



# Camp Craft

## Training Material

### The Aim:

To equip BB Leaders with the skills, knowledge and understanding to prepare and run a successful canvas camp.

### Learning Outcomes:

At the end of this training session participants will be able to:

- Plan a camp
- Understand how to choose site locations
- Understand the requirements of the camp craft certificate.
- Demonstrate a knowledge of health and safety matters
- Erect ridge, dome and bell tents and marquees
- Understand issues of sanitation at a canvas camp
- Demonstrate a basic awareness of arrangements for cooking and food storage
- Strike Camp

### Resources:

Flip chart and pens  
 Suitable Field for erecting tents  
 Ridge Tent  
 Marquee  
 Large Dome Tent  
 Bell Tent (if required)  
 Non-permanent OHP pens  
 OHP and screen  
 OHP 1: Learning Outcomes  
 OHP 2: Holiday Leadership Regulations  
 OHP 3: Map  
 OHP 4: Camp layout  
 OHP 5: Camp layout - good  
 OHP 6: Camp layout - bad  
 Handout 1: Holiday Leadership Regulations  
 Handout 2: Map (blank or laminated)  
 Handout 3: Camp layout  
 Handout 4: Camp layout- good  
 Handout 5: Camp layout - bad  
 Handout 6: The traditional ridge tent  
 Handout 7: Pitching a ridge tent  
 Handout 8: Pitching a dome tent  
 Handout 9: Marquees  
 Handout 10: Maintenance of tents and equipment  
 Campcraft Handbook

### Suggested Programme:

#### Suggested Programme for the day:

10.00am:	Opening devotions
10.10am:	Session 1: Welcome, introductions and learning outcomes
10.30am:	Session 2: Practicalities
10.50am:	Session 3: Pre-Camp Preparations and Planning
11.30am:	Break
11.45am:	Session 5: Tents for Standing Camps
12:00am:	Session 6: Practical Camp Session including lunch (30 mins)
4.00pm:	Session 7: Cooking Equipment and Accommodation
4.15pm:	Session 8: Sanitation and Safety
4.30pm:	Summary and Close of the Course

This course requires that a minimum of 2 staff are available and minimum of 8 students.

If you have good facilities and resources then it is possible to run the course with up to 16 candidates.

**It is essential that anyone running this course is not only a qualified trainer, but has considerable expertise in the subject matter.**

## Training Material

### Session 1: Welcome, introductions and learning outcomes (30 minutes)

Welcome the group to the course and go through the domestic arrangements for the day.

Briefly go through the programme and times. (This may depend on the access arrangements you have for the erecting of canvas)

#### Show OHP 1: "Learning Outcomes"

Ask the group members to introduce themselves with their name, company and what their luxury item when camping would be!

Ask the group members to put up their hands up if they have had experience of BB canvas camping as an Officer or as a young person. Try to ascertain which members are novices and those who have some experience. (This may help when arranging the groups for the practical session.)

In order to set the tone for the day, ask the group members if they have any memorable experiences of camping and ask them to share these with the group. Reinforce the idea that we all have memories of camp, and today's young people will also be getting valuable experiences they will remember all their lives. Make the point that in our survey of young people, camps and trips away came top of the list of things they liked best about BB.

### Session 2: Practicalities (20 minutes)

Explain to the group members that we are now going to look at BB regulations relating to Holiday Leadership and Camp Craft qualifications.

#### Show OHP 2: "Holiday Leadership Regulations"

#### Issue Handout 1: "Holiday Leadership Regulations"

Go through the handout picking out the key points relating to the regulations. Emphasise that we are looking primarily at the camp craft regulations and not at the holiday leadership regulations. Allow 10 minutes for the participants to ask questions and discuss the information on the handout.

### Session 3: Pre-Camp Preparations and Planning (30 minutes)

Stress the importance of close liaison between the person responsible for the camp craft, and the person who is in charge of the camp and those who may be tasked with a specific duty e.g. cooks and the quarter-master. Explain that we intend only to look at the responsibilities of the person in charge of camp craft.

Explain that there are three main types of camp site and that each type would require slightly different planning and equipment. Write the three types of camp site onto a flip chart. These are:

- Fully-equipped sites with flush toilets and hot running water
- Fully-equipped sites with out flush toilets but with a cold water supply
- Non-equipped sites (empty field)

### Exercise 1: First things first (5 mins)

## Training Material

Ask the group to split into three's and to make a list of the things to consider before going to camp. Again, make the point that we are only talking about the selection of a site and the preparations for erecting the tents. The Holiday Leadership course looks at other preparations such as planning activities, involving the children and young people in the preparations, liaison with parents, producing a brochure or leaflet etc.

Give 5 minutes for the groups to come up with their lists, which should contain the following:

- Where and when will you go (consider the proximity of local services: doctor, nearest A&E dept etc)
- The need to visit the site well in advance and sketch plans.
- Consider the location in relation to roads, housing and public rights of way.
- Assess any other potential hazards
- Make a list all equipment that is provided.
- List all equipment that you will require to take and also how to get it there.
- Prepare a camp layout for both canvas and recreational areas.
- Create a list of staff who will be attending to prepare the camp and also strike camp after the duration of the holiday.

### Exercise 2: What to look for in a campsite (5 mins)

Say to the group that whilst there is probably no such thing as a perfect site, there are some basic amenities that most people would consider desirable.

Ask the group, in their group's of three, to make a list of those desirable amenities or qualities of a good site. Give 5 minutes for this.

The list should contain the following:

- A clearly marked perimeter (either a fence or natural boundary)
- Availability of safe drinking water
- Well drained land unlikely to flood in wet weather
- Sufficient flat ground to erect tents and also provision for a recreational area
- A sunny aspect (preferable)
- Access for vehicles
- Shelter from the prevailing wind
- Ground is free from rocks or boulders
- If the site is farmland that has had animals on it, follow these precautions to protect against E. Coli
  - Keep farm animals off the fields for the preceding 3 weeks prior to use
  - Remove any visible droppings, ideally at the beginning of the 3 week period
  - Mow the grass, keep it short and remove the clippings before the fields are used for recreation.
- Absence of dangers in the vicinity that could endanger life (e.g. cliffs, rivers, major roads, large decaying trees and overhead power lines).

## Training Material

Stress to the group that it is important that they visit the site well in advance even if they have used it in the past. It may be that alterations to the site have happened or that work is being carried at the present time. During the visit as much local information as possible should be collected.

The following suggestions could be made:

- Make contact with the local doctor, minister, police
- Agree a date with local shop keepers for all provisions to be ordered
- Visit the local tourist information centre and find out about events taking place
- You could see if there is a local BB company nearby and make contact
- Check out local places of worship
- Locate the nearest hospital and ambulance station (it may be miles from you)

### Exercise 3: Choosing a campsite (10 mins)

Show OHP 3, and issue Handout 2 (These show the same map)

Show the map on the OHP with potential sites (A to K) marked on it. Ask the group, in their same three's to have a good look at the map and ask them to say whether the potential sites are good or bad, and to give reasons if they think they are bad.

The list should be as follows:

- Site A - **Good**
- Site B - **Bad (marshy ground)**
- Site C - **Bad (cliffs, no water)**
- Site D - **Bad (exposed to prevailing wind)**
- Site E - **Bad (in the trees)**
- Site F - **Bad (too near the quarries)**
- Site G - **Good (shelter from trees but not in them)**
- Site H - **Good**
- Site J - **Bad (exposed to prevailing wind)**
- Site K - **Good**

### Exercise 4: Designing the camp layout (10 mins)

Tell the group that we are going to do a practical exercise now, in how to design the layout of a camp.

#### Trainer's Tip!

For this exercise you can (in advance) laminate enough copies of the map for each participant, so they can mark out the layout of the camp with non-permanent marker pens. Alternatively, you can photocopy the map and give each participant a sheet of acetate to overlay the map, and mark out the site with OHP pens. Both can be wiped clean afterwards.

First, discuss with the group what needs to be included when planning the actual layout of the camp.

The following should be identified verbally, or jotted onto a flipchart:

- The central area (marquee, cookhouse, stores)
- Boys' tents
- Staff tents
- Medical Tent
- The use of natural shelter
- Areas for pot washing
- Rubbish area
- Toilets and washing facilities (may require separate facilities if it is a mixed camp)
- Privacy from the general public

## Training Material

**When designing a camp layout, make sure there is enough room for sufficient spacing between tents. The minimum gap between each tent should be 2m and the cooking area should be a minimum of 6m from any other tents. Please note that these are minimum distances, but mention the BB document “Guidelines for Approved Campsites” which will be issued as part of the Campcraft Handbook. This shows the best practice requirements.**

Show OHP 4 and issue laminated copies of Handout 3

Ask the group to draw their suggested layout of the camp onto the laminated sheet, thinking about the topics that have already been discussed. Ask them to explain their reasons for the layout.

Show OHP 5 and OHP 6  
Issue Handouts 4 and 5

Bring this session to a close by re-capping on the main points and by saying that not all campsites have everything needed, but in most cases the missing elements can be overcome.

### Session 5: Tents for Standing Camps (15 mins)

Explain to the group that we are nearly at the stage of carrying out the practical aspect of the course but before doing so we are going to look at the different types of tent available for a standing camp. Explain to the group that different companies may use different types of tents but in general they are similar in design. The practical session will use a marquee, a ridge tent, a dome tent and (if appropriate) a bell tent.

Issue Handouts 6, 7 and 8

Go through the handouts explaining the differing designs and explain that there are advantages and disadvantages to each tent and these will be discussed in the practical session.

Explain to the group that we are now at the stage where the practical session will commence. (It may be advisable to ensure that people have suitable outdoor clothing and footwear). They will also need to take their packed lunch with them if that is the arrangement.

### Session 6: Practical Camp Craft Session (up to 4 hours)

#### Trainer's Tip!

If possible, try to arrange for a tent to be already pitched within the field you intend to use. Ideally, this would be a tent of a different design to the ones you are going to erect, for example, a large frame tent, which can be used as a cook house or for emergency shelter, if needed! Also, if you are a distance from any toilets you may need to erect one toilet tent complete with the chemical unit.

#### Remember!

When instructing others in a practical skill, remember to check prior knowledge first. Put all information into a context (ie say **why** we do it this way) and break the job down into manageable tasks. Where possible follow the sequence of :

1. Show them how to do it.
2. Do it together, and
3. Let them do it on their own, with you on hand to help if needed.

Before you move onto your field, stress to the group that this is the critical part of the training and will involve being outside for up to 4 hours. Explain to the group that over this session they will experience the correct ways of **erecting, handling and caring for different types of canvas and other equipment.**

## Training Material

As the trainer or trainers of this session it is essential that you ensure that all explanations are clearly understood. Therefore, check regularly for understanding, be observant and encourage full participation and questions.

Issue Handouts 6 to 10. These show the range of tents to be used in the practical session.

The suggested tents to use are:

- Marquee
- Ridge tent
- Dome tent
- Bell tent (if required)

The following list details what practical skills you should now deliver to your group. You have up to 4 hours, including time for lunch, so some planning with your co-trainer or helpers will be needed. Ensure that drinks are available, especially in hot weather (if you are lucky!)

Using handouts 5 and 6 explain that the following aspects will now be covered:

- Pitch in pre-determined position and in the correct manner, at least two types of tent capable of sleeping 6 boys with kit for a fixed camp
- Strike and pack away the same tents that already have been erected bearing in mind that the condition of the canvas when it is packed away and the need for any future action to maintain the canvas and its associated equipment
- For those tents with brailings, demonstrate the process and why it is carried out
- Lay in/adjust a groundsheet for the relevant tents. Ensure that for tents with sod cloths the ground sheet has been fitted correctly
- Whilst they are erected, show the ways that the day-to-day adjustments can be completed for the tent's stability
- Demonstrate the method of storm lashing and explain why it may be needed
- Explain the safe storage of kit in the tent and the need to keep it away from the canvas
- Explain and demonstrate the use of trenching around the tents (check with landowner before doing so)
- Erect and strike a marquee using the methods already carried out or using the swimming pool method as highlighted on Handout 7.

## Session 7: Cooking Equipment and Accommodation (15 minutes)

### Trainer's Tip!

When you have completed the practical session on the field, you have two 15-minute sessions back in the training room to address matters of cooking equipment and sanitation. Bear in mind that people will be tired, and may not be able to take in lots of new information at this stage in the day. Therefore, you only need to flag up key points, take questions and tell people that they will all be given a handbook to take away, which gives all the information and advice that they will need.

The following subjects should be covered and questions encouraged:

### Cookhouse and Food Store:

Whilst out on the field, you may have discussed the location of the cook-house and quarter-master's store as normally being adjacent to each other. The cookhouse normally comprises of a small marquee or large frame tent as shown in the earlier handouts. It is imperative that the candidates understand that the facility they intend to use is of a size that will incorporate the equipment that is needed and that the catering staff are able to move about freely.

Explain to the group that in most circumstances the cookhouse and stores will be an out of bounds area to everyone unless they are working in the kitchen. It is also essential that food is stored safely. Dry food is better to be stored off the ground and preferably under a cover. Fresh produce like milk and eggs need to be kept as cool as possible using cool boxes or a fridge (gas or electric).

You should also discuss the location of the cooking equipment.

