

Fitzgerald Cup

(circle)

Today is: Saturday Sunday

I am a: Leader Scout Patrol name: _____

We are assessing: Patrol name: _____

Yes No

Camp Planning Record

Name and identification

- | | | |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Patrol members listed |
| <input type="checkbox"/> | <input type="checkbox"/> | PL and APL listed |
| <input type="checkbox"/> | <input type="checkbox"/> | Patrol name / unit name listed |

Programme

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Printed out (as supplied) |
| <input type="checkbox"/> | <input type="checkbox"/> | Programme is displayed in a central location |

Duty Roster

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Roster includes meal preparation / clean-up |
| <input type="checkbox"/> | <input type="checkbox"/> | Roster includes other camp duties |
| <input type="checkbox"/> | <input type="checkbox"/> | Roster has fair distribution of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Roster is displayed in a central location |

Menu

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Main meals shown for the duration of camp |
| <input type="checkbox"/> | <input type="checkbox"/> | Minor meals/snacks shown for the duration of camp |
| <input type="checkbox"/> | <input type="checkbox"/> | Meals are balanced |
| <input type="checkbox"/> | <input type="checkbox"/> | Overall menu is balanced |
| <input type="checkbox"/> | <input type="checkbox"/> | Menu is displayed in a central location |

Ration / shopping list

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Food items required are listed (not just a receipt!) |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantities required are listed |
| <input type="checkbox"/> | <input type="checkbox"/> | Items listed are brought to camp |
| <input type="checkbox"/> | <input type="checkbox"/> | Special diets are listed (if required) |

Equipment

- | | | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Patrol camp equipment listed |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantities recorded |

First aid facilities

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit is stored visibly in a central, dry location |
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit items are clean and dry |

Yes

No

Entrance

Entrance is clearly defined

Entrance includes Unit/patrol identification

Patrol members use only defined entrance to access their site

Entrance is clean and free of rubbish

Entrance is safe to use and has no tripping hazards

Utilisation of site

Campsite does not interfere with other campsites

Good access to sleeping tents

Good access to eating shelter

Good access to kitchen

Good access to quartermaster store

Layout of land and water courses considered (inc. orientation)

Campsite is clear of tripping hazards

Trees have been considered in placement of sleeping tents

Environmental impact

Paths and walkways do not denude the land

No rubbish or food waste found out of bin

Bin lids are on and secured

Waste is sorted (General, Recycling, Compost)

Wet pit is present

Wet pit is easily and safely accessible from cooking and washing up areas

Wet pit is clean and has no residual waste food in it

Wet pit drainage is dispersed without creating a mud or water hazard

Wet pit drainage does not run into adjacent sites

Sleeping tents

There are enough tents for all patrol members

No rubbish or food scraps in tents

Tents are taut/properly erected

Pegs are pegged correctly

Guy ropes used when appropriate

Tent has frame properly fitted OR Tent poles are lined up

Lighting is available and provides sufficient illumination (torches are sufficient)

No other faults in tent set up

Personal gear stowed neatly

Uniforms are stowed neatly/hanging

Yes

No

Personal hygiene

There is a dedicated bowl for hand washing

Soap is available for hand washing

Hand washing water/bowl is clean

Kitchen / dining

Shelter

Kitchen shelter is taut/properly erected

Shelter poles are lined up

Shelter guys are lined up with one peg per rope

No other faults in shelter set up

Tables & seating

Tables and chairs are adequate to seat the entire Patrol

Tables and chairs are level and firm

Tables and chairs are hygienic

Seating is safe to sit on

Cold food storage

Patrol has sufficient cold storage

All cold foods that are not in use are in the esky

Esky is properly closed when food is not being removed/replaced

Esky is cold enough for items in it

Esky is hygienic

All food in esky is sealed

Esky has no excess water

Dry food storage

Dry food storage contains only food

Dry food storage is clean and tidy

All dry food containers are closed/sealed

Dry food storage is properly closed when food is not being removed/replaced

Dilly bags

Eating utensils (crockery and cutlery) are secured in dilly bag when not in use

Dilly bags are stored off the ground

Eating utensils (crockery and cutlery) are hygienic and dry when stored

Dilly bags are stored out of the path of water/rain

Yes

No

Hygiene

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- Cooking utensils (implements/pots/pans etc.) are stored away from food in dedicated box(s)/shelves
- Cooking utensils are hygienic and dry
- Knives and other sharps are safe to use and stored safely when not in use
- Patrol has safe/stable arrangements to rinse & wash dishes
- Patrol has arrangements to properly dry dishes
- When not in use, wash/rinse bowls are upside down
- When not in use, mop/dishcloth/cloths are airing
- When not in use, tea towels are airing or stored in appropriate receptacle (not dilly bag) if dry
- When not in use, dish rinse/wash area is hygienic
- Stove and/or BBQ is hygienic and tidy
- All food and Kitchen/Eating gear are under cover when stored

Cooking area

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- The Cooking area is adjacent to the Kitchen
- Cooking area boundaries are well defined (natural or rope/tape etc.)
- Boundaries do not create hazards
- There is only one entrance into the cooking area
- Cooking area has a direct, obvious and safe path to the kitchen/eating area
- Fire prevention equipment is in an accessible location
- Each patrol member knows how to deploy the fire prevention measures
- All Flame Sources are contained and Heat/Flame Clearances Achieved *

** Min clearance:
 Gas Stove - vertical 1.25m, horizontal 0.5m radius
 Gas BBQ - vertical 1.5m, horizontal 3m radius*

- Cooking surface(s) level
- Fuel is safely and appropriately stored - sited on firm, level base, cylinder valve closed when no gas is being drawn.
- Cooks have a safe system for handling hot items
- The Stove/BBQ are adequate and functional
- There is a safe working area around the Stove

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