



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Orienteering Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before starting an orienteering event along with monitoring for the duration of the activity.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic / dropping off / picking up measures - has the course chosen minimised risks from traffic. - have any control areas / bases 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. - are traffic volumes high enough to consider the use of minibuses, coaches etc in order to reduce potential issues. - should participants be encouraged to share transport. - are hi-vis jackets or rucksacks / daysack covers required.	
Terrain / Route - does the course keep to routes/areas that walking is permitted. - is the area suitable for the orienteering event 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. - can the activity be carried out safely in the area chosen, taking account of numbers taking part, space required etc. - is the area chosen within the terrain and adventurous permit rules for those supervising the activity.	
Facilities - does the area have all the necessary facilities available eg fresh drinking water, toilets, etc. - are any additional facilities required eg gazebos etc.	
Kit / Equipment - 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. 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 and for the age of the people involved ie can they use it safely etc. and as safe as practical. - consider counting in and out potentially harmful and attractive kit and equipment eg knives, lighters, compasses etc	

- is all the potential hazardous equipment, kit, tools, fuels etc, being used, stored, locked and stacked safely when used and not being used. - is any provided kit or equipment being removed and placed in a safe area or designated storage area when no longer required and appropriately stacked/stored and being put away clean and dry at the end of the meeting or event,.	
Fuels - are any fuels (gas, meths, gas, bio etc) going to be carried, safely and in appropriate containers / packaging. - are any fuels, etc been put away clean and dry at the end of the 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 and unused materials at appropriate intervals during the activity. - at the end of the event ensure the area being used and surroundings are clean and tidy, any caches/markers recovered 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 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 mobile phones, torches, spare clothing, first aid kits, tranguias, gas stoves etc. - are there any additional safety requirements required and specified - hi-viz, parent permission, no jewellery, hairbands etc. - is centrally provided spare clothing and kit available if required eg,rucksacks, clothing etc.	
Putting Out / Erecting Equipment - is all erectable kit eg tables, feather flags, gazebos, etc being carried and erected safely – adults have suitable experience / training. Young people supervised as required.	
Menu / Food Storage - does the food provided take account of the facilities and cooking options available, is nutritionally healthy and provides sufficient calories to cover the expected energy levels required and takes account of dietary and allergy requirements of the participants. - are food storage arrangements available to meet food safety guidelines ie keeping food fresh, etc and provide adequate protection eg sandwich box etc. - are appropriate food and waste material arrangements available to store correctly and dispose of at the end.	
Preparation - has the course taken account of breaks, toilets, the amount of daylight and weather conditions for the time of year, exposure to high wind and rain etc. - does the course need physically checking before the event, setting out of caches / markers on the day and course plan marked up with potential hazard spots – bad junctions, railway crossings, water, steep slopes etc. - is a course plan required and provided for participants. - is there a master map available for leaders that identifies the exact locations or has hints or answers on it on the day to help the participants as necessary or find the location in an emergency. - are the caches / markers in safe places. - is an orienteering practice session / event needed beforehand to prepare participants for the event. - is a session / event needed before the event to check kit being taken eg rucksack size, clothing, waterproofs etc are suitable and withing carrying limits of the individual. - have parents been informed of the outline details of the orienteering event – 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 to check how participants get on.	
Orienteering Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the event, terrain, weather conditions and time of year, • with any jewellery, hair etc appropriately worn for the event. • 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. 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. - are any fuels (gas, meths, gas, bio etc) being carried in appropriate containers / packaging and stowed correctly. - are rucksacks, day sacks etc, fit for purpose and secured with no loose/sticking out elements. - are hi-viz vests, day/ruck sack covers available and being used. - do participants need sorting into smaller groups. Do groups need to be well matched in terms of ability, temperament, working together, etc. Do group sizes to meet scouting permit requirements. - does each group have sufficient maps, compasses, gps etc suitably enclosed to cater for the weather conditions. - is a participant's briefing available covering issues such as: • the objectives of the orienteering activity. • good walking practices – speed, dangerous terrains, keeping together 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 crossing main roads etc. • what to do if a route is blocked. • What to do if they are outside the orienteering area. • cooking safely (if heat sources are used such as gas, meths, biofuels etc) • handling fuels, gas, gas appliances etc. - is training / a demonstration required on using the equipment and carrying out the activity. - do leaders to consider carry spare kit, clothes, food, drinks etc. - is a support group required to provide spare clothing, food, hot/cold drinks etc.	
Manual Handling - is kit being carried by participants ie on their backs within the capability of the individuals carrying it and safe.	
Personal Hygiene and Well Being - 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, hat etc. - are separate arrangements required to deal with feminine hygiene issues. - have issues such as ticks, mosquitos, snakes etc been taken account of eg wearing long trousers/shirts, insect repellent etc. - 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. - If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time. - If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, epipens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in	

an emergency. - has the event been assessed for needing measures to be put in place to identify health in 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 – not playing with caches/markers, etc and a clear communication method in place to stop the activity in an emergency	
Leadership - have leaders been briefed on their roles eg supervising, navigating etc. - are there sufficient leaders / helpers available to run the activity. - do the leaders and helpers running the activity have suitable experience to run the activity. - is the event covered by a leader with a correct Walking Permits and a leader in charge nominated.	
Peer Led Activities - are the participants adequately trained and capable of completing the activity. - do all the young people need and have a personal walking permit. - is a supervision plan in place.	
Public and Other 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 event and any orienteering groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of for the camp. 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 food etc - has the planned hike taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.	
Emergencies / Incidents - 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 area. 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. - If groups are split into smaller groups, consider whether the group leader needs to maintain a list of who is in each group and have their contact details and any details of any medical or other issues readily available. - 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 taking part, 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 orienteering 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 orienteering course in the event of an emergency ie contacting the emergency services, parents etc. - is a support group required to help with orienteering management, incidents and emergencies.	

Emergency Access Routes - is the orienteering area accessible to emergency vehicles and in particular ambulances or within POR hiking rules for the terrain classification. - do emergency exit routes need defining to get back to a more accessible place in the event of an emergency	
First Aid / Injuries that need treatment - as a minimum does someone attending in each walking 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 part and the types of injuries for the activity 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. - 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. - are the details of the local A&E department, local doctors, pharmacies etc known. - are facilities available to securely store and if necessary keep cool, 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 inc a dedicated first aider. - if required has an accident form / HQ process been completed.	
Security / Theft - have measures been put in place to minimise theft. - have all participants been briefed on their responsibility for any valuable items.	
Safeguarding / Lost - are adequate supervision ratios in place. - has the venue been assessed for being an area where stranger / public access is likely and appropriate measures considered eg wearing of scarves, arm/wrist bands, group branded t-shirts etc. - is a clear procedure for handing over eg dropping off and collecting, young people, that is appropriate for the age ranges taking part, in place and parents informed of the details. - have all participants been briefed on how they should deal with strangers, the site layout / boundaries to stay within, the location of facilities, what to do if lost / separated, keeping in groups/accompanied by someone else, not wandering off, etc. - have arrangements been put in place to keep a register of people taking part, what groups they are in and changes throughout the event, along with head counts. - are there adequate maps and devices to ensure leaders know where they are at all times. - 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. - consider the need for young people to use their own mobile phone.	
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 licences.	

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 event as required.
- are torches required

Notes:

Signed:

Position:

Date:

Review date: