

Camp Organiser's Manual



Table of Contents

Critical Information – Page 3

Getting Started – Page 8

The Program – Page 9

Getting Organised – Page 15

Forms

Critical Information

Before you get started, this first section contains some key information as a reference throughout the process of planning your camp.

What we do

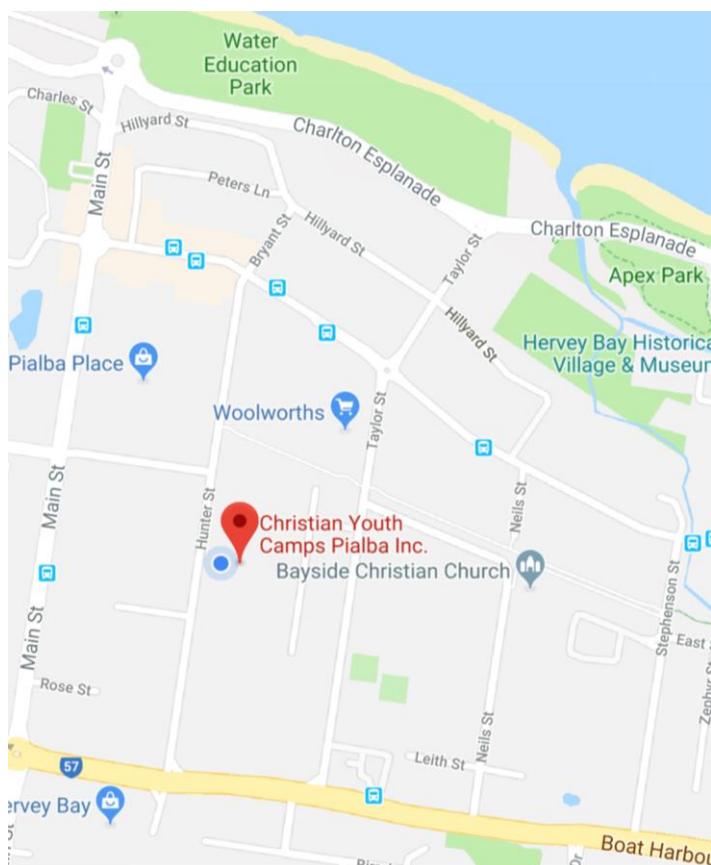
We provide accommodation and meals whilst you enjoy your camping program. Our goal is for you to enjoy our hospitality while you focus on the running of your activities.

Who Comes to Campialba?

Campialba is designed to support large groups of people requiring accommodation and meals to support their planned camping program. The kinds of groups which come here include school groups, church groups, youth groups, clubs, recreation groups, family reunions, etc. If your group activity caters for between 25 and 110 people and you don't want the trouble of cooking meals, then Campialba is ideal for you. Unless your group is very small, you will have exclusive use of the site during the hire period.

Location of Campialba

Campialba is located at 34 Hunter Street, Pialba. This is just walking distance to major shopping centres and also the beach.

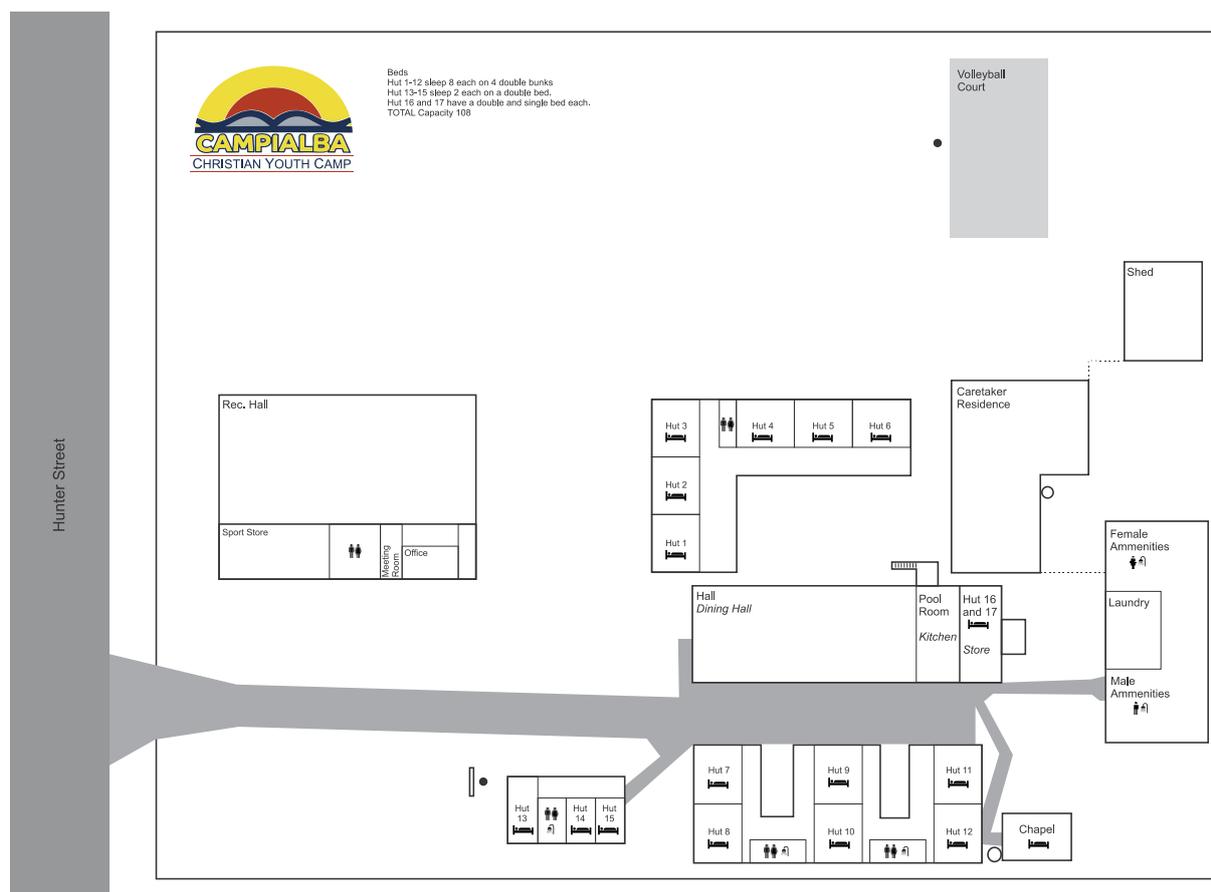


[Click here for a Google Map](#) of the location.

Facilities

Campialba has the following facilities:

- Accommodation
 - 12 cabins each of which contains 8 single beds in bunk format.
 - 2 cabins each containing a double and single bed.
 - 2 cabins each containing a double bed.
 - 1 cabin containing a double bed and kitchenette.
 - Amenities Blocks
- Dining
 - Commercial kitchen used by our kitchen staff.
 - Dining hall to seat 96 with overflow at adjoining alfresco tables.
 - Guests fridge and freezer.
- Other Spaces
 - Meeting Hall
 - Recreation Hall and Indoor Basketball Court
 - Sports Field
 - Sand Volleyball Court



For a downloadable map of our site, visit our [website](#).

What do Campers Need to Bring?

All Campers and Leaders should bring

1. Fitted Sheet and bed linen
2. Pillow
3. Toiletries
4. Towel
5. Plastic Bag for dirty clothes
6. Pyjamas
7. Clothing/underwear/etc
8. Footwear
9. Medication if needed
10. Hat/Sunscreen/Sunglasses
11. Drink Bottle

In addition to this, Camp Coordinators need to bring

1. First Aid kit for use with the group
2. At least 1 car for dealing with emergencies
3. Mobile phone
4. List of all campers
5. Lists of room allocations
6. Equipment for all activities
7. Dietary Information for campers
8. Copy of the program
9. Eskies if taking food offsite.

You may wish to add other things to these lists when communicating with your campers and leaders.

Key Site Procedures

Noise and Lockup Times

To show respect for our neighbours, there is a noise curfew at 10:00 p.m. each night for general activities. The Recreation Hall and Dining Hall are locked at 10 p.m. unless by prior alternative arrangement and then only with low-noise activities. The front gate is also chained shut each night. Amplified music and the oval lights have a 9 p.m. curfew.

Meal Times

We provide plentiful and delicious meals at Campialba, but they are served at times specified in your program. Once meal service is complete, the kitchen is cleaned and staff move on to other work. We ask that campers therefore arrive on time for all meals.

Main meal service and dessert service each take about 20 minutes, depending on the size of your group.

