



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Hike Check List

Event: _____ Walking Weekend 2022 _____

Location: Peak District	
Activity covered by this assessment: This covers everything that should be in place before a hike starts along with monitoring for the duration of the activity.	
Item	Checked/Action
Lone working - lone working measures in place.	- No one should be on their own at any point.
Traffic/dropping off measures in place - 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.	- the routes chosen are as much as possible off road. Any stops will not be on roads unless in an emergency. - hi-viz vests or rucksack covers will be worn. Adults will supervise walking on road sections. - adults will be made aware of any areas of concern / risk ie rail crossings, dangerous crossings etc - participants will be dropped off in public car parks or laybys and moved to grassed areas.
Terrain/Route - 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.	- routes chosen to ensure they meet Terrain 0 requirements.
Manual Handling - is the kit eg rucksack etc being carried within the capability of the individuals carrying it and safe.	- kit to be checked before starting to walk.
Facilities - does the route have all the necessary facilities available eg fresh drinking water, toilets, etc.	-
Equipment Used - 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.	- kit to be checked before starting to walk.

<p>Materials / Rubbish</p> <p>- are arrangements in place to take account of rubbish generated on the hike.</p>	<p>- plastic bags will be carried.</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>- is footwear, clothing, and kit specified commensurate with the type of terrain, weather conditions and time of year.</p> <p>- have additional requirements been identified and specified eg tents, mobile phones, torches, spare clothing, first aid kits, Trangias, gas stoves 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 sleeping bags, rucksacks, clothing etc.</p>	<p>- kit list provided to participants</p> <p>- clothing and kit will be checked before starting to walk.</p> <p>- centrally provided spare kit will be brought by leaders.</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>- participants will prepare their own sandwiches for lunch and will be checked for nutritional value and emergency rations.</p>
<p>Preparation</p> <p>- 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.</p> <p>- does the route need physically checking and marked up with potential hazard spots – bad junctions, railway crossings, blind corners, steep slopes etc.</p> <p>- is a route plan required and provided.</p> <p>- is a hike practice session / event needed beforehand to prepare participants for the hike.</p> <p>- 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.</p>	<p>- routes chosen to ensure they meet Terrain 0 requirements.</p>
<p>Hike</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, • bringing any necessary kit, spare clothing, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. <p>If not act accordingly.</p> <p>- is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe or not suitable and if so act accordingly.</p> <p>- is any fuel (gas, meths, biofuel etc) being carried in an appropriate container and fit for purpose.</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 individuals carrying it and safe.</p>	<p>- participants clothing, food etc will be checked before setting off.</p> <p>- hi-viz vests or rucksack covers will be worn.</p> <p>- participants will be divided up into smaller groups of no more than 8 in each group.</p> <p>- sufficient maps, map cases etc will be provided and checked on the day.</p> <p>- spare provisions, clothing and kit will be carried by group leaders and support group.</p>

<p>- are hi-viz vests, day/ruck sack covers available and being used.</p> <p>- 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.</p> <p>- does each group have sufficient maps, route cards, compasses, gps etc suitably enclosed to cater for the weather conditions.</p> <p>- is a participant's briefing available covering issues such as:</p> <ul style="list-style-type: none"> • good walking practices – speed, dangerous terrains, keeping together, leaders at front and rear, etc. • hiking 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 steep descents, crossing main roads etc. • what to do if the route is blocked. • what to do if they are off the route. • cooking safely (if heat sources are used such as gas, meths, biofuels etc) • handling fuels, gas, gas appliances etc. <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>Personal Hygiene and Well Being</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>- water quantities and food levels will be checked before starting to walk.</p> <p>- health forms will be checked beforehand to ensure personal health issues are known and appropriately catered for including bringing any medication required – inhalers / epipens</p>
<p>Peer Led Activities</p> <p>- are the participants adequately trained and capable of completing the hike.</p> <p>- do all the young people need and have a personal walking permit.</p> <p>- is a supervision plan in place.</p>	<p>- n/a</p>
<p>Behaviour - General</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>-</p>
<p>Behaviour - Leadership</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</p>	<p>- walking permits not required. However, leaders have a lot of experience of hiking and managing young people. All have recently held walking permits but have expired due to issues getting them renewed.</p> <p>- groups will have a designated adult leader</p>

charge nominated.	
Behaviour – Interactions with members of the public - have all participants been briefed on required behaviour and code of conduct.	- will keep to the country code etc
Fire Alarm / Equipment / Doors / Emergencies / Incidents / Exit Points / Access Routes - 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 route. 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 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. - 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 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. - can you accurately define your location on your hike route in the event of an emergency ie contacting the emergency services, parents etc. - is a support group required to help with hike management, incidents and emergencies.	- All leaders will have mobile phones for emergencies. - walking group leaders will have contact details of those they are walking with along with in touch / health details - a minimum of either 2 adults or one adult/young leader will be walking with each group. - leaders will have maps and mobile phones to track where they are, at all times, along with an emergency contact list. - walking group leaders to carry additional equipment to cope with emergencies eg ropes, storm shelters etc - adults will take charge in an emergency.
Security – Kit Theft - have all participants been briefed on their responsibility for any valuable items.	- participants asked not to leave kit unattended and not bring expensive items.
Safeguarding / Lost - 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.	- Head counts will be taken at appropriate points. - If teams don't turn up on time, other leaders or support team will back track on the route to help find them.
Weather Extremes - has the weather been checked and appropriate adjustments made and bad weather activities ready if required.	- weather will be checked regularly up to the event. Hikes will be cancelled or abandoned if the weather is too bad and alternative options considered ie visit a local town/village, tourist attraction, swimming pool etc.
First Aid - 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	- at least one adult in each group will have a valid basic first aid certificate and carry a first aid kit. - a support group is available to deal with emergencies

<p>part and the types of injuries for the activity being undertaken.</p> <ul style="list-style-type: none"> - are sufficient basic first aid kits available plus any additions to take account of the activities being delivered, terrain and weather conditions. - 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 hike and any walking groups set up. - has the route 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 hike. - has the planned hike taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. 	<ul style="list-style-type: none"> - teams and participants will be analysed along with intouch/health forms to create balanced teams and suitable routes.
<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. 	<ul style="list-style-type: none"> - routes chosen to ensure they meet Terrain 0 requirements.

Camps / Residential Accommodation Check List

Event: _____ Walking Weekend 2022 _____

Location: Taxal Scout HQ, New Road, Whaley Bridge, High Peak, SK23 7JG.	
Activity covered by this assessment: 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.	
Item	Checked/Action
Lone working - lone working measures in place.	- No one should be on their own at any point.
Traffic/dropping off measures in place - dropping off and picking up area suitable and safe for participants. - vehicle arrangements in place for delivering kit, food, and parking.	- accommodation has its own car park.
Terrain, Campsite / Accommodation Layout - 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.	- The accommodation is a regularly used scout hall. - Scouts, young leaders and some adults will be sleeping in the Scout Hall. - Some adults will sleep outside in tents.
Protrusions, slips, trips, falls, collisions - 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.	- although on a slope the hall and grassed camping areas are flat.
Manual Handling - are protective gloves and safety footwear needed and available. - 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. - is any personal equipment or kit packed so that it is light enough to be carried on/off site ie not overweight.	- no heavy items are being carried.

<ul style="list-style-type: none"> - is any equipment and kit required for the event, within the capability of the individuals carrying it and safe. - 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>Campsite / Accommodation Facilities</p> <ul style="list-style-type: none"> - 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. - are the site facilities safe ie are inspected, cleaned regularly, have a risk assessment etc. - are additional facilities required eg changing/washing facilities, gazebos, mess tents, toilet tents, gas urns etc. 	<ul style="list-style-type: none"> - scout hall provides water, toilets, shower etc
<p>Storage Area</p> <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - there is plenty of space for storage in the hall and kitchen and outside in a van. - no potentially dangerous items are being taken.
<p>Kit / Equipment</p> <ul style="list-style-type: none"> - 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 - is any provided equipment and kit being used, appropriate for the age of the people involved ie can they use it etc. - 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. - 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. - 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. 	<ul style="list-style-type: none"> - kit used will be inspected before use.
<p>Chemicals, Solvents, Fuels, Adhesives Considerations (if applicable)</p> <ul style="list-style-type: none"> - if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any chemicals, solvents, glues, fuels etc - is the area well ventilated. 	<ul style="list-style-type: none"> - nothing untoward being used.
<p>Gas Considerations (if applicable)</p> <ul style="list-style-type: none"> - is a gas management strategy in place. - are carbon dioxide detectors in place. 	<ul style="list-style-type: none"> - kitchen has a gas cooker and water boiler and has carbon dioxide detector. We will also take one.
<p>Materials / Rubbish</p> <ul style="list-style-type: none"> - are arrangements in place to remove rubbish and unused materials at appropriate intervals during and at the end of camp. - 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. 	<ul style="list-style-type: none"> - hall has its own waste bin or take back home to dispose of.
<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 personal tents, mobile phones, torches, spare clothing, first aid kits, etc. 	<ul style="list-style-type: none"> - leaders will provide spare kit for emergencies ie tents, sleeping bags etc.

<p>- are there any additional safety requirements required and specified - hi-viz, swim 50m, parent permission, no jewellery, hairbands etc.</p> <p>- is centrally provided spare clothing, kit etc available if required eg pegs, tents, sleeping bags etc.</p>	
<p>Erecting Equipment</p> <p>- 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.</p>	<p>- all adults have camping/nights away experience</p>
<p>Menu / Food Storage</p> <p>- 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.</p> <p>- 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>	<p>- a menu will be produced, and the kitchen has suitable storage arrangements for food and kit.</p>
<p>Kitchen, Drinks, Tuck, Refreshments</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 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>- has water supply been checked to ascertain which taps supply drinking water and those that shouldn't be used for drinking water.</p> <p>- are appropriate food and material waste disposal facilities in place.</p> <p>- are suitable cleaning products and equipment available.</p> <p>- is access to and transporting of hot water being managed safely.</p>	<p>- scout hall kitchen will be used for cooking along with drinks in the main hall.</p>
<p>Event</p> <p><i>Preparation</i></p> <p>- does the venue / location need visiting / physically checking before the event,</p> <p><i>Setting up</i></p> <p>- 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.</p> <p>- do any areas need cordoning off and inaccessible to others and the public.</p> <p>- have participants turned up:</p> <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the event, activity(s), terrain, weather conditions and time of year, • bringing any necessary kit eg personal tents, bedding, cutlery, water bottles etc, 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 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,</p>	<p>- Anticipate no issues. Have used this building many times.</p>

<p>temperament, working together, etc.</p> <p>- is a participant's briefing required covering issues such as:</p> <ul style="list-style-type: none"> • rules / instructions / guidelines for the camp. • handling gas, gas appliances etc. • 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. <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>Personal Hygiene and Well Being</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>- will keep an eye on everyone during the event</p>
<p>Peer Led Activities</p> <p>- are the participants adequately trained and capable of completing the activity.</p> <p>- is the event covered by a young person with a valid event passport.</p> <p>- is a supervision plan in place.</p>	<p>- n/a</p>
<p>Behaviour - General</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>- participants will be asked to bring any entertainment they want. However, leaders will bring additional games.</p> <p>- The hall provides adequate space for sleeping, eating and for quiet time activities.</p>
<p>Behaviour - Leadership</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>- is the event covered by a leader with a correct Nights Away Permit and a leader in charge nominated.</p>	<p>- Event leader has a Nights Away Permit.</p>

<ul style="list-style-type: none"> - are all necessary licences, permits and permissions in place for activities being undertaken during the event. - has an up-to-date Nights Away form and risk assessment been completed and approved by the DC. - has a full programme been specified including fill-in activities. - is radios appropriate for this camp to manage activities 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 / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is appropriate fire equipment available or locations known. - are all emergency exits free from obstacles and not locked. - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal. - is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies. - are there sufficient mobile phones / landlines to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the site. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - is a robust InTouch process in place. Is a home contact required. - are the 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. 	<ul style="list-style-type: none"> - The building has appropriate fire equipment and emergency exits. - All leaders will have mobile phones for emergencies. - a full list of attendees with intouch / health form details will be available.
<p>Security / Kit Theft</p> <ul style="list-style-type: none"> - is a secure facility for valuable items available. - is a camp bank required for young people and has it been set up. - have all participants been briefed on their responsibility for any valuable items. - have measures been put in place to minimise theft. 	- valuable items can be locked away, if necessary,
<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 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. - does the layout of the site provide appropriate division of adults and young people sleeping arrangements. - have all participants been briefed on how they should deal with strangers, the site layout, the location of facilities, what to do if lost, have an 'in case of emergency' form etc. 	- Head counts will be taken at appropriate points.

<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - If weather is too bad for those sleeping in tents they will move to the hall.
<p>Fire Risk</p> <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> -
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum does someone attending have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activities being undertaken. 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. 	<ul style="list-style-type: none"> - leaders have valid first aid certificates and suitable first kits.
<p>Accessibility / Inclusiveness / Health Issues</p> <ul style="list-style-type: none"> - 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. - has allergy or other health issues (asthma etc) been taken account of for the event, catering, or activity(s). - have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. 	<ul style="list-style-type: none"> - intouch/health forms will be analysed and taken account of. Anticipate no issues.
<p>Emergency Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is the camp site / accommodation accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked. 	<ul style="list-style-type: none"> - Accommodation used before and complies with relevant standards.

Transportation Check List

Event: _____ Walking Weekend 2022 _____

Location: Kesgrave to Taxal and back and to walk starts and finishes.	
Activity covered by this assessment: This covers everything that should be in place before using a minibus, car, bus, coach etc along with monitoring for the duration of its use.	
Item	Checked/Action
Lone working - lone working measures in place.	- No one should be on their own at any point.
Traffic/dropping off measures in place - dropping of and picking up area suitable and safe for participants.	- all locations are in public/private car parks or areas that have been used safely before.
Terrain / Route - is a route map(s) or sat nav available to help with navigation. - has route been checked for suitability for the vehicle ie road width, bridge heights, weight limits etc.	- routes used are all standard roads and suitable for the vehicles being used.
Protrusions, slips, trips, falls - are all walkways etc free from trip hazards, protrusions etc.	- vehicles will be checked before setting off.
Manual Handling - is appropriate safety equipment available ie protective gloves, goggles etc - if required are appropriate lifting mechanisms (trolleys, ramps, lifts etc) in place to move kit in and out of the vehicle safely. - is any equipment, kit, etc that needs lifting in or out of the vehicle within the capability of the individuals carrying it and safe.	- No heavy kit being transported.
Vehicle Equipment - is all the vehicle equipment/kit in good working order and fit for purpose ie no faults, damage, sharp, parts aligned etc. - is all vehicle equipment/kit stowed safely away and if required strapped/fixed to prevent movement.	- vehicles will be checked before setting off.
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - at the end of the journeys ensure the vehicle(s) being used are clean and tidy, fit to be used by the next user and personal items, debris and litter are disposed of or taken away.	- rubbish bags will be provided.
Clothing / Personal kit - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that takes account of the journey, forecast weather and time of year, along with any spares that should be brought.	- participants will be asked to wear uniform and standard clothing.
Vehicle Use - is all equipment/kit being taken stowed safely away and if required strapped/fixed to prevent movement. - is the vehicle being used in good working order, fit for purpose ie no faults, damage, etc and appropriate licences and insurance in place.	- vehicles will be checked before setting off.

<ul style="list-style-type: none"> • Vehicle taxed, insured, valid MoT. • Minibus permits etc current and valid. • Checked tyres, steering, oil & water, wipers, washer water (including antifreeze), lights, indicators and seat belts/anchors and speed limiter before setting off. • Vehicle has been regularly serviced. • Vehicle not overloaded. • Is vehicle recovery in place and contact details, communication numbers and procedure known. • Is a hazard triangle required. 	
<p>Journey</p> <p>- have participants turned up:</p> <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the journey, 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 or unsafe and if so act accordingly.</p> <p>- have participants been briefed on behaviour, what not to do, what to do in an emergency, how to get out safely etc.</p> <p>- is a seating plan/list of attendees required.</p>	<p>- participants will be checked before setting off.</p>
<p>Personal Well Being</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, 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>- has vehicle allocation taken account of any medical (car sickness etc) issues.</p> <p>- If medication for travel sickness is required by any passengers prior to a journey, ensure it is taken.</p> <p>- Be aware of any allergies / medical conditions that passengers might suffer from before starting the journey and ensure that proper precautions are taken.</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>- health forms will be checked for medical issues and appropriate adjustments made.</p>
<p>Behaviour - General</p> <p>- are any passengers likely to be unsafe due to their behaviour and appropriate measures taken such vehicle allocation.</p>	<p>-</p>
<p>Behaviour - Leadership</p> <p>- have leaders been briefed on their role.</p> <p>- are there sufficient leaders / helpers available to manage the number of passengers.</p> <p>- has the driver got a valid driving licence for the vehicle.</p> <p>- is someone familiar with the safe operation of the vehicle eg locking, disabled</p>	<p>- drivers have experience of transporting young people and relevant licences.</p> <p>- stops will be provided on journey up and back.</p>

<p>access methods etc.</p> <ul style="list-style-type: none"> - are suitable stops in place to reduce tiredness / driver fatigue. 	
<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 / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is a fire extinguisher required and available. - 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 journey. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - do the leaders and participants know what to do in an emergency including critical incidents. - 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 first aid and emergency procedure been put in place and participants know what it is. - can you accurately define your location in the event of the emergency services need to be called. 	<ul style="list-style-type: none"> - All leaders will have mobile phones for emergencies. - a full list of attendees with intouch / health form details will be available.
<p>Security / Kit Theft</p> <ul style="list-style-type: none"> - have measures been put in place to minimise theft. - have all participants been briefed on their responsibility for any valuable items. 	<ul style="list-style-type: none"> - vehicles will be locked when not being used. - kit list will specify personal responsibility for any valuable items brought along.
<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 supervision levels adequate (at least 2 adults in vehicle unless an emergency). - 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 person procedure been put in place. - consider the need for young people to use their own mobile phone. 	<ul style="list-style-type: none"> - Head counts will be taken at appropriate points.
<p>Weather Extremes</p> <ul style="list-style-type: none"> - has the weather been checked and appropriate adjustments made. 	- no specific issues identified.
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum has someone attending have a valid basic first aid certificate and 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. - are sufficient basic first aid kits available plus any additions to take account of the activities being delivered and weather conditions. 	<ul style="list-style-type: none"> - leaders have valid first aid certificates and suitable first kits. - sick bags etc will be available in the minibus.

<p>- are sick bags / buckets and appropriate paper towels and disinfectants required and available.</p>	
<p>Accessibility / Inclusiveness / Health Issues</p> <p>- Has the route been appropriately planned, taking into account, the passengers, any safety concerns etc.</p> <p>- have accessibility, ability, disability, age, gender, behavioural issues etc been taken account of in the planned journey and any vehicle allocation groups set up.</p> <p>- has allergy or other health issues (asthma etc) been taken account of for the planned journey.</p> <p>- As far as possible ensure the vehicle caters for any passenger disability issues – wheelchairs, frames, sticks etc.</p>	<p>- intouch/health forms will be analysed and taken account of. Anticipate no issues.</p>
<p>Emergency Exit Points</p> <p>- are emergency exit points known and not locked or blocked.</p>	<p>- will be checked when vehicles use.</p>
<p>Notes:</p>	
<p>Signed: <i>Alan Camber</i></p> <p>Position: Scout Leader</p>	<p>Date: 21 Aug 22</p> <p>Review date: n/a</p>