



Office of Risk Management
 4400 University Drive MSN 6D6, Fairfax, VA 22030
 Phone: (703) 993-2599; Fax: (703) 993-2339

**Camps and Enrichment Program
 Supplemental Risk Self-Assessment Worksheet**
 [Applicable when aquatic, housing, transportation or laboratory activities (including working with chemicals or other potentially hazardous materials) are involved]

A. Aquatic Activities

- | | | | |
|---|------------|-----------|-----------|
| 1. Will any activity involve water sports (diving, swimming, scuba, or wading)? | YES | NO | NA |
| a. If diving, swimming, or scuba diving; will certified lifeguards be on duty at the immediate location of the activity? | YES | NO | NA |
| b. Has consideration been given to the provision of the following? | YES | NO | NA |
| (1) Adequate adult supervision? | YES | NO | NA |
| (2) Assessment of swimming skill proficiency in relation to the activity? | YES | NO | NA |
| (3) Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations? | YES | NO | NA |
| (4) Is the location selected for the water sport activities one that is void of <u>known</u> hazards such as undertow, rip tides, or a location that is not historically frequented by sea predators (e.g. sharks) or other dangerous sea creatures (man of war, jellyfish, stingrays, etc.)? | YES | NO | NA |
| (5) Has consideration been given to the time of day and the availability of daylight for these activities? | YES | NO | NA |
| (6) Will participants be provided a review of safety consideration appropriate for the water activity? | YES | NO | NA |
| (7) Are alternative activities planned in the event of bad weather? | YES | NO | NA |

B. Housing

- | | | | |
|--|------------|-----------|-----------|
| 1. Will camp participants be housed overnight? | YES | NO | NA |
| If yes, will they be housed in University dormitories? | YES | NO | NA |
| 2. Will participants be housed in facilities other than dormitories? | YES | NO | NA |

3. Has consideration been given to the restriction of access to the camper housing area?	YES	NO	NA
4. Will campers be provided instruction on security, loss prevention, and other housing related safety and security issues?	YES	NO	NA
5. Will participants be instructed on emergency exit locations and procedures, common meeting or reporting areas in the event of a building evacuation?	YES	NO	NA
6. Has consideration been given to determining an appropriate number of participants assigned to an established sleeping area/space?	YES	NO	NA
7. Has consideration been given to the provision of housing supervision?	YES	NO	NA
8. Will a curfew be established and communicated to participants?	YES	NO	NA
9. Is there a process to determine if all participants have been accounted for at curfew, lights out, or other determined points in the day or evening to ensure participants are present or accounted for?	YES	NO	NA
10. Have written procedures been established for managing the situation if a participant(s) is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?)	YES	NO	NA
11. Will participants be provided information on who to see or contact if they have an emergency?	YES	NO	NA
12. Will participants be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)?	YES	NO	NA
13. Will participants be briefed on safety provisions specific to the facility in which they are housed (Ex. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)?	YES	NO	NA

C. Transportation: Groups of high school and younger students in the University's care must not be transported in 11- and 15-passenger vans, or other specialty vehicles not meeting school bus standards. ([University Policy 1401](#))

1. Will campers be transported to and from the camp assembly location by parents, guardians, high school representatives or other individuals who are not directly affiliated with the camp or program?	YES	NO	NA
2. Will participants be transported to and/or from camp by employees or volunteers of the camp or enrichment program?	YES	NO	NA
a) Does camp staff meet the requirements in University Policy 1411, Vehicle Use , which requires both an MVR check and training?	YES	NO	NA
3. Will participants be shuttled between varied locations of camp activity by means secured by the camp other than public transportation?	YES	NO	NA

4.	Will camp participants be transported in vehicles other than University owned vehicles?	YES	NO	NA
a.	If yes, has the camp administrator determined that the vehicles are reasonably sound and reasonably capable of safely completing the trip?	YES	NO	NA
b.	If yes, has the camp administrator obtained evidence of insurance on the vehicle?	YES	NO	NA
c.	Has the camp administrator considered the insurance coverage amounts in relation to the participants transported by the vehicle?	YES	NO	NA
5.	Has the camp administrator reviewed University Policy 1410, Vehicle Use ?	YES	NO	NA
6.	When multiple vehicles are used to transport participants, do all drivers know the destination location and will they be provided individual driving direction?	YES	NO	NA
7.	Will drivers be briefed on anticipated driving or traffic conditions in relation to transporting participants?	YES	NO	NA
8.	Have safety considerations been discussed with all drivers (Ex. Entering and exiting traffic while driving in caravans, roadside and emergency stopping, communication provisions, separation contingency plans, automotive problems or flat tires)?	YES	NO	NA
9.	Does the camp administrator know whom to call in the event of a vehicle breakdown? (University vehicles or rental vehicles)	YES	NO	NA
10.	Will drivers be instructed on what to do in the event of an automotive accident?	YES	NO	NA
11.	Does the camp administrator know whom to call in the event of an automobile accident involving a University owned vehicle?	YES	NO	NA
12.	Has the camp administrator arranged for weather conditions to be reviewed prior to the initiation of travel?	YES	NO	NA
13.	Will the camp administrator have in his/her possession numbers to contact parents or guardians of participants in the event that it becomes necessary to do so while away from the main camp activity site?	YES	NO	NA
14.	Will the camp administrator have in his/her possession other contact numbers that may be relevant in the event of an emergency that occurs while traveling (e.g. University Police, Risk Management, the head of the sponsoring department, the camp sponsor if not accompanying on the trip)?	YES	NO	NA
15.	Has the camp administrator assessed the appropriate loading and unloading sites for the buses, vans, and/or cars to avoid participant loading/unloading in or around traffic?	YES	NO	NA

D. Charter Services

- | | | | |
|---|------------|-----------|-----------|
| 1. Will this camp or program use chartered transportation services of any kind (buses, boats, airplanes, etc.) [Note: Chartered service is defined as services secured to transport participants by land, sea, or air in which one or more vehicles and operators are provided for this purpose.] | YES | NO | NA |
| 2. If yes, has or will the camp administrator confirm(ed) with the charter service that the charter service maintains appropriate certifications and is certified according to the mode of transportation and that the certificates or licenses are up to date? | YES | NO | NA |
| 3. Has or will the camp administrator confirm(ed) that the charter services carries liability insurance and that the policy is current (Have charter service provide a copy of Certificate of Insurance)? | YES | NO | NA |
| 4. For boat charters, has or will the camp administrator confirm(ed) the availability of appropriately size life jackets for <u>all</u> camp participants? | YES | NO | NA |
| 5. Has the camp administrator considered arrangements for communicating proper safety measures to participants prior to loading? | YES | NO | NA |
| 6. Does the camp administrator have enough information about the business practices and safety records of the charter service to maintain reasonable confidence in the ability of the company to deliver quality and safe service to camp participants? | YES | NO | NA |

E: Laboratory Activities – completion of the Acknowledgment of Risk for Laboratories is also required for each participating minor. Additionally, EHS shall be notified if minors are participating in laboratory activities.

- | | | | |
|--|------------|-----------|-----------|
| 1. Will activities be taking place in wet labs? | YES | NO | NA |
| 2. Will hazardous chemicals be handled only by those individual trained or experiences in their safe use and disposal using appropriate protective equipment such as gloves and masks? | YES | NO | NA |
| 3. Are chemicals in the space stored appropriately with limited access to trained individuals, in closed/locked containers with labeling and in a location away from any food? | YES | NO | NA |
| 4. Are material safety data sheets (MSDS) available in the lab space? | YES | NO | NA |