



Worldwide Activity Holidays



# Tour Management Handbook

# CAMPSITE

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Tour Management Handbook – Campsite



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# INTRODUCTION

The aim of this Handbook is to provide all group leaders with suggestions to:

- Help raise awareness to risk;
- To suggest guidance to help mitigate the risk; and
- To manage risk pro-actively.

This handbook takes many of the component parts of a camping trip, identifies potential risks and suggests guidance to manage them. The handbook is effectively a lot of “handy hints”.

Please allow all adults within your group who are accompanying your tour to read and absorb the contents of this Handbook. The suggestions made in this handbook are intended to be helpful, realistic and practical and may be a useful addition to your own risk assessments.

All these aspects of risk are the responsibility of everyone. Being alert to risk and thinking and looking ahead are crucial for all participants on your tour.

The format of this handbook is as follows:

- A list of topics has been identified (see Contents on Page 2);
- For each topic identified, an introductory paragraph has been written about it;
- After the introductory paragraph, a list of suggestions is offered for consideration.

# IMPORTANT NOTICE

Our risk assessments relate solely to the activities, services and facilities we plan and provide for you as part of your tour. They will not apply in respect of any alternative arrangements you may make or if you deviate from the planned itinerary. You must carry out your own risk assessments in respect of any such alternative arrangements and ensure that any risks and/or hazards specific to your group are identified and managed appropriately.

Our risk assessments are based on our knowledge and experience, however we cannot guarantee that our risk assessments identify every possible risk and eventuality which may arise. Whilst our risk management handbook may minimise the risks or hazards on tour, it is important to remember that factors can and do change and it is therefore imperative to continually monitor the situation on tour.

## Camp Fires

Hazard	Risk	Guidance
<p>Fire</p> <p>Fire out of control</p> <p>Inadequate lighting</p>	<p>Burns</p> <p>Panic/spreading of fire</p> <p>After dark: leaving the area, falling, slips and trips, confusion</p>	<ul style="list-style-type: none"> <li>• Only adults to light the fire</li> <li>• Adults to set distance between the fire and participants and the fire and the tents (no smoking inside or close to the tents)</li> <li>• Ensure group know, understand and adhere to campfire rules of the site and your own individual groups</li> <li>• Ensure no overcrowding</li> <li>• Adults to be placed among young people ensuring good 'sightlines' around the fire</li> <li>• Refuelling should be undertaken by adults or previously identified participants only</li> <li>• Have a supply of buckets of water, sand, fire-beaters nearby</li> <li>• Stoves and Fuel Containers are clearly marked and stored securely</li> <li>• Open fires are located a good distance and downwind from tents</li> <li>• Open fires to be kept to a reasonable size</li> <li>• Open fires to be put out at the end of each session</li> </ul>

## Weather: Cold & Wet Conditions

Hazard	Risk	Guidance
Cold/Wet Weather Conditions	<p><b>Hypothermia</b></p> <p>The signs of hypothermia depend on two factors:</p> <ol style="list-style-type: none"> <li>1. How cold the environment is; and</li> <li>2. How long you have been exposed to it for</li> </ol> <p><b>Symptoms of hypothermia</b> include:</p> <ul style="list-style-type: none"> <li>• shivering, feeling cold, lack of energy &amp; cold and pale skin</li> <li>• uncontrollable (often violent) shivering</li> <li>• problems thinking clearly or paying attention to events around you</li> <li>• loss of judgment and reasoning, feeling confused, difficulty moving around or stumbling</li> <li>• Shaking hands, feeling fearful, memory loss, drowsiness, slurred speech, and slow, shallow breathing with a weak pulse.</li> <li>• Stiff muscles, unconsciousness, shallow or no breathing, weak, irregular or no pulse, and dilated (enlarged) pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure appropriate clothing</li> <li>• Waterproof clothes</li> <li>• Ensure adequate change of clothes in the event those they are wearing are wet</li> <li>• Ensure tents have ground insulation</li> <li>• Sleeping bags &amp; tents are in good condition</li> </ul>

## Weather: Hot & Sunny Conditions

Hazard	Risk	Guidance
Hot/Sunny Weather Conditions	<p>Sun burn/sun stroke/heat exhaustion</p> <p><b>Symptoms of heat exhaustion</b> include:</p> <ul style="list-style-type: none"> <li>• headaches</li> <li>• dizziness</li> <li>• nausea and vomiting</li> <li>• muscle weakness or cramps</li> <li>• stomach cramps</li> <li>• tiredness</li> <li>• loss of appetite</li> <li>• skin paler than normal</li> <li>• weak pulse</li> <li>• high temperature</li> </ul> <p><b>Symptoms of heat stroke</b> include:</p> <ul style="list-style-type: none"> <li>• confusion and disorientation</li> <li>• visual hallucinations</li> <li>• convulsions (uncontrollable muscle twitching)</li> <li>• unconsciousness</li> <li>• racing, thumping pulse</li> <li>• flushed, hot and dry skin</li> <li>• a sudden rise in temperature</li> </ul>	<ul style="list-style-type: none"> <li>• Keep participants hydrated; ensure they drink lots of fluid (take water with you)</li> <li>• Ensure group use sun protection SPF 15 (minimum recommended)</li> <li>• Stay in the shade where possible, wear a hat and loose fitting clothes</li> <li>• Where possible plan activities outside of the hottest time of the day (11.00am – 3.00pm)</li> </ul>

## Hygiene

Hazard	Risk	Guidance
Cooking Washing WC/Shower facilities	Illness – sickness, upset stomach	<ul style="list-style-type: none"><li>• Take care to be clean and hygienic</li><li>• Select non-perishable foods which will not go bad quickly</li><li>• Check water sources are fresh and clean (e.g. if using stream)</li><li>• Cook food thoroughly (special care taken on open fires), do not reheat</li><li>• Establish toilet areas away from drinking water sources</li><li>• Always wash hands after using the toilet and before handling food</li></ul>

## General Campsite

Hazard	Risk	Guidance
Tents Guy lines Tent pegs	Slips and trips  Injury: sprains, cuts, bruises, potential broken limbs	<ul style="list-style-type: none"> <li>Group members should be briefed, identify specifics</li> <li>Keep guy lines short and away from access routes</li> <li>Tent pegs should be driven right into the ground</li> <li>Supervise the use of mallets</li> </ul>
Inadequate lighting	Slips and trips  Injury	<ul style="list-style-type: none"> <li>Adequate lighting is placed around site</li> <li>All adults to have torches</li> <li>Consider all group members having a torch</li> <li>Have spare batteries</li> </ul>
Damp ground conditions	Wet and cold conditions  Hypothermia	<ul style="list-style-type: none"> <li>Ensure all tents have waterproof ground sheets</li> <li>Encourage group to sit on waterproof clothing or have clothing to change into</li> </ul>
Stoves/cookers	Burns  Fire	<ul style="list-style-type: none"> <li>Ensure adults are responsible for cooking, or are properly supervising if children are assisting</li> <li>Ensure cooker fuel is safely stored and turned off after use</li> <li>Ensure there is water/sand nearby</li> </ul>