



HEALTH AND SAFETY



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 in line with your policies.	
Ensure you have permission from the venue owner and they've agreed to any extra activities you have planned.	
Ensure your venue is safe and secure.	
Ensure you have insurance if needed.	
Appoint a Safeguarding Officer if needed. Review your child protection and vulnerable adult policies and take action as needed.	
Make sure you have enough adults to supervise young people.	
Obtain all relevant consent like media sharing permission and keep everything in line with the relevant legislation.	
Ensure 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, make available a safe inside location for Sleepouters to move to for any reason.	
Make sure everyone knows where everything is like toilets and the alternative inside sleeping area.	
Ensure someone at your event is First Aid trained.	
Keep an eye on the weather forecast.	
Make sure you leave your area clean and tidy on departure.	

