> <ul style="list-style-type: none"> - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned activity and any activity groups set up. - has allergy or other health issues (asthma etc) been taken account of for the 	

<p>planned activity.</p> <ul style="list-style-type: none"> - has the planned activity 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 building / location accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked. 	
<p>Notes:</p>	
<p>Signed:</p> <p>Position:</p>	<p>Date:</p> <p>Review date:</p>