

CAMP SAFETY BOOKLET

For Campers & Staff

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1 Introduction

Most work and home environments have their own generic hazards which if not checked and controlled could result in accidents happening, causing personal injury or damage to property.

A campsite is no different and all of us must be aware of such hazards however remote and be proactive in helping reduce the risks of such hazards from happening.

This Safety Booklet gives an insight as to these generic hazards that are inherent on a camp of such magnitude and provides a guide to help you promote the health and safety of all campers and visitors during their stay and visit to Charnwood 2001.

This Safety Booklet is to be read before arrival to the campsite as it also provides you with additional important information on:-

- a) What extra kit you need to bring to camp to ensure "GOOD CAMP KEEPING".
- b) What you need to do well before you come and enjoy yourself at CHANWOOD 2001.

Please note that the camp organisers can accept no responsibility for personal/group equipment/clothing and effects. Group Leaders should check that everything they and their group members bring to camp is adequately insured

2 Equipment Checks Before Arriving At Charnwood 2001

To ensure the safety of everyone at the camp all equipment brought to the camp whether it belongs to individuals or groups must be in good working order and free from faults or defects. ANY equipment brought to the camp which is considered by the Camp Wardens as not being fit for its purpose will be confiscated and will be handed back at the end of the camp.

The following items are to be checked but by no means is this list exhaustive.

2.1 Gas Appliances

All gas appliances such as Gas Bottles, Cookers, Water Heaters, Lanterns, are to be checked for leaks, good connections, correct fittings (regulators for the type of gas being used), condition of gas hoses (non perished).

2.2 Electrical Appliances

The information below is specifically for Staff who will have access to the camps electrical supply, via Sub-camp HQ's, Village Marquees or any other location installed with an electrical supply.

We are asking people to act sensibly, with equipment they bring to site, however we have the system and we want it to be used.

Certain items however, should not be brought along e.g. electric heaters, hairdryers, and tumble driers. Other items such as water boilers, water heaters, kettles, fridges, freezers, coffee machines, microwave machines, T.V, Video or lawn mowers, should not be brought without prior agreement. If in doubt ask – it will save us all difficulties later.

All equipment with long leads over 2 Metres long should be protected by an RCD. If in doubt, again just ask for advice.

We are also interested in equipment used on stages located around Sub-camps, Bar and International tent etc - especially lighting and Radio Microphones – please let us know what you are planning so we can avoid interference etc.

Any Electrical Appliances that are brought onto the camp and will be connected to the camps electrical supply are to be checked by the camps Electrician who is a member of the Engineering Team unless the Electrical Appliance has had an electrical safety test carried out on it already (Copy of Test Certificate or label affixed to the Electrical Appliance will be required).

See specific arrangements under Article 3.2 below for the testing of Electrical Appliances.

2.3 Lamps and Stoves using flammable liquids

All Lamps and Stoves that need to be pressurised for use must be checked for leaks.

The flammable liquid used by these appliances and for non-pressurised appliances (Trangias etc.) must be held in the appropriate container and clearly labelled. The storage of these fuels must be in a well-ventilated area and well away from sleeping areas.

Care must be taken when recharging such equipment.

3 Equipment To Be Checked On Arrival At Camp

3.1 Electrical Appliances (General)

Electrical Appliances which operate off the camps electrical supply and which are to be used any where on the camp including:- The Camp Village, Leaders Bar, Organisers, Team Managers and Sub-camp HQ's are to be checked by an electrician from the Engineering Team prior to use unless such Electrical Appliances have had an electrical safety test carried out on it already (Copy of Test Certificate or label affixed to the Electrical Appliance will be required). (See 3.2).

Such appliances include but not limited to those referenced in 2.2 above and the following:-

Computer Equipment and accessories, Fax machines, Laminators, Photo copiers, Mobile phone chargers, PA systems, Hi-Fi systems, Radio and Communications equipment.

3.2 Testing of Electrical Appliances

An Electrician who is a member of the Engineering Team will carry out the testing of Electrical Appliances that require such testing. The tests will take place in the Engineering Compound on the Staff Sub-camp unless other arrangements are made.

All Electrical Appliances that pass the test will be issued with a PAT sticker, which is to be attached to the Electrical Appliance.

