



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Pioneering Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before starting a pioneering project 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 - vehicle movement arrangements in place for dropping off kit eg poles, ropes, pulleys etc.	
Terrain / Layout - does the venue / location need visiting / physically checking before the activity commences. - is the build area suitable eg level enough, no sharp drops nearby etc. - is the area at risk from mosquitos, ticks etc and appropriate measures taken. - can the activity be catered for safely in the area chosen, taking account of numbers taking part, space required, free movement of people etc.	
Facilities - are any additional facilities required eg gazebos etc.	
Protrusions, slips, trips, falls, collisions - is the build area suitable eg no large holes, bumps, wet, tree roots etc. - Is the surface soft enough to minimise falling injuries or are crash mats or other suitable solutions required and in place. - is the build area free from clutter / rubbish / spills / shards. - is the build area free from sharp, damaged, or protruding permanent and movable fixtures eg fences, tree branches etc, especially hazards under any structure off the ground (rope bridge etc). - are lighting levels commensurate with the pioneering project being undertaken. - are barriers / bollards / a cordoned off area required and in place. - are ramps required and in place (for wheelchairs etc) - is the area 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 pioneering kit and equipment.	
Kit / Equipment - is all the provided kit and equipment (eg spars, ropes, pulleys 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 (indoors / outdoors) and for the age of the people involved ie can they use it safely etc. and as safe as practical - when using any vehicle (van, car tc) 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 pioneering equipment and kit being used, stored and stacked safely when used and not being used. - is the pioneering equipment and kit etc 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.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - at the end of the pioneering project 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 terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought. - are there any additional safety requirements required and specified eg no jewellery, hairbands, shoelaces done up, feet covered etc	
Putting Out / Erecting Equipment - is all erectable kit eg gazebos etc being carried and erected safely – adults have suitable experience / training. Young people supervised as required.	
Activity Area - is the area appropriate for the activity(s) eg surfaces, spacing, kit used, storage areas etc to minimise risks - does the activity area need cordoning off and inaccessible to others and the public.	
Pioneering Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the venue, activity(s), terrain, weather conditions and time of year. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, etc. • bringing any necessary kit, spare clothing and any other additional requirements specified. • hair tied back, jewellery removed, 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 eye protection, hair covers, gloves required, available and being worn. - do participants need sorting into smaller pioneering groups. Do groups need to be matched in terms of ability, temperament, working together, etc. Do groups need to meet scouting permit/POR requirements. - have participants been briefed on how to handle the pioneering kit safely, what not to do, what to do in an emergency, how to build it safely, how to use it safely, knots to use etc. - is training / a demonstration required on using the equipment and carrying out the activity. - is there a plan of the structure available. - if trees are being anchored to then are they suitable for the intended pioneering project ie can take the strain or weight.	

- are arrangements in place to check, minimise safety issues and test the structure before use.	
Manual Handling - has the venue been laid out to minimise the need to carry 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 (trolleys, trailers etc) in place to move kit to and from the area used and 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 and safe. If not act accordingly.	
Personal Hygiene and Well Being - do participants have sufficient/adequate personal care products for the event taking in to account the venue, time of day and the time of year eg sun cream, lip balm, glasses, torch, hat etc. - have issues such as ticks, mosquitos, snakes 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 pioneering 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 – not playing with it unsupervised, running around etc 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 pioneering project.	
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. - do the leaders and helpers running the activity have suitable experience to run the activity. - are all necessary permits and permissions in place especially for high ropes, aerial runways, zip wires etc.	
Peer Led Activities - are the participants adequately trained and capable of completing the activity. - is a supervision plan in place.	
Accessibility / Inclusiveness / Health Issues - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned activity and any pioneering groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo, etc) been taken account of for the planned activity(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: nuts in a bird feeder, food etc. - has the planned activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.	
Fire Alarm / Equipment / Doors / 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 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 or 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.	
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 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 eg tweezers, burn kits etc. - 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: Review date: