Recreational Camp Self-inspection Checklist

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| **Facility Name:** |  | **Address:** |  |
| **Staff Name:** |  | **Date:** |  |

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| **Notification** | | | |
| A [camp safety plan](https://www.simcoemuskokahealth.org/HealthUnit/Workplaces/Businesses/recreationalcamps/Safety-plan) is submitted to the health unit at least 14 days before the camp opens. |  |  |  |
| Notification of opening date is provided to the health unit 14 days prior to reopening the camp. |  |  |  |
| **Medical Staff** | | | |
| A physician is available onsite or immediately available for medical emergencies. |  |  |  |
| A registered nurse is available onsite. |  |  |  |
| A person 18 years or older with a current first aid certificate is available onsite. |  |  |  |
| **Supervision** | | | |
| A physician is available onsite or immediately available for medical emergencies. |  |  |  |
| A registered nurse is available onsite. |  |  |  |
| **Washroom and Laundry Facilities** | | | |
| Washrooms are clean and well maintained. |  |  |  |
| Washrooms are equipped with waste bins, soap, a method for hand drying, and toilet paper. |  |  |  |
| Washrooms are provided with hot and cold running water. |  |  |  |
| Laundry facilities are supplied with hot and cold water. |  |  |  |
| **Garbage Removal** | | | |
| The camp is maintained in a sanitary condition with routine garbage removal. |  |  |  |
| **Camp Construction, Lighting, Ventilation, and Fire Safety** | | | |
| The camp is constructed and maintained to protect the health and safety of campers. |  |  |  |
| Adequate fixed lighting is provided.  Note: A flashlight is not considered appropriate lighting in sleeping areas. |  |  |  |
| Ventilation is available in camp buildings to eliminate odours, fumes, vapours, smoke, and excessive heat. |  |  |  |
| Windows in sleeping areas can be opened for air flow and have screens in good repair to prevent entry of insects and vermin. |  |  |  |
| Smoke alarms and fire extinguishers are operational and properly located. |  |  |  |
| The local fire department has been contacted to make recommendations and requirements in addition to those in Ontario Regulation 503/17. |  |  |  |
| **Sleeping** | | | |
| Mattresses, blankets, pillows, and pillowcases are kept in sanitary condition and in sufficient supply to meet the needs of all persons in the recreational camp. |  |  |  |
| **Pest Control** | | | |
| Camp buildings are free from pests. |  |  |  |
| Records of pest control measures are kept and available for inspection. |  |  |  |
| **Drinking Water Supply** | | | |
| The drinking water system meets the requirements of [Ontario Regulation 170/03: Drinking Water Systems](https://www.ontario.ca/laws/regulation/030170). |  |  |  |
| The Ministry of the Environment, Conservation and Parks inspect the drinking water system. |  |  |  |
| Water sample(s) have been submitted. |  |  |  |
| Water sample results are available onsite for inspection. |  |  |  |
| **Animals** | | | |
| Dogs, cats, horses, and any other animal susceptible to rabies have current rabies certificate, with the last rabies immunization given at least 30 days before the animal enters the camp. |  |  |  |
| Rabies vaccination certificates for all animals are available for inspection. |  |  |  |
| All animal, [bat and other wildlife](http://www.simcoemuskokahealth.org/Topics/Rabies/wildlife.aspx) bites are reported to the health unit immediately. Visit our [Animal Bites and Scratches](http://www.simcoemuskokahealth.org/Topics/Rabies/prevention-and-control/animal-bite-reporting) webpage for more information. |  |  |  |
| The [Rabies Animal Exposure Incident Report Form](https://www.simcoemuskokahealth.org/docs/default-source/jfy-health-care-professionals/2006-07_3_Rabies_and_animal_exposure_incident_report_08_2.pdf?sfvrsn=12) is available onsite and camp staff have knowledge on the reporting requirements. |  |  |  |
| **Recreational Water Safety** | | | |
| Waterfront areas are maintained free of hazards with drop-offs, rocky bottoms, and shallow areas identified. |  |  |  |
| The waterfront area used by campers is clearly designed with signs, buoys, and/or buoy lines. |  |  |  |
| Swim tests are done in shallow swimming areas equal to or less than 1.35 metres deep. |  |  |  |
| Waterfronts used for aquatic activities are supervised by lifeguards. |  |  |  |
| Lifeguards are at least 15 years of age and received certification within the past two years. |  |  |  |
| A copy of all necessary lifeguard certificate(s) are available for inspection. |  |  |  |
| Lifeguard to swimmer ratio is met:   * Two lifeguards for 1-25 swimmers. * Three lifeguards for 26-100 swimmers. * If more than 100 campers are in the water, one additional lifeguard is required for each additional group of 25 or less. * Additional supervision is provided for non-swimmers, campers with special needs, and children under 5 years, as needed. |  |  |  |
| **Recreational Water Safety Equipment** | | | |
| The following safety equipment is easily accessible:   * One or more buoyant rescue aids attached to a shoulder loop with a six-millimetre line at least 1.60 metres in length. * One or more reaching poles of three metres or greater in length. * One or more buoyant throwing aids attached to a six-millimetre line at least eight metres in length. * A spine board. * A paddleboard or boat where any part of the swimming area is more than 50 metres from shore. * A telephone or other communication device with a list of emergency service names/numbers at the waterfront area. |  |  |  |
| A first aid kit is provided and has sufficient supplies:   |  |  | | --- | --- | | * a current copy of a standard first aid manual * safety pins * individually wrapped adhesive dressings * sterile gauze pads (75 mm) * gauze bandages (50 mm and 100 mm) * individually wrapped sterile surgical pads suitable for pressure dressings * triangular bandages * rolls of splint padding * roll up splints * scissors | * non-permeable gloves * resuscitation pocket mask * tweezers * instant ice packs * incident report forms * antiseptic solution * water-resistant, sterile bandages * waterproof adhesive tape * blanket and pillow | |  |  |  |
| **Food Preparation** | | | |
| Food preparation areas meet the requirements of [Ontario Regulation 493/17: Food Premises](https://www.ontario.ca/laws/regulation/R17493) (Parts III, IV and VI). |  |  |  |
| Certified food handler certificates are onsite and available for inspection. |  |  |  |
| Food preparation and storage areas are thoroughly cleaned and sanitized, fully equipped, and operational prior to opening and inspection date. |  |  |  |
| **Communicable Disease Control** | | | |
| Procedures are in place to ensure campers and staff are free of communicable diseases, and the health unit is notified of suspect outbreaks at the camp. |  |  |  |
| **Operator Training** | | | |
| Camp operator(s) are trained in the administration, management, and operation of the camp and in the camp’s safety procedures. |  |  |  |
| **Notes** | | | |
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| **Resources** | | | |
| * [Simcoe Muskoka District Health Unit Recreational Camp Operator Webpage](https://www.simcoemuskokahealth.org/HealthUnit/Workplaces/Businesses/recreationalcamps.aspx) * [Ontario Regulation 503/17: Recreational Camps](https://www.ontario.ca/laws/regulation/170503) | | | |