

**Accidents Policy**

*BeeMe* operates accident procedures covering all our Camps

To uphold this, we will:

* Develop and maintain a register of the contact details of all children/young people involved in all camp activities
* Make contact with parent/carer as soon as incident/accident happens (parents/carers must ensure contact details are provided and that they are contactable for the duration of the camp)
* In the event of an incident/accident, complete incident report form and logged with *BeeMe* Management
* Obtain proof from external providers (halls, instructors, transport etc.) that they have insurance.
* Make first-aid boxes available and keep them regularly re-stocked.
* Make the location of First-Aid Boxes and Incident forms known to staff.
* Advise children and young people of any potential hazards relating to equipment and/or materials and carry out appropriate risk assessments if needed
* Carry out a risk assessment prior to every camp at each location/venue

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