

# **JURASSIC INTERNATIONAL JAMBOREE 2018**

## **Kingston Maurward College, Dorchester, Dorset DT2 8PY**



Saturday 11th to Saturday 18th August 2018

## **Participants Health & Safety Information Booklet**

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# **Participants Health & Safety Information Booklet**

## **1. Introduction**

This information is written for leaders attending the Dorset Scouts International Jamboree in 2018 (JIJ 2018). Some of the information is specifically for you and your other leaders to consider and some is to share with your young people. Read the Safety Policy (POR Chapter 2) to understand your specific responsibilities within it ([www.scouts.org.uk/safety](http://www.scouts.org.uk/safety)).

All work and home environments have hazards which, if not checked and controlled, could result in accidents causing personal injury or damage to property. A campsite is no different. All of us must be aware of such hazards and be proactive in helping to reduce the risk of hazards turning into accidents.

This safety information gives an insight to the hazards on a camp of such magnitude and provides a guide to help you promote the health and safety of all campers and visitors during JIJ 2018.

The Health & Safety Team, Facilities Team and Security Team must be consulted as necessary and informed of any concerns. Refer to the list of contact details. All incidents, including "near misses" must be recorded and reported.

### **Important Note**

Please note that the camp organisers cannot accept any responsibility for personal or group equipment, clothing and effects. Group leaders must check that everything they and their group members bring to camp is adequately insured.

## **2. Equipment Checks**

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. If the camp staff consider that the use, or the condition, of any equipment presents an unacceptable risk, its use will be prohibited. The following items need special attention: -

### **2.1 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 and cooking areas.

Care must be taken when refilling such equipment. If equipment is still hot from use, then it must be allowed to cool down properly before refilling.

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### **2.2 Gas Appliances**

All gas appliances such as Double Burners, Cookers, Water Heaters and Lanterns, must be checked for leaks, good tight connections & jubilee clips, correct fittings (e.g. regulators for the type of gas being used) and gas hoses in good condition (not perished). It is recommended that gas hoses replaced every five years. All gas bottles **MUST** be kept outside of tent walls. Refer to **HEALTH & SAFETY GUIDELINES FOR PARTICIPENTS.**

Stocks of gas must not be held on sub-camps and any cylinders must be stored safely in the open air. A member of the facilities team must check and change larger gas containers.

### **3. Electrical Equipment**

It is not envisaged that campers will bring mains powered electrical equipment on site as power supply will be limited and are only for use by those that need electricity for medical reasons.

The use of portable electrical generators in camping areas is prohibited.

If you have a special requirement to use electrical equipment then please contact site services who will arrange a suitable supply point, if possible, and any necessary equipment safety checks by the Health and Safety team.

### **4. Camp Hygiene**

#### **4.1 Personal Hygiene**

Personal hygiene is important on camp, especially on a camp of such a long duration. 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. Simple precautions will considerably reduce risk. Infections 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 must not take place at taps provided for filling water containers.

- Use an antibacterial soap with a press top dispenser.
- Wash hands for 30 seconds, covering all surfaces.

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- Dry hands thoroughly, using disposable towels or kitchen roll.
- Only if soap and water is not reasonably available, the following alternatives may be used:
  - a) Wet wipes, using the same technique of covering all surfaces of the hands.
  - b) Alcoholic hand gel. (Not suitable if hands are physically soiled. Use soap and water.)

### **4.2 Food Hygiene**

- Wash hands thoroughly prior to preparation of food.
- Do not handle food if you are suffering from any illness e.g. diarrhoea, vomiting, sore throat, cold, septic sore, etc.
- Cover any cuts or lesions on the hands with a blue waterproof plaster.
- Keep work surfaces, chopping boards and equipment clean and disinfected using an antibacterial cleanser (e.g. Dettox).
- Do not reheat food.
- Keep all food covered and in suitable containers. Wrap any discarded food and place it in the main Rubbish Collection Point.
- 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 sub-camp.

### **4.3 Waste (Water and Rubbish)**

The site is provided with wastewater point which must be used by all campers for disposal of their washing up and waste water. Do not throw this in the hedges please.

**'Wet pits' must not be dug.**

All Rubbish must be placed into rubbish bags and tied before putting into the main Rubbish Collection Point. (Loose rubbish must not be put into these areas.)

Clinical waste to be disposed of at the first aid facility

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### **5. Fire Precautions and Procedures**

#### **5.1 Alarms and Fire Fighting Equipment**

Several alarms and firefighting equipment points are established around the site. Please note where the nearest point to your camping area is located. It is emphasised that this is important safety equipment and misuse, or unnecessary removal will not be tolerated.

#### **5.2 Good Housekeeping**

Good housekeeping will reduce that risk of fires starting by preventing the build up of rubbish. Please be vigilant and reduce the risk of fire by keeping careful control of sources of ignition.

#### **5.3 Open Fires and Barbecues**

No Open Fires are allowed on the site apart from the main campfire which may be run by Camp Staff.

Barbecues will not be allowed unless they have been approved by the sub-camp team.

#### **5.4 Smoking Policy**

It is illegal to smoke in any enclosed public place, workplace or public transport in England. JIJ 2018 will implement a smoking policy on the same basis, that is to say:-

- There must be no smoking 'indoors' i.e. in tents, buildings or toilets.
- Any smoking must be out-of-doors, out of the view of Scouts and Guides and only in the designated areas which will be clearly signed.
- Those running activities off the campsite must refrain from smoking whilst in view of Scouts or Guides.
- Cigarette ends must be thoroughly extinguished and disposed of in the sand bins.

#### **5.5 Fire Procedures**

In the event of discovering a fire:

- a) Raise the alarm at the nearest alarm point and notify other staff in the area.
- b) Contact a member of staff who will telephone the fire brigade.
- c) If safe, tackle the fire with the equipment available.

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d) Move to the designated assembly point by the safest route.

Fire Assembly points will be identified to you at your first Sub-camp Council meeting and are clearly signed on the site.

### 6. First Aid & Welfare

First Aid cover for JIJ 2018 is by Scout Med. The locations of First Aid points are shown on the site plan but generally this is near the shower area. The team will be able to be contacted on the site radios through any member of the security or core team.

#### 6.1 First Aid Kits

Each Group/Unit camping is to bring its own First Aid Kit which must have sufficient supplies for the duration of the camp. As a guide, its contents should include the following: -

Hypo-allergenic plasters of various sizes (individually wrapped); blue plasters for kitchen use; sterile un-medicated dressings in small/medium/large; crepe bandages; triangular bandages; disposable gloves; safety pins; scissors; tweezers; an Accident Book and a pen. All incidents must be recorded in the Accident Book.

#### 6.2 Flow Sequence for First Aid Treatment

If an incident happens which requires First Aid Treatment then the following procedure must be adopted (see also Flow Chart for First Aid Treatment):-

- Nobody is to call for an ambulance using 999 except in an extreme emergency.  
Scout Med will make that decision after assessing the casualty.
- For Minor Injuries the Scout/Guide Leader, Sub-Camp or Activity Team First Aid personnel must administer First Aid Treatment, dependent upon where the incident happens.
- For Major Injuries the injured party must be treated by First Aid personnel from Scout Med.
- If an injured person needs hospital treatment, this must be arranged by ScoutMed and the injured party is to be escorted by 2 of his or her own unit/group Leader or, if not available, one of the Sub-camp team.
- All injuries, minor or major, must be recorded in an Accident Book by the injured party's unit/group and sub camp team informed
- The log book is to record the name of the injured person, details of the injury, the treatment given and the name of the person treating the injury.

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### **6.3 Welfare**

A welfare team will be providing support to adults and young people on site. Their roles will be to provide and manage: -

- A "defuser" service for leaders and staff who are under pressure;
- Confidential support to participants;
- A quiet area on site, away from sub-camps and activity areas.

## **7. Severe Weather**

### **7.1 Severe Wet Weather**

In the event of prolonged rainfall before or during the event, Sub-Camps and activity areas must be monitored to ensure their suitability for safe operations. Vehicle movements must be restricted and supplies of wood bark chippings will be available for muddy areas. Leaders and staff must ensure that nobody is in wet clothing for prolonged periods. Tents and marquees must be monitored to guard against collapse due to weight of water.

### **7.2 Thunder Storms & Lightning**

- Seek shelter if possible. Lightning can strike 10 miles away from the storm centre.
- Avoid using the phone — telephone lines can conduct electricity.
- Avoid using taps and sinks — metal pipes can conduct electricity. If outside, avoid water.
- Find a low-lying open place, a safe distance from trees, poles or metal objects. If you are in an exposed location squat close to the ground, with hands on knees and with head tucked between them. Touch as little of the ground with your body as possible. Do not lie down on the ground.
- Immediately abandon umbrellas, hiking poles, etc, which could attract a lightning strike.
- Avoid fallen power lines or broken cables.
- If someone is struck by lightning they often suffer severe burns. Before administering aid ensure the patient is earthed. Sometimes the body can retain an electrical charge. When satisfied the patient is free from electrical charge check if they have a pulse
- Call for emergency assistance



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### **7.3 Heatwaves**

In hot weather and particularly strong sunlight and temperatures above 24.5°C always: -

- Be sure to drink plenty. There are drinking water taps all over the site for public use.
- Take shelter from direct sunlight and apply sunscreen to exposed skin. Leaders must ensure that adequate supplies of sunscreen are available.
- Wear loose-fitting cotton clothing. Wear head cover
- Activity organisers must ensure that participants do not over-exert themselves in very hot weather.

## **8. Noise**

### **8.1 General**

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

### **8.2 Mobile Phones**

There will only be limited facilities to charge them, but battery banks provided are for phone charging use only. These power points must not be used for any other purpose (such as hair dryers which would overload the circuit).

### **8.3 Radios and other audio equipment**

If you bring a radio please do not play it, or any other audio equipment, so loud as to annoy neighbouring campers. This will be monitored by sub camps and security

## **9. Behaviour**

### **9.1 General**

Having fun at camp is what JIJ 2018 is all about. However, the enjoyment of those attending must not be compromised by other people misbehaving. Respect and consideration for others must be observed always. The Camp Organisers will deal with any individual or group indulging in inappropriate behaviour during the camp.



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### **9.2 Alcohol Policy**

Except for the bar in the Staff Area, a strict No Alcohol Policy will be enforced across the site. Unofficial bars will not be tolerated on the site, including Sub-Camp Headquarters, Team Headquarters, etc. All adults, including Staff and Leaders, must comply with this ruling. Non-compliance will result in expulsion from the event for the individual concerned. The Organisers and County Commissioners will deal with people breaking the policy of drinking on site other than in the bar.

### **9.3 Drugs Policy**

Leaders must be aware of any prescription drugs needed by participants and any possible side-effects. Possession of illegal drugs will result in expulsion from the event for the individual concerned.

## **10. Bikes etc.**

For everyone's personal safety, bikes, scooters, skate boards, hover boards, heelies and similar items are not allowed on the campsite. The camp site management will make an exception to this for Staff having a specific need for their job function.

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### **11. Do's and Don'ts**

Accidents resulting in either injury or damage at camps often happen due to the simplest of things. 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 WHERE YOUR FIRE ASSEMBLY POINT IS
- KEEP YOUR CAMPING AREA TIDY
- USE THE BINS
- WRAP AND BIN WASTE FOOD
- WASH UP WELL
- USE THE TOILETS AND WASH YOUR HANDS
- PROTECT YOURSELF FROM THE SUN BY COVERING UP AND USING SUNSCREEN
- TAKE CARE OF MINOR INJURIES
- WASH THOROUGHLY
- STAY WITHIN THE BOUNDARIES OF THE JAMBOREE SITE

#### ***Don't***

- RUN AROUND ANY TENTS
- LEAVE THE WASHING UP AFTER MEALS
- LEAVE FRESH FOOD UNCOVERED
- FORGET TO RE-FREEZE ICE BLOCKS
- BRING KNIVES OTHER THAN FOR CATERING PURPOSES

Be aware that there are several moving vehicles onsite please move safely out their way.

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### COMMUNICATION

At JIJ 2018 all communication will be by radio or mobile phone. Runners will be available in the event of equipment failure. Each Sub-Camp Leader must report in to or raise queries with a member of the management team who must either decide on the subject or feed it through to the Camp Director assisted by the Health and Safety Coordinator. To communicate more effectively, JIJ 2018 has hired in 20 radios for key staff and stewards. These radios will be programmed over 6 channels.

#### Radio Channels

- 1 Main Channel - all staff /sub-camps / transport / H&S
- 2 Security
- 3 Site Services
- 4 Media / Admin
- 5 Activities
- 6 Emergency Channel - For an Evacuation Situation or other Emergency

**Contact Phone Numbers will be issued to each of the groups before the camp as part of this pack.**

*Wishing you a safe and happy time at JIJ 2018*

Health and Safety Team

#### Acknowledgements:

