



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

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

## Hike Check List

Event: Expedition Hike 2-3 March 2024

<b>Location: Anywhere</b>	
<b>Activity covered by this assessment:</b> This covers everything that should be in place before a hike starts along with monitoring for the duration of the activity.	
Item	Checked/Action
<b>Lone working</b> - lone working measures in place.	Walking in groups.
<b>Traffic/dropping off measures in place</b> - has the route chosen minimised risks from traffic. - have all planned stops along the route 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.	Yes Yes. Leaders will choose suitable stopping points Yes – Public car park (Sutton Heath) and green (Grundisburgh).
<b>Terrain/Route</b> - is the area suitable for the hike 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.	Yes. No
<b>Facilities</b> - does the route have all the necessary facilities available eg fresh drinking water, toilets, etc.	Yes – Scouts to carry water bottles
<b>Equipment Used</b> - is any provided kit or equipment eg rucksacks, first aid kits, hi-viz's, trangias, 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 and equipment 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.	Will check before the event Yes Will check before the event.
<b>Materials / Rubbish</b> - are arrangements in place to take account of rubbish generated on the hike.	Yes – rubbish to be taken to end points or disposed of in bins on route.
<b>Clothing / Personal Kit</b> - 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	Kit List to be sent before event.

<p>brought.</p> <ul style="list-style-type: none"> <li>- is footwear, clothing, and kit specified commensurate with the type of terrain, weather conditions and time of year.</li> <li>- have additional requirements been identified and specified eg tents, mobile phones, torches, spare clothing, first aid kits, Trangias, gas stoves etc.</li> <li>- are there any additional safety requirements required and specified - hi-viz, parent permission, no jewellery, hairbands etc.</li> <li>- is centrally provided spare clothing and kit available if required eg sleeping bags, rucksacks, clothing etc.</li> </ul>	<p>Will check before starting off.</p> <p>Yes. Will be in kit list.</p> <p>Hi-Viz Jackets</p> <p>Yes. Things like spare waterproofs, gloves etc</p>
<p><b>Menu / Food Storage</b></p> <ul style="list-style-type: none"> <li>- does the food provided take account of the facilities available, is nutritionally healthy and provides sufficient calories to cover the expected energy levels required.</li> <li>- are food storage arrangements available to meet food safety guidelines ie keeping food fresh, etc and provide adequate protection eg sandwich box etc.</li> </ul>	<p>Yes. Food provided by participants.</p> <p>Will check before setting off.</p>
<p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>- has the route taken account of breaks, toilets, the amount of daylight and weather conditions for the time of year, exposure to high wind and rain etc.</li> <li>- does the route need physically checking and marked up with potential hazard spots – bad junctions, railway crossings, blind corners, steep slopes etc.</li> <li>- is a route plan required and provided.</li> <li>- is a hike practice session / event needed beforehand to prepare participants for the hike.</li> <li>- have parents been informed of the outline details of the hike – 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 or hiking a reasonable distance to check how participants get on.</li> </ul>	<p>Yes</p> <p>Yes. Potential hazard spots will be checked before the event.</p> <p>Yes</p> <p>Yes. A meeting is set aside for skills training.</p> <p>Yes. Will be informed via emails leading up to the event.</p>
<p><b>Hike</b></p> <ul style="list-style-type: none"> <li>- have participants turned up: <ul style="list-style-type: none"> <li>• wearing the appropriate footwear, headwear and clothing for the event, terrain, weather conditions and time of year,</li> <li>• bringing any necessary kit, spare clothing, food, water and any other additional requirements specified.</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 fuel (gas, meths, biofuel etc) being carried in an appropriate container and fit for purpose.</li> <li>- are rucksacks, day sacks etc, fit for purpose and secured with no loose/sticking out elements.</li> <li>- is kit being carried by participants ie on their backs within the capability of the individuals carrying it and safe.</li> <li>- are hi-viz vests, day/ruck sack covers available and being used.</li> <li>- 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.</li> <li>- does each group have sufficient maps, route cards, compasses, gps etc suitably enclosed to cater for the weather conditions.</li> </ul>	<p>Will check before setting off</p> <p>Will check before setting off</p> <p>Will check before setting off</p> <p>Will check before setting off</p> <p>Yes. DofE approved containers being used for fuel.</p> <p>Will check before setting off</p> <p>Will check before setting off</p> <p>Will check before setting off</p> <p>Yes.</p> <p>Yes</p>

<p>- is a participant's briefing available covering issues such as:</p> <ul style="list-style-type: none"> <li>• good walking practices – speed, dangerous terrains, keeping together, leaders at front and rear, etc.</li> <li>• hiking etiquette – country code etc.</li> <li>• 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.</li> <li>• areas where leaders need to strictly control things ie steep descents, crossing main roads etc.</li> <li>• what to do if the route is blocked.</li> <li>• what to do if they are off the route.</li> <li>• cooking safely (if heat sources are used such as gas, meths, biofuels etc)</li> <li>• handling fuels, gas, gas appliances etc.</li> </ul> <p>- do leaders need to consider carry spare kit, clothes, food, drinks etc.</p> <p>- is a support group required to provide spare clothing, food, hot/cold drinks etc.</p>	<p>Yes. Most of it will be covered by a training evening.</p> <p>yes. Water, emergency rations etc</p> <p>no</p>
<p><b>Personal Hygiene and Well Being</b></p> <p>- 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, hats, etc.</p> <p>- 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.</p> <p>- If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time.</p> <p>- 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>	<p>Will check before setting off</p> <p>Yes. Will monitor during event.</p> <p>Will check health records beforehand and before setting off.</p> <p>Will check health records beforehand and before setting off.</p>
<p><b>Peer Led Activities</b></p>	<p>N/A</p>
<p><b>Behaviour - General</b></p> <p>- are any participants likely to be unsafe due to their behaviour and appropriate measures taken.</p> <p>- have participants been briefed on behaviour.</p>	<p>Yes. Talked to parent.</p> <p>Briefing before setting off.</p>
<p><b>Behaviour - Leadership</b></p> <p>- have leaders been briefed on their roles eg supervising, navigating etc.</p> <p>- are there sufficient leaders / helpers available to run the activity.</p> <p>- do the leaders and helpers running the activity have suitable experience to run the activity.</p> <p>- is the event covered by a leader with a correct Walking Permits and a leader in charge nominated.</p>	<p>Yes. Will be informed before setting off.</p> <p>Yes</p> <p>Yes</p> <p>A leader in charge will be nominated. Walking permit not required.</p>
<p><b>Behaviour – Interactions with members of the public</b></p> <p>- have all participants been briefed on required behaviour and code of conduct.</p>	<p>Briefing before event starts.</p>
<p><b>Fire Alarm / Equipment / Doors / Emergencies / Incidents</b></p> <p>- is a mobile phone or alternative arrangements available and easily accessible for emergencies.</p> <p>- are there sufficient mobile phones / alternative arrangements to deal with an emergency.</p> <p>- are mobile phone signals adequately guaranteed throughout the route. If not consider whether radios would be an appropriate alternative at times or ensure</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

<p>people know where to go to obtain a signal.</p> <ul style="list-style-type: none"> <li>- is a robust InTouch process in place.</li> <li>- are the group details, Intouch and health information readily 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 contact (Home), who is not walking, been appointed who has details of route cards, contacts, timings etc.</li> <li>- 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.</li> <li>- are walking 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.</li> <li>- can you accurately define your location on your hike route in the event of an emergency ie contacting the emergency services, parents etc.</li> <li>- is a support group required to help with hike management, incidents and emergencies.</li> </ul>	<p>Yes</p> <p>Yes. Each group will have a set of paper health forms and access to OSM.</p> <p>Yes. Will be carried by leaders.</p> <p>Yes</p> <p>Yes. Standard day to day practice.</p> <p>Yes</p> <p>Yes via maps and phones/gps.</p> <p>Yes – parents lined up to be called in an emergency.</p>
<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>On kit list.</p>
<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> <li>- 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.</li> <li>- has a lost/separated person procedure been put in place and briefed to everyone.</li> <li>- is a 'In Case of Emergency' (ICE) form required and provided to participants.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Briefing before setting off.</p> <p>Yes. Standard day to day practice.</p> <p>Yes – Leaders Only</p>
<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>Will check before event starts and during the event.</p>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <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.</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>- are the details of the local A&amp;E department, local doctors, pharmacies etc known.</li> <li>- are facilities available to securely store any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications.</li> <li>- if appropriate have instructions been provided for certain diseases – weils, ticks etc.</li> <li>- is a support group required to provide a more extensive first aid kit/compatibility.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes – Ipswich</p> <p>Yes</p> <p>N/A</p> <p>No</p>
<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 hike and any walking groups set up.</li> <li>- has the route been appropriately planned, taking into account, those participating, any safety concerns etc.</li> </ul>	<p>Yes</p> <p>Yes</p>

- has allergy or other health issues (asthma etc) been taken account of in the planned hike.	Yes
- has the planned hike taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.	Yes
<b>Emergency Access Routes</b> - is the route accessible to emergency vehicles and in particular ambulances or within POR hiking rules for the terrain classification.	Yes, it is close to transport routes

## Camps / Residential Accommodation Check List

<b>Location: Any camp site / residential / indoor accommodation.</b>	<b>Indoor</b>
<b>Activity covered by this assessment:</b> This covers everything that should be in place before a camp or residential event takes place along with monitoring for the duration of the event.	
<b>Item</b>	<b>Checked/Action</b>
<b>Lone working</b> - lone working measures in place.	Yes. All camping together
<b>Traffic/dropping off measures in place</b> - dropping off and picking up area suitable and safe for participants. - vehicle arrangements in place for delivering kit, food, and parking.	Yes Yes. Hall/camping area has a car park.
<b>Terrain, Campsite / Accommodation Layout</b> - is the area suitable eg level enough, no sharp drops, not likely to flood, not near water/cliff edges etc. - is the area at risk from mosquitos, ticks, animal faeces etc and appropriate measures taken. - can the event be catered for safely taking account of numbers attending, free movement of people, prior animal grazing, fires, cooking, toilet tents, sleeping area, barbed wire, nettles, maintenance areas, machinery 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 any concerns/issues.	Will be checked before event No Yes Yes No
<b>Protrusions, slips, trips, falls, collisions</b> - 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 clutter, rubbish, spills, shards etc. - is the area free from sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment, fences, tree branches 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 area laid out safely ie structures in straight lines, all tied down, hazard tape used where appropriate, gaps between tents suitable, additional lighting in place, spare torches available etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc.	Will be checked before event and on arrival. Yes Will be checked before event and on arrival. “ Will be monitored during event Not required Not required Will be checked during event Will be checked during event

<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>- are protective gloves and safety footwear needed and available.</li> <li>- are appropriate transportation mechanisms (trailers, cars, trolleys etc) required and in place to move kit and equipment to and from the venue / camp and during the event.</li> <li>- is any personal equipment or kit packed so that it is light enough to be carried on/off site ie not overweight.</li> <li>- is any equipment and kit required for the event, within the capability of the individuals carrying it and safe.</li> <li>- 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.</li> </ul>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p>
<p><b>Campsite / Accommodation Facilities</b></p> <ul style="list-style-type: none"> <li>- does the campsite/accommodation have all the necessary facilities eg fresh drinking water, toilets, showers, hot water, waste disposal points (water, food, packaging, chemical toilet) etc.</li> <li>- are the site facilities safe ie are inspected, cleaned regularly, have a risk assessment etc.</li> <li>- are additional facilities required eg changing/washing facilities, gazebos, mess tents, toilet tents, gas urns etc.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p>
<p><b>Storage Area</b></p> <ul style="list-style-type: none"> <li>- are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc and for dangerous items ideally locked away.</li> </ul>	<p>Yes. Cars and Trailers.</p>
<p><b>Kit / Equipment</b></p> <ul style="list-style-type: none"> <li>- 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 - pegs, mallets, lump hammers, tents, gazebos, mess tents, saws, axes, cooking equipment etc</li> <li>- is any provided equipment and kit being used, appropriate for the age of the people involved ie can they use it etc.</li> <li>- 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.</li> <li>- is any electrical equipment used appropriate, PAT tested and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress.</li> <li>- 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.</li> </ul>	<p>Will check before the event</p> <p>Yes</p> <p>Yes. Cars and trailer.</p> <p>N/A</p> <p>Check before event</p>
<p><b>Chemicals, Solvents, Fuels, Adhesives Considerations (if applicable)</b></p> <ul style="list-style-type: none"> <li>- if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any chemicals, solvents, glues, fuels etc</li> <li>- is the area well ventilated.</li> </ul>	<p>Yes. DofE approved containers being used for fuel.</p> <p>Yes</p>
<p><b>Gas Considerations (if applicable)</b></p> <ul style="list-style-type: none"> <li>- is a gas management strategy in place.</li> <li>- are carbon dioxide detectors in place.</li> </ul>	<p>N/A</p> <p>N/A</p>
<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 and at the end of camp.</li> <li>- at the end of the event 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>Yes. Will be taken home or placed in accommodation bins.</p> <p>Will be checked before leaving.</p>

