

Operating Procedures – Camping

Definition of Camping

Any area in which young people are to stay overnight in a temporary structure (eg tent, hut).

Responsibilities of staff supervising camp

Lead Activity Mentor

The Lead activity mentor has overall charge of the camp. The general responsibilities of lead mentors are as follows:

- Ensure that the camp is supervised in accordance with Map Adventures guidelines
- Ensure all staff are familiar with relevant operating procedures.
- Ensure any safety equipment (eg tents, waterproof clothing, stoves) held by the unit has been inspected regularly and maintained or replaced as required.
- Maintain a system reporting in accordance with Map Adventures guidelines.
- Encourage staff to discuss and report safety concerns.
- That any and all information given about YP's is personally checked and understood
- When, for any reason, additional procedures may be needed, and haven't already been mentioned by management or put onto the risk assessment, the Lead Mentor must relay these to the line manager.

General responsibilities

All staff have general responsibilities for the safety of the young people they work with, as well as for their own safety and that of their colleagues. These general responsibilities include:

- All staff must familiarise themselves with YP background and risk assessment prior to camp
- Always have regard to their own and others safety
- Be familiar with and abide by the operating procedures for all activities planned
- Abide by safety instructions from their line manager/Lead Mentor
- Report any safety concerns to line manager/Lead mentor
- All staff to familiarise themselves with site specific Operating Procedures
- All staff to familiarise themselves with Camp and Store Operating procedures

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Operating procedures

YP Pick Up

- Before/On arrival staff are to ensure that the following documents are complete:

Medical Form, Consent Form, Risk Assessment, Outreach Planner

The line manager must immediately be informed if there is an issue with any of the above documents.

- Staff to ensure that YP's have appropriate kit which should include:
Waterproof Coat, Wellies/Waterproof Boots, Waterproof Trousers, Hat + Gloves, Rucksack, Wash-bag (Toothbrush, toothpaste, flannel, hand-wash, wipes, sun block), Towel, Swimming Apparel, At least 1 warm jumper, Clothes to last the duration of the camp incl. extra socks + underwear.

If the YP does not have items from the list above, the line manager must be informed and kit will be provided.

- Any medication must be given to staff, logged and locked away.

Recording

- All incidents, accidents, near misses and hazards must be reported using relevant paperwork and Manager informed.
- Any safety concerns arising from an activity must be reviewed by the staff involved. If in any doubt staff to seek advice from line manager.

Equipment

- All staff to fill out signing in/signing out sheet before taking and after returning equipment.
- All equipment to be stored properly and to be left in good working order (Dry + Clean).
- Staff will be told what kit they need on camp planners prior to departure. Any other equipment must be agreed with the line manager.
- All participants must have appropriate clothing, footwear and waterproof outer garments before departure.
- Emergency equipment must be carried including an appropriately stocked, checked first aid kit, mobile phone, whistle, group shelter and torch. This must be readily available at all times. (First Aid Kits are located in Main camp box and Vehicles)
- Participants' tents/hammocks, sleeping bags and waterproof clothing must be of an adequate standard for the expected conditions.
- Cooking stoves must be inspected and maintained regularly, in accordance with the manufacturer's guidance.
- Fuel must be stored and carried in containers with safety valves, kept away from naked flames and where possible locked away.

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Day to Day Routine

- Staff to adhere to Making/Breaking Camp procedures (found at the end of this document) at all times.
- Camp boxes where possible should be picked up prior to departure. These should include: Main Camp Box, Food Box, Wash Box and Tent Boxes
- No smoking or other use of naked flames may be permitted inside tents. Tents must be pitched a minimum of 2 metres apart.
- Staff must closely supervise all camp cooking at all times. Stoves must never be left unattended connected to gas.
- Open fires must not be permitted unless supervised by staff and subject to permission by the campsite manager or landowner. Open fires must be done where possible in a fire pit or stove. Fires on the ground must be done in a suitable area, at least 3 Meters from grass, trees, shrubbery etc

YP's must not have open access to fire lighting equipment.

- Staff must use appropriate measures to ensure personal hygiene of YP's and the safe storage and preparation of food.
- Participants must be briefed on appropriate precautions in relation to any hazards in the local environment (eg open water).

Hygiene + Water

- A basic supply box must be done before camp departure. It should include: Loo Roll, Baby Wipes, Hand cream
- Staff are to ensure that YP's are briefed about personal hygiene. All camp members must clean hands thoroughly before and after the use of the loo and in the preparation of food.
- Any equipment used for the purpose of cooking/food preparation must be thoroughly cleaned before and after use and stored in a clean, cool and dry environment.
- The porta-loo must be emptied in designated areas and cleaned thoroughly every 2-3 days.
- Only bottled water should be used for drinking. Other water used for showering and cleaning must be located from designated areas and stored in water butt's provided. Water should be replaced every 1-2 days and kept in a clean, cool and dry place. Water butt's should be cleaned thoroughly each time water is replaced.

Cooking

- A basic supply box must be done before camp departure. It should include: Washing-up liquid, Salt, Pepper, Cooking oil, Hand Wash, bin bags, snacks and x4L Water for journeys.
- YP's are encouraged to participate in choosing food.

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- Food must be stored and maintained in accordance with HSE and Map Advetures guidelines. All meat, dairy and chilled products must be kept at a temperature between 1 and 5 C. All other products must be kept in a clean, cool and dry place that does not regularly exceed 15 C
- Once food has been opened a label must be placed on it stating the date on which it was opened. All use by dates must be adhered too.
- The use of a thermometer is mandatory to check food temperatures during storage and cooking. All cooked food must reach a temperature of 75 C before serving. All re-heated food must reach a temperature of 82 C before serving.
- When transporting food a maximum time of 2 hours is permitted to get it stored properly unless a cool box is being used when a maximum time of 4 hours is permitted.
- Daily temperature checks of food storage must be recorded.

Transport

- The transport check sheet must be adhered too and mileage book signed before each journey in company vehicles.
- Keys are not to be given or left with YP's at any time.
- In the event of a breakdown the line manager must be informed immediately.

Medication

- All medication must be checked with amounts logged on Medication Form and signed by Guardian of YP and Lead Mentor before departure.
- Medication must be kept locked away and unobtainable by YP's at all times.
- When administering medication only the amounts per intake are to be removed and given to the YP. YP's must not under any circumstance self-administer.
- All administering must be logged on medical form
- If for any reason YP's are refusing to take medication, the line manager must be informed immediately.

Adverse Conditions

- In the event of extreme weather e.g. fire, flooding, thunder storms the lead mentor must immediately get staff and YP's to safety and then ring the line manager.

DO NOT try to gather equipment, the safety of camp members is paramount.

- If there is any doubt or concern over the conditions the line manager must be informed.

Making Camp

1. Ensure you have picked up all the kit you need referring to camp kit list

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2. Brief YP's (Brief to include: Smoking, fires, hygiene, use of WC, day to day routine, boundaries, equipment, dead fall, rubbish, emergency procedures)
3. Set up all sleeping areas ensuring all kit is in working order
 - Check for dead fall
 - Clear foliage
 - Ground should be level and flat
4. Set up sheltered working area (Tarp or large bell tent)
 - Check for dead fall
 - Clear foliage
 - Ground should be level and flat
 - High enough so fire does not affect it.
5. Set up WC tent
 - Check for dead fall
 - Clear foliage
 - Ground should be level and flat
6. Adhere to Map Adventures procedures at all times

Breaking Camp

1. Ensure all equipment is packed away appropriately in original cases/boxes using itinerary cards provided
2. Ensure all equipment is clean before packing
3. Ensure no rubbish is left on site
4. Ensure all fires are put fully out before leaving
5. Ensure kit is returned to stores and put away
6. If tents need drying make sure they are hung using the lines in store
7. Adhere to Map Adventures procedures at all times

Emergency Planning

- All members of staff must carry relevant numbers for each YP at all times as well as a working mobile phone.
- All members of staff must have a valid emergency first aid certificate (minimum 8 hours).
- Staff members must be aware of participants' relevant medical conditions.
- Participants' parental contact and medical information will be available to staff

- Emergency Contacts

Paul McGrory **Insert phone number**