## Training Material

Using the flip chart draw a plan of cookhouse showing two doors and other possible ventilation i.e. windows. Ask the group to suggest where the following items should be sited:

- Stove (or stoves, if a large group)
- Water boiler
- Food preparation area
- Storage area for cooking equipment
- Fire extinguisher /fire blanket
- Water supply
- Gas bottles
- Bins
- Doors (two exits are required).

Briefly outline the following information, but remind people that they will be issued a Campcraft Handbook containing all the relevant information.

### **Cooking Stove:**

Most stoves run on either propane or butane and bottles range in size. Normally a 19kg bottle would be sufficient to supply a large camp stove, but if you have several stoves, a 47 kg bottle may be appropriate.

It is also imperative that the correct tools are available to change bottles and spare hoses are available with additional jubilee clips. Explain to the group that if they intend to hire cooking stoves it is better to locate a supplier near to the camp as if there is a problem with equipment it is a long journey away to have it repaired or replaced. **It is essential that all gas bottles are stored outside.** (Further details on gas supplies are in the Handbook)

### **Water Boilers:**

Most boilers run on gas but usually are butane. Extreme care should be taken when lighting these as they can blow back when the burner is first lighted. The boilers are only there for the provision of water and not for cooking in or washing.

### **Food Preparation Tables:**

A number of tables are required for preparation of food and the storage of cooking utensils. It is imperative that they are kept clean, and should be made of formica or similar wipe-clean material. An anti-bacterial cleaning liquid should be used.

### **Waste Bins:**

There is a need for bins around the site but especially in the kitchen and preparation areas. These need to have lids and either have a refuse sack inside or be of a suitable material that can be washed out daily.

### **Water Supply:**

It is an advantage if the water supply is piped to the site, but in circumstances where the water has to be collected and stored then suitable storage containers are required. These can be purchased from outdoor and camping suppliers. (Further details on water supply are in the Handbook.)

### **Cooking Equipment:**

There should be adequate pans and utensils for cooking. This will depend on what you plan to cook at camp. It is a good idea to get the cooks involved, so they can say what equipment they require. Special equipment such as cook's knives should be stored in a case when not in use.

### **Mess Tents:**

Ensure that there are enough tables and benches for the group not forgetting that additional tables will be required for serving food. You will need to think about what form of lighting you will use in the mess tent. Normally, gas operated lanterns are used fixed between the main poles in the marquee. More people are now using generators for lighting, if this is the case it is essential that all the equipment is tested to the correct electrical regulations. (Further details on temporary electricity supplies are in the Handbook.)

### **Clearing/Washing Up Area:**

If there is no on-site facility, you will need to set aside a clearing and washing up area. Ideally this should be located near to the cookhouse and mess tent. Ideally, the area should be covered. A dining shelter could be used for this. Ordinary washing-up bowls can be used and possibly a (clean) builder's mixing bath for large cooking pots.



## Training Material

### Equipment Store:

Ideally, this should be a separate tent where all spare equipment is stored. This might be spare guy ropes, tent pegs, mallets, shovels, pick, tool kit and a repair kit for canvas tents. It sometimes is used for storing sports equipment.

### First Aid Tent and Kit:

Ideally, the first aid tent is ideally situated near to the staff tents and away from the main camp area. A full first aid kit is required with the facility of having hot water and blankets, a table and seating. The cook-house should also have its own first aid kit.

## Sanitation and Safety (15 minutes)

Introduce this final session by stressing that good sanitation facilities are critical for the health and wellbeing of the camp group. Careful consideration of sanitation arrangements is essential if there is no access to flush toilets or washing facilities.

Go through the following points, and again, say that all factual information will be found in the Handbook:

### Latrines:

Some sites may have flush toilets but in the majority of cases they are equipped with chemical toilets situated in purpose-made tents and are away from the main camp area. There needs to be a ratio of one toilet per ten campers with an screened additional area to be used as a urinal. If the camp is of a mixed sex then separate toilets will be required for male and female, and for staff.

### Waste Disposal:

Pits are sometimes used for the disposal of the toilet effluent but this is not advisable for large camps or for fields that are used for camping on regularly. If a pit needs to be used then consult the owner of the field before digging, as the landowner may be able to assist with the removal of the waste to a septic tank or sewer. Pits should be covered (eg with boards) and within an appropriate barrier.

### Cleaning:

This job should only be carried out by staff, and the equipment used must be clearly marked and stored away from any other cleaning equipment. Staff carrying out this duty must fully disinfect themselves on completion of the work.

### Personal Washing Facilities:

These are normally in the open but screened off for privacy or could be a separate marquee or tent. Separate facilities are required for male and female young people and for staff. A table with washing up bowls and a plentiful water supply are required. A large plastic dustbin could be used to store the water.

