

# CAMP SHAMROCK

## A guide to general safety



These guidelines have been produced by the Board of Directors of Camp Shamrock. They are used to prevent any unnecessary accidents that may occur during the events of the Camp.

All staff are made aware of these guidelines prior to the running of the Camp and should familiarise themselves with them to ensure that the children have a safe and enjoyable time whilst in their care.

The guidelines have been colour coded to show the level of risk in each event/activity. The following is a guide to the colours and their importance....

<b>High Risk</b>	<b>Red</b>
<b>Medium Risk</b>	<b>Blue</b>
<b>Low Risk</b>	<b>Yellow</b>
<b>Negligible</b>	<b>Green</b>

## **Setting up Camp**

- A camp Director will be on-site at all times during the set-up of camp to supervise.
- Each person on-site will be shown how to properly pitch a tent before set-up. Those not pitching tents will be given a specific job so that each person knows what to do.
- Designated personnel only will be taken down to the shed to unload the equipment. The others should stay on the campsite to help with setting up the camp when the equipment arrives.
- The heavy equipment will be lifted by designated personnel only.

## **Children & Staff using the Cook Shack**

- The children are not given access at any time to the kitchen area of the cook shack.
- The boilers in the washing up area are kept supervised at all times and to be used by adults only.
- Campers should be made aware of where the designated fire point is in the case of a fire in the kitchen area.
- Campers should ensure that the benches used for seating are not overcrowded.
- Campers should not run inside the cook shack.
- Trenches inside the cook shack will be adequately covered to avoid injury.

## **Sleeping arrangements**

- When the children are in bed the tents will be adequately and safely closed in to prevent their unnecessary movement between tents.
- The children should not go to the toilets unaccompanied by an adult at nighttime.

## River Walk

- ⌚ The river walk will only take place if an adult who is familiar with the river is available to supervise.
- ⌚ Each group will consist of a maximum of 10 children. Only one group will go at a time.
- ⌚ There will be a ratio of 1 adult to 2 children at all times. The leaders should assist their designated children along the river.
- ⌚ Life jackets, protective helmets and non-slip trainers must be worn by children at ALL times.
- ⌚ The leader of the river walk must be familiar with any non swimmers prior to leaving the campsite.
- ⌚ A safety rope and first aid kit must be taken by the leader.

## Access to the River

- ⌚ Children should only be taken to the River to swim by an experienced member of staff who knows the safe places to do so.
- ⌚ Children will be taken in small groups only, with a minimum of 1 adult to 2 children.
- ⌚ The leader of the group must be a strong swimmer and also know general first aid.
- ⌚ As with all activities, the children should be counted prior to leaving the campsite and upon return.
- ⌚ The group should stay together at all times.

## Football

- ⊖ Football should only be played when the ground is dry and before dusk.
- ⊖ All games will be supervised by a member of staff.
- ⊖ All injuries should be reported to a Director and a report to be completed

### Shopping/last day

- ⚠ The younger children should not go into town unaccompanied by an adult.
- ⚠ It is important to ensure that the children are safe at all times when in town.
- ⚠ Adequate supervision will be available in the vicinity of where the children are allowed to go in case of emergency.

### Transport (to and from camp as well as during.)

- ⚠ All vehicles should be kept outside the perimeter of the campsite unless absolutely necessary, ie; minibus.
- ⚠ Any vehicles that are on the campsite will be restricted to a speed of 5-10 mph.
- ⚠ The minibus should be kept locked at all times.
- ⚠ When transporting children a speed restriction of 50 mph should be kept at all times.

### Access to Medicines

- The First Aid cabinet will be locked at all times with only designated personnel having access.
- First Aid will be administered by qualified First Aider's only. (At least two people on the campsite will have the relevant First Aid qualifications)
- A regular review of the First Aid Cabinet will be performed.
- An accident book will be kept in the First Aid Cabinet. This should be used in all situations whereby medical attention is required, both on site and off site.

## Camp Fire

- The Forestry Rules should always be priority.
- The campfire should be built and set by designated personnel only who are aware of the potential dangers.
- Flammable liquids such as oil and paraffin should not be used to assist with the lighting of the fire.
- The fire should always be extinguished completely prior to bedtime.
- Sealed containers should not be put onto the campfire.

## Access to GP's/Hospitals and sufficiency of information available to staff in the event of an emergency.

- 🚑 A qualified nurse will be resident on the campsite. If this is not possible, a nurse will make regular visits to the campsite.
- 🚑 In the event of an emergency requiring medical attention, a vehicle will be available at all times.
- 📞 A list of local GP telephone numbers will be made available to all staff at the beginning of camp. This list will also be displayed in the Cook Shack.
- 🚑 In the event of an emergency, sufficient means of communication will be made available to staff for all off site activities.
- 📞 Relevant medical information will be supplied by all campers and kept by Directors if required.

## Events for which specific parental/guardian consent is needed.

- 🗣️ Parents/Guardians should **always** be contacted in the case of a situation whereby a child requires medical attention.
- 🗣️ An application form will be provided by **all** campers. These forms will include all details regarding parental consent and be made available to staff if necessary.

### Access to Electricity/Lighting

- α The generator will be used by authorised personnel only who either presently have experience with such machinery or during the course of the camp are trained on the machinery.
- α As the output of the generator can be potentially fatal, a regular safety check will be carried out on all electrical supplies to ensure that the standard safety regulations are met.
- α Petrol should be stored in a jerry can only. The generator should only be filled with petrol **when it is switched off**.
- α A 'cage' will be built around the generator to restrict the access and to protect the generator from rain damage. This will be closed at all times.
- α Tillylamps should be handled by designated staff only and stored in a safe place.
- α Tillylamps should not be taken inside the smaller tents.