



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

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

## Knife, Axe and Saw Check List

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

<b>Location: Anywhere.</b>	
<b>Activity covered by this assessment:</b> This covers everything that should be in place before using knives axes and saws along with monitoring for the duration of the activity.	
<b>Item</b>	<b>Checked/Action</b>
<b>Lone working</b> - lone working measures in place.	
<b>Traffic/dropping off measures in place</b> - vehicle movement arrangements in place for dropping off wood etc.	
<b>Terrain / Layout</b> - can the activity be catered for safely in the area chosen, taking account of numbers attending, flying wood, free movement of people etc. - is the area suitable eg level enough, no sharp drops nearby etc. - is the area at risk from mosquitos, ticks etc and appropriate measures taken.	
<b>Protrusions, slips, trips, falls</b> - is the area suitable eg no large holes, bumps, wet, tree roots etc. - are lighting levels commensurate with the activities / activity being undertaken - is the area free from clutter / rubbish / spills / shards. - is the area free from sharp, damaged, or protruding permanent and movable fixtures eg fences, tree branches etc. - are barriers / bollards / a cordoned off area required and in place.	
<b>Manual Handling</b> - are protective gloves needed and available. - are appropriate transportation mechanisms (trolleys etc) in place to move wood around. - is any equipment, kit, wood etc required for the activity within the capability of the individuals carrying it and safe.	
<b>Storage Area</b> - are designated areas set aside for the storage of knives, axes and saws and to be safely away.	
<b>Equipment Used</b> - is all the equipment eg axes, knives, saw horses etc) being used in good working order and fit for purpose ie no faults, damage, sharp, parts aligned etc. - is all the kit being used appropriate for the age of the people involved ie can they	

<p>use it etc.</p> <ul style="list-style-type: none"> <li>- is suitable wood available for the activity and tools being used.</li> <li>- are chopping blocks or equivalent available along with a sawhorse.</li> <li>- is all the wood stored / stacked safely</li> <li>- is all the equipment, kit, tools, saws, axes etc, being stored and stacked safely when used and not being used and removed when no longer required.</li> <li>- have all the knives, axes and saws been put away clean and dry at the end of the event, appropriately stacked/stored and in the correct locations.</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 terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought.</li> <li>- are there any additional safety requirements required and specified ie no jewellery, hairbands, shoelaces done up, feet covered (not easy to puncture soles) etc.</li> </ul>	
<p><b>Cutting Activity</b></p> <ul style="list-style-type: none"> <li>- does the venue / location need visiting / physically checking before the activity commences.</li> <li>- do any areas 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, activity, terrain, weather conditions and time of year.</li> <li>• and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc.</li> </ul> </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 or not suitable and if so act accordingly.</li> <li>- is any equipment and kit being carried by participants within the capability of the individuals carrying it and safe. If not act accordingly.</li> <li>- do participants need sorting into smaller activity groups. Do groups need to be matched in terms of ability, temperament, working together, etc.</li> <li>- have participants been briefed on how to cut wood safely, what not to do, what to do in an emergency, how to hand over equipment safely etc.</li> <li>- are participants suitable distanced (apart).</li> </ul>	
<p><b>Personal Well Being</b></p> <ul style="list-style-type: none"> <li>- do participants have sufficient/adequate personal care products for the event taking in to account the time of day and the time of year eg sun cream, lip balm, glasses, hat 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</li> </ul>	

an emergency.	
<p><b>Peer Led Activities</b></p> <ul style="list-style-type: none"> <li>- are the participants adequately trained and capable of using knives, axes and saws.</li> <li>- is a supervision plan in place.</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 – not playing with knives, throwing objects, running around etc 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.</li> <li>- do the leaders and helpers running the activity have suitable experience to run the activity.</li> </ul>	
<p><b>Fire Alarm / Equipment / Doors / Emergencies / Exit Points / Access Routes</b></p> <ul style="list-style-type: none"> <li>- is a mobile phone or alternative arrangements available and easily accessible for emergencies.</li> <li>- are there sufficient mobile phones / alternative arrangements to deal with an emergency</li> <li>- are mobile phone signals adequately guaranteed throughout the area. 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.</li> <li>- are the group details, Intouch and health information 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>- has a first aid or emergency procedure been put in place and participants know what it is.</li> <li>- can you accurately define your location in the event of the emergency services need to be called.</li> </ul>	
<p><b>Security – Kit Theft</b></p> <ul style="list-style-type: none"> <li>- have all participants been briefed on their responsibility for any valuable items.</li> </ul>	
<p><b>Safeguarding / Lost</b></p> <ul style="list-style-type: none"> <li>- have all leaders and adult helpers completed appropriate DBS enquiries and are aware of current scouting guidelines eg yellow card etc.</li> <li>- are adequate supervision ratios in place.</li> <li>- 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.</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 has someone attending have a valid basic first aid certificate and first aid kit.</li> </ul>	

<ul style="list-style-type: none"> <li>- 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.</li> <li>- are sufficient basic first aid kits available plus any additions to take account of the activities being delivered, terrain and weather conditions.</li> <li>- if appropriate have instructions been provided for certain diseases – weils, ticks etc.</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 and any activity groups set up.</li> <li>- has allergy or other health issues (asthma etc) been taken account of for the planned activity.</li> <li>- has the planned activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.</li> </ul>	
<p><b>Emergency Access Routes</b></p> <ul style="list-style-type: none"> <li>- is the area accessible to emergency vehicles and in particular ambulances.</li> <li>- are emergency exit points known and not locked or blocked.</li> </ul>	
<p><b>Notes:</b></p>	
<p><b>Signed:</b></p> <p><b>Position:</b></p>	<p><b>Date(s):</b></p> <p><b>Review date:</b></p>