

**Texas A&M University-Corpus Christi
Community Outreach
Risk Assessment Form**

The Risk Assessment Form is to be used by camp directors/sponsors to assess any risk associated with their program. The form is to assist you as much as possible in covering all possible aspects your program may encounter during the camp.

Camp directors and sponsors must review all activities associated with a camp and try to eliminate or reduce any risks or hazards for participants and staff. This form will help Texas A&M University-Corpus Christi promote safety and security for all camp participants during the summer.

A Program Activities

1. Is all time scheduled (minimal or no free unsupervised time?) **Yes__ No__**
2. Have you considered the portion of free unsupervised time and evaluated this factor's relationship to managing risk? **Yes__ No__**
3. Have you evaluated the camp counselor/staff to camper ratio? **Yes__ No__**
4. Are physical activities (instructional or recreational) included in the camp program? **Yes__ No__**
If **Yes**, please list _____

5. Do any activities for this camp involve the operation of hand power tools, chemicals, explosive devices or materials, firearms, or pressurized projectiles? **Yes__ No__**
If yes,
Have you arranged for review of the safe use, proper handling, and supervision of participants engaged in the use of these activities please review all safety procedures.
Yes__ No__
6. Will any activity involve the use of chemicals or gases? **Yes__ No__**
If yes, is specific training in the safe use of these materials being provided staff and campers? **Yes__ No__**
7. Will any activity involve water sports (swimming, diving, kayaking, etc.)? **Yes__ No__**
If Yes, will certified lifeguard(s) be on duty at the location of this activity and adequate supervision for the activity? **Yes__ No__**

B. Housing

1. Will campers be housed overnight? **Yes__ No__**
2. If yes, will they be housed in the University residence halls? **Yes__ No__**
3. Will campers be provided instruction on security, loss prevention, and other housing related safety and security issues? **Yes__ No__**
4. Will campers be oriented on emergency exit locations? **Yes__ No__**
5. Will a curfew be established and communicated? **Yes__ No__**
6. Is there a process to determine if all participants have been accounted for at curfew/lights out or other points during the day? **Yes__ No__**
7. Have procedures been established for managing the situation if a participant is unaccounted for-who should be notified and at what point are parents notified? **Yes__ No__**
8. Will participants be provided information on who to see or contact if they have an emergency? **Yes__ No__**

9. Has consideration been given to an appropriate number of counselors to campers? **Yes__ No__**
10. Will participants be briefed on inappropriate conduct and safety issues specific to their hall? **Yes__ No__**
11. Have procedures been established for pickup of a camper during camp by a parent or other individual? **Yes__ No__**

C. Transportation

1. Will campers be transported to and from camp or camp activities by employees or volunteers of the camp? **Yes__ No__**
2. Will campers be transported over 25 miles from campus for an activity? **Yes__ No__**
3. Although campers are not TAMUCC students, the University travel regulations and procedures for students are a good reference. Have you reviewed these? **Yes__ No__**
4. Have all drivers been approved to drive a vehicle or a cart taken the appropriate safety course and watched the safety video? **Yes__ No__**
5. Does the camp director/driver know who to contact in case of a vehicle breakdown, accident or emergency? **Yes__ No__**
6. Will the camp director/counselor/driver have in his/her possession appropriate numbers for parents, insurance info, etc. in case of emergency? **Yes__ No__**

D. First Aid

1. Have an adequate number of camp staff been trained in first aid/CPR? **Yes__ No__**
2. Will those with training be present during camp activities? **Yes__ No__**
3. Will medical trainers or technicians be “on-call” for the purpose of providing first-aid? **Yes__ No__**
4. If no to any of the above, please provide an explanation of how first-aid will be administered for the camp. Attach additional pages if necessary.

5. Will first-aid kit be immediately available at the location of camp activities? **Yes__ No__**
6. Have you inspected the contents of the kit to ensure that used, damaged or out-of-date items are replaced? **Yes__ No__**
7. For strenuous outside activity between May and September, will heat exhaustion or heat stroke preventative measures be taken? **Yes__ No__**
8. Will you collect information from participants regarding special medical considerations? **Yes__ No__**

I have completed the Texas A&M-Corpus Christi University Risk Assessment Form and have given consideration of its contents to the camp for which I am the director/sponsor.

Signature of Director/Date