



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Waterside Activities Check List

Event: _____

Location: Anywhere	
Operation covered by this assessment: This covers everything that should be in place for waterside activities inc fishing, paddling, pond dipping, crabbing, boating ponds, rock pooling, etc.	
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.	
Venue - does the venue / location need visiting / physically checking before the activity(s) takes place. - 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 either by a towel, stick, throw line, lifeline, wading using a wading stick etc. - 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, animal faeces etc and appropriate measures taken. - can the activity(s) be catered for safely taking account of numbers taking part, space required etc.	
Facilities - does the venue have all the necessary facilities eg toilets, washing areas, drying areas, waste disposal points (water, food, packaging, chemical toilet/elsan), etc. - are additional facilities required eg - changing / washing facilities, gazebos, tables etc.	
Protrusions, slips, trips, falls, collisions - is the venue surface suitable and safe eg level with no holes, bumps, wet, tree roots etc. - is the area free from sharp, damaged, or protruding permanent and movable fixtures - is the area free from clutter, rubbish, spills, shards etc. - 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) - 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 any equipment and kit and potentially dangerous items eg knives, hooks etc and appropriately protected and for dangerous items ideally locked away.	
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 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, eye protection, retainers for glasses, spare clothing, first aid kits, emergency provisions etc. - are there any additional safety requirements required and specified ie no jewellery, hairbands, shoelaces done up, feet covered (no crocs, wellingtons etc), hi-viz, whistle etc. - does centrally provided spare clothing or kit need to be taken by the leaders / organisers eg towels, clothing 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. - bringing 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.	

• Especially ensure participants are wearing suitable footwear – cover feet, footwear doesn't come off easily (no crocs, wellingtons etc), laces done up 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. - is personal PPE such as eye protection, gloves, etc, required available, and being worn. - are hi-viz vests required, available and being used. - do participants need sorting into smaller groups/teams. Do groups/teams need to be well matched in terms of size, height, weight, age, ability, temperament, working together, etc. - is a participant's briefing required covering issues such as: • any rules, safety rules and guidelines required for the activity • using the kit, handling bait, wildlife welfare - do participants need to be given training / a demonstration of how to use the equipment correctly before activity starts. ie casting, putting bait on a hook etc. - is a throw line / lifebelt or alternative available at the water's edge along with a knife(s) to cut ropes in an emergency. - do leaders need to consider carrying spare kit, clothes, drinks etc.	
Manual Handling - has the venue been chosen 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 required and in place to move kit and equipment for the activity(s) to and from the area used and during the activity(s). - 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. - is any kit being carried by participants ie on their backs or in their hands, 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 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 any existing cuts covered eg with a waterproof plaster. - 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. - are there separate quiet/safe areas available for people not taking part in the waterside activity.	
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(s) safely. - do the leaders and helpers running the activity(s) have the necessary experience to run them safely.	

Peer Led Activities - are the young people adequately trained and capable of running the activity(s). - 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 activity and any teams set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo , can't swim etc) been taken account of for the 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 food etc - has the planned activity(s) 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 (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 locally 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 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 / 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,	

