



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Maypole and Morris Dancing 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 maypole/morris dancing.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic / dropping off / picking up measures - vehicle movement arrangements in place for dropping off the maypole etc.	
Venue - does the venue / location need visiting / physically checking before the dancing takes place. - is the area suitable eg level enough, no drops, not too near water etc. - can the dancing be catered for safely taking account of numbers taking part, space required for the dancing etc.	
Facilities - are additional facilities required eg gazebos, etc.	
Protrusions, slips, trips, falls, collisions - is the dancing surface suitable and safe eg no holes, bumps, loose carpet edges, electrical cables, 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 lighting levels commensurate with the dancing being undertaken. - are appropriate barriers / bollards / cordoned off areas required and in place. - 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 putting up the maypole etc) is above floor level where a ladder, steps or tower is required.	
Storage Area - are designated areas set aside for the storage of the maypole/morris dancing equipment.	
Kit / Equipment - is any maypole/morris dancing equipment and kit inc sticks being used: - in good working order and fit for purpose ie 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.	

- are appropriate transportation mechanisms (trailers, cars, trolleys etc) required and in place to move kit and equipment to and from the location and during the activity. - when using any vehicle (van, car etc) and/or trailer for transporting kit / equipment ensure it is fit for purpose, isn't going to be overloaded, load weight is distributed appropriately (60/40% rule), large items tied down, loads secured to avoid movement, lightweight items higher, lights working etc. and for trailers is within the towing limits of the vehicle pulling it. - is all the maypole/morris dancing equipment and kit, being used, stored and stacked safely when not being used and not being used. - is the maypole/morris dancing equipment and kit being removed and placed in a safe area or storage area when no longer required and appropriately stacked/stored and being put away clean and dry at the end of activity.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the dancing. - at the end of the maypole/morris dancing 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.	
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, type of dancing, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg maypole dancing clothing etc. - are there any additional safety requirements required and specified - permission, no jewellery, hairbands etc.	
Putting Out / Erecting Equipment - is all erectable kit eg maypole, gazebos etc erected safely – adults have suitable experience / training. Young people supervised as required.	
Dancing Area - is the area and set up/layout, appropriate for the dancing eg surfaces, spacing, kit used etc. - does the dancing area need cordoning off and inaccessible to others and the public, so no one can get caught up in the dancing etc.	
Dancing - are the dances being performed of a suitable level for the age range and not likely to cause safety issues. For example at level 1 in the Maypole Manual which are less likely to result in entanglements (https://the-maypole-manual.co.uk/shop/). - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the venue, terrain, weather conditions and time of year, • with any jewellery, hair etc appropriately worn for the activity. • bringing any necessary kit, 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 or not suitable and if so act accordingly. - is personal PPE such as gloves, required available, and being worn. - do participants need sorting into smaller groups/teams. Do groups/teams need to be well matched in terms of size, height, weight, age, ability, temperament, working together, etc. - are any rules, safety rules and guidelines required for the dancing and available and need explaining clearly and concisely before commencing the dancing. For example, STOP command, holding the ribbon, slack rolled into a ball, not wrapping the ribbon around hands and arms, not approaching the base, tapping sticks, spreading out evenly around the pole etc - do participants need to be given training / a demonstration / video of maypole / morris dancing correctly before actual dancing starts.	

Manual Handling - has the venue been laid out to minimise the need to carry maypole kit and equipment any further than is necessary and/or allow vehicles as close as possible to where it needs to be delivered (commensurate with minimising any traffic issues). - are protective gloves and safety footwear needed and available. - are appropriate transportation mechanisms required and in place to move the maypole, base, kit and equipment for the dancing to and from the area used and during the game. - is any lifting training/reminders required. - is any equipment and kit being carried by participants within the capability of the individuals carrying it and safe. If not act accordingly.	
Personal Hygiene and Well Being - do participants have sufficient/adequate personal care products for the dancing 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 dancing and a clear communication method in place to stop the dancing in an emergency ie not running around, hitting others with sticks, not throwing sticks etc. - are there separate quiet/safe areas available for people not taking part in the Maypole / Morris dancing activity.	
Leadership - have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc. Especially checking the pole is not being pulled over. - are there sufficient leaders / helpers available to run the dancing safely. - do the leaders and helpers running the dancing have the necessary experience to run them safely.	
Per Led Activities - are the young people adequately trained and capable of running the dancing. - is a supervision plan required and in place.	
Public and Other site Users - have all participants been briefed on required behaviour and code of conduct.	
Accessibility / Inclusiveness / Health Issues - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned dancing and any teams set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of for the game(s). 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: nut allergies etc - has the planned dancing taken account of additional environmental hazards such as heatstroke, sunburn etc	
Emergencies / Incidents - 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 required and in place and do leaders and participants know what it is. - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal. - 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 location 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 to deal with the numbers taking part and the types of injuries that might occur. Is a dedicated first aider required. - are sufficient basic first aid kits available plus any additions to take account of the activity being delivered, terrain and weather conditions. - 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 and if any pills/medication is required it is stored separately. - if required has an accident form / HQ process been completed.	
Security / Theft - 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. - where vehicles (vans, lorries, minibuses etc) and/or trailers are used to transport kit and equipment, the person doing so has the necessary driving licence.	
Weather - has the weather forecast been monitored leading up to the event and appropriate adjustments made and bad weather activities ready if required. Are plans in place to monitor the weather during the event and adjust activities as required.	
Notes: 	
Signed: Position:	Date(s): Review date: