

Recreational Property Health and Safety Checklist

The health and safety of camp guests are essential priorities in the management of Church camps. Reasonable efforts should be made to ensure that camp guests have a positive and uplifting experience.

Facility Information

Facility name	Agent stake	Date
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General Health and Safety

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
Containers of flammable liquids and other hazardous materials are properly secured and vented according to the suppliers' recommendations and local codes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
General sanitation guidelines recommend a ratio of one toilet seat for every 10 to 12 guests, with individual privacy. Adequate handwashing facilities should also be available for guests.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If shower facilities are provided, the equivalent of one showerhead per 15 guests is recommended.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
All toilet and shower facilities are clean, sanitary, and in good condition. State and local health and building codes may provide minimum standards and regulations for these facilities. Where such codes exist, the facilities are in compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Pit or chemical toilet vents are screened and equipped with toilet lids and self-closing doors to help control odors and prevent entry by insects and animals.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A method for separate use of restroom facilities by males and females has been established and clearly signed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The camp has a system in place that requires equipment furnished for activities—challenge courses, boating, archery, and so on—to be regularly:		
• Inventoried and maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Inspected and checked for safety.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Comments (attach additional pages if necessary)

Food Preparation and Service

Proper food handling and storage facilities provide an important element for a safe and healthy outdoor experience without the potential for foodborne illnesses or disease.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
Food preparation areas, if provided, are kept clean and free from accumulated dirt and grease and are protected from rodents.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Serving areas, if provided, are equipped to maintain food at an appropriate temperature for service.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Food storage areas, if provided, allow food to be stored off the floor and in sealed containers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Refrigeration units, if provided, are capable of maintaining temperatures between 34 and 40 degrees Fahrenheit.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Recreational Property Health and Safety Checklist—continued

Facility name	Agent stake	Date
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Food Preparation and Service—continued

Walk-in refrigerators or freezers, if provided, are equipped with properly functioning interior release latches to prevent entrapment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the food preparation area have the " A HEALTHY CAMPER IS A HAPPY CAMPER " poster on display?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Dishes, silverware, cookware, and cooking utensils, if provided, are provided with facilities where they can be properly cleaned, sanitized, and stored in enclosed containers or cabinets.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Garbage cans are leakproof and capable of being securely covered to reduce exposure of garbage to insects and animals, thus limiting the spread of disease.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Comments (attach additional pages if necessary)		

Program Area Emergency Response

Some programs may pose greater risks for guests and require additional emergency planning, response, and treatment capabilities.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
Written plans for handling major emergencies are in place and reviewed with guest representatives prior to camp use. A copy of these plans is available at camp. The plans should do the following:		
<ul style="list-style-type: none"> Identify a predetermined means of emergency communication, such as a bell, two-way radios, or a horn signal to assemble when cell or telephone communication is not available. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Instruct each group of guests to conduct an emergency assembly drill within the first 24 hours of arrival at camp. Evacuation instructions should be reinforced with guests at this time. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Provide response procedures for lost or missing persons (including the contact number for local law enforcement). 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Explain how to notify guests if aquatics or other outdoor activities need to be suspended during a threat of severe weather. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Identify and restrict access to manmade hazards, such as power poles, water tanks, excavations, and so on. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Identify and restrict access to natural hazards specific to the site, such as cliffs, water hazards, rockslides, tree deadfalls, and so on. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Comments (attach additional pages if necessary)		

Recreational Property Health and Safety Checklist—continued

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First-Aid Station

Emergency health care is an important aspect of preplanning for an activity. Some program features may require specialized training to respond to emergencies. Guests need to be provided with information about emergency procedures and requirements before they arrive at camp.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
Individuals needing first-aid treatment may require potable water and privacy during their treatment. If a specific area or room has been set aside as a first-aid treatment station, the area should provide the injured with protection from the elements, a lockable storage cabinet, and access to potable water.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Guests are informed if a stocked, portable first-aid kit is available. If one is not available, guests are instructed to provide their own first-aid supplies. If a first-aid kit is provided by the camp, expiration dates on bottles of all solutions and ointments should be routinely checked. Any outdated supplies should be safely disposed of and replenished.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A blood-borne pathogen spill and decontamination kit is available and adequately supplied.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Current emergency phone numbers are posted, including directions and distances to the nearest medical facilities, emergency services, law enforcement, and phone service.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Comments (attach additional pages if necessary)