The waste water should be disposed of the same manner as the toilet effluent and not thrown on to the ground. If the ground where the washing area is muddy, then it may be an idea to lay duck boards or move the area to a different location.

### Fire Drill and Precautions:

The likelihood of a fire in a camp is small if sensible precautions are taken however, it should be noted that dry canvas and nylon is combustible.

You should ensure that there are clear access routes for fire vehicles into the camp area.

Naked flames should never be allowed in a tent used for sleeping or storage. Fire regulations must be posted in the Cook House and Marquee. The local Fire Brigade must be informed that you are camping and must be given a full address of where you are. The spacing between tents should be at least 2m and the cooking area must be 6m from any other canvas.

The cookhouse should have its own fire fighting equipment containing a fire blanket and dry powder extinguisher. The camp should have a fire point containing two 3kg water extinguishers and also fire buckets with sand. This area must be in with 30metres of all tents. All members of the camp need to be aware of where to muster in the event of a fire. **Again, refer to the BB document “Guidelines for Approved Campsites”** as this will help the group members to understand the difference between minimum requirements and best practice.

### Lighting:

## Training Material

As previously mentioned, it is essential that gas operated lighting is **never** used except in the marquee and cooking area. For the rest of the site only torches must be used in tents. Some thought should be given to lighting the toilet areas at night.

At this point, ask if there are any questions or comments. Issue the Campcraft Handbook, thank the group and move to the summary session.

## Summary and Evaluations

Take five minutes to recap on all the key points covered during the day and go through the “Learning Outcomes” OHP. Thank the participants for their enthusiasm and contributions, and wish them all enjoyable and successful camps. Issue evaluation forms and close with a prayer.

# Campcraft Training

# Resources

## OHP I

### Learning Outcomes

**At the end of this training session participants will be able to:**

- Plan a camp
- Understand how to choose site locations
- Understand the requirements of the camp craft certificate.
- Demonstrate a knowledge of health and safety matters
- Erect ridge, dome and bell tents and marquees
- Understand issues of sanitation at a canvas camp
- Demonstrate a basic awareness of arrangements for cooking and food storage
- Strike Camp

## OHP 2

### Holiday Leadership Regulations

#### HOLIDAY LEADERSHIP SCHEME REGULATIONS

The existing Camp and Holiday Leadership Scheme has been revised and is now referred to as the **Holiday Leadership Scheme**. It comprises a **Holiday Leadership Certificate** and a **Camp Craft Certificate** for canvas events (but not including overnight expeditions, for which a separate Expedition and Outdoor Leadership qualification is in place). The person leading the holiday is referred to as the leader in charge.

#### Requirements to lead a Holiday

- a) An officer leading a camp or holiday of any duration, involving at least one overnight stay, must hold a valid Holiday Leadership Certificate.
- b) The leader in charge must be an officer or warrant officer who has completed Basic Training or Youth Leader Training, holds a valid Holiday Leadership Certificate and has the approval of the Company Captain to take charge of the holiday.
- c) The leader in charge has overall responsibility for ensuring that adequate arrangements are made for the safe management of the holiday.
- d) Notification of the holiday must be sent using the forms provided direct to Regional Headquarters as follows:
  - one or two nights duration - at least 14 days in advance.
  - more than two nights - at least four full weeks (28 days) in advance.The Regional Headquarters will ensure that certificates are appropriate and current.
- e) Where Company, Battalion, District or other Brigade parties intend to visit countries outside the British Isles, notification must be sent in every case to Headquarters at least three months before the date of the visit for approval.

#### Holiday Leadership Certificate Requirements

To gain the Holiday Leadership Certificate, the holiday leader must:

- a) be an officer or warrant officer who has completed Basic Training or Youth Leader Training;
- b) participate in a training event leading to the award of the Holiday Leadership Certificate;

Both of the above requirements must be in place before the officer takes responsibility for leading the holiday.

If it is a canvas camp, as part of the safe management of the event, the leader in charge is responsible for ensuring that at least one person attending holds a current **Camp Craft Certificate**.

#### Camp Craft Certificate

- a) an officer or warrant officer can hold the Camp Craft Certificate.
- b) a Camp Craft Certificate can be held by non BB personnel, provided that she or he is aged 18 or over and is fully committed to the objectives of the BB and its policies and meets the requirements of our policy on child protection.

### Training Material

#### **Camp Craft Certificate Requirements**

To gain the Camp Craft Certificate, the person concerned must:

- a) be an officer or warrant officer;
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Both of the above requirements must be in place before attending the canvas camp.

