



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Section Meeting and Event Check List

Every meeting / event unless stated otherwise

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 before a meeting, activity or event starts along with monitoring for the duration of the meeting, activity, or event.</p>	
<p>Item</p>	<p>Checked/Action</p>
<p>Lone working - lone working measures in place.</p>	
<p>Traffic/dropping off measures in place - dropping off and picking up area suitable and safe for participants. - vehicle movement arrangements in place for kit, food, and parking.</p>	
<p>Accommodation / Venue - is the area suitable eg level enough, no drops, not too near water, etc. - is the area at risk from mosquitos, ticks, snakes, animal faeces etc and appropriate measures taken. - can the meeting, event or activity(s) be catered for safely taking account of numbers attending, free movement of people 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 concerns/issues.</p>	
<p>Protrusions, slips, trips, falls - 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 sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment etc. - is the area free from clutter, rubbish, spills, shards 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 the area laid out safely ie structures in straight lines, tied down, hazard tape used where appropriate, gaps between items suitable, additional lighting in place, spare torches available etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc.</p>	

<p>- are suitably trained people or people with relevant qualification(s) available if an activity is above floor level where a ladder, steps or tower is required.</p>	
<p>Manual Handling</p> <p>- are protective gloves and safety footwear needed and available.</p> <p>- are appropriate transportation mechanisms (trailers, cars, trolleys etc) required and in place to move kit and equipment to and from the venue / event and during the meeting / event.</p> <p>- is any personal equipment or kit packed so that it is light enough to be carried on/off site ie not overweight.</p> <p>- is any equipment and kit required for the meeting, event, or activity(s) within the capability of the individuals carrying it and safe.</p> <p>- 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>	
<p>Facilities</p> <p>- does the accommodation/location have all the necessary facilities eg fresh drinking water, toilets, waste disposal points etc.</p> <p>- are the facilities suitable and clean ie are inspected, cleaned regularly, have a risk assessment etc.</p> <p>- are any additional facilities required eg changing/washing facilities, gazebos, toilet tents etc.</p>	
<p>Storage Area</p> <p>- are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc and appropriately protected ie barriers/bollards, cupboards in place and for dangerous items ideally locked away.</p>	
<p>Kit / Equipment</p> <p>- 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.</p> <p>- is any provided equipment and kit being used, appropriate for the age of the people involved ie can they use it etc.</p> <p>- 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.</p> <p>- is any electrical equipment being used appropriate, PAT tested and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress.</p> <p>- 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>	
<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>Gas Considerations (if applicable)</p> <p>- is a gas management strategy in place.</p> <p>- are carbon dioxide detectors in place.</p>	
<p>Materials / Rubbish</p> <p>- are arrangements in place to remove rubbish and unused materials at appropriate intervals during the event/meeting.</p> <p>- at the end of the meeting, event, and each activity ensure the building/venue/area being used and surroundings are clean and tidy, fit to be used by the next user and</p>	

<p>personal items, debris and litter are disposed of or taken away.</p>	
<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 ruck sacks, 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 50m, parent permission, no jewellery, hairbands etc. - is centrally provided spare clothing, kit etc available if required. 	
<p>Putting Out / Erecting Equipment</p> <ul style="list-style-type: none"> - is all erectable kit eg tables, feather flags, gazebos 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/food list been produced for any activities being undertaken. - 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, Food</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 and for hot taps that water isn't too hot and measures in place if it is. - 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>Meeting / Event / Activity</p> <ul style="list-style-type: none"> - does the venue / location need visiting / physically checking before the meeting, event, or activity(s). - is the area and set up/layout, appropriate for the meeting, event, or activity(s) eg surfaces, spacing, kit used etc. - 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 venue, activity(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> <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 and if so act accordingly. - is any kit being carried by participants ie on their backs or in their hands, within the 	

<p>capability of the individuals carrying it and safe. If not act accordingly.</p> <ul style="list-style-type: none"> - is personal PPE such as eye protection, hair covers, catering gloves and aprons required, available and being worn. - is PPE, kit and tools required to handle hot items eg pots, pans, lids etc, safely available and being used eg oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices etc. - are hi-viz vests, day/ruck sack covers required and being worn. - do participants need sorting into smaller groups. Do groups need to be matched in terms of ability, temperament, working together, etc. - is a participant's briefing required covering issues such as: <ul style="list-style-type: none"> • rules / instructions / guidelines for the meeting, event, or activity(s). • handling chemicals, glues, solvents, gas, gas appliances etc. • keeping out of restricted or dangerous areas (storeroom, boiler room, chemical cupboards, stairs, lift, trailers, activity storage areas etc) and being kept locked/protected or barriers/bollards in place. - is a demonstration required on using the equipment and carrying out the activity. - do leaders need to consider carrying spare kit, clothes, food, drinks etc. 	
<p>Personal Hygiene and 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, paracetamol, lip balm, sun glasses, hats etc. - are separate arrangements required to deal with feminine hygiene issues. - do measures need to be put in place to deal with new scouts joining ie buddying up with an older scout, young leader or nominate an adult contact. - are checks in place to ensure that everyone is eating and drinking adequately, have any injuries dealt with quickly and in a good temperament. - 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 meeting, event, or activity(s) and a clear communication method in place to stop an activity in an emergency. - is a plan in place for free time and bad weather conditions. - are there separate quiet areas available for young people and adults. 	
<p>Behaviour – Leaders</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 meeting, event, or activity(s) safely. - do the leaders and helpers running the meeting, event, or activity(s) have the necessary experience to run them safely. - are all necessary licences, permits and permissions in place for the meeting, event, and activity(s) being undertaken. - are the activity(s) being undertaken permitted by the Scout Association / covered by Scout Insurance. - has a full programme been specified including fill-in activities. 	

<ul style="list-style-type: none"> - is using radios appropriate for the meeting, event, or activity(s) to manage them 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</p> <ul style="list-style-type: none"> - is appropriate fire equipment eg fire blankets/extinguishers available or locations known. - 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 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 required and available. - 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 accommodation/venue 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, arm bands etc. - have all participants been briefed on how they should deal with strangers, the site layout / boundaries, the location of facilities, what to do if lost, 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>First Aid</p> <ul style="list-style-type: none"> - as a minimum does someone attending have a valid basic first aid certificate and 	

<p>first aid kit.</p> <ul style="list-style-type: none"> - 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 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, behavioural issues etc been taken account of in the planned meeting, event or activity(s), and any activity groups set up - has allergy or other health issues (asthma etc) been taken account of for the planned meeting, event, 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 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>