



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Section Meetings and Events Check List

Every meeting / event unless stated otherwise

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 before a meeting, activity or event starts along with monitoring for the duration of the meeting, activity, or event.	
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 kit, food, and parking. - vehicles being removed from site when not required. - are traffic volumes high enough to consider marshals and/or staggering dropping off / collection times and/or the use of minibuses, coaches etc in order to reduce the possibility of traffic issues. - should participants be encouraged to share transport. - are Hi-vis jackets required	
Accommodation / Venue - does the venue / location need visiting / physically checking before the meeting, event, or activity(s). - is the area suitable eg level enough, no drops, not too near water, etc. - is the area at risk from mosquitos, ticks, snakes, animal faeces etc and appropriate measures taken. - can the meeting, event or activity(s) be catered for safely taking account of numbers taking part, space required, free movement of people etc. - can the area be accessed by any vehicles that need to safely – cars, trailers, mini-busses, coaches, lorries etc - is a draft site layout required to ensure everything fits and to help minimise concerns/issues.	
Facilities - does the venue have all the necessary facilities eg fresh drinking water, toilets, showers, hot water, washing areas, drying areas, waste disposal points (water, food, packaging, chemical toilet/elsan), supply/disposal of female sanitary products / nappies / incontinence pads, etc. - are the facilities suitable, safe and clean ie are inspected, cleaned regularly, tested for Legionella, etc. - are any additional facilities required eg changing/washing facilities, gazebos, toilet tents, washing up facilities, chemical toilets, gas urns etc. - are any onsite/offsite activities (climbing walls, pedal go karts, cave buses etc) being used for the event and supervised by our leaders, suitable and safe and have risk assessments and our leaders the appropriate skills/permits.	

- are any onsite/offsite activities (climbing walls, pedal go karts, cave buses etc) being used for the event and supervised by other people (typically a site team or third-party service provider) have the appropriate skills/permit and are suitable and safe and have risk assessments.	
Protrusions, slips, trips, falls, collisions - is the area suitable eg level with no holes, bumps, loose carpet edges, electrical cables, water pipes, 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 all electrical cables, water pipes etc crossing walkable areas adequately protected to prevent them becoming trip hazards ie covered by cable protectors or similar solutions. - are any parts of the area 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(s) being undertaken. - are doors and gates appropriately open or closed/locked. - are appropriate barriers / bollards / cordoned off areas required and in place. - are ramps required and in place (for wheelchairs, trolley's etc) - 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 cleaning, fixing, maintaining, installing, putting up kit/decorations, etc) is above floor level where a ladder, steps or tower is required.	
Toilets / Showers / Sinks - do people need to be advised that care should be taken using hot water taps, showers etc ie they could scald themselves.	
Storage Areas - are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc and appropriately protected ie barriers/bollards, cupboards in place and for dangerous items ideally locked away.	
Kit / Equipment - is any provided equipment and kit being used: • in good working order and fit for purpose ie been 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 ie soft, lightweight etc - are appropriate transportation mechanisms (trailers, cars, trolleys etc) required and in place to move kit and equipment to and from the venue / event and during the meeting / event. - when using any vehicle (van, car etc), trolley 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. - 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, saws, axes, combustible materials/substances, dangerous chemicals, waste, fuels, solvents, glues etc, being used, stored, locked and stacked safely when used and not being used. - are all activity items, kit, fuels 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.	
Electrical Considerations (if applicable) - is any electrical equipment being used appropriate, PAT tested, inspected and safety trips in place, especially if used outside or likely to suffer from condensation	