4 Camp Hygiene

4.1 Personal Hygiene

Personal hygiene is important on camp, especial on a camp of such a long duration. Further more as the camping area has been used by grazing animals the need for scrupulous attention to personal hygiene at camp cannot be over emphasised.

Personal hygiene whilst camping, can be difficult, but simple precautions will considerably reduce risk. Infection from e.coli and other organisms causing gastro-enteritis are possible, but would be prevented by thorough hand washing.

All campers must wash their hands before preparing and cooking food, and before eating, after visiting the toilet and after activities. Washing is not to take place at taps provided for the filling of water containers

- Use an antibacterial soap with a press top dispenser.
- Wash hands for 30 seconds, covering all surfaces.
- Dry hands thoroughly, using disposable towels or kitchen roll.
- Alternatives to soap:-
 - a) Wet wipes, using the same technique of covering all surfaces of the hands.
 - b) Alcoholic hand rub. (Not to be used if hands are physically soiled when soap and water must be used)

4.2 Food Hygiene

- Wash hands thoroughly prior to preparation of food.
- Do not handle food if you are suffering from any illness i.e. Diarrhoea, vomiting, sore throat, cold, septic sore.
- Cover any cuts or lesions on the hands with a waterproof plaster.
- Keep work surfaces, chopping boards and equipment clean and disinfected, using an antibacterial cleanser (e.g. Dettol).
- Do not reheat food.
- Keep all food covered and in suitable containers.
- Thoroughly wash all cooking and eating utensils immediately after use.
- Use cold boxes where appropriate. Label ice blocks with your Unit/Group/Troop/Sub-camp name for re-freezing in designated freezers in the Camp Village.

4.3 Chemical Toilets

The emptying and cleaning of portable Chemical Toilets will be by the Engineering Team. Owners of Chemical Toilets are to have their Group and Sub-camp name clearly attached to their toilet. Chemical Toilets that require emptying are to be placed along side their own main Sub-camp toilet block each morning where the 'loo squad' will collect them. Once emptied and cleaned the Chemical Toilets will be returned to where they were collected from.

It is the responsibility of individual units/groups to provide their own 'Elsan' fluid.

4.4 Waste (Water and Rubbish)

All Sub-camps will be provided with its own central wastewater tank (in excess of 50 gallons), this is to be used by all campers for disposal of their washing up and waste water. Wastewater is to be filtered (rubbish bag/bamboo canes or staves/bucket/grass, leaves or straw) and collected and not poured straight onto the ground before disposal into the central wastewater tank (campers are to provide and make their own filtering system).

No 'wet pits' are to be dug.

All Sub-camps will be provided with its own Rubbish Collection Point. Rubbish that is not recyclable (see below) is to be placed into rubbish bags and tied before putting into the main Rubbish Collection Point (No loose rubbish is to be put into these area's).

There will be a recycling scheme in place during the camp and all campers and visitors are encouraged to participate in this.

Items being recycled are

- Paper
- Cardboard
- Aluminium cans
- Steel cans
- Plastic
- Glass

Suitable receptors for the placement of such items will be sited adjacent to all Sub-camps and in the camp Village.

5 Fire Precautions

5.1 Equipment to bring

Each Group/Unit camping is to bring at least three (3) fire buckets. They are to be clearly marked 'Fire' in large letters and have the Group/Unit/Sub-camp name appended to it.

They are to be placed in a prominent position, central to the camping group, but not in such a position, as they will contribute to a 'tripping' risk.

Fire buckets must be kept full at all times. Abuse of fire buckets (e.g. water fights) will not be tolerated.

5.2 Fire Assembly points

In the event of a fire and if it is required for everyone to leave the area then you are to leave via the safest route to one of the Fire Assembly points designated by your Sub-camp. Fire Assembly points will be identified to you at your first Sub-camp Council meeting.

5.3 Open Fires and Barbecue's

No Open Fires are allowed on the campsite apart from the main campfire, which will be run by Camp Staff.

Barbecues will only be allowed if they have been registered and approved by the Camp Wardens (Location/Type - Gas, charcoal, or briquettes).

5.4 Smoking Policy

As is the custom with most work place practices, the camp will emulate a smoking policy on a similar basis, that is :-

Due to safety issues there will be no smoking 'in doors' i.e. in tents, Portakabins or toilets. The only exception to this would be in the Staff Bar.

Smoking therefore should be out-of-doors and where ever possible out of the view of scouts and guides.