Morning teas, afternoon teas and suppers are not normally “served”, but simply prepared and made available for your campers and leaders.

Tea and Coffee making facilities are available at all times throughout the day until the dining hall is closed.

Special Dietary Needs

We can cater for various medical dependent dietary needs, but we need prior notice when final numbers are given. We ask that all those who have special dietary needs discuss their needs personally with kitchen staff upon arrival.

In some cases we will need to speak to campers who have critical dietary needs by making contact with them prior to the camp.

Please note, special food will often need to be prepared for those with dietary needs. For this reason, please do not list general dietary preferences. For those with general food preferences, there is a fridge and freezer provided for guests to keep their own food.

Dining Room Procedures

To assist with the dining room procedures, we ask that a team of campers be allocated at each meal time to do the following

1. Clear and clean tables (remain behind briefly following a meal)
2. Sweep floor following each meal.

We say “grace” at mealtimes at Campialba. This will be done by a member of staff or by a member of your camp group.

End of Camp Clean-Up

The way we ensure the budget accommodation remains cost effective for you is to ensure that camp groups leave the site as they found it.

Campialba staff will provide you with a clean-up list when you arrive so that you can organise final day clean-up in advance.

Camp clean-up covers the following areas

1. Cabins
2. Upstairs Meeting Hall
3. Recreation Hall
4. Sports Field
5. Outdoors around cabins
6. Dining Hall
7. Other areas as required.

Emergency and Safety Procedures

Every camper and leader needs to return home safe and healthy at the end of camp. For this reason we take safety of all our guests very seriously. We have safety procedures which need to be followed at Campialba.

Our staff will outline these procedures to you and your campers at their first meal.

If the camp staff believe you are doing something which is unsafe, we will respectfully address that with you during the camp.

Getting Started

So where do you start when organising a camp? This checklist will help you get things done on time without missing critical steps.

More detailed information for these steps is outlined after the checklist.

	Read this booklet. Read standard conditions of hire.	Before starting.
	Call Campialba to discuss your camp plans. Information you will need to discuss in your first discussion include desired dates, meals you wish to have during your camp, any special setup or pack-up considerations, costs and invoicing and anything else which is important to you.	6 months prior
	Accept the quote which will then be sent to you. You do this by payment of the security deposit to secure the booking.	
	Plan the program. This includes planning activities, timing of meals, outings, resources you might need, booking activities at off-site providers, etc.	6 months prior
	Organise Leaders. You should start early to get others involved who can help you run the camp. Well-run camps always have people helping who have clearly-understood responsibilities.	6 months prior
	Advertise your camp. This involves doing up some advertising material in paper or electronic format, creating a registration form to collect all registrations. This needs to be done in time for people to save up the fees for the camp.	4 months prior
	Communicate with campers to remind them of what to bring, when to arrive, how to pay, etc.	3 weeks prior
	Allocate Campers to Cabins. This is best done once you believe you have all registrations completed.	2 weeks prior
	1 week prior to your camp you will need to be in contact with Campialba to provide the following <ul style="list-style-type: none"> • Final numbers including dietary information. • Program including preferred meal times. 	1 week prior
	Payment for the camp needs to be done before camp commences and is based on final numbers given by you.	
	Camp Day 1. The organiser should arrive several hours ahead of campers arriving to ensure the site is ready for campers and to receive critical information from camp staff about procedures, etc.	
	Camp Final Day. At the end of camp and before campers depart, a clean-up must be organised so that the site is left just the way it was found.	
	Final Invoice will be issued where there are additional expenses incurred during camp. This could be because of increased numbers, property damage, etc.	

The Program

The most critical element of planning to make your camp a success is to have a **well-planned program**. This doesn't mean the program needs to be very detailed or even very busy. The key thing is that the plans, activities and timing of all parts of your program must be suited to the kind of event you are running and the type of people attending the camp.

You may have a craft group who wishes to do craft in the recreation hall for a weekend, or a church group who wishes to have some fun together. You may have a special interest group who wishes to spend most of the day fishing or watching whales in the bay. Either way, there needs to be a plan and everybody from the organisers to kitchen staff to campers need to know what the plan is.

Things to do onsite

- Team games on the sports field
- Indoor games in the meeting hall or recreation hall.
- Beach volleyball on the sand volleyball court
- Special interest speakers
- Expo style sessions with dealers and agents promoting products
- Programming led by special trainers or providers
- Movie in our upstairs meeting room. It is fitted with a DVD player and projector.
- A round of pool in the pool room.

