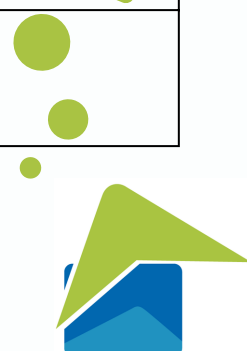
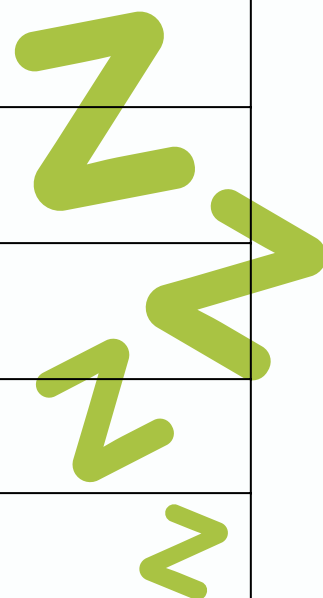


Health and safety checklist

Many of these prompts below will only be relevant if you are taking part with a group/organisation but might be of use even if you're doing it on your own or with your family. This list is not exhaustive and doesn't replace any requirements in place from your own organisation e.g. guides and scouts.

Things To Consider	Done
Complete a risk assessment	
Gain permission from the venue owner	
Ensure your venue is safe and secure.	
Ensure you have insurance if needed.	
Make sure you have enough adults to supervise young people.	
Obtain all relevant consent like media sharing permission	
Make sure parents/guardians have your contact details	
Make sure everyone knows what they need to bring on the night to have fun and stay safe.	
Ensure there is enough sleeping space for everyone and that everyone is comfortable with where they will be sleeping	
Identify a safe indoor location for those sleeping outside to move into if needed	
Make sure that you have a trained First Aider and the participants know who this is	
Make sure that you monitor the weather and have a back up plan in case of dangerous conditions	



Sample risk assessment

Individual/organisation name:

Assessment carried out by:

Date of assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Hypothermia	Participants and supervisors	All participants advised to: <ul style="list-style-type: none"> • wear appropriate clothing • bring adequate blankets and shelter materials • advise a leader if they are feeling unwell • drink/eat hot food as needed inside area available for those who need to warm up 	Hot drinks and extra blankets to be available on the night.	Event Supervisor		
Slips, trips and falls	Participants and supervisors	Adequate lighting on any area that a participant may use during the hours of darkness.	<ul style="list-style-type: none"> • Event area to be checked on the evening for any loose paving or obstacles that can be removed or signposted to avoid. • Advise participants of any slippery areas. 	Event Supervisor		
Inadequate first aid provision	Participants and supervisors	Ensure you have enough first aid coverage for the amount of participants.	None			
Unsupervised participants under the age of 18	Participants and supervisors	All participants under the age of 18 should be supervised at all times.	None			



Sample risk assessment

Individual/organisation name:

Assessment carried out by:

Date of assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by	Done
Lack of appropriate welfare facilities	Participants and supervisors	Venue will have enough toilets for participants and supervisors as well as an indoor space available for use in case the event has to be moved indoors.				
Attack or disturbance by intruder	Participants and supervisors	<ul style="list-style-type: none"> • Venue to be chosen with access in mind • Signage to be used as needed. 				
Fire	Participants and supervisors	<ul style="list-style-type: none"> • No naked flames to be used unless under supervision. • Fire extinguishers/material to be provided as required. 				
Contagious illness	Participants and supervisors	Plan to follow any relevant health guidance.	Welfare/hygiene facilities to be regularly inspected and cleaned if needed	Event Supervisor		