<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 venue, terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought.</li> <li>- have additional requirements been identified and specified eg personal tents, mobile phones, torches, spare clothing, first aid kits, etc.</li> <li>- are there any additional safety requirements required and specified - hi-viz, swim 50m, parent permission, no jewellery, hairbands etc.</li> <li>- is centrally provided spare clothing, kit etc available if required eg pegs, tents, sleeping bags etc.</li> </ul>	<p>Kit List to be sent before event.</p> <p>Yes</p> <p>No</p> <p>Yes. Spares tents, pegs, sleeping bags etc</p>
<p><b>Erecting Equipment</b></p> <ul style="list-style-type: none"> <li>- is all erectable kit eg tables, feather flags etc and camping structures eg tents, gazebos, marques etc erected safely – adults have suitable experience / training. Young people supervised as required.</li> </ul>	<p>Will check when setting up.</p>
<p><b>Menu / Food Storage</b></p> <ul style="list-style-type: none"> <li>- has a menu been produced for the camp 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.</li> <li>- 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.</li> </ul>	<p>Yes. Ration pack are being used.</p> <p>Yes. Will check when setting up and monitor during event.</p>
<p><b>Kitchen, Drinks, Tuck, Refreshments</b></p> <ul style="list-style-type: none"> <li>- is area organised/laid out to minimise risks eg making drinks in a different area to cooking food and preparing food.</li> <li>- 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.</li> <li>- have ingredients, food, tuck etc been checked for being in date.</li> <li>- has water supply been checked to ascertain which taps supply drinking water and those that shouldn't be used for drinking water.</li> <li>- are appropriate food and material waste disposal facilities in place.</li> <li>- are suitable cleaning products and equipment available.</li> <li>- is access to and transporting of hot water being managed safely.</li> </ul>	<p>Yes. Will check when setting up and monitor during event.</p> <p>Yes. Will check when setting up and monitor during event.</p> <p>Will check before event.</p> <p>Will check during setting up/</p> <p>Yes</p> <p>Yes</p> <p>Yes. Will monitor during event.</p>
<p><b>Event</b></p> <p><i>Preparation</i></p> <ul style="list-style-type: none"> <li>- does the venue / location need visiting / physically checking before the event,</li> </ul> <p><i>Setting up</i></p> <ul style="list-style-type: none"> <li>- has the camp/accommodation layout been set up satisfactorily ie appropriate for the event and activity(s) being undertaken and as safe as it can be.</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 event, activity(s), terrain, weather conditions and time of year,</li> <li>• bringing any necessary kit eg personal tents, bedding, cutlery, water bottles etc, spare clothing, food, water and any other additional requirements specified.</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>	<p>No but will check beforehand anyway.</p> <p>Will check before event starts and monitor during event.</p> <p>No</p> <p>Will check on arrival.</p> <p>Will check when kit is dropped off before the event and on arrival at the accommodation.</p> <p>Will check on arrival and monitor during event.</p>

<p>- is any clothing, equipment or kit brought by participants eg personal tents, bedding, cutlery, water bottles etc, not fit for purpose, damaged, unsafe or not suitable to use, ie not waterproof, not warm enough, etc. If not act accordingly.</p> <p>- 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.</p> <p>- do participants need sorting into smaller groups, for tent allocations, cooking groups and activities. Do groups/teams need to be well matched in terms of ability, temperament, working together, etc.</p> <p>- is a participant's briefing required covering issues such as:</p> <ul style="list-style-type: none"> <li>• rules / instructions / guidelines for the camp.</li> <li>• handling gas, gas appliances etc.</li> <li>• keeping out of restricted or dangerous areas (storeroom, boiler room, chemical cupboards, stairs, lift, trailers, activity storage areas, kitchen etc) and being kept locked/protected or barriers/bollards in place.</li> </ul> <p>- are demonstrations required on setting up the camp ie tent pitching etc.</p> <p>- are measures in place for the use of any chemicals, solvents, glues etc.</p> <p><i>During the event</i></p> <p>Use check list appropriate to activity ie meetings and events, games, cooking, arts-crafts and challenges, cycle ride/activity, hike, orienteering, pioneering, rafting, knife-axe and saw, fires, external activities etc</p> <p>- are measures in place to check camping structures periodically during the event.</p>	<p>Will check when kit is dropped off before the event and on arrival at the accommodation.</p> <p>Will monitor during event.</p> <p>No</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>Personal Hygiene and Well Being</b></p> <p>- do participants have sufficient/adequate personal kit for the event taking in to account the venue, time of day and the time of year eg sun cream, lip balm, glasses, torch, hats etc.</p> <p>- are separate arrangements required to deal with feminine hygiene issues.</p> <p>- do measures need to be put in place to deal with new scouts to camping ie buddying up with an older scout, young leader or nominate an adult contact.</p> <p>- are checks in place to ensure everyone is eating and drinking adequately, washing regularly, and in a good temperament and any injuries have been dealt with quickly.</p> <p>- If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time.</p> <p>- 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>	<p>Yes – Will check when kit is dropped off before the event and on arrival at the accommodation.</p> <p>Yes -in place at venue</p> <p>Yes – Sufficient young leaders and leaders available to deal with this.</p> <p>Yes. Will monitor during event.</p> <p>Will check health records beforehand and check on arrival.</p> <p>Will check health records beforehand and check on arrival.</p>
<p><b>Peer Led Activities</b></p>	<p>N/A</p>
<p><b>Behaviour - General</b></p> <p>- are any participants likely to be unsafe due to their behaviour and appropriate measures taken.</p> <p>- has everyone been briefed on camp and safety rules.</p> <p>- is a plan in place for free time and bad weather conditions.</p> <p>- are there separate quiet areas available for young people and adults.</p>	<p>Yes. Talked to parent.</p> <p>Briefing before event starts</p> <p>Yes.</p> <p>No.</p>
<p><b>Behaviour - Leadership</b></p> <p>- have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc.</p> <p>- are there sufficient leaders / helpers available to run the camp and activities safely.</p> <p>- do the leaders and helpers running the event have the necessary experience to run them safely.</p> <p>- have you checked that the site/venue is not on the prohibited and restrict campsites list.</p>	<p>Briefing before event starts</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>



<ul style="list-style-type: none"> <li>- is the event covered by a leader with a correct Nights Away Permit and a leader in charge nominated.</li> <li>- are all necessary licences, permits and permissions in place for activities being undertaken during the event.</li> <li>- has an up-to-date Nights Away form and risk assessment been completed and approved by the DC.</li> <li>- has a full programme been specified including fill-in activities.</li> <li>- is radios appropriate for this camp to manage activities especially if mobile signals are poor.</li> <li>- 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&amp;S files and user guides are held.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes. This is it.</p> <p>not as such as hike, cooking, self - entertain, wide games</p> <p>N/A</p> <p>Someone will be briefed by the hall staff on arrangements</p>
<p><b>Behaviour – Public and Other site Users</b></p> <ul style="list-style-type: none"> <li>- have all participants been briefed on required behaviour and code of conduct.</li> </ul>	<p>Briefing before event starts</p>
<p><b>Fire Alarm / Equipment / Doors / Emergencies / Incidents</b></p> <ul style="list-style-type: none"> <li>- is appropriate fire equipment available or locations known.</li> <li>- are all emergency exits free from obstacles and not locked.</li> <li>- is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal.</li> <li>- is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies.</li> <li>- are there sufficient mobile phones / landlines to deal with an emergency.</li> <li>- 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.</li> <li>- is a robust InTouch process in place. Is a home contact required.</li> <li>- are the group details, Intouch and health information readily 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>- is a first aid, emergency, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is.</li> <li>- can you accurately define the location in the event of an emergency ie contacting the emergency services, parents etc.</li> </ul>	<p>Yes. Hall is compliant with fire regulations</p> <p>Check before event starts and during event.</p> <p>Yes. Will follow hall procedure.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes/No</p> <p>Yes – OSM &amp; Paper</p> <p>Yes. Kept by leaders.</p> <p>Yes. Standard day to day practice</p> <p>Yes via maps and phones/gps</p>
<p><b>Security / Kit Theft</b></p> <ul style="list-style-type: none"> <li>- is a secure facility for valuable items available.</li> <li>- is a camp bank required for young people and has it been set up.</li> <li>- have all participants been briefed on their responsibility for any valuable items.</li> <li>- have measures been put in place to minimise theft.</li> </ul>	<p>Yes – cars/trailer</p> <p>No</p> <p>Yes. Mention in the kit list.</p> <p>N/A</p>
<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>- has the site 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 etc.</li> <li>- does the layout of the site provide appropriate division of adults and young people sleeping arrangements.</li> <li>- have all participants been briefed on how they should deal with strangers, the site</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