**or**

- c) be aged 18 or over, fully committed to the objectives of the BB and its policies and meets the requirements of our policy on child protection.
- d) participate in a training event leading to the award of a Camp Craft Certificate.

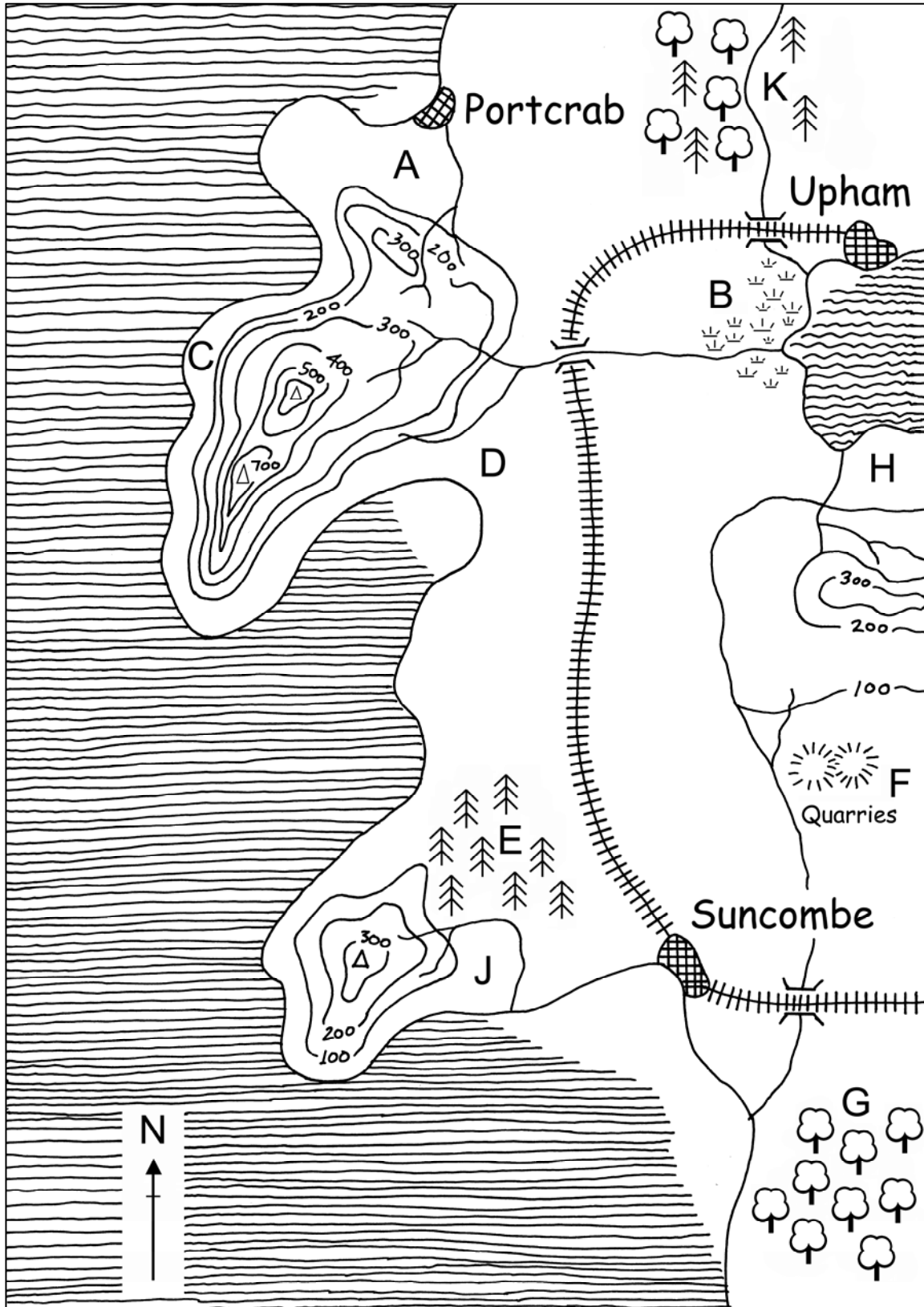
Both of the above requirements must be in place before attending the canvas camp.

#### **Duration and Renewal of the Certificates**

- The Holiday Leadership Certificate lasts for a period of five years and can be extended by further periods of five years by appropriate renewal training.
- The Camp Craft Certificate lasts for a period of five years and will be kept “live” by attending at least one canvas camp within the five-year period and undertaking a responsible role at the camp. Applications for additional five-year extensions are to be made by individual officers to the appropriate Regional Headquarters.
- Log sheets will be provided for officers to keep brief details of the canvas camps they have attended. These will be available from Regional Headquarters and should be kept by the individual officer in his or her Training Record file.

