



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Games Check List

In addition to the Section Meeting and Event Check List

Event: _____

<p>Location: Any Location - Scout Hall, surrounding area, Kesgrave and generally for any building, location, activity, event, or meeting.</p>	
<p>Operation covered by this assessment: This covers everything that should be in place for games.</p>	
<p>Item</p>	<p>Checked/Action</p>
<p>Lone working - lone working measures in place.</p>	
<p>Venue - does the venue / location need visiting / physically checking before the game(s) take place. - can the game(s) be catered for safely taking account of numbers taking part, space required for the game etc. - is the area suitable eg level enough, no drops, not too near water etc. - is the area at risk from mosquitos, ticks etc and appropriate measures taken.</p>	
<p>Protrusions, slips, trips, falls - is the playing surface suitable and safe eg no holes, bumps, loose carpet edges, electrical cables, ropes, icy, wet, tree roots etc. - Is the playing surface soft enough for the game to minimise contact injuries or are crash mats or other suitable solutions required and in place. - are lighting levels commensurate with the game 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>Manual Handling - are protective gloves and safety footwear needed and available. - are appropriate transportation mechanisms required and in place to move kit and equipment for the game(s) to and from the area used and during the game. - is any equipment and kit required for the game within the capability of the individuals carrying it and safe.</p>	

<p>- is any equipment and kit required for the game, that is on top of cupboards or above head height, safe and can be lifted down and put back safely.</p>	
<p>Kit / Equipment</p> <p>- is any provided games 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.</p> <p>- is any provided games equipment and kit being used, appropriate for the age of the people involved ie can they use it etc.</p> <p>- is all the games equipment and kit, combustible materials/substances, fuels, solvents, glues etc being used stored and stacked safely when used and not being used and removed when no longer required.</p> <p>- has the games 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>	
<p>Chemicals, Solvents, Fuels, Adhesives Considerations (if applicable)</p> <p>- if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any chemicals, solvents, glues, fuels etc</p> <p>- is the area well ventilated.</p>	
<p>Materials / Rubbish</p> <p>- are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity.</p> <p>- at the end of the game 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>	
<p>Clothing / Personal kit</p> <p>- has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the venue, type of game, terrain, forecast weather and time of year, along with any spares that should be brought.</p> <p>- have additional requirements been identified and specified eg mobile phones, snacks, drinks, torches, eye protection, retainers for glasses, spare clothing, first aid kits, emergency provisions etc.</p> <p>- are there any additional safety requirements required and specified - hi-viz, swim 50m, parent permission, no jewellery, hairbands, whistle etc.</p>	
<p>Erecting Equipment</p> <p>- is all erectable kit eg flgs, goals etc erected safely – adults have suitable experience / training. Young people supervised as required.</p>	
<p>Game Play</p> <p>- is the area and set up/layout, appropriate for the game(s) eg surfaces, spacing, kit used etc.</p> <p>- does the play area need cordoning off and inaccessible to others and the public, so no one can get between the player and targets etc.</p> <p>- is the game intrinsically safe and contact avoided as much as possible ie the game is unlikely to cause physical harm. Tagging not take down, no holds around the neck, twisting limbs etc.</p> <p>- have participants turned up:</p> <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the venue, game(s), terrain, weather conditions and time of year, • bringing 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> <p>- is any clothing, equipment or kit brought by participants not fit for purpose ie</p>	

<p>damaged, unsafe or not suitable and if so act accordingly.</p> <ul style="list-style-type: none"> - 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. - is personal PPE such as eye protection, gloves, shin guards, hair covers, required available, and being worn. - are hi-viz vests, day/ruck sack covers available and being used. - 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. - are any rules, safety rules and guidelines required for the game(s) and available and need explaining clearly and concisely before commencing the game. For example, throwing below head height, sticks to be kept at knee level, area of play defined, clothing etc. - do players need to be given a demonstration of how to use the games equipment correctly before play or activity starts. ie darts, throwing etc. - is the games equipment suitable for the environment being played in (indoors / outdoors) and as safe as practical ie soft, lightweight etc. 	
<p>Personal Hygiene and Well Being</p> <ul style="list-style-type: none"> - do participants have sufficient/adequate personal care products for the game(s) taking in to account the venue, time of day and the time of year eg sun cream, paracetamol, lip balm, glasses, hats etc. - 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. - 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 and safety rules for the game(s) and a clear communication method in place to stop the game in an emergency. 	
<p>Behaviour – Leadership</p> <ul style="list-style-type: none"> - have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc. - are there sufficient leaders / helpers available to run the games(s) safely. - do the leaders and helpers running the game(s) have the necessary experience to run them safely. - is using radios appropriate to manage the game(s) if mobile signals are poor. 	
<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 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 group details, Intouch and health information readily available in case of an 	

<p>incident or emergency either in paper format or electronic eg OSM.</p> <ul style="list-style-type: none"> - 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>Safeguarding / Lost</p> <ul style="list-style-type: none"> - 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 game, along with head counts. - 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>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 available locally to deal with the numbers taking part and the types of injuries that might occur. Is a dedicated first aider required. - are sufficient basic first aid kits available plus any additions to take account of the game(s) being delivered, terrain and weather conditions. 	
<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 game(s) and any teams set up. - has allergy or other health issues (asthma etc) been taken account of in the game(s). - has the planned game(s) 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(s):</p> <p>Review date:</p>