



Roughbreck Campsite Supplementary Information

PLEASE TAKE THIS WITH YOU TO YOUR CAMP/EVENT TOGETHER WITH THE INFORMATION ALREADY SENT TO YOU (as it is not repeated here)

Key Information	Sent on separate document.
Speed Limit	The maximum speed limit on the lane is 5mph.
Emergency telephone numbers	<p>Emergency Telephone numbers (also on the wall of the hut):</p> <p>Mrs Kirstie Pogson 07775742122 Mrs Sandy Wilson 07789701374 (Interim Chair) Mrs Sara Pearce 01623 822490</p>

FIRE REGISTER

NAME OF GROUP	DATE - from: to:
PERSON IN CHARGE OF GROUP	
NAMES OF PEOPLE IN GROUP	NAMES OF PEOPLE IN GROUP
	TOTAL NUMBER

Fire drill held - Date Time

DAY VISITORS - please give name and date of visit. Please also indicate that they have left the site.

Check List to Complete on Departure

Please leave with the Risk Assessment Form and Fire Register when leaving campsite

		Tick
1	Empty incinerator and take debris home.	
2	Fold and put away tents - complete with correct poles and bags and on the correct shelf. Wet tents should be spread over tables in Welbeck. Place pegs in the buckets after cleaning.	
3	All belongings to be removed from huts; tables, etc. dusted and floors swept. Tables should be wiped with a damp cloth.	
4	All food and belongings removed from kitchen. Kitchen swept and all surfaces cleaned.	
5	All dixies and kitchen equipment washed, dried and stored <u>upside down and not stuck inside one another.</u>	
6	Check equipment against inventory list - report anything broken, missing or damaged.	
7	Gas -ensure this is switched off and disconnected. Report any empty cylinders. Ensure gas stove, ring and water boiler are empty, clean and switched off.	
8	Ensure toilets are empty and clean and washrooms clean. The toilets should have no water left inside them and be dried.	
9	Ensure water taps are turned off and the box to the stand pipe near the hut is locked.	
10	Dismantle all dens in the trees, etc.	
11	Check there is no litter on the site or in any of the huts.	
12	Check that everywhere is left secure.	
13	Return the bow saw and axe to the Warden's box and ensure any other tools are put away.	

In order to maintain a high standard of health & safety, please tell us if there was anything at the property or in the grounds which resulted in an incident/accident occurring

**We hope you had a successful camp/visit.
Please leave the camp site clean and tidy for the next campers.
Thank you.**