<p>layout, the location of facilities, what to do if lost, have an 'in case of emergency' form etc.</p> <ul style="list-style-type: none"> <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> <li>- has a lost/separated person procedure been put in place.</li> <li>- is a 'In Case of Emergency' (ICE) form required and provided to participants.</li> </ul>	<p>Briefing before event starts</p> <p>Yes</p> <p>Yes. Standard day to day practice</p> <p>Yes – Leaders Only</p>
<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>Will check before event starts and during the event.</p>
<p><b>Fire Risk</b></p> <ul style="list-style-type: none"> <li>- have all participants been briefed on the rules for personal tents eg no burners, matches, strikers, lighters etc to be used or stored in tents.</li> </ul>	<p>Yes</p>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- as a minimum does someone attending have a valid basic first aid certificate and first aid kit.</li> <li>- are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activities 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>- 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.</li> <li>- are the details of the local A&amp;E department, local doctors, pharmacies etc known.</li> <li>- are facilities available to securely store any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications.</li> <li>- if appropriate have instructions been provided for certain diseases – weils, ticks etc.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes - Ipswich</p> <p>Yes</p> <p>N/A</p>
<p><b>Accessibility / Inclusiveness / Health Issues</b></p> <ul style="list-style-type: none"> <li>- have accessibility, ability, disability, age, gender, dexterity or behavioural issues been taken account of in the planned event or activity(s), and any activity/cooking/sleeping groups set up.</li> <li>- has allergy or other health issues (asthma etc) been taken account of for the event, catering, or activity(s).</li> <li>- have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>Emergency Exit Points / Access Routes</b></p> <ul style="list-style-type: none"> <li>- is the camp site / accommodation accessible to emergency vehicles and in particular ambulances.</li> <li>- are emergency exit points known and not locked or blocked.</li> </ul>	<p>Yes</p> <p>Yes – but will check before event starts and during event.</p>

# Cooking Check List

<b>Location: Scout Hall, surrounding area, Kesgrave and generally for any building, location, activity, event, or meeting.</b>	<b>Indoor/Hiking</b>
<b>Operation covered by this assessment:</b> This covers everything that should be in place for cooking.	
<b>Item</b>	<b>Checked/Action</b>
<b>Lone working</b> - lone working measures in place.	Yes. All cooking together or in groups
<b>Venue</b> - does the venue / location need visiting / physically checking before the cooking activity takes place. - can the cooking be catered for safely taking account of numbers taking part, space required for tables, cookers, fires 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.	No  Yes  Will check before cooking starts  No
<b>Protrusions, slips, trips, falls</b> - is the cooking area suitable and safe eg level, free from bumps and holes, loose carpet edges, electrical cables etc. - are lighting levels commensurate with the cooking 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	Will check before cooking starts  Will check before cooking starts  Will check before cooking starts  Will check before cooking starts  Will check before cooking starts  Not required  Will check before cooking starts  Will check before cooking starts
<b>Manual Handling</b> - are protective gloves and safety footwear needed and available.  - are appropriate transportation mechanisms required and in place to move kit and equipment for the cooking to and from the area used and during the cooking. - is any equipment and kit required for the cooking within the capability of the individuals carrying it and safe. - is any equipment and kit required for cooking, that is on top of cupboards or above head height, safe and can be lifted down and put back safely.	Hot clothes/gloves will be available if required.  Yes  Yes  No
<b>Facilities</b> - does the cooking area have all the necessary facilities eg fresh drinking water, waste disposal points etc. - are additional facilities required eg gazebos, dining shelters etc.	Yes  No
<b>Storage Area</b> - are designated areas set aside for the storage of cooking kit, food and potentially dangerous items eg gas, knives, fuels etc and for dangerous items ideally locked away.	Yes. Cars and Trailers.

