

**Prairie View A&M University
Programs for Minors**

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 participants during the summer.

A. Program Activities

- 1 Is all times 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 _____
If yes, will they be housed in the University residence halls? Yes _____ No _____
- 2 Will campers be provided instruction on security, loss prevention, and other housing related safety and security issues? Yes _____ No _____
- 3 Will campers be oriented on emergency exit locations? Yes _____ No _____
- 4 Will a curfew be established and communicated? Yes _____ No _____
- 5 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 _____
- 6 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 _____
- 7 Will participants be provided information on who to see or contact if they have an emergency? Yes _____ No _____
- 8 Has consideration been given to an appropriate number of counselors to campers? Yes _____ No _____
- 9 Will participants be briefed on inappropriate conduct and safety issues specific to their hall? Yes _____ No _____
- 10 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 volunteer over 25 miles from campus for an activity? Yes _____ No _____
- 2 Will campers be transported over 25 miles from campus for an activity? Yes _____ No _____
- 3 Although campers are not PVAMU students, the University travel regulations and procedures for students are a good reference. Have you reviewed these? Yes _____ No _____
<https://www.pvamu.edu/businessaffairs/wp-content/uploads/sites/23/apm5006d.pdf>
- 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. Yes _____ No _____

- 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 Prairie View A&M 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