For more ideas on group games, visit some of these websites.

- <http://www.group-games.com/>
- <https://youthgroupgames.com.au/top-ten-lists/>
- <https://www.icebreakers.ws/>

Some organisers can bring activities onsite for a fee. These include

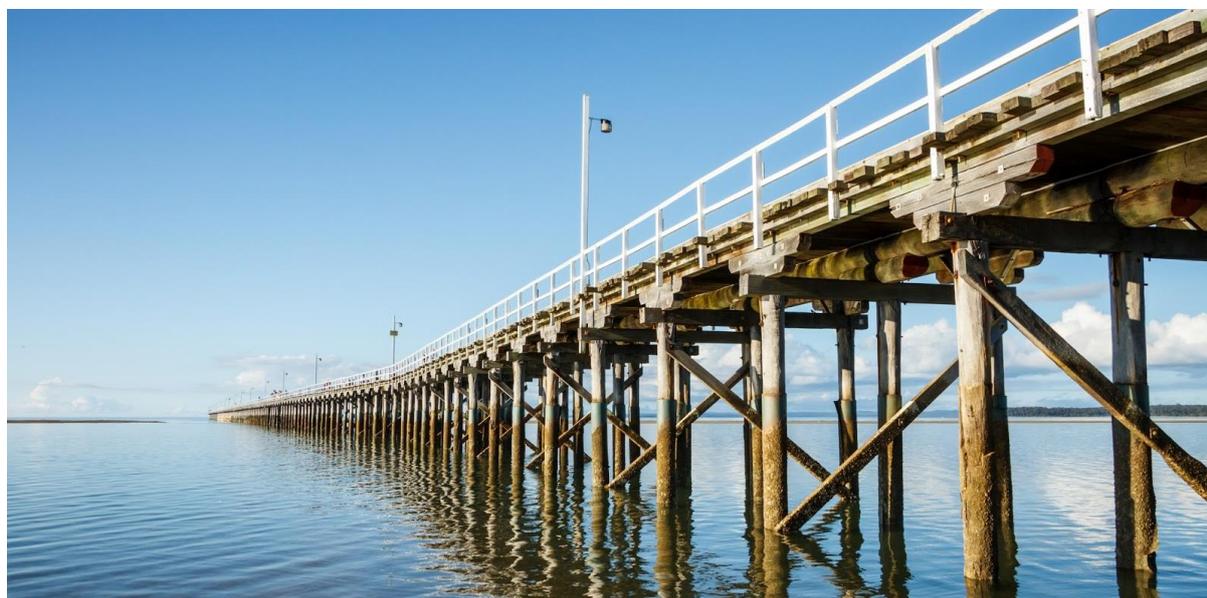
- Laser Tag - <http://www.widebaylaserskirmish.com.au/>
- Jumping Castles – [Link](#).
 - [Affordable Jumping Castles](#) are the most often booked at our site. They can also set up jumping castles at night under our oval lights.

Things to do off-site

Activity	Details	Entry Fee or Free
Movies	Just 20 mins walk from the campsite, the movies is a low-risk all-weather activity.	\$
Ten Pin Bowling	Ten Pin Bowling and Laser Tag are in the same complex. A great activity for kids or adults.	\$
Laser Tag at Zone 3	Laser Tag and Ten Pin Bowling are in the same complex. A great activity for kids or adults.	\$
Ice Skating	Also in the same complex as Ten Pin Bowling and Zone 3 is Ice Skating . You could spend the whole day there.	\$
Shopping	Just 10 mins walk from Campialba is Hervey Bay's largest shopping centre . It includes the main	Free

