



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Rafting Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before starting a rafting 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 - dropping off and picking up area suitable and safe for participants. - vehicle movement arrangements in place for dropping off kit eg poles, ropes, barrels etc.	
Terrain / Layout - does the venue / location need visiting / physically checking before the activity commences. - is the area suitable eg level enough, away from sluice gates, weirs, overflow pipes, locks, fast currents, slippery steps, overhead cables, no livestock, away from cliffs where stones could be dislodged and fall etc. - is the area downstream or around the corner also suitable/safe (in case someone falls in the water and is taken there). - will you be able to get a person out if they fall in. - if entering the water, can you get in and out easily, no deep mud or vegetation, no rocks, roots, rusty cans or wires, depth below knee height for moving water and waist height for static water. - if area is tidal, have you checked for the times of high tide and taken account of it and including strong local currents ie getting cut off, not being able to retreat quickly enough or being submerged 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 - does the location have all the necessary facilities available eg fresh drinking water, toilets, waste disposal points (water, food, packaging) etc. - are additional facilities required eg changing/washing facilities, toilet tents etc.	
Protrusions, slips, trips, falls, collisions - is the build area suitable eg level with no large holes, bumps, wet, tree roots etc. - 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. - are lighting levels commensurate with the rafting project being undertaken. - are appropriate barriers / bollards / cordoned off areas 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 rafting kit and equipment.	
Kit / Equipment - is all the provided kit and equipment eg spars, barrels, ropes, buoyancy aides 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. - 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 rafting kit and equipment being used stored and stacked safely when used and not being used. - has the rafting kit and equipment etc being removed and placed in a safe area or designated storage area when no longer required and appropriately stacked/stored and being been 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 rafting 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 including any specific safety requirements / rules specified in POR - hi-viz, no jewellery, hairbands, glasses straps, shoelaces done up, feet covered (no crocs, wellingtons etc), whistle, swim 50m etc. - is centrally provided spare clothing and kit available if required eg cagoules, footwear, towels 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.	
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 appropriate for the activity 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.	
Rafting Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the venue, activity, terrain, weather conditions and time of year. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. • Especially ensure participants are wearing suitable footwear – cover feet, footwear doesn't come off easily (no crocs, wellingtons etc), laces done	

up etc. • bringing any necessary kit, spare clothing and any other additional requirements specified. • hair tied back, jewellery removed, pockets emptied of inappropriate items etc • with existing cuts covered eg with a waterproof plaster 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. - do participants need sorting into smaller rafting groups. Do groups need to be matched in terms of ability, temperament, working together, etc. Do groups need to meet any scouting permit requirements. - have participants been briefed on how to handle the rafting 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. - are arrangements in place to check, minimise safety issues and test the structure before use. - Is a tow line available and been attached to the raft if required. Will the tow line need to be held whilst the raft is on the water (due to fast flowing water etc). - is a throw line / lifebelt available at the water's edge along with a knife(s) to cut ropes in an emergency. - are buoyancy aids tested, fit for purpose and correctly fitted and worn for all those entering the water or may need to enter the water ie supervisors. - is a support craft required to be on the water manned by suitably qualified people.	
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 needed and available. - are appropriate transportation mechanisms (trolleys, trailers etc) in place to move kit around. - 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 time of day and the time of year eg sun cream, lip balm, glasses, hat etc. - have any existing cuts covered eg with a waterproof plaster. - have issues such as mosquitos 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, epi pens 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. - are participants able to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. If not for non-swimmers, at the discretion of the person in charge, ensure appropriate precautions are taken. See POR 9.13.1.	

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 rafting 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. - is the event covered by a leader with a correct Rafting Permit and a leader in charge nominated. You don't need a permit for activities on Class C waters (safe, inland water less than 100m wide).	
Peer Led Activities - are the participants adequately trained and capable of completing the activity. - do all the young people have a personal rafting permit. - is a supervision plan 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 activity and any rafting 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 food etc. - has the planned activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. - have appropriate measures been assessed and in place for non-swimmers.	
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 used. 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, emergency, sending someone home or cancellation procedure been put in place 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 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 has 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. - 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. - if appropriate have instructions been provided for certain diseases – weils, ticks etc. - 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 - 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, public areas / toilets etc. - have arrangements been put in place to keep a register of people taking part, what groups they are in 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.	
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 - do checks need to be made on water quality in the area being used. - is the water cloudy or frothy on the day and so should be avoided. - 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: