

Preparing for your Camp Checklist

This checklist is intended to provide general information to assist your organisation in managing risks relating to camp or conference venues. This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Organisation	
Person completing the checklist and date	
Venue name	
Venue location	
Proposed date of camp	

VENUE

INSURANCE						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does your insurance include coverage for camps or conferences?						
Have you received a copy of the venues insurance Certificate of Currency?						
SITE VISIT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have you undertaken a site inspection of the venue to identify potential hazards, indoor & outdoor facilities, and evacuation routes?						
CONDITIONS OF VENUE HIRE						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Is the venue part of an Association such as the Australian Venues Association?						
Have you received a copy of the venue's booking contract, including all terms and conditions?						

* Not Applicable

CONDITIONS OF VENUE HIRE (continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have you been given access to the venue's policies, including the Safeguarding/Child Protection and Privacy Policy?						
Do they have a Certificate of Registration for Food Premises from their local council or shire?						
Is the venue registered with the local council, shire or other government agency for onsite accommodation?						
RISK ASSESSMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have you undertaken a site inspection of the venue to identify potential hazards, indoor & outdoor facilities, and evacuation routes?						
Have risk assessments been conducted for activities run by or at the venue?						
Have risk assessments been conducted for all activities to be held outside of the venue?						
Have all identified risks been examined?						

* Not Applicable

RISK ASSESSMENT (continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have risk controls been developed?						
Is there a process for monitoring and reviewing risk controls?						

EMERGENCY MANAGEMENT PLAN

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does your organisation have an emergency management process for the camp?						
Have you seen the venue's emergency management plan?						
Have your staff been advised of your organisations and the venue's emergency management plan?						

SAFEGUARDING OR CHILD SAFE PROGRAM

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does the venue and your organisation have a Safeguarding/ Child Protection Policy?						

* Not Applicable



SAFEGUARDING OR CHILD SAFE PROGRAM (continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have your staff and volunteers been trained on your Safeguarding/ Child Protection Policy?						
Has your organisation nominated a Safeguarding Officer for the duration of the event?						
Has the Safeguarding Officer been trained in accordance with the organisation's Safeguarding/Child Protection Policy?						
Have the external provider's staff been trained in the venue's safeguarding/ child protection program?						
Have you seen the venue's emergency management plan?						
INCIDENT AND HAZARD MANAGEMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have all hazards and risk controls been identified and implemented, including those associated with unforeseeable weather conditions?						
Have all applicable site safe works been identified and communicated?						

* Not Applicable

INCIDENT AND HAZARD MANAGEMENT (continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does the venue and your organisation have an incident management process?						
Have your staff and volunteers been trained on the incident management process?						
Is there a nominated staff member or volunteer responsible for managing, investigating and reporting on any reported incidents or hazards?						
ATTENDEES						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Has parent/guardian consent been provided for all attendees under the age of 18 or with a disability?						
Has all relevant medical information been collected for attendees?						
Have all participant's individual support and communication needs been collected?						
Have staff been updated on all attendee medical information and support and communication needs?						

* Not Applicable

STAFF AND VOLUNTEERS (IF YOUR ORGANISATION USES VOLUNTEERS)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
If your organisation uses volunteers, have they completed a formal interview process?						
Do you undertake background checks including screening interviews, reference checks, police checks and Working with Children Checks for staff and volunteers?						
Have the external provider's staff been trained in the venue's safeguarding/ child protection program?						
Have you seen the venue's emergency management plan?						
Does the venue have up-to-date police checks and Working with Children Checks for staff, volunteers and contractors?						
Have all of your staff and volunteers been advised of their roles and responsibilities throughout the duration of the camp?						
Has all required training and/or instruction been carried out for all of your staff and volunteers?						

* Not Applicable

STAFF AND VOLUNTEERS (IF YOUR ORGANISATION USES VOLUNTEERS) (continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have the skills, qualifications and safety arrangements of all staff, volunteers and external providers been identified, verified and documented?						
Are the venue's staff, volunteers and/or contractors trained in first aid?						
Have all roles, responsibilities, incident and emergency management procedures and safeguarding policies and procedures been clarified with staff and volunteers?						
Has a post-event de-brief organised?						

* Not Applicable

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