

**INSPECTION REPORT  
For Camps / Holidays**

**This report is to be completed by the Inspection Officer (see note at the foot of page 2).  
A copy of the report should be given to the Officer-in-Charge and a copy be sent to  
CLCGB, 2 Barnsley Road, Wath-upon-Deane, ROTHERHAM, S63 6PY**

Name of the Company or Formation \_\_\_\_\_

Name of the Officer-in-Charge \_\_\_\_\_

Venue \_\_\_\_\_

Date of the Event: From \_\_\_\_\_ to \_\_\_\_\_

*Mark out of 4 each of the following areas.  
4 = excellent, 3 = good, 2 = acceptable and 1 = poor*

1.	Programme	4	3	2	1
2.	Inclement weather programme	4	3	2	1
3.	Security	4	3	2	1
4.	Fire precautions	4	3	2	1
5.	First aid and care	4	3	2	1
6.	Toilet facilities	4	3	2	1
7.	Washing facilities	4	3	2	1
8.	Kitchen/mess area	4	3	2	1
9.	Waste disposal	4	3	2	1
10.	Menus	4	3	2	1
11.	Sleeping accommodation	4	3	2	1
12.	General atmosphere	4	3	2	1
<b><i>If you are inspecting a Canvas Camp please complete the following:</i></b>					
13.	Camp layout	4	3	2	1
14.	Canvas	4	3	2	1
15.	Water supply	4	3	2	1
16.	Calor gas equipment	4	3	2	1
17.	Electrical services	4	3	2	1
18.	Generators	4	4	2	1

**General Comments:**

Inspecting Officer (name in block capitals)

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone number \_\_\_\_\_

Position held \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please note:***

*All camps and holidays lasting longer than 3 nights must be inspected by a person who has a good working knowledge of running a camp/holiday for young people. Where it is not possible for a camp/holiday to be inspected by a Brigade Officer, a representative from another Organisation (e.g. Scouts, Guides, The Boys' Brigade, etc,) who is responsible for inspecting their camps in the area concerned should be approached. The Camp Inspector must be independent of the company and campsite or residential setting.*

*If the camp/holiday is self-catering, the inspection must include at least one meal time on site.*

# ***Notes for Camp/Holiday Inspectors***

*The following notes give an indication of what is covered under each of the areas listed on the Inspection Report for Camps / Holidays form (TGA 2). If you have cause for concern about one or more of these areas at the camp / holiday you are inspecting, then please elaborate in the box marked "General comments".*

## **1. Programme**

The programme needs to be well balanced, offering plenty of variety appropriate to the age group.

## **2. Inclement weather programme**

An alternative programme for inclement weather or unforeseen circumstances should be available.

## **3. Security**

The safety of the children must be the first priority at all times; be aware of potential hazards. The site / premises should be as secure as possible from uninvited visitors. Provision should be made so that valuable items or cash can be secured. The right of way into the site should not be near the children's / young people's sleeping accommodation.

## **4. Fire precautions**

Adequate fire precautions must be in place, a method of evacuation should be pre-planned and practised. All staff must be aware of their responsibilities.

## **5. First Aid**

First aid kits should be correctly stocked with up to date materials as laid down in the latest edition of the authorised First Aid Manual of the Voluntary Aid Societies. First aid kits should be available for off site activities. Members' health forms should be current and available for anyone undertaking first aid. An Accident Report book / forms and Treatment Report forms must be kept up to date.

## **6. Toilet facilities**

There should be at least 1 toilet per 10 persons with separate toilets for male and female. These should be clean at all times. If Elsan type, a safe means of disposal of content should be available, pits should only be used as a last resort.

## **7. Washing facilities**

Adequate provision for private washing / showers should be available with good segregation between the sexes. Again these should be clean at all times.

## **8. Kitchen / mess area**

The kitchen or mess and food storage areas should be well laid out, with hygiene and safety paramount. Tables, where food is prepared, served or eaten off, should have surfaces that are easily cleaned. At least one person involved with the catering must hold a certificate of basic food hygiene. Proper provision must be made for storage and handling of all foods, particularly perishables. Food should be stacked and stored off the ground and covered where necessary.

## **9. Waste disposal**

Adequate provision should be made for the disposal and storage of waste / rubbish (covered bins and sealed bags). Open bins, skips or pits are not acceptable.

10. **Menus**  
There should be a well balanced menu, where special diets can be accommodated.
11. **Sleeping accommodation**  
Sleeping accommodation must be in a safe environment with boys and girls segregated. Adults (all members over 18) must have separate sleeping facilities.
12. **General atmosphere**  
Make a note of the general atmosphere of the camp.  

***The following relate specifically to canvas camps***
13. **Camp layout**  
If possible, the camp should be laid out so that all tents can be seen from any point on site. Large tents, such as a marquee, should have at least 2 exits spaced well apart. Where 2 or more large tents are pitched beside each other there should be a walking gap of at least 4 metres between the guy ropes. Residential tents should have a walking gap of 2 metres between the guy ropes. All canvas should be erected to withstand all weather conditions.
14. **Canvas**  
The condition of tents should be maintained so that they are clean and secure.
15. **Water supply**  
If hose pipes are used to bring water into the camp they must be the appropriate type for drinking water standard (normally hard blue); garden hose is not acceptable. Taps at source must be of the approved type with an anti siphon check valve. Where water containers are used they must be emptied and refilled daily and must have a sealed lid.
16. **Calor gas equipment**  
All calor gas fittings and equipment must be of the highest standard. Flexible pipes must be date stamped by manufacturer. The date on the pipe must not be more than 5 years from the date of inspection.
17. **Electrical services**  
Any electrical fittings and wiring must be of a standard for outdoor use.
18. **Generators**  
Generators should be safely sited in a restricted area. Operating, filling and safety instructions should be clearly displayed.

