

Set-up Checklist

Item	Y / N / NA
Attendance for this session confirmed in advance (use an OSM Event if necessary)	
All attendees have read risk assesement/letters	
Activities planned to maintain distancing	
Activities planned to minimise shared handling	
Activities planned to avoid difficult to clean equipment	
Written risk assessment exists for all activities	
Adults briefed in advance	
Hot-water heater turned on	
Toilets cleaned before session: handles, locks, taps, seats	
Hand-washing stations (water, hand wash/soap, gel, paper towels, bins) set up	
PPE pack (in green first aid rucksack) take outside	
Adult allocated to manage arrival and registration	
Adult allocated to manage arrival and departure hand washing	
Adult allocated to manage gathering of young people before session starts	
Adult allocated to manage departure	
Everyone reminded of social distancing and hygiene rules at opening	
All equipment available and outside of the hut	
Place markers set up for opening ceremony and bag drop	
Equipment cleaned and disinfected at the end of the session	
Toilets cleaned after session - handles, locks, taps, seats, floor	
Mop and mop bucket emptied and disinfected	
Hot water turned off	
Waste removed from site	

Name	Date