

Risk Assessment for : Indoor Camping

Please use this Risk Assessment as a guide/checklist, and read through as you plan an Indoor Camp

We have acknowledged that there may be risks or hazards when undertaking an Indoor Camp and in order to reduce these risks the following will put in place:

Prior to camp:

The correct number of leaders/adult helpers to children in order to supervise, taking into account the need to

maintain adequate supervision if an adult is taken ill or injured or required to supervise a patient until released or a

parent/carer collects

Leaders confident in knowing what to do in an emergency

Health information forms received from all children outlining any special medical conditions (allergies, medication

etc)

All leaders/adult helpers know of any medical conditions

The person responsible for cooking is aware of any dietary requirements

A balanced diet

If there are any young people on the activity with special needs and/or requirements (wheelchair access) venues

have been check beforehand, individual risk assessments have been done where necessary

A “wet weather” programme will be planned as an alternative

Parents/Carers will be given a kit list so that participants can bring the correct clothing and equipment

Some spare equipment and clothing will be brought to camp for those who haven’t brought it

Weather forecasts will be obtained so preparations can be made

All adults who are coming on camp have CRB’s

Parents/Carers are informed where mixed sex supervision is not available during mix sex visits

Sleeping arrangements are planned so that Leaders do not share rooms with young people (this includes

separate accommodation for young leaders)

Arrival and departure times are agreed, and parents are asked to park on the designated car park

Pack a first aid kit, mobile phone (programmed with useful numbers), change for a pay phone,

Check the campsite has a fire risk assessment

On arrival at the camp:

Young People to hand over any medication to be administered along with details regarding dosage

Briefing to include: What to do when lost, areas out of bounds, possible dangers unique to the site, fire evacuation

procedure, rules and regulations (no running in the buildings, no games which could cause injury, appropriate use

of bathrooms)

Check fire exits are clear

Check all facilities are clean

During the camp:

Monitor the food and drink intake of all participants

Maintain high standards of hygiene

Take regular head counts

Supervise young people at all times

Secure accommodation at night

Ensure leaders can be contacted through the night

Check all young people into their dormitories at lights out

Some campsites have speed limits in place, signing in procedures, and secure access to the sites to improve safety. Individual activities will be risk assessed separately and assessed visually by the leaders during a camp.