

## RISK ASSESSMENT

<b>LOCATION/ACTIVITY/ISSUE BEING ASSESSED:</b>	DAC Overnight Camp Risk Assessment
<b>SERVICE/TEAM:</b>	Dinton Activity Centre
<b>NAME OF ASSESSOR(s):</b>	Gemma Wilford
<b>DATE OF ASSESSMENT:</b>	8 June 2026
<b>DATE FOR REVIEW:</b>	Annually or following incident/change in use
<b>APPROVED BY:</b>	<p style="text-align: center;">X</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Mike Bennett Activities Manager</p>

<b>SUMMARY (* delete as appropriate)</b>
Risk level <b>without</b> additional controls: HIGH / MEDIUM / LOW
Additional control measures required: YES / NO
Risk level <b>with</b> additional controls: HIGH / MEDIUM / LOW

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What is being done to control the risks?	Further Actions	Residual Risk
Accessing toilets in the night	Slips, trips and falls, Members of the public	Lighting from camping field leading to the Activity Centre. Toilets situated in the camping field overnight to limit access required to the main building. Torches provided for residential school groups	Explain potential hazards to teachers on arrival to relay to students	Low
Unauthorised access / intruder	Members of the Public	Fencing setup around camping area, area to be regularly patrolled by Team Leader onsite and fencing checked for gaps or unauthorised access.	Signage notifying public that Lea Heath is not accessible, re direct to Public Right of Way	Low
Safeguarding concerns	Children & Instructors	Instructors are DBS checked and trained in safeguarding policies and procedures. Staff sleeping area separated from children's sleeping	Continue adherence to safeguarding policy and supervision ratios.	Low

		accommodation. Overnight arrangements limited to authorised employees only.		
Medical emergency / illness	Overnight Instructors	Mobile phones available for emergency contact. First aid point located at reception. Staff are trained employees familiar with site procedures. Emergency services access maintained.	Ensure emergency contact numbers displayed within sleeping area. Teachers to be provided with a gate key to allow access for emergency services if required	Low
Slips, trips and falls during night-time movement	Overnight Instructors	Emergency lighting provided. Escape routes illuminated and maintained clear.	Conduct pre-occupancy check of sleeping area before each residential use.	Low
Fatigue impacting staff performance	Overnight Instructors	Overnight sleeping only undertaken during residential camps. Occupancy restricted to instructors. Sleeping arrangements provided using camp beds and personal sleeping bags.	Managers to monitor cumulative working hours during residential programmes.	Medium-Low
Electrical hazards from charging devices/mobile phones	Overnight Instructors	Building electrical systems subject to commercial maintenance regime. Staff only permitted to use standard low-risk personal charging devices.	Remind staff not to overload sockets or leave damaged chargers in use.	Low

## Additional Control Measures / Operational Requirements

REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Manager	Date of next review

22.05.2026	Mike Bennett	Creation Date	N/A	Mike Bennett	1 Year or after changes
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