

CARAVAN SETUP CHECKLIST/PROCEDURE

1. Hitching up checklist

Here we list many of the things you'll need to do when you head off with your caravan. When you leave home the first couple of points may already be covered, but you'll need to remember them when you leave the campsite.

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| 1. <input type="checkbox"/> Turn off the gas at the cylinder | 10. <input type="checkbox"/> Reverse your car to the caravan |
| 2. <input type="checkbox"/> Empty the fresh- and waste-water containers and clean out any toilet cassette in an appropriate place | 11. <input type="checkbox"/> Secure the hitch on the towball |
| 3. <input type="checkbox"/> Check the caravan's windows and roof lights are closed, internal doors and cupboards are closed, loads are safely secured and the external door is locked | 12. <input type="checkbox"/> Check the link by using the jockey wheel to raise the car by about 2.5cm to make sure it is properly coupled |
| 4. <input type="checkbox"/> Check the caravan handbrake is on and chock the wheels if you are on a slope | 13. <input type="checkbox"/> Stow the jockey wheel |
| 5. <input type="checkbox"/> Lower the jockey wheel and lock in place | 14. <input type="checkbox"/> Connect the electrical plug(s) and the stabiliser system, if it's fitted, making sure the cables will not drag or pull as the car turns |
| 6. <input type="checkbox"/> Raise the corner steadies | 15. <input type="checkbox"/> Attach the breakaway cable or secondary coupling |
| 7. <input type="checkbox"/> Check the caravan's nose weight | 16. <input type="checkbox"/> Release the caravan handbrake and remove any chocks |
| 8. <input type="checkbox"/> Adjust the hitch height so it goes above the car's towball | 17. <input type="checkbox"/> Check the road lights and indicators are working |
| 9. <input type="checkbox"/> Remove the towball cover on the car's towball | 18. <input type="checkbox"/> Pull clear of the site and check the area for anything left behind |

2. Uncoupling and setting up

Once you've reached your destination you'll need to unhitch.

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| 1. <input type="checkbox"/> Release the stabiliser if you have one | 7. <input type="checkbox"/> Pull up the hitch-head lever and use the jockey wheel to raise the caravan hitch from the towball |
| 2. <input type="checkbox"/> Reverse your caravan onto the site | 8. <input type="checkbox"/> Drive your tow car away |
| 3. <input type="checkbox"/> Apply your caravan handbrake | 9. <input type="checkbox"/> Replace the cover on your car's towball |
| 4. <input type="checkbox"/> Chock the caravan wheels if you are on a slope | 10. <input type="checkbox"/> Adjust the level of your caravan front and rear with the jockey wheel |
| 5. <input type="checkbox"/> Lower the jockey wheel and lock it in position | 11. <input type="checkbox"/> Lower the corner steadies |
| 6. <input type="checkbox"/> Disconnect the electrical plug(s) and breakaway cable or secondary coupling from the car | 12. <input type="checkbox"/> Set-up annex, making sure that no pegs are outside the yellow lines. |

 **Make sure that you consider trip hazards when setting up your annex and positioning your ropes and pegs. If you have your own cooking equipment (BBQ or camp stove), please make sure that your gas bottles are checked and within date of examination. Ensure that all gas lights and open flames remain outside and away from the annex or any enclosed areas. Ensure that food preparation, shelter and sanitation areas are positioned to avoid potential physical and health hazards.**

You're now ready to climb inside your caravan, but there are some final preparations you may want to make before you can really relax. Depending on the complexity of your unit, they may include:

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| <input type="checkbox"/> Connecting the mains power cable to the caravan and on to the hook-up point, checking the residual current device (RCD) is working correctly | <input type="checkbox"/> Adding toilet fluids |
| <input type="checkbox"/> Turning on the fridge | <input type="checkbox"/> Turning on the gas |
| <input type="checkbox"/> Collecting fresh water | <input type="checkbox"/> Turning on the water heater when you're sure it's full of water |
| <input type="checkbox"/> Positioning the waste water collector | |

❖ **If you have any questions about your caravan set-up or require procedures for using your tools and equipment, please see the camp superintendent located behind the Camp Office. If you wish to notify the Risk Management department or superintendents of any hazards you've noticed please visit the Camp office for a Hazard Report. You will also be able to get Incident Reports from the Camp office if you have been involved in or witnessed an incident.**