or water ingress. - are any electrical installations (lighting, heaters, disco system etc) set up, connected and working correctly with sockets not overloaded, no multiple way adaptors cascaded, protected by trips etc. - have any audible PA systems being used, been connected to the appropriate red sockets in the Scout Hall/accommodation. - has any electrical equipment and kit been put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations.	
Gas Considerations (if applicable) - is any gas equipment being used appropriate, tested and inspected for damage. - are any gas appliances set up correctly ie tested for leaks, bottles upright and positioned correctly, stored correctly etc. - is a gas management strategy in place. - are carbon dioxide detectors in place. - has any gas equipment and kit been put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations.	
Fire / Hot Surface Considerations (if applicable) - is any equipment being used appropriate, tested and inspected for damage. - if appropriate, are measures (storage, handling, PPE, use, fire precautions, emergency procedures, first aid /burns kits etc) in place for the use of any fires, hot surfaces etc. - are naked flames (burners, fires etc) or hot surfaces located away from flammable substances or materials and not being used directly on inappropriate surfaces such as tables, tarmac surfaces, grass etc to minimise burn risks, damage and fires getting out of hand. - has any fire / hot surface equipment and kit been extinguished, left to cool and if appropriate put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations. (use additional check lists for any cooking being undertaken and fires being lit)	
Fuels, Chemicals, Solvents, Adhesives Considerations (if applicable) - are any fuels, chemicals, solvents, adhesives etc being used, stored in appropriate safe containers/packaging. - if appropriate, are measures (storage, handling, PPE, use, training, emergency procedures/equipment, first aid/burns kit etc) in place for the use of any chemicals, solvents, glues, fuels etc - is the area well ventilated. - are any fuels, chemicals, solvents, adhesives etc been put away clean and dry at the end of the meeting or 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 event/meeting. - at the end of the meeting, event, and each 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, 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 ruck sacks, mobile phones, snacks, drinks, torches, spare clothing, first aid kits, emergency provisions etc. - are there any additional safety requirements required and specified - hi-viz, no jewellery, hairbands etc. - is centrally provided spare clothing, kit etc available if required.	
Putting Out / Erecting Equipment - is all erectable kit eg tables, feather flags, gazebos, tents, marques etc being transported, carried and erected safely – adults have suitable experience / training. Young people supervised as required.	

Menu / Food Storage - has a menu/food list been produced for the event and any activities being undertaken that takes account of the facilities available and the type of cooking being undertaken, that 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 chilled, frozen etc and food stored off the ground and adequately protect against animals, birds, insects etc. - are appropriate food and waste material arrangements available to store correctly and dispose of at the end.	
Kitchen/Cooking Area, Drinks, Tuck, Refreshments, Food - is the catering area(s) and set up/layout, appropriate and safe for the catering activities eg surfaces, spacing, kit used, storage areas etc. - is the catering area organised/laid out to minimise risks eg making drinks in a different area to cooking food and preparing food. - do any catering areas need cordoning off and inaccessible to others and the public. - are good food hygiene practices in place / available eg hand washing facilities, washing up facilities, cooked and raw food separated and stored correctly, catering gloves, surfaces being cleaned, coloured preparation boards, food waste containers in place, etc to avoid cross contamination. - have ingredients, food, tuck etc been checked for being in date. - are temperature probes available to ensure food is properly cooked. - has water supply been checked to ascertain which taps supply drinking water and those that shouldn't be used for drinking water and for hot taps that water isn't too hot and measures in place if it is. - are appropriate food and material waste disposal facilities in place. - are suitable cleaning products and equipment available. - is access to and transporting of hot water being managed safely. - is all cutlery, sharp objects eg knives etc being safely stored in suitable containers, cupboards or drawer when not being used. - when no longer required are any sharp or dangerous items used, being removed and either placed in a safe area or back in its designated storage area. - are signs required in the kitchen/cooking area to warn of hot areas, food preparation surfaces etc.	
Preparation - do parents need informing of the outline details of the event/activity especially if away from the hall – where, duration, activities undertaken, clothing and kit required etc.	
Meeting / Event / Activity Area - is the overall area and set up/layout, appropriate for the meeting, event, or activity(s) eg surfaces, spacing, kit used, storage areas, etc. - has the area been set up to minimise risks between activities ie heat sources in different area to glueing etc. - does any part of the area need cordoning off and inaccessible to others and the public. - are additional coverings/protective surfaces or kit required and in place eg cutting boards, metal trays, jigs etc to prevent damage caused by heat sources, cutting tools, spillages etc and injuries to people.	
Meeting / Event / 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 venue/activity. • with 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, if so, act accordingly. - is personal PPE such as eye protection, hair covers, catering gloves and aprons required, available and being worn. - is PPE, kit and tools required to handle hot items eg pots, pans, lids etc, safely available and being used eg oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices etc. - are hi-viz vests, day/ruck sack covers required and being worn. - do participants need sorting into smaller groups. Do groups need to be matched in terms of ability, temperament, working together, etc. - is a participant's briefing required covering issues such as: • rules / instructions / guidelines for the meeting, event, or activity(s). • handling chemicals, glues, solvents, gas, gas appliances etc. • keeping out of restricted or dangerous areas (storeroom, boiler room, chemical cupboards, stairs, lift, trailers, activity storage areas etc) and being kept locked/protected or barriers/bollards in place. - is training / a demonstration required on using the equipment/kit and/or carrying out the activity. - do leaders need to consider carrying spare kit, clothes, food, drinks etc. NB Use check list appropriate to the activities undertaken ie meetings and events, games, cooking, arts-crafts and challenges, cycle ride/activity, hike, orienteering, pioneering, rafting, knife-axe and saw, fires, external activities etc	
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, safety footwear, goggles etc needed and available. - if appropriate are mechanical aids available to lift heavy kit and equipment during the event. - is any lifting training/reminders required. - is any personal equipment or kit packed so that it is light enough to be carried on/off site ie not overweight. - is any equipment and kit required for the meeting, event, or activity(s) within the capability of the individuals carrying it (on their backs or in their hands) and safe. - is any equipment and kit required, that is on top of cupboards or above head height, safe and can be lifted down and put back safely.	
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, paracetamol, lip balm, sunglasses, hats 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. - do measures need to be put in place to deal with new scouts joining ie buddying up with an older scout, young leader or nominate an adult contact. - are checks in place to ensure that everyone is eating / drinking / washing adequately, have any injuries dealt with quickly and in a good temperament. - 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 issues including emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free etc. - if required for an activity, specify any criteria required ie can swim 50m, parent permission (air rifles say) 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 or code of conduct provided for the meeting, event, or activity(s) and a clear communication method in place to stop an activity in an emergency. - is a plan in place for free time. - are there separate quiet/safe areas available for young people and adults.	
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 meeting, event, or activity(s) safely. - do the leaders and helpers running the meeting, event, or activity(s) have the necessary experience to run them safely. - are all necessary licences, permits and permissions in place for the meeting, event, and activity(s) being undertaken. - are the activity(s) being undertaken permitted by the Scout Association / covered by Scout Insurance. - has a full programme been specified including fill-in activities. - is using radios appropriate for the meeting, event, or activity(s) to manage them especially if mobile signals are poor. - is someone familiar with the safe operation of the building or area being used ie first aid kits, fire evacuations, emergency access, setting/un-setting of any security alarms, locking doors and gates, fire equipment, heater controls, etc and if appropriate know where the H&S files and user guides are held.	
Per Led Activities - are the young people adequately trained and capable of running the activity. - 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 meeting, event or activity(s), and any activity groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo, can't swim etc) been taken account of for the planned meeting, event, or 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. - have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.	
Fire Alarm / Equipment / Doors / Emergencies / Incidents - is appropriate fire equipment eg fire blankets/extinguishers available or locations known. - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal. - is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies. - 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. Is a home contact required. - are 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 for activities 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. - is a first aid, emergency, sending someone home or cancellation procedure required and in place and do leaders 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. - is a fire drill / practice required. - are any non-automatic closing fire doors closed. - do participants need to be told a location where a leader will be at all times.	
Emergency Exit Points / Access Routes - is the building / 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 activities being delivered, terrain, wildlife present (ticks, mosquitoes etc) 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. - is a bucket of cold water or a running tap required for the immersion of burns. - does a screened off area or a dedicated first aid tent/gazebo need providing to deal with first aid issues and if so has it been implemented. - 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. - if required has an accident form / HQ process been completed.	
Security / Theft - is a secure facility for valuable or dangerous items/kit required and available. - have all participants been briefed on their responsibility for any valuable items. - have measures been put in place to minimise theft. - are arrangements in place to collect and hand back any keys etc, know how to secure any building/venue including locks/keys/alarm codes etc and what to do in the event of a break-in.	
Safeguarding / Lost - are adequate supervision ratios in place. - has the accommodation/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 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. - 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. - 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 - have all adult leaders and regular helpers completed appropriate DBS enquiries and are they up to date. - are all adults (leaders and any helpers) and young leaders aware of current scouting guidelines eg yellow card etc or recent rule changes.	

