



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Art, Crafts, Challenges and Simple Activities Check List

In addition to the Section Meeting and Event Check List

Event: _____

Location: Any location - Scout Hall, surrounding area, Kesgrave and generally for any building, location, activity, event, or meeting.	
Operation covered by this assessment: This covers everything that should be in place for Art, Crafts and Challenges.	
Item	Checked/Action
Lone working - lone working measures in place.	
Accommodation / Venue - does the area need visiting / physically checking before the activity(s) take place. - is the area suitable eg level enough, no drops, not near water etc. - is the area at risk from mosquitos, ticks, snakes, animal faeces etc and appropriate measures taken. - can the activity be catered for safely taking account of numbers taking part, space required, free movement of people etc.	
Facilities - are additional facilities required eg washing facilities, gazebos, etc.	
Protrusions, slips, trips, falls, collisions - is the area suitable eg level with no holes, bumps, loose carpet edges, electrical cables, water pipes, ropes, icy, wet, tree roots etc. - is the area free from sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment etc. - is the area free from clutter, rubbish, spills, shards etc. - are all electrical cables, water pipes etc crossing walkable areas adequately protected to prevent them becoming trip hazards ie covered by cable protectors or similar solutions. - are lighting levels commensurate with the activity being undertaken. - are appropriate barriers / bollards / cordoned off areas required and in place. - are ramps required and in place (for wheelchairs, trolley's etc). - is the area laid out safely ie structures in straight lines, tied down adequately, hazard tape used where appropriate, gaps between items suitable, etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc - are suitably trained people or people with relevant qualification(s) available if an activity (eg part of a challenge etc) is above floor level where a ladder, steps or tower is required.	
Storage Areas - are designated areas set aside for the storage of art, craft, challenge, activity kit and potentially dangerous items eg knives, saws, drills, etc and appropriately protected ie barriers/bollards, cupboards in place and for dangerous items ideally locked away.	

Kit / Equipment - is any provided equipment and kit being used: • in good working order and fit for purpose ie been inspected for obvious damage, faults, sharp edges etc, and if not fit for purpose or unsafe to use, taken out of service and repaired/replaced as appropriate. • appropriate for the planned activity eg right tool for the right job etc, suitable for the environment being used (indoors / outdoors) and for the age of the people involved ie can they use it safely etc. and as safe as practical ie soft, lightweight etc - are appropriate transportation mechanisms (trolleys, barrows etc) required and in place to move kit and equipment to and from the locations used and fit for purpose, not overloaded etc. - consider counting in and out potentially harmful and attractive kit and equipment eg knives, lighters etc - is all the potential hazardous equipment and kit, combustible materials/substances, dangerous chemicals, waste, fuels, solvents, glues etc, being used, stored, locked and stacked safely when used and not being used. - are activity items, kit, equipment etc being removed and placed in a safe area or designated storage area when no longer required and appropriately stacked/stored and put away clean and dry at the end of the meeting or event.	
Electrical Considerations (if applicable) - is any electrical equipment being used appropriate, PAT tested, inspected and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress. - is any electrical appliances set up correctly ie sockets not overloaded, no multiple way connectors cascaded, protected by trips etc. - has any electrical 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.	
Gas Considerations (if applicable) - is any gas equipment being used appropriate, tested and inspected for damage. - are any gas appliances set up correctly ie tested for leaks, bottles upright and positioned correctly, stored correctly etc. - is a gas management strategy in place. - are carbon dioxide detectors in place. - has any gas 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.	
Fire / Hot Surface Considerations (if applicable) - is any equipment being used appropriate, tested and inspected for damage. - if appropriate, are measures (storage, handling, PPE, use, fire precautions, emergency procedures, first aid /burns kits etc) in place for the use of any fires, hot surfaces etc. - are any naked flames (burners, fires etc) or hot surfaces located away from flammable substances or materials and not being used directly on inappropriate surfaces such as tables, tarmac surfaces, grass etc to minimise burn risks, damage and fires getting out of hand. - has any fire / hot surface equipment and kit been extinguished, left to cool and if appropriate put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations. (use additional check lists for any cooking being undertaken and fires being lit)	
Fuels, Chemicals, Solvents, Adhesives Considerations (if applicable) - are any fuels, chemicals, solvents, adhesives etc being used, stored in appropriate safe containers/packaging. - if appropriate, are measures (storage, handling, PPE, use, training, emergency procedures/equipment, first aid/burns kit etc) in place for the use of any chemicals, solvents, glues, fuels etc - is the area well ventilated. - are any fuels, chemicals, solvents, adhesives etc been put away clean and dry at the end of the meeting or event, stored in a safe container /packaging, and appropriately stacked/stored and in the correct locations.	

Materials / Rubbish - are arrangements in place to remove rubbish, unused materials, leftover glue / solvents, chemicals etc, at appropriate intervals during the activity. - at the end of the activity ensure the 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.	
Clothing / Personal kit - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the venue, terrain, activity being undertaken, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg aprons, etc. - are there any additional safety requirements required and specified - no jewellery, hairbands etc.	
Putting Out / Erecting Equipment - is all erectable kit eg tables, gazebos etc erected safely – adults have suitable experience / training. Young people supervised as required.	
Preparation - do parents need informing of anything their young person needs to wear (old clothes etc) or bring eg items for a craft night, science night, art items etc.	
Activity Area - is the area and set up/layout, appropriate for the activity(s) eg surfaces, spacing, kit used, storage areas etc - has the area been set up to minimise risks between activities ie heat sources in different area to glueing etc. - does any part of the activity area need cordoning off and inaccessible to others and the public. - are additional coverings/protective surfaces or kit required and in place eg cutting boards, metal trays, jigs etc to prevent damage caused by heat sources, cutting tools, spillages etc and injuries to people	
Activity - Art, Craft, Challenge or simple Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the activity(s), terrain, weather conditions and time of year, • with any jewellery, hair etc appropriately worn for the activity. • with 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. If not act accordingly. - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe not suitable and if so act accordingly. - is personal PPE such as eye protection, gloves, aprons, hair covers, required, available and being worn. - is PPE, kit and tools required to handle hot items safely available and being used eg heat gloves, hot cloths, tongs, appropriate lifting devices etc. - do participants need sorting into smaller groups. Do groups need to be well matched in terms of size, height, weight, age, ability, temperament, working together, etc. - is a participant's briefing required covering issues such as: • rules, safety rules and guidelines required for the activity(s) • handling chemicals, glues, solvents, gas, gas appliances etc. • the need to clean hands periodically • keeping out of restricted or dangerous areas (storeroom, boiler room, chemical cupboards, stairs, lift, trailers, activity storage areas etc) and being kept locked/protected or barriers/bollards in place. - is training / a demonstration required on using the equipment/kit and/or carrying out the activity.	

Manual Handling - has the venue been laid out to minimise the need to carry kit and equipment any further than is necessary. - are protective gloves, safety footwear, goggles etc needed and available. - if appropriate are mechanical aids available to lift heavy kit and equipment during the activity. - is any lifting training/reminders required. - is any equipment and kit required for the activity within the capability of the individuals carrying it (on their backs or in their hands) and safe. - is any equipment and kit required for the activity, that is on top of cupboards or above head height, safe and can be lifted down and put back safely.	
Personal Hygiene and Well Being - do participants have sufficient/adequate personal care products for the activity(s) taking in to account the venue, time of day and the time of year eg sun cream, paracetamol, lip balm, glasses, hats etc. - have issues such as ticks, mosquitos etc been taken account of eg wearing long trousers/shirts, insect repellent etc. - 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. - has the event been assessed for needing measures to be put in place to identify health issues including emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free etc.	
General Behaviour - are any participants likely to be unsafe due to their behaviour and appropriate measures taken. - have participants been briefed on behaviour and safety rules for the activity and a clear communication method in place to stop the activity in an emergency. - are there separate quiet/safe areas available for people not taking part in the art, craft or challenge.	
Leadership - have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc. - are there sufficient leaders / helpers available to run the activity safely. - do the leaders and helpers running the activity have necessary experience to run them safely.	
Per Led Activities - are the young people adequately trained and capable of running the activity. - is a supervision plan required and in place.	
Accessibility / Inclusiveness / Health Issues - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned activity(s) and any activity groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of for the activity. Also have health forms be checked for people with allergies etc and minimise the potential contact/use of possible allergens or use alternatives. Examples issues: nuts in a bird feeder etc - has the planned activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.	
Fire Alarm / Equipment / Emergencies / Incidents - is appropriate fire equipment eg fire blankets/extinguishers available or locations known. - 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.	

- are group details, Intouch and health information readily available in case of an incident or emergency either in paper format or electronic eg OSM. - is a first aid or emergency procedure 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.		
Emergency Exit Points / Access Routes - is the area accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked.		
First Aid / Injuries that need treatment - as a minimum does someone attending have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders available locally to deal with the numbers taking part and the types of injuries that might occur. Is a dedicated first aider required. - are sufficient basic first aid kits available along with any additions identified and available to treat scalds / burns, cuts, pin pricks, bites etc along with appropriate first aid kit items etc. - is a bucket of cold water or a running tap available nearby for the immersion of burns. - have first aid kits been inspected for out-of-date items and put aside/ replace. - check that no pills or medication is stored in general first aid kits. - if appropriate have instructions been provided for certain diseases – weils, ticks etc. - if required has an accident form / HQ process been completed.		
Security / Theft - is a secure facility for valuable or dangerous items/kit required and available. - have measures been put in place to minimise theft.		
Safeguarding - are adequate supervision ratios in place.		
DBS / Scouting - are all adults (leaders and any helpers) and young leaders aware of current scouting guidelines eg yellow card etc or recent rule changes.		
Other Control Measures - have any injuries, near misses, loss or damage of property, faulty/unsafe equipment, out of date or missing first aid items, etc been reported to the Trustees for discussion at their regular meetings.		
Weather - has the weather forecast been monitored leading up to the activity and appropriate adjustments made and bad weather alternatives ready if required. Are plans in place to monitor the weather during the activity and adjust as required. - are torches required		
Notes:		
Signed: Position:	Date(s): Review date:	