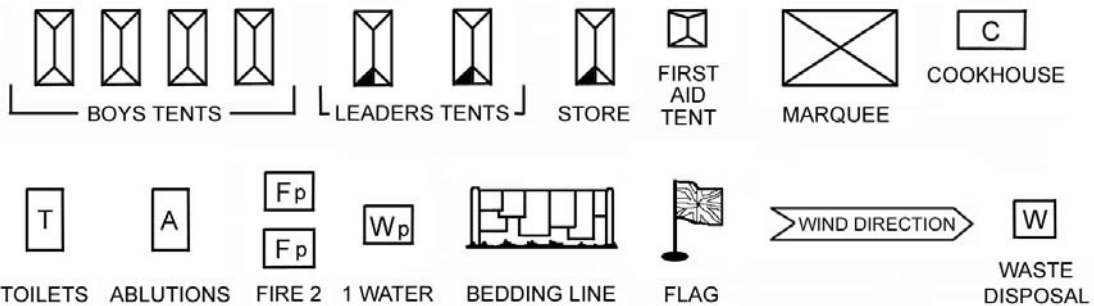
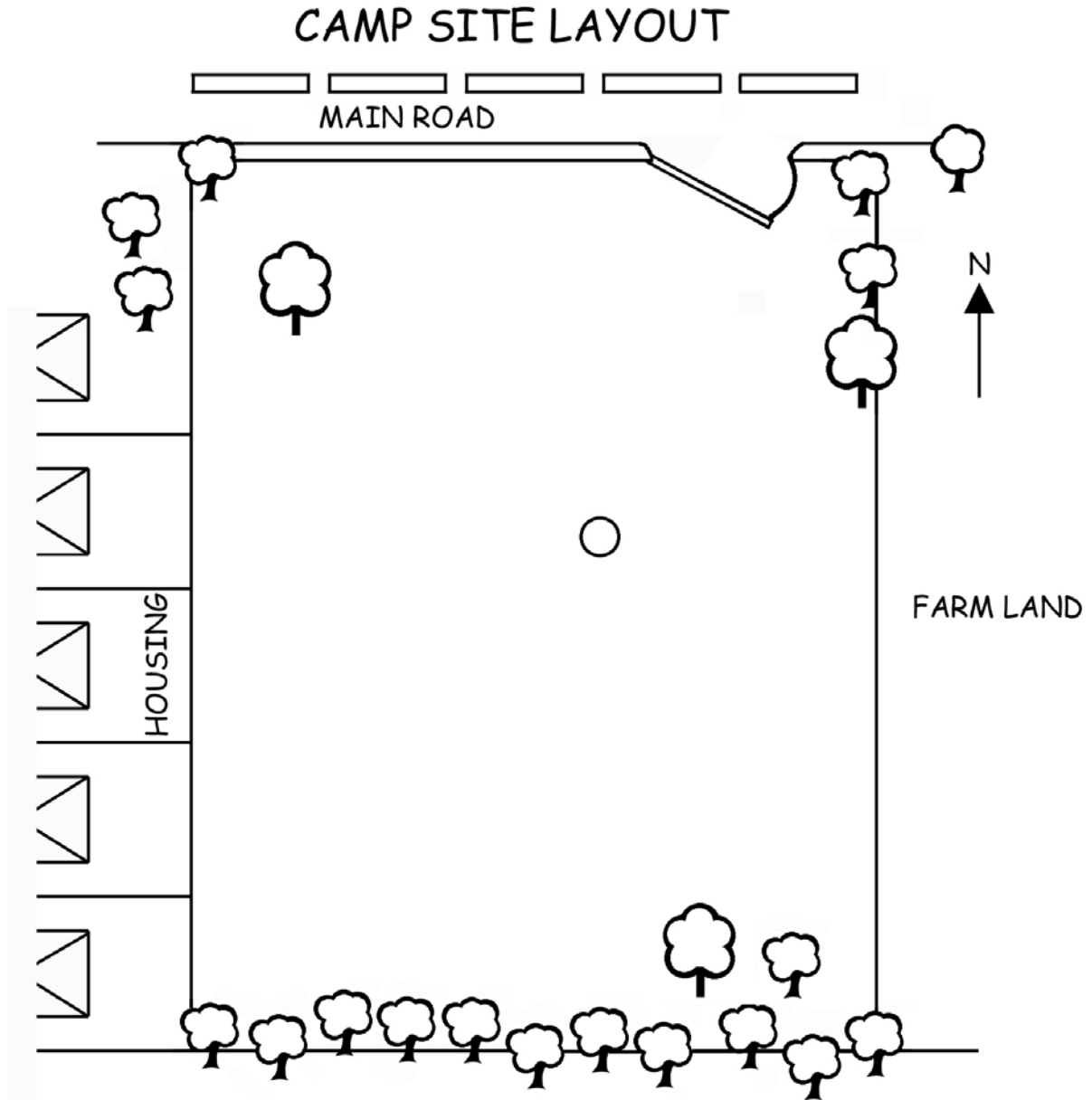
#### **Brigade Headquarters - July 2001**

