



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Parades Check List

Event: _____

Location: Anywhere	
Operation covered by this assessment: This covers everything that should be in place for parades.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic / dropping off / picking up measures - has the route chosen minimised risks from traffic. - if appropriate, are additional safety measures required and in place eg crowd barriers, road closures, police/marshalls etc - dropping off and picking up area suitable and safe for participants. - are hi-viz jackets required for any participants / marshalls.	
Terrain / Route - does the route / location need visiting / physically checking before the parade takes place. - is the area suitable eg level enough, away from steep drops, water, traffic etc. - can the parade be catered for safely taking account of numbers taking part, space required etc.	
Facilities - does the route have all the necessary facilities eg toilets, etc. - are additional facilities required eg - gazebos, tables, water stops etc.	
Protrusions, slips, trips, falls, collisions - is the route surfaces suitable and safe eg no holes, bumps, wet, tree roots etc. - is the route free from sharp, damaged, or protruding permanent and movable fixtures - is the route free from clutter, rubbish, spills, shards etc. - are any parts of the route icy or covered in snow, if so consider avoiding the icy/snow covered parts or where this is not possible, suitably treat with salt or other suitable solution and/or clear snow away. - 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 etc) - are areas being used 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.	
Storage Area - are designated areas set aside for the storage of the any equipment and kit.	
Kit / Equipment - is any provided activity equipment and kit 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 and taken out of service and repaired/replaced as appropriate.	

• suitable for the environment being used, and appropriate 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 fishing lines, hooks, etc - is all the activity equipment and kit, being used, stored, locked and stacked safely when used and not being used. - is the activity equipment, kit 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,.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - at the end of the 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.	
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 activity, terrain, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg mobile phones, snacks, drinks, torches, etc. - are there any additional safety requirements required and specified - hi-viz, etc.	
Putting Out / Erecting Equipment - is all erectable kit eg gazebos etc erected safely – adults have suitable experience / training. Young people supervised as required.	
Preparation - Do parents need informing of the outline details of the event/activity – where, duration, activities undertaken, clothing and kit required etc.	
Activity Area - is the area and set up/layout, appropriate for the activity(s) eg surfaces, spacing, kit used, storage area etc. - does the activity area need cordoning off and inaccessible to others and the public, so no one can get in between the participants etc.	
Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the venue, activity(s), terrain, weather conditions and time of year. • with any jewellery, hair etc appropriately worn for the activity. • With 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. - are hi-viz vests required, available and being used. - is a participant's briefing required covering issues such as: • any rules, safety rules and guidelines required for the parade • carrying flags etc • where to stand and what to do at specific points in the parade ie salutes etc - do any participants need to be given training / a demonstration of parading, saluting, carrying the flag etc. - do leaders need to consider carrying spare kit, clothes, drinks etc.	
Manual Handling - is any equipment and kit required for the parade eg flags etc 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 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 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 and safety and a clear communication method in place to stop the activity in an emergency.	
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 parade safely. - consider having a parade marshal to manage the parading. - do the leaders and helpers managing the parade have the necessary experience to run it safely.	
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 parade. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of for the parade. 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 activity(s) 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 (landline) 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 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. - 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, emergency, sending someone home or cancellation procedure been put in place 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 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 type of parade, 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 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 route been assessed for being an area where stranger / public access is likely and appropriate measures considered eg wearing of uniforms / 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 route to stay on, the location of facilities, what to do if lost / separated, not wandering off, etc. - have arrangements been put in place to keep a register of people taking part, what and changes throughout the activity 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. - 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 - does the parade comply with all legal requirements ie licences, permits for closing roads etc - do any statutory bodies need to be notify ie local councils, emergency services etc - does the parade need additional support ie the police or first aid services etc - 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 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: