

## **Camp – Further Information**

### **Camp**

Prior to Camp, you will have informed parents / guardians of the joining details including sleeping arrangements. All overnight personnel at camp must have obtained a disclosure check (DBS, PVG or Access NI) and there must be 1 male and 1 female present for night duty.

### **Adults and Other Helpers in the Camp**

You must emphasise that unknown adults or children should not, under any circumstances, be allowed into a Camp without the Camp Organiser's permission. The Organiser should be satisfied that the visitor's business is genuine.

### **Adult to Child Ratio**

Suggested ratios for children up to 9 years – a ratio of 1 adult to every 5 children and for ages 10 and over – 1 adult to 10 – 12 children.

### **First Aid at Camp**

An Appointed Person must be present 24 hours a day as well as a Trained First Aider with mobile phone and an appropriately stocked First Aid Box.

Camp organisers and helpers must be given guidance on supervision levels and child protection, particularly at night.

### **Injections at Camp – Diabetic, Epi pens, etc**

If a person going to camp requires an injection at camp, then it is the parent's responsibility that the child receives the injection at the appropriate time of day. If the parent cannot be present then a qualified nurse, doctor (parents may be one) are permitted to inject the child if required to do so.

### **Lifeguards at Camp**

On the matrix for Pony Club events states that the only competition that requires a lifeguard is the swimming section of the Tetrathlon. If you are able to have use of a pool at camp then a lifeguard is required only if the pool requires one.

### **Water Supply at Camp**

Q. Does the water supply for using for drinks and for the shower need testing?

A. Run the water for a minute or so before use.

### **Transporting Children from Camp**

Taking children on a trip is fine and the mode of transport will depend upon the size of the party and the nature of the visit. Each car used should be in a road worthy condition, insured for the driver or drivers who will drive it and only carry the number of passengers specified by the manufacturer. All drivers must have held a full valid licence for the type of vehicle for 3 years and be over 21 years old.

A self drive vehicle may be hired. The drivers must have an appropriate licence and be declared to the hirer and the number of passengers must not exceed that specified by the manufacturer.

A coach may be hired with driver. The maximum number of passengers must be agreed with the hirer who must also be told of the ages of the members travelling. The Organiser must check that all drivers are disclosure checked (DBS, PVG or Access NI).

**Supervision:** The number of adults supervising the members will depend upon the type of visit and the ages of the children. This should be decided as part of the risk assessment.

The supervisors roles may be defined as Child Care Positions requiring a DBS check. For example, helpers on an afternoon visit to the Hunt kennels will not require a disclosure check (DBS, PVG or Access NI), while the supervisor of an overnight stay will need to be disclosure checked.

### **The Journey**

The journey needs to be planned to allow adequate time including comfort and meal breaks. With groups of private cars avoid travelling in convoy but agree to stop at set points where you can meet up to check that the whole party are keeping to the itinerary. At each stop check carefully that everyone is present before setting off, when travelling in more than one vehicle everyone must stay with the vehicle that they start the journey in.

### **At the Event**

Ensure that everyone is aware of the time and place to meet for departure. If necessary in writing. If the children are to be allowed to be independent have a meeting point where they can gather and meet their supervisors and insist that they stay in groups. Mobile phones are a useful means of communication but remember that they are fallible, batteries run out or the signal fails.

### **Over night stays**

These are similar in many ways to camp. Information on medical issues is required. Any medication to be taken by a child should be given to the Organiser with clear instructions as to when it is taken and the Organiser will ensure it is taken correctly. Adults must not sleep in the same room as the children, except a member of their own family. The adults should be near enough to the children's room to ensure their welfare and security.

### **Collection on Return**

Parents must be given details of the return time and when to collect their children. The Organiser should have contact details for all parents in case of their party's return being delayed for any reason.

### **Ambulance Providers**

We have had an instance of a First Aid provider who is unreliable and has been asking for payment in advance. The provider concerned trades under a number of names and is based in Portsmouth. Please advise your DC's to be wary of any provider who asks for payment in advance. Obviously a deposit of £20 - £50 is reasonable.

### **Gas Cylinders on Site**

#### **Q. Are gas bottles allowed at camp for showering etc?**

Other Pony Clubs say they inspect the vehicles on arrival to make sure that all bottles have been removed. Also is it acceptable to have a generator to run electric to accommodation on the strict understanding that it is securely sectioned off away from any children and only a competent adult can operate.

Question by DC Havering Pony Club

### **Reply from Bill Cook – Health & Safety Office on gas cylinders**

A. We do not stipulate that gas bottles are removed from lorries or caravans. However some branches do consider them to be a risk and request that they are removed. The answer lies in your own risk assessment. A properly installed system with the gas bottle(s) outside the vehicle body in a fixed location possibly a separate container is as safe as any gas installation in the home, the only risk is the gas being left on to create the build up of gas or a burn from the flames.

Whether you consider this to be a significant risk depends upon the age of the children and the supervision. The spacing between the vehicles is also a factor, I would suggest a minimum of 3 metres and children **MUST NOT** change the cylinders.

Generators sound fine but must be operated by an adult who should also keep a check on whatever is connected to it.

### **Food Hygiene at Camp**

- Micro-organisms can spread illnesses very easily in the confined living conditions of any campsite, and so personal cleanliness is essential to maintaining your own and everyone else's health.
- Always ensure that you wash your hands after going to the toilet, after handling stove fuels and before handling food.
- Ensure that all cooking utensils, plates, pots and cutlery are thoroughly cleaned after use.

### **Caterers**

They are a very important part of camp. At colleges, some camps can book the term-time catering staff employed there on a full-time basis. Others are able to import their own team of people to provide the food all week from a kitchen on the site. The food may be prepared on site or delivered each day by parents according to a pre-determined menu. It is important that all caterers have and are aware of the appropriate hygiene certificates / standards necessary to store, prepare and serve food at camp. The caterer's certificate should also be displayed in the kitchen at all times during camp. The camp kitchen is an important area to include in the camp risk assessment. Camps of two weeks duration may be visited by the local authority health and safety representative who may wish to review catering standards.

For more information on catering and an example of the Food Hygiene Certificate required, please refer to 'Camp – Catering'.

### **Camp Personnel – Pastoral care.**

Possibly the D/C or the Assistant D/C or a mature female person whose children have been at camp, usually resident and responsible for the general discipline, rules, child protection, catering and all the domestic aspects of camp life. This person may be responsible for the petty cash, pocket money and the sale of confectionery etc. She should check with the H and S officer that the venue Risk Assessment has been carried out. Many camps have two or three people who take turns to stay and share this role. It is good practice to insist that all residential adults should have a valid First Aid Certificate. All overnight personnel at camp must have completed a DBS check.

A responsible person must be 'on duty' at all times whilst the camp is running. There must always be a Qualified First Aider present. Assistant/s may be assigned specific roles e.g. First Aid, Health and Safety, Secretary/Admin. The local GP and Vet should have been informed of the dates of camp, in case of any emergency.

**Question.** I am a Committee Member of the Seavington Branch and have a query regarding helpers at Junior Camp. We have only ever allowed older children to assist at Junior Camp if they are current members of the Branch, so that they are covered by PC insurance. This year, we have a **lead-rein member** attending camp and her mother has specifically requested that her elder daughter (I think she is about 13 yrs) helps her for the camp week and leads the pony during the ridden sessions.

The parent has no desire for the elder child to join the Branch.

**Answer.** The Branch is covered for its Legal Liability. The child concerned would be deemed a Volunteer and therefore cover would also be in force regardless of the fact she isn't a Member. (answer supplied by Windsor Insurance).

## **FIRE & EMERGENCY PROCEDURES (CAMP AND MAJOR EVENTS)**

### **Planning / Design Precautions:**

Plan the layout of any camp or event with particular emphasis on unobstructed escape routes, access by emergency services and the storing of ignitable and combustible substances.

Provide separate areas for stabling, sleeping, food preparation, vehicle parking and the storage of combustible materials such as hay, straw, shavings and refuse products.

Electrical and gas installations should be in good visual order and their condition verified by the appropriate certificate of worthiness. If in doubt, isolate and do not use.

Temporary stabling, canvass accommodation and caravans should be sited well away from combustible or ignitable substances. Gas bottles should be removed from caravans used as sleeping accommodation by Pony Club members.

Cooking appliances must be in good condition and only used for their intended purpose. They must stand on a firm level surface and never left unattended when in use.

Exercise care when storing and changing gas cylinders and with the storage and fuelling of generators. Always keep stocks to a minimum and avoid spillage

Park vehicles away from combustible and ignitable substances. Arrange for all non-essential vehicles to be removed.

Establish and enforce a smoking policy. Classify high-risk areas as non-smoking. In practice it is more successful to designate safe smoking areas rather than enforce a total ban, which often results in secretive smoking in the most dangerous of places.

The entire camp site should be secured by a suitable fence or hedge to prevent the added hazard of escaping horses & ponies onto surrounding roadways in the event of mass stable evacuation.

### **Fire Detection and Alarm Raising:**

Display laminated copies of Fire Instructions in canteens, dormitories etc.

Where fire detection systems are installed these should be tested on arrival and every one made aware of the warning sound. Where no system exists provision must be provided for raising the alarm in event of fire and other emergency.

The system must be effective and practical and only used in emergency or practice, as general use will result in failure to respond in a real emergency.

A continuous sounding car horn or shouting 'FIRE' is adequate in most situations - simple and effective is far more important than elaborate and misunderstood. A safe assembly point must be established and identified.

Fire drills and emergency evacuation procedures must be practised.

A 24-hour means of dialling 999 is essential.

### **Fire Fighting Equipment:**

Fighting fires requires specialist training and equipment. Only small fires involving no personal risk to any individual should be tackled.

Extinguishers - use only dry powder or Carbon dioxide extinguishers where electricity and fat fires are involved. Ensure people know how to operate them.

Water - the ideal media for fighting combustible fires, but never use on electrical or fat fires.

### **Bouncy Castles**

Beware of Toy Bouncy Castles – they are not robust enough and not legal for the UK hire market.

It has come to the attention of the British Inflatable Hirers Association (BIHA) that there are cheap imitation imported bouncy castles currently on the UK Market. These are TOYS and are not designed for commercial hiring (only light domestic use) as they do not comply with the necessary standards for the hire industry. To view these standards (known as CEN TC 136) please visit: [www.pipa.org.uk](http://www.pipa.org.uk). All persons hiring out bouncy castles and other play inflatables are required by law to comply with the Health & Safety at Work Act 1974. The Health and Safety Executive (HSE) has stated that those complying with CEN TC 136 will be meeting their obligations under this Act.

Some hire companies are having to buy again after unwisely investing in these cheap toy inflatables and discovering now that they are not of a robust commercial standard to hire out to the public.

Companies who hire out bouncy castles must have full Public Liability Insurance.

When a company, organisation or individual hires any equipment they become subject to the Health and Safety at Work Act 1974. This act places a duty of care on everyone involved in the transaction. This means that the operator, the operator's employees, the hirer, the hirer's employees and the owner or manager of the premises should do everything possible to ensure the safe use of the equipment.

In addition Provision and Use of Work Equipment Regulations (PUWER) require that all work equipment, and that includes inflatable play, must be tested by a competent person regularly (usually once a year).

[PIPA](#) is an inspection scheme set up by the inflatable play industry to ensure that inflatable play equipment conforms to laid down standards. PIPA operators conform with the law by defining a 'competent person' as one who has passed a specialised examination and is registered with the RPII.

Inspection by a competent person prior to first use and annually thereafter provides fundamental confidence in the equipment itself, safe operation is not verified by PIPA. For that users and operators should refer to EIS7 which was issued by the HSE as explanatory guidelines for the industry and expanded on the 1974 Act in relation to inflatable play equipment. The latest version of EIS7 can be downloaded [here](#). This document could be used as a measure of "Best Practice" in any legal proceedings.

PIPA is one of only two inspection schemes recognised by the HSE (The other is ADIPS)

Operators using other testing schemes or methods may be required to demonstrate how such procedures equal or better the accepted best practice. Testers with no formal qualifications, however well experienced, would probably not be able to satisfy a court of their competence.

If you are considering hiring a bouncy castle or similar inflatable device you should ask the following questions:-

### **Questions to ask when hiring a "Bouncer" Are you (the operator) conforming to the PIPA Scheme?**

- Have you carried out the daily checks on the equipment as required by EIS7 When was the equipment last fully inspected?
- Will I get full instructions on it's SAFE operation? Has the inflatable a PIPA tag? Can I see the current PIPA test certificate for this equipment .
- If I set it up with the blower unit at 1.2 metres distance will it still fit on my site?
- Is the equipment clearly marked as to its limitations of use (max. user height etc.)
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)? (Check this against the relevant web site listing [\(See Participating Organisations\)](#))
- Do they have Public Liability Insurance?

Simply asking these questions will show the hirer that you are informed and it will help your children and their friends play safer.