<p><b>Kit / Equipment</b></p> <ul style="list-style-type: none"> <li>- is any provided cooking 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.</li> <li>- is any provided cooking equipment and kit being used, appropriate for the age of the people involved ie can they use it etc.</li> <li>- is all the cooking equipment and kit, combustible materials/substances, waste, fuels, etc being stored and stacked safely when used and not being used and removed when no longer required.</li> <li>- are any combustible materials/substances, waste, fuels, etc being stored and stacked safely when used and not being used and removed when no longer required.</li> <li>- if electrical equipment is required, appropriate electrical equipment is used and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress.</li> <li>- has the cooking 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.</li> </ul>	<p>Will check before event.</p> <p>Yes</p> <p>Will check before cooking starts.</p> <p>Yes. DofE approved containers being used for fuel.</p> <p>n/a</p> <p>Will check before event starts</p>
<p><b>Fuel Considerations (if applicable)</b></p> <ul style="list-style-type: none"> <li>- if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any fuels etc</li> <li>- is the area well ventilated.</li> </ul>	<p>Yes</p> <p>Yes</p>
<p><b>Gas Considerations (if applicable)</b></p> <ul style="list-style-type: none"> <li>- is a gas management strategy in place.</li> <li>- are carbon dioxide detectors in place.</li> </ul>	<p>N/A</p> <p>N/A</p>
<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 cooking 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>Yes. Will be taken home or placed in accommodation bins</p> <p>Will be checked after cooking finishes</p>
<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 venue, cooking being undertaken, terrain, forecast weather and time of year, along with any spares that should be brought.</li> <li>- have additional requirements been identified and specified eg aprons, etc.</li> <li>- are there any additional safety requirements required and specified - no jewellery, hairbands etc.</li> </ul>	<p>Kit List to be sent before event.</p> <p>Yes. There are none.</p> <p>No</p>
<p><b>Erecting Equipment</b></p> <ul style="list-style-type: none"> <li>- is all erectable kit eg tables, gazebos, burners, bbq's etc erected safely – adults have suitable experience / training. Young people supervised as required.</li> </ul>	<p>Will check when setting up.</p>
<p><b>Menu / Food Storage</b></p> <ul style="list-style-type: none"> <li>- has a menu/food list been produced for the cooking activity that takes account of the facilities available and the type of cooking being undertaken.</li> <li>- 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.</li> </ul>	<p>Yes. Ration packs are being used.</p> <p>Yes. Will check when setting up and monitor during event</p>
<p><b>Cooking Area</b></p> <ul style="list-style-type: none"> <li>- is the area and set up/layout, appropriate for the cooking activity eg surfaces, spacing, kit used etc.</li> </ul>	<p>Yes. Will check when setting up and monitor during event.</p>

<p>- does the cooking area need cordoning off and inaccessible to others and the public.</p> <p>- is area organised/laid out to minimise risks eg making drinks in a different area to cooking food and preparing food.</p> <p>- are additional coverings/protective surfaces required and in place eg cutting boards, metal trays under burners etc to prevent damage caused by heat sources, cutting tools, food / ingredient spillage etc.</p> <p>- are wind shields / wind breaks required and in place to stop people touching hot surfaces, flames being extinguished or to improve the efficiency of the heat source.</p> <p>- is the area ventilated adequately (when cooking with gas).</p> <p>- is access to and transporting of hot water being managed safely.</p>	<p>No</p> <p>Will check when setting up and monitor during event.</p> <p>Yes</p> <p>No</p> <p>Yes – Built in to Trangias</p> <p>yes – Will monitor during event</p>
<p><b>Food preparation, cooking, and hot food</b></p> <p>- 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.</p> <p>- have ingredients, food, tuck etc been checked for being in date.</p> <p>- are temperature probes available to ensure food is properly cooked.</p> <p>- are appropriate food and material waste disposal facilities in place.</p> <p>- are suitable cleaning products and equipment available</p>	<p>Will check when setting up and monitor during event.</p> <p>Will check when setting up</p> <p>N/A</p> <p>Yes</p> <p>Yes</p>
<p><b>Cooking Activity</b></p> <p>- have participants turned up:</p> <ul style="list-style-type: none"> <li>• wearing the appropriate footwear, headwear and clothing for the venue, cooking activity, terrain, weather conditions and time of year,</li> <li>• bringing any necessary kit, fuel, food, water and any other additional requirements specified.</li> <li>• and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc.</li> </ul> <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>- is any cooking equipment and kit being carried by participants within the capability of the individuals carrying it and safe. If not act accordingly.</p> <p>- is personal PPE such as eye protection, catering gloves, hair covers, required, available and being worn.</p> <p>- 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.</p> <p>- do participants need sorting into smaller groups/teams. Do groups need to be well matched in terms of cooking ability, age, temperament, working together, etc</p> <p>- are any cooking rules and guidelines required and available and need explaining clearly and concisely before commencing inc agreeing on any ingredients that should not be added because they don't like them (or added at the end to their portion) etc.</p> <p>- do participants need to be given a demonstration of how to use the cooking equipment correctly and/or how to undertake the preparation / cooking.</p>	<p>Will check before cooking starts.</p> <p>Will check before cooking starts.</p> <p>Will check before cooking starts.</p> <p>Will check before cooking starts.</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes. Will also be covered in training evening</p>
<p><b>Personal Hygiene and Well Being</b></p> <p>- do participants have sufficient/adequate personal care products for the cooking activity taking in to account the venue, time of day and the time of year eg sun cream, paracetamol, lip balm, glasses, hats etc.</p> <p>- 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.</p>	<p>Yes – will check before event starts</p> <p>Yes. Will monitor during event.</p>

