



## CHECKLIST FOR DIVISION ADVISERS WHEN CHECKING OUT PREMISES FOR OVERNIGHT/HOLIDAYS

<b>SITE NAME</b>				
<b>ADDRESS</b>				
<b>CONTACT NAME</b>				
<b>PHONE NUMBER</b>				
<b>NAME &amp; ADDRESS OF CAMP /HOLIDAY ADVISER FOR SENDING FORMS</b>				
<b>GENERAL ACCESS</b>				
Is there car parking - if yes for how many cars				
Is there a safe drop off point for a coach?				
Are there ramps/steps at entrance?				
<b>BUILDING AND FIRE SAFETY</b>				
Has a risk assessment been carried out by the management of the site?				
Has a fire risk assessment been carried out by the management of the site?				
Is there an hard wired smoke/heat detector system leading to an audible alarm?				
No. of extinguishers		Fire blankets		Smoke/Heat detectors
Are there break glass points?				
Are fire exits clear and labelled?				
Are there Fire Action Cards? (fire emergency plan - red and blue signs)			Is there an emergency map (showing location of exits)?	
Are there fire doors?	Can they be opened and are they clear of obstructions?			
Is there emergency lighting?				
Is there a night light in corridors?				
Where is the assembly point?			Is it signed?	

Do all windows and doors shut properly?	
Are there door chains?	
Are floor surfaces/coverings safe?	
Is there a room for a separate first aid area?	
Is there a warden?	
Is there an emergency contact during stay?	
Locking up procedures	
Do the Police need to be notified in writing each time there is an overnight stay?	
<b>KITCHEN AREA</b>	
What hand washing facilities are there?	
Number of sinks	
Condition of drains	
Rubbish disposal	
Condition of work surfaces	
Hot water supply	
How many power points	
Number and condition of cooking utensils/utensils	
Number and condition of crockery/cutlery	
Cookers - how many - gas or electric?	
Size of fridge	
Size of freezer	
Size of storage area for food	
Sufficient size for groups to work in the kitchen?	
<b>DINING AREA</b>	
Is there a separate dining area?	
No. of tables	
<b>SLEEPING AREA</b>	
Type of beds - bunk/campbeds/mattresses? Nb - if bunk check type of safety rail	
Are there drawers for personal belongings?	

Are the following provided	Pillows	Pillow cases	Blankets
Are there curtains at the window for privacy?			
How many will the accommodation sleep? (if not purpose built there needs to be space for bed and a chair at the side for each child)			
Are there separate rooms for Guider/YL's /Pack Leaders - how many can they sleep?			
Would beds need to be stacked during the day?			
Is there a night light?			
<b>WASHING &amp; TOILET FACILITIES</b>			
No. of female toilets		No. of washbasins	
No. of male toilets		No. of washbasins	
Facilities for the disabled			
No. of showers			
How near are the toilets to the sleeping area			
Is there a night light?			
<b>GENERAL ISSUES</b>			
Is there an indoor play area?			
How near is the Guiders room to the girls' room			
Are there notice boards for charts, if not can notices be put up?			
Heating - electric or gas - is it paid by meter or separately?			
Electricity - within cost or meter?			
Access for disabled girls/wheelchairs			
Adequate lighting/ventilation in all rooms?			
Any restrictions on the use of rooms?			
Is there a telephone?			
Are the building/contents covered by insurance?			
Policy on damage/breakages			
Are there any drying facilities?			

How are faults reported	
<b>OUTSIDE</b>	
Is there a play area - grass/tarmac?	
Is there a boundary fence and gate?	
Are there dangerous roads nearby?	
Are there footpaths crossing the property that other people use?	
Is there any play equipment - are instructors required?	
Is there outside lighting /sensor lights?	
What is the local environment like? (parks etc nearby)	
Are shops nearby?	
Proximity of public transport	
Nearest hospital	
Nearest doctor	
Nearest dentist	

**I recommend this as a suitable venue for Rainbows/Brownies/Guides/Senior Section For Sleepovers/Holiday**

**I do not recommend this as a suitable venue for Rainbows/Brownies/Guides/Senior Section**

<b>Name</b>	
<b>Division</b>	
<b>Brownie Holiday/Camp Adviser</b>	
<b>Date</b>	

When complete to be sent to:-

County Outdoor Activities Adviser for verification