Personal Medications

Adult leaders and parents are directly responsible for controlling and administering any medications required by children and youth under their supervision. In particular, adult leaders and parents should ensure that complete information about medications is included on the [Permission and Medical Release form](#), including instructions for administering medication.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
Parents and guardians have been instructed that all medications brought to camp are contained in their original prescription bottles or containers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Comments (attach additional pages if necessary)

High-Risk Activities

Climbing, rappelling, hiking, aquatics, ropes and obstacle courses, zip lines, and shooting sports require a higher level of preparation, training, and supervision.

Archery Range and Marksmanship

These programs require qualified supervision by individuals with specific training and knowledge to ensure safe operation. To familiarize each guest with safe operating procedures, individual training is required.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
The range has been properly laid out and meets or exceeds generally recognized standards or regulations, such as those set by the NRA (National Rifle Association) and the NAA (National Archery Association).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The range rules are posted and require that all firearms, ammunition, bows, and arrows remain under the constant control and supervision of a qualified adult.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Recreational Property Health and Safety Checklist—continued

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Archery Range and Marksmanship—continued

The range rules state that the range master in charge of the activity must be certified as an NRA or equivalent range instructor and a range safety officer or equivalent.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Range rules require use of protective equipment appropriate for the activity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The range rules require all firearms and archery equipment to be inspected by a qualified individual who understands the equipment's operation and can ensure its proper working condition prior to use.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Comments (attach additional pages if necessary)		

Ropes and Activities Courses

These include zip lines, rope swings, and so on. Guests may be exposed to risks if proper design, training, maintenance, and supervision are not provided.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
A procedure is in place to define the conditions for use of equipment and program areas for all guests.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The equipment is inspected annually by a professional engineer or certified inspector and is maintained in such a way as to ensure its safe operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A log is maintained of the equipment inspections, including the inspection date, findings and observations of the inspection, and resolution or disposition of deficiencies observed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The equipment and course meet all local or national government regulations and requirements for operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Access to the area or equipment is controlled or secured to prevent unauthorized use.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Appropriate protective gear is used and inspected daily for signs of wear and tear.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Warnings are in place so that guests know that equipment may be used only under trained and qualified supervision.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Structural components such as trees or poles are sound, anchored, and stable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
All live and dead snags and limbs in or near the course have been removed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The tension of cables is taut, and cables are free of rust or excessive wear.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Participation and training requirements are posted for guests.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Comments (attach additional pages if necessary)		

Recreational Property Health and Safety Checklist—continued

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Waterfront

Safety considerations and preplanning are essential to successful aquatic activities and the avoidance of risk, injury, or death. Aquatic activities require ongoing training and supervision by properly credentialed individuals.

<i>Inspection Items</i>	<i>Satisfactory</i>	<i>Comments</i>
Certification of approval for swimming, if required by local health agencies, is posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
At least one certified lifeguard who is 18 years of age or older supervises waterfront facilities for every 25 guests. Additionally, a minimum of one lookout is required for every 10 guests when the waterfront is in use.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Rules governing use of the waterfront by guests are clearly posted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
All swimming areas have been carefully inspected and clearly marked.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Guests are evaluated relative to their swimming abilities and assigned to appropriate swim areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Life jackets are available for each boat and canoe and are worn at all times by individuals occupying boats and canoes (one USCG-approved personal flotation device [PFD] per passenger).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
PFDs and paddles are properly sized to each guest.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
All nonmotorized watercrafts are inspected regularly and are in good repair.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
A lookout station is properly located so there is an unobstructed view of the water.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Reach poles, throwable PFDs , rescue tubes, and blankets are provided and easily accessible.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
The swimming pool deck or waterfront beach areas are generally neat and clean.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Comments (attach additional pages if necessary)