Activity	Details	Entry Fee or Free
	warehouse stores as well as smaller shops and a food court. If shopping is your thing, then maybe this is an activity for you.	
Trampoline Park	The Jump Park is a sure way to entertain a large group of kids. Campialba stocks quantities of socks suitable for the jump park to help reduce your costs. The jump park requires parents to sign a document, so if you plan to use this one, plan ahead.	\$
Wetside Water Park	This is a free and cool way for a group of young kids to cool off. It's just 15 mins walk or a couple of minutes drive from Campialba. Wetside Water Park is a must for littlies.	Free
Wetside Water Slide	As part of Wetside water park there are two water slides. They operate on weekends, but for sufficiently large groups they can be opened at any time.	\$
Water Slide and Go Karts	Want two attractions at once? Try the Go Kart track and water slide for an afternoon of great fun.	\$
Museum / Historical Village	Interested in history or just curious about how people lived a century or two ago? Visit the Historical Village and museum for a modest fee.	\$
Whale Watching	At the right time of year there are a number of providers who will take you on a whale watching tour so that you can get up close and personal with these gentle giants. Spirit of Hervey Bay Tasman Venture Hervey Bay Whale Watch Whalesong Cruises	\$
Urangan Pier	There's something charming about walking right to the end of the Urangan Pier either during the day or at night. The only cost to this activity is a bit of time and energy.	Free
Swimming at the beach	Want to take a swim? The beach is only 15 mins walk or a short drive from Campialba. Before putting this one onto your program, check the tides. It's best to swim from a couple of hours before high tide to a couple after. Outside of that the beach is more suitable for sand games.	Free
Sand-castles on the beach	Also at the beach , only this one is best done a few hours either side of low tide.	Free
Fraser Island	If you have the time, Fraser Island is charming natural beauty enjoyed best with a 4X4.	\$
Esplanade Walk	Free, relaxing, peaceful and peppered with parks and coffee shops, the Esplanade in Hervey Bay is a great way to relax.	Free
Botanic Gardens	Tropical paradise right in the middle of a seaside town? If you visit you'll enjoy the walks, seeing the birdlife and freshwater turtles. Why not take a picnic there!	Free

Activity	Details	Entry Fee or Free
Markets	A number of regular markets are hosted in Hervey Bay. What a great way to spend a morning.	Free
Fishing	Feel like throwing the line in? Head to Urangan Pier or just fish off the beach.	Free
Boating	If you bring your boat, you can visit one of the main boat ramps and launch your day of fun.	Free
Cycling	If you fancy riding, a cycle from Campialba all the way to Urangan Pier via the Esplanade only takes 25 mins.	Free
Reefworld	Interested in what lies below the surface of the ocean? Visit Reefworld to see into the deep.	\$



Sample Programs

Church Youth Group Weekend – Sample Only

	Friday	Saturday	Sunday
7:30 a.m.		Breakfast	Breakfast
8:30 a.m.		Speaker in Meeting Hall	Speaker in Meeting Hall.
10:30 a.m.		Morning Tea	Morning Tea
11:00 a.m.		Team Building Games in Rec Hall.	Swim at Beach
12:30 p.m.		Lunch	Lunch
1:30 p.m.		Ten Pin Bowling (\$)	Cleanup Departure
3:00 p.m.	Check in	Zone 3 (\$)	
5:30 p.m.	Briefing	Showers	
6:00 p.m.	Dinner	Dinner	
7:00 p.m.	Games in Meeting Hall	Movie Night	
9:00 p.m.	Supper	Supper	
10:00 p.m.	Lights Out	Lights Out	

Church Family Camp Weekend – Sample Only

	Friday	Saturday	Sunday
7:30 a.m.		Breakfast	Breakfast
8:30 a.m.		Swim at Beach Visit to Wetside Water Park	Sunday Markets Jump Park (\$)
10:30 a.m.		Morning Tea	Morning Tea – Offsite at Jump Park
11:00 a.m.		Mini Fair: Jumping Castle (\$) and Group Games rotation on Sports Field and in Rec Hall.	Jump Park. (\$)
12:30 p.m.		Lunch	Lunch
1:30 p.m.		Family time. Fishing, shopping, walking, sleeping, etc.	Cleanup Departure
4:00 p.m.		Laser Skirmish onsite (\$)	
5:30 p.m.		Showers	
6:00 p.m.	Check In	Dinner	
7:00 p.m.	Dinner	Group games in Rec Hall, followed by testimonies around a camp fire on the oval.	
9:00 p.m.	Light Supper	Supper	
10:00 p.m.	Lights Out	Lights Out	

