



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Orienteering Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before starting an orienteering event along with monitoring for the duration of the activity.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic/dropping off measures in place - has the course chosen minimised risks from traffic. - have any control areas / bases been assessed wrt being safe and convenient ie away from traffic and other users and do not cause an obstruction to other road users or the public. - dropping off and picking up area suitable and safe for participants.	
Terrain/Routes - can the activity be carried out safely in the area chosen, taking account of numbers attending etc. - is the area suitable for the orienteering event eg are there safe paths / routes that can be used, no climbing or scrambling needed, no sharp drops nearby, suitably distanced from waterways, not crossing major roads etc. - is the area at risk from mosquitos, ticks etc and appropriate measures taken.	
Manual Handling - is kit being carried within the capability of the individuals carrying it and safe.	
Facilities - does the area have all the necessary facilities available eg fresh drinking water, toilets, etc.	
Equipment Used - is any provided kit/equipment eg rucksacks, first aid kits, hi-viz's, tranguias, compasses, maps etc being used in good working order and fit for purpose ie no faults, damage, strong enough etc. - is all the provided kit being used appropriate for the age of the people involved ie can they use it etc. - has kit been put away clean and dry at the end of the event, appropriately stacked/stored and in the correct locations.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity.	

<p>- at the end of the event ensure the area being used and surroundings are clean and tidy, any caches/markers recovered 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 terrain, activities being undertaken, 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, torches, spare clothing, first aid kits etc.</p> <p>- are there any additional safety requirements required and specified - hi-viz, parent permission, no jewellery, hairbands etc.</p> <p>- is centrally provided spare clothing and kit available if required eg,rucksacks, clothing etc.</p>	
<p>Menu / Food Storage</p> <p>- does the food provided take account of the facilities available, is nutritionally healthy and provides sufficient calories to cover the expected energy levels required.</p> <p>- are food storage arrangements available to meet food safety guidelines ie keeping food fresh, etc and provide adequate protection eg sandwich box etc.</p>	
<p>Preparation</p> <p>- has the course taken account of breaks, toilets, the amount of daylight and weather conditions for the time of year, exposure to high wind and rain etc.</p> <p>- does the course need physically checking before the event, setting out of caches / markers on the day and course plan marked up with potential hazard spots – bad junctions, railway crossings, water, steep slopes etc.</p> <p>- is a course plan required and provided for participants.</p> <p>- is there a master map available for leaders that identifies the exact locations or has hints or answers on it on the day to help the participants as necessary or find the location in an emergency.</p> <p>- are the caches / markers in safe places.</p> <p>- is an orienteering practice session / event needed beforehand to prepare participants for the event.</p> <p>- have parents been informed of the outline details of the orienteering event – 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 before hand to check how participants get on.</p>	
<p>Orienteering Activity</p> <p>- have participants turned up:</p> <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> <p>- is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe or not suitable and if so act accordingly.</p> <p>- are rucksacks, day sacks etc, fit for purpose and secured with no loose/sticking out elements.</p> <p>- is kit being carried by participants ie on their backs within the capability of the</p>	

<p>individuals carrying it and safe.</p> <ul style="list-style-type: none"> - are hi-viz vests, day/ruck sack covers available and being used. - do participants need sorting into smaller walking groups. Do groups need to be well matched in terms of ability, temperament, working together, etc. Do group sizes to meet scouting permit requirements. - does each group have sufficient maps, compasses, gps etc suitably enclosed to cater for the weather conditions. - is a participant's briefing available covering issues such as: <ul style="list-style-type: none"> • the objectives of the orienteering activity. • good walking practices – speed, dangerous terrains, keeping together etc. • Etiquette – country code etc. • ad-hoc stops (eg letting group catch up, fixing an issue etc) being assessed wrt being safe and convenient before being used ie away from traffic and other users and does not cause an obstruction to other road users or the public. • areas where leaders need to strictly control things ie crossing main roads etc. • what to do if a route is blocked. • What to do if they are outside the orienteering area. - do leaders to consider carry spare kit, clothes, food, drinks etc. - is a support group required to provide spare clothing, food, hot/cold drinks etc. 	
<p>Personal Well Being</p> <ul style="list-style-type: none"> - 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, torch, hat 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>Peer Led Activities</p> <ul style="list-style-type: none"> - are the participants adequately trained and capable of completing the activity. - do all the young people need and have a personal walking permit. - is a supervision plan in place. 	
<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 – not playing with caches/markers, etc and a clear communication method in place to stop the activity in an emergency 	
<p>Behaviour – Leadership</p> <ul style="list-style-type: none"> - have leaders been briefed on their roles eg supervising, navigating etc. - are there sufficient leaders / helpers available to run the activity. - do the leaders and helpers running the activity have suitable experience to run the activity. - is the event covered by a leader with a correct Walking Permits and a leader in 	

charge nominated.	
<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 / Incidents / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - 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 area. 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 contact (Home), who is not walking, been appointed who has details of route cards, contacts, timings etc. - is a first aid, emergency, overdue, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is. - are orienteering groups equipped to cope with emergencies ie have first aid kits, storm shelters, survival bags, whistle, ropes, torches, survival bags, emergency foil blankets etc) as appropriate to the terrain and time of year. - can you accurately define your location on your orienteering course in the event of an emergency ie contacting the emergency services, parents etc. - is a support group required to help with incidents and emergencies. 	
<p>Security – Kit Theft</p> <ul style="list-style-type: none"> - 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/separated person procedure been put in place and briefed to everyone. - 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 first aid certificate appropriate to the Terrain (0-3) you are walking in and a 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 	

<p>activities being delivered, terrain and weather conditions.</p> <ul style="list-style-type: none"> - 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. - is a support group required to provide a more extensive first aid kit/compatibility. 	
<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 event and any orienteering groups set up. - has the activity been appropriately planned, taking into account those participating, any safety concerns etc. - has allergy or other health issues (asthma etc) been taken account of in the planned orienteering event. - have the planned activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. 	
<p>Emergency Access Routes</p> <ul style="list-style-type: none"> - is the route accessible to emergency vehicles and in particular ambulances or within POR hiking rules for the terrain classification. 	
<p>Notes:</p>	
<p>Signed:</p> <p>Position:</p>	<p>Date:</p> <p>Review date:</p>