<ul style="list-style-type: none"> <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 an emergency.</li> </ul>	<p>Will check health records beforehand and check on arrival.</p> <p>Will check health records beforehand and check on arrival.</p>
<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 and safety rules for the cooking activity and a clear communication method in place to stop the cooking in an emergency.</li> </ul>	<p>Briefing before cooking starts</p> <p>Briefing before cooking starts</p>
<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 cooking activity safely.</li> <li>- do the leaders and helpers running the cooking activity have necessary experience to run them safely.</li> <li>- Ideally ensure that someone present has a food hygiene certificate or has a good understanding of food hygiene practices.</li> </ul>	<p>Briefing before cooking starts</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>Fire Alarm / Equipment / Doors / Emergencies</b></p> <ul style="list-style-type: none"> <li>- is appropriate fire equipment available or locations known eg fire extinguishers, fire blankets etc.</li> <li>- is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal.</li> <li>- is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies.</li> <li>- are there sufficient mobile phones / landlines to deal with an emergency.</li> <li>- 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.</li> <li>- is a robust InTouch process in place. Is a home contact required.</li> <li>- are group details, Intouch and health information readily 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>- is a first aid, emergency, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is.</li> <li>- can you accurately define the location in the event of an emergency ie contacting the emergency services, parents etc.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes/No</p> <p>Yes – OSM &amp; Paper</p> <p>Yes. Kept by leaders.</p> <p>Yes. Standard day to day practice</p> <p>Yes via maps and phones/gps</p>
<p><b>Safeguarding / Lost</b></p> <ul style="list-style-type: none"> <li>- are adequate supervision ratios in place.</li> </ul>	<p>Yes</p>
<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>Will check before event starts and during the event.</p>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- as a minimum does someone attending have a valid basic first aid certificate and first aid kit.</li> <li>- 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.</li> <li>- are sufficient basic first aid kits available plus any additions identified and available</li> </ul>	<p>Yes</p> <p>Yes</p>

<p>to treat scalds / burns etc ie cold water available along with appropriate first aid kit items. Catering plasters rather than standard plasters etc.</p> <p>- is a bucket of cold water or a running tap available nearby for the immersion of burns.</p>	<p>Yes</p> <p>Yes</p>
<p><b>Accessibility / Inclusiveness / Health Issues</b></p> <p>- have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned cooking activity(s) and any cooking teams set up.</p> <p>- has allergy or other health issues (asthma etc) been taken account of for the cooking activity ie have health forms be checked for people with allergies, provided an ingredients list for allergens wherever possible and minimise the potential contact/use of possible allergens or use alternatives. For example, gluten free flour, no eggs etc</p> <p>- has the planned cooking activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.</p>	<p>Yes</p> <p>Yes – Will check medical details before event.</p> <p>Yes</p>
<p><b>Emergency Exit Points / Access Routes</b></p> <p>- is the building / location accessible to emergency vehicles and in particular ambulances.</p> <p>- are emergency exit points known and not locked or blocked.</p>	<p>Yes</p> <p>Will check before cooking starts and during cooking.</p>
<p><b>Notes:</b></p>	
<p><b>Signed: Alan Comber</b></p> <p><b>Position: Scout Leader</b></p>	<p><b>Date(s): 17/02/2024</b></p> <p><b>Review date: n/a</b></p>