School Whale Watching/Marine Studies Camp – Sample Only

	Monday	Tuesday	Wednesday	Thursday
6:30		Breakfast		
7:30		Travel to Boat	Breakfast	Breakfast
8:00	Travel	Whale Watch Tour (\$)	Morning Swim and beach games	Session with staff to consolidate learning outcomes.
10:00			Morning Tea	Morning Tea
10:30			Visit Reef World	Packup Depart Travel
12:30			Lunch offsite at Reefworld	
1:30	Lunch		Urangan Pier	
3:30	Games on Sports Field	Tour Returns	Return to Camp. Free Time	
5:30	Showers	Showers	Showers	
6:00	Dinner	Dinner	Dinner	
7:00	Ten Pin Bowling	Indoor Games	Movie Night	
9:00	Supper	Supper	Supper	
10:00	Lights Out	Lights Out	Lights Out	

Budget Week-Long Youth Group Camp – Sample Only

	Sun	Mon	Tue	Wed	Thur	Fri
7 a.m.		Rise	Rise	Rise	Rise	Rise
7:30 a.m.		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30 a.m.		Guest Speaker	Guest Speaker	Guest Speaker	Guest Speaker	Guest Speaker
10:00 a.m.		Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea
10:30 a.m.		Sports Rotations on field/courts/rec hall.	Photo Scavenger Hunt around Pialba	Ten Pin Bowling (\$)	Beach Games on the sand.	Cleanup Depart
12:00 p.m.		Lunch	Lunch	Lunch	Lunch at Beach.	
1:00 p.m.		Amazing Race game around local area.	Jump Park (\$)	Laser Skirmish onsite (\$)	Swimming at beach.	
3:00 p.m.	Arrive				Planning items for tonight.	
5:30 p.m.	Briefing/Showers	Showers	Showers	Showers	Showers	
6 p.m.	Dinner	Dinner	Dinner	Dinner	Dinner	
7:30 p.m.	Ice Breaker Games	Urangan Pier Walk	Movie Night	Night "glow stick" games on sports field.	Variety Show Presentation	
9:00 p.m.	Supper	Supper	Supper	Supper	Supper	
10 p.m.	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	

Key Principles of a Good Program

1. Divide the day into 3 or 4 sessions only and plan an activity for each one. Don't clutter the program with more sessions than this or you will find it hard to manage.
2. Things don't always go to plan. Leave breathing space in your program. If a swim at the beach is designed to take 1 hour, leave 1 ½ hours just so people have time for the unexpected.
3. Ensure somebody is in charge of each session. Activities without a leader often devolve into nothing and if children are involved, this makes it difficult to manage.
4. What about the weather? You should have 3 or 4 good indoor alternative activities in mind for if the weather is poor.
5. Ensure your leaders are briefed each morning on the plan for the day. Keeping people informed and adjusting the program as necessary are critical to ensuring the program is well managed. Any changes to the program need to be notified to leaders, campers and kitchen staff.
6. Try to avoid having "free time" on the camp program. If you wish to have some downtime during the camp, at least provide some semi-structured activities so that people who wish to be doing something can be part of it.
7. It's a good idea to make the first day of your camp a very busy and high energy one. Campers will come with excitement and if you can channel this energy into busy activities on the first day the remainder of camp will run more smoothly.
8. Bookings for all paid activities should be made well in advance. Venues can't usually accommodate large group bookings at short notice.
9. Consider the weather and tides in your planning. During summer, organise outdoor activities earlier in the day. Offsite air-conditioned venues such as bowling are best in the heat of the afternoon. During Winter, a visit to the beach for a swim might be best at 3pm rather than 8 a.m.
10. Camp programs can be demanding on leaders. Try to plan a series of low-key activities later in the camp so that you don't burn out your leaders. If you have enough leaders, you can also plan times for them to rotate through some rest time.
11. Don't plan activities which are unsupervised. Camp leaders are not permitted to vacate the site and leave campers unattended.
12. Lights out time is 10 p.m. However, remember the first night is the most exciting. As the camp continues, people progressively become tired and settle quicker at night. Be understanding around this.
13. If your camp includes cabin leaders, they should be in bed at the same time as campers to help settle them as act as a good example.

Getting Organised

There are some other key things to make sure your camp is a great experience for everybody who attends.