Those running activities on or off the campsite should refrain from smoking whilst in view of guides or scouts.

Cigarette ends should be disposed of sensibly in waste bins.

6 First Aid Treatment

6.1 First Aid Kits

Each Group/Unit camping is to bring its own First Aid Kit, which is to have sufficient supplies to last the duration of the camp. Its contents should include: -

- Disposable gloves
- Hypo-allergenic plasters, various sizes, individually wrapped
- Blue plasters for kitchen use
- Triangular bandages
- Sterile un-medicated dressings in small/medium/large
- Crepe bandages
- Safety pins
- Scissors
- Tweezers
- Book and pen (All incidents should be recorded)

6.2 Flow Chart for First Aid Treatment

In the event that an incident happens which requires the administration of First Aid Treatment then the following procedure should be adopted (see also Flow Chart for First Aid Treatment).

For Minor injuries Scout/Guide Leader to administer First Aid Treatment.

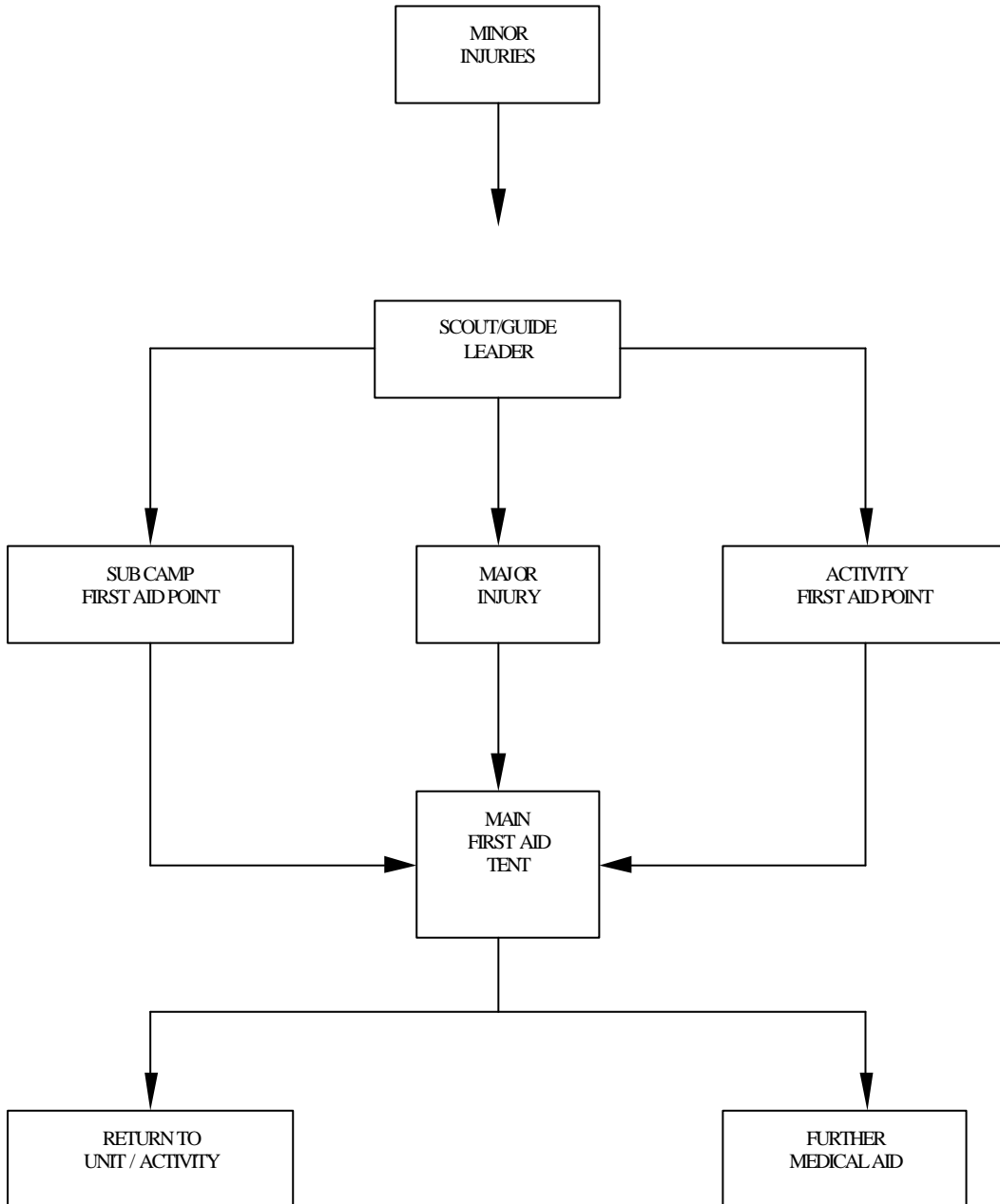
For Minor injuries and the Scout/Guide Leader is not in attendance then treatment to be administered by Sub-Camp First Aid personnel or Activity Team First Aid personnel (Dependant where the incident happens).

