

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 2006.

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

What extra kit you need to bring to camp to ensure "GOOD CAMP KEEPING".

What you need to do well before you come and enjoy yourself at CHARNWOOD 2006.

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 2006

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.

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).

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.

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. Items that have not been agreed on the marquee forms should not be used on camp unless agreed with the electrics team. Specifically water heaters, boilers, kettles and any heat producing items not on the marquee form should be discussed with the electrics team prior to the camp.

Any Electrical Appliances that are brought onto the camp and will be connected to the camps electrical supply will need to have a self-certification form filled in prior to the camp. This must then be approved by the OSS team with the appliance before it can be plugged in and used. For more details of the self-certification process and forms please visit <http://www.charnwood.org/2006/downloads> or contact your team leader.

3.Camp Hygiene

Personal Hygiene

Personal hygiene is important on camp, especially on a camp of such a long duration, it can be difficult, but simple precautions will considerably reduce risk. Infection from E.coli and other organisms causing gastroenteritis are possible, but can 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 of hands or pots 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 hands rub. (Not to be used if hands are physically soiled when soap and water must be used)

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 and colds.
- 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.
- Remember to change T-towels regularly.

Chemical Toilets

The emptying of portable Chemical Toilets will be by the On Site Services 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 they will be collect from. Once emptied 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.

Waste (Water Refuse & Recycling)

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 (grease pit, 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 Refuse & Recycling Center. Refuse (All items that can not be recycled see below) is to be placed into black refuse sacks and tied before putting into the general waste container of the Refuse & Recycling Center (No loose refuse is to be put into this area).

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

- Paper, Card & Cardboard
- Aluminium and Steel cans (squashed)
- Plastic (squashed)

- Glass

Any food container (Glass, Tin etc) **MUST** be cleaned out before being placed into your recycling.

PLEASE DO NOT put compressed cylinders into the refuse sacks!

The camp does not have the facility to dispose of the following:

- Compressed Cylinders (i.e. Gas cylinders/aerosols)
- Unused Paint
- Damaged Equipment (Tents, Tables, Chairs etc)

Units are asked to take these home and dispose of them safely.

4. Fire Precautions

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.

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 meeting.

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 (Gas only) will only be allowed if they have been registered and approved by the Camp Wardens.

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, portacabins or toilets.

There will be a smoking area in the village pub garden which will be screened off. 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 Scouts and Guides.

5 First Aid Treatment

First Aid Infection Control

Please be aware of the simple precautions you must take when treating a casualty.

Simple precautions such as good hygiene and hand washing, as well as wearing gloves will protect both you and your casualty from cross infection.

However there is the risk that blood borne viruses, such as hepatitis B or C and HIV may be spread by blood to blood, or other bodily fluid contact.

These viruses can only be transmitted if an infected person's blood makes contact with a break in the skin, such as a cut or abrasion containing blood or other bodily fluids. No evidence exists of hepatitis or HIV being passed on during mouth to mouth resuscitation.

To prevent any cross infection you should:

- Always carry and use protective gloves.
- Cover your own sores or wounds with waterproof plasters.
- Wear a plastic apron when dealing with large quantities of bodily fluids.
- Take care not to prick your self on any needles found near casualties.
- Try not to talk, sneeze or cough over your casualty.
- Avoid touching any part of a dressing which will come into contact with the wound.
- If any part of your skin is splashed with blood or bodily fluids, wash thoroughly with soap and water and seek advice from a doctor.
- Dispose of blood and clinical waste safely and correctly.

If you are unsure or would like any further advice regarding infection control and first aid please contact the on site first aid team.

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)

In the event that an incident happens which requires the administration of First Aid treatment then the following procedure should be adopted,

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 First Aid team, (Dependant where the incident happens).

For Major injuries the injured party will be treated by First Aid personnel from the main First Aid HQ 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.

6. Noise

Noise in the early hour's of the morning or at night after lights out is to be at a minimum, so that campers wishing to sleep can. A noise curfew will be in operation between 23.00 to 07.00 hours.

Mobile phones.

These 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.

Radios, MP3 players, Game boys or similar equipment

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

Electrical Generators

Electrical Generators are not allowed at the camp other than those provided by the on site services team.

7. Bikes and Scooters

For everyone's personal safety Bikes (mountain bikes, etc) and Scooters, 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.

8. Behaviour

Having fun at camp is what Charnwood 2006 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 Organisers will deal with any individual or group who displays such inappropriate behaviour during the camp.

Alcohol Policy

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

Pricing of the pub 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 pub, providing they are discrete bringing alcohol on to the site, and carrying it around the camping areas, arena etc.

No unofficial pubs 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 pub.

Drugs Policy

Any incident involving illegal drugs of any sort shall be treated seriously and referred to the Security team.

Very minor involvement in illegal drugs may result in the person(s) being excluded from the rest of the camp (this decision will be taken by the Organisers) and parents called in to collect.

Serious illegal drug involvement may result in the local police being called in to deal with the situation.

9. 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 FIRSTAID KIT
- KEEP FIRE BUCKETS FULL OF WATER
- REMEMBER WHERE 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