Leaders and Helpers

You can't run the camp all by yourself. People enjoy being asked to take responsibility for part of the program. It depends on the type of program you are offering as to how many people you might need to help. Here are some pointers:

1. Put somebody's name against each activity on the program and ensure they know how to run that program.
2. Have a person responsible overall for the camp and make sure that person isn't allocated to running individual activities where-ever possible. This frees them to trouble-shoot and work with the team.
3. Helpers who are supervising children need to be adults and should have a [Blue Card](#).
4. Offsite activities must always have an adult in charge of each group.
5. Leaders should be briefed on safety, timing of meals, etc so they understand their responsibilities. Never assume people know things.
6. It often takes people time to apply for leave and organise themselves so that they are able to attend as helpers. You should start finding these helpers at least 6 months before the commencement of camp.

Some tasks you may wish to allocate to leaders at your camp include

1. Camp Coordinator
2. MC/Organiser for meals
3. Activity leaders
4. First Aid Person
5. Group leaders

Food

Everybody's first question when they get home from camp is "How was the food?". To make things work well in the food area, please note the following

1. People should attend on time for all meals. The main meal is always served for about 20 minutes before dessert is then served. People who come late may miss out on food. Ensure your campers know about prompt attendance at meals.
2. Mealtimes work best when all campers are seated before the meal commences. After saying grace and briefing them about anything relevant, groups are asked to come through the serving area 1 table (8 people) at a time.
3. Ensure that all dietary requirements are notified to kitchen staff at least 1 week prior to the camp commencing.

4. Dietary requirements which we cater for are “medically dependent” ones. Beyond this people have many dietary preferences. If people would like to bring their favourite milk, bikkies or other things because of diet choices they wish to make, a fridge and freezer is provided for them in the dining hall to store their food.
5. The kitchen staff will choose the menu for your camp. However, prior to the camp commencing, if you have special requests or would like to discuss the menu in any detail, you should do so at least a fortnight before the camp commences. As the camp approaches and orders for food is placed with suppliers, the menu can't be easily adjusted.

Money Matters

Campialba will charge your organisation the amount you were quoted per head when you first inquired about the camp. This will be invoiced when you give final numbers and payable before camp commences.

You should charge your campers a single amount for the camp. Collecting lots of small payments is very messy and hard to manage for you and for campers.

The total you should charge your campers would normally include the following

1. Campialba charges
2. Charges for any paid activities you intend running.
3. Costs for materials which you are supplying for activities
4. Any additional money to pay for speakers etc.

The timing of financial interactions with Campialba is

At time of booking	Invoice 1 – Security deposit of \$250
7 days prior to camp when final numbers are in.	Invoice 2 – Remaining camp costs based on final numbers given prior to camp. This will have a due date before camp commencement.
2-3 days after camp finishes	Invoice 3 –Any adjustments for additional meals etc will be included in this invoice if required.

NOTE: Once final numbers are given, Campialba commits to the cost of catering for this number. If you have cancellations after this point, your organisation will need to carry the cost of the cancelled registrations. If numbers subsequently increase and Campialba allows you to include the extras, these will be billed in the final invoice.

For this reason it is best to ensure that everybody who has registered has paid you fully at least a fortnight in advance of the camp. Making sure people have paid in advance of the camp is going to make your job a lot easier. Asking people to pay after the camp will cause you two problems. Firstly, it's hard to chase the money. Secondly, without a payment in advance you have no firm commitment of their attendance.

Who is responsible for what?

Essentially, Campialba is responsible for the site and catering. You are responsible for running your camp program.

This means:

Campialba is responsible for

1. Providing a clean, safe campsite ready for your campers.
2. Providing meals throughout the camp.
3. Providing anything else agreed to at the time of booking.
4. Ensuring facilities are functional, clean and working during camp.
5. Locking and unlocking site each day.
6. Rubbish removal using bins provided.
7. Briefing you and your campers about matters related to site/food/safety during camp are required.
8. Notifying you of any foreseeable problems.

You and your organisation are responsible for

1. Safety and supervision of campers during activities, including provision of first aid.
2. Insurance associated with all activities you are running.
3. Collecting money from individual campers.
4. Planning and running the program.
5. All Communication with your campers before, during and after camp.
6. Supervision of campers including making sure they are settled at bed time.
7. Final day site clean-up.
8. Removal of excessive rubbish.
9. Assisting with cleaning/repairing of any significant issues caused by campers during the camp.
10. Notifying Campialba of any foreseeable problems.

Camp Day 1

To get started well, there are a few things to do when you arrive. These include

1. Briefly discuss your program again with the Campialba staff.
2. Put a copy of the program on the notice board in the dining hall.
3. Check all areas where you intend to run activities and set them up to your liking.
4. Designate an area where campers can check-in when they arrive.
5. Ensure notice is published of who is allocated to which cabin.

Risk management

To ensure you have thought of everything, you should complete the simple Risk Assessment form at the end of this booklet. This will help you think through contingencies. Some of these could include things such as

1. Making sure each group leader has a mobile phone and that you have a list of their numbers.
2. Making sure everybody who needs to contact you has your mobile number.
3. Making sure that your contact number is published on registration forms so that if people are running late they can contact you.
4. Making sure people know what to do during the night if they have an emergency.
5. Ensuring there is a roll-call procedure for groups of children if they are off site.
6. Ensuring you bring extra sun-screen for children who may have forgotten.
7. Ensuring you bring some extra water bottles for children who may forget or lose theirs.
8. Having some funds to be used in case of emergencies or to purchase things you may have overlooked in the planning.
9. Ensuring you have details of a parent/next of kin for all campers in case of emergency.
10. Ensuring you know the relevant medical conditions associated with any campers.

Other Advice

1. If young people are permitted to bring cameras and phones to camp, please inform them that they should not post pictures of other campers online without their permission.
2. When groups are onsite, they have exclusive access to the site. Also, in most cases people are sharing cabins with others. For this reason, cabins are not usually locked during camp. Campers should be advised not to bring valuables to camp. These are best left at home.

Forms

Feel free to use or modify these forms as required

Registration Form

Came Name	
Arrival Date and Time	
Departure Date and Time	
Address of Campsite	

Camper Name	
Email address	
Phone Number	
Sex	Male / Female
Date of Birth	
Parent/Guardian Name	
Does the camper have any allergies? If yes, please specify	
Does the camper have any medical conditions? If yes please specify.	
Does the camper need to take medication during camp? If yes, please specify.	
Can Panadol be administered to the camper if required?	
Does the camper have any medically required dietary requirements?	
Emergency Contact details other than parent/guardian	Name Number

What to bring

1. Fitted Sheet, Bed Linen
2. Pillow
3. Toiletries
4. Towel
5. Plastic Bag for dirty clothes
6. Pyjamas
7. Clothing/underwear/etc
8. Footwear
9. Medication if needed
10. Hat/Sunscreen/Sunglasses
11. Drink Bottle

Price \$___

How to pay: [Details go here]

Cabin Allocation Chart

Cabin 1 (sleeps 8 singles)

Cabin 5 (sleeps 8 singles)

Cabin 2 (sleeps 8 singles)

Cabin 6 (sleeps 8 singles)

Cabin 3 (sleeps 8 singles)

Cabin 7 (sleeps 8 singles)

Cabin 4 (sleeps 8 singles)

Cabin 8 (sleeps 8 singles)

Cabin 9 (sleeps 8 singles)

Cabin 10 (sleeps 8 singles)

Cabin 11 (sleeps 8 singles)

Cabin 12 (sleeps 8 singles)

Cabin 13 (with kitchenette and wheelchair access, Double bed)

Cabin 14 (Wheelchair access, Double bed)

Cabin 15 (Wheelchair access, Double bed)

Cabin 16 (Double Bed, Single Bed, Upstairs)

Cabin 17 (Double Bed, Single Bed, Upstairs)

Risk Assessment Form

Risk Identified	Children on off-site activity getting lost.
Possible Consequences	Unable to find their way back to campsite.
How will it be managed?	<ol style="list-style-type: none"> 1. Roll Call at specified intervals by leader. 2. Each camper given card with Campialba contact details to keep in their pocket.

Risk Identified	Camper is unwell and needs assistance during the night.
Possible Consequences	May not receive required medical assistance.
How will it be managed?	Campers know the hut of the Camp First Aid person and know how to contact that person during the night.

Risk Identified	Children without sunscreen become sun burnt.
Possible Consequences	May feel unwell or require medical attention
How will it be managed?	<ol style="list-style-type: none"> 1. Will have extra sunscreen for such children. 2. Will do a brief inspection of all children before extended sun exposure to ensure sunscreen was applied. 3. Will ensure all children wear hats.

Risk Identified	
Possible Consequences	
How will it be managed?	

Risk Identified	
Possible Consequences	
How will it be managed?	

Risk Identified	
Possible Consequences	
How will it be managed?	

Risk Identified	
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