For Major injuries the injured party will be treated by First Aid personnel from the main First Aid H.Q on the campsite.

In the event that a person is required to visit the hospital, then the injured party is to be escorted by his or her own unit/group Leader or if not available one of the Sub-camp team.

All injuries minor or major are to be recorded in a log book by the injured parties unit/group. The log book is to record; Name of injured party, Details of injury, Treatment given, Name of person treating the injured party.

Flow Chart For First Aid Treatment



7 Noise

Noise in the early hours of the morning or at night after lights out is to be at a minimum, so that campers wishing to sleep can. Subject to Sub-camp programmes a noise curfew will be in operation between 23.00 to 07.00 hours.

7.1 Mobile phones.

Mobile phones are recommended not to be brought to the camp, as there will be nowhere to charge them. Pay phones are located in the camp Village and Staff Sub-camp.

7.2 Radios (Walkmans, Discmans and other audio equipment)

It is recommended that audio equipment is not brought to the camp. If audio equipment is brought then it is not to be played at such an audible level as will annoy neighbouring campers.

7.3 Electrical Generators

Electrical Generators are not allowed at the camp.

8 Behaviour

Having fun at camp is what Charnwood 2001 is all about. However this is not to be at the expense of other people not enjoying themselves due to other people misbehaving.

Respect and consideration for others must be observed at all times.

The Camp Organisers will deal with any individual or group who displays such inappropriate behaviour during the camp.

8.1 Alcohol Policy

There will be an enforced no alcohol policy across the site. However, because of the social aspect a bar can bring, there will be a bar in the Staff area, which will be licensed, and observe the licensing laws.

Pricing of the bar should be less than pub prices, set to attract people to drink and buy their drinks in there rather than cans from shops.

Individuals will be allowed to bring their own drinks into the bar, providing they are discrete bringing alcohol on to the site, and carrying it around the camping areas, arena etc.

No unofficial bars will be tolerated on the site, including Sub-Camp Headquarters, Team Headquarters etc, and all adults including Staff and Leaders will be expected to comply with this ruling. Those who do not comply with this ruling will see the expulsion from the event of the individual concerned. The Organisers and County Commissioners will deal with individuals or groups of people breaking the policy of drinking on site other than in the bar.

9 Bikes, Scooters, Skate Boards

For everyone's personal safety Bikes (mountain bikes, etc), Scooters, Skate Boards or any other type of person mover are not allowed on the campsite. The Camp Wardens will consider an exception to this for Staff having a specific need for their job function.

10 Do's And Don'ts

Accidents resulting in either injury or damage at camps often happen due to the simplest of things, but most could be prevented by 'Good Camp Keeping'.

Good Camp Keeping is not difficult to do or to implement. It generally only requires individuals to think about the safety of others and the likely outcome of their own actions.

If you remember these simple Do's and Don'ts the risk of certain hazards can be significantly reduced.

Do

- BRING A FIRST AID KIT
- KEEP FIRE BUCKETS FULL OF WATER
- REMEMBER WERE YOUR FIRE ASSEMBLY POINT IS
- KEEP YOUR CAMPING AREA TIDY
- USE THE RECYCLING BINS
- WASH UP WELL
- USE THE TOILETS
- PROTECT YOURSELF FROM THE SUN!!!!
- TAKE CARE OF MINOR INJURIES
- WASH!!!!!!

Don't

- FORGET YOUR FIRE BUCKETS
- RUN AROUND ANY TENTS
- LEAVE THE WASHING UP AFTER MEALS
- LEAVE FRESH FOOD UNCOVERED
- FORGET TO REFREEZE ICE BLOCKS