OHP 3  
 Map



Training Material

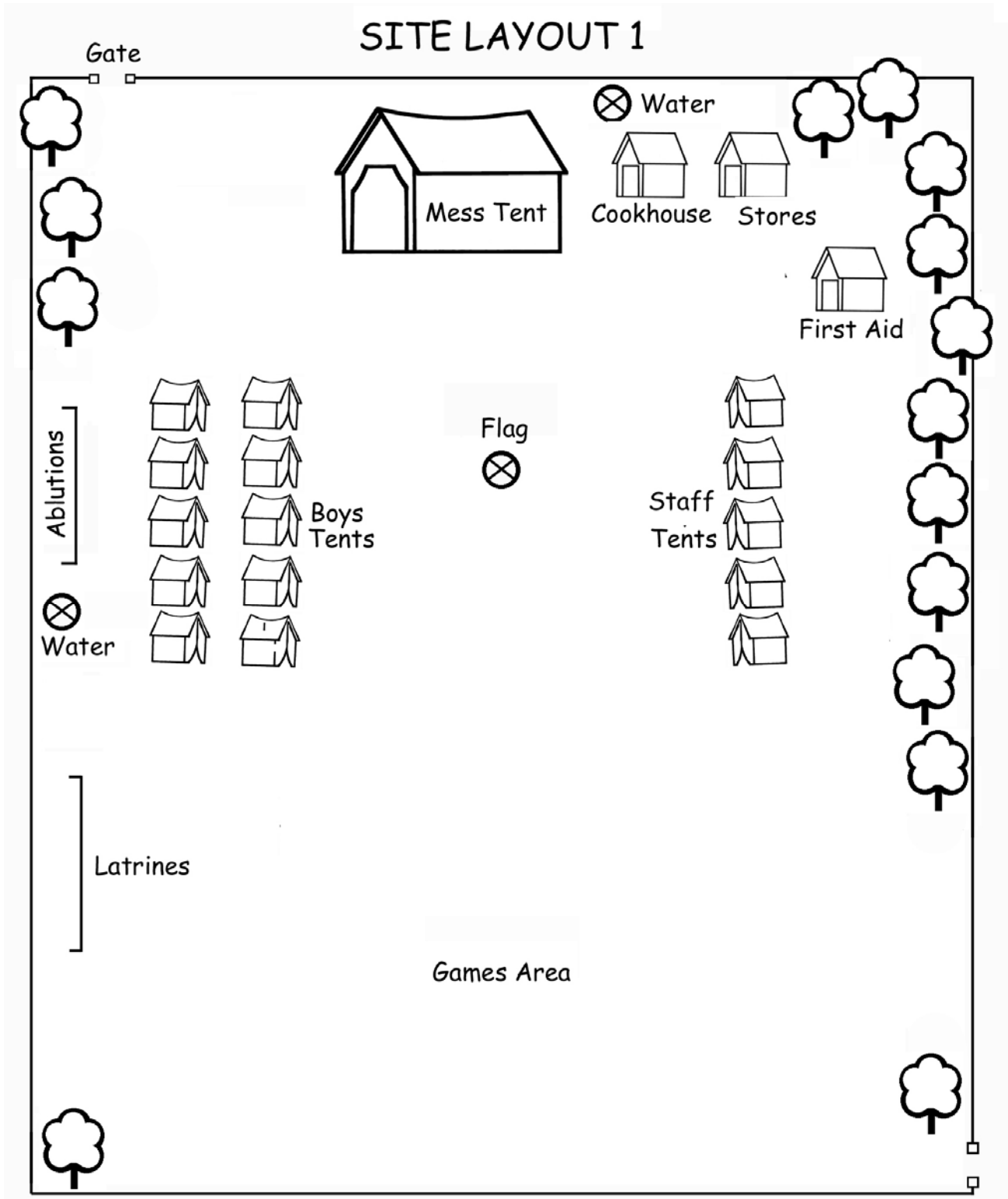
**OHP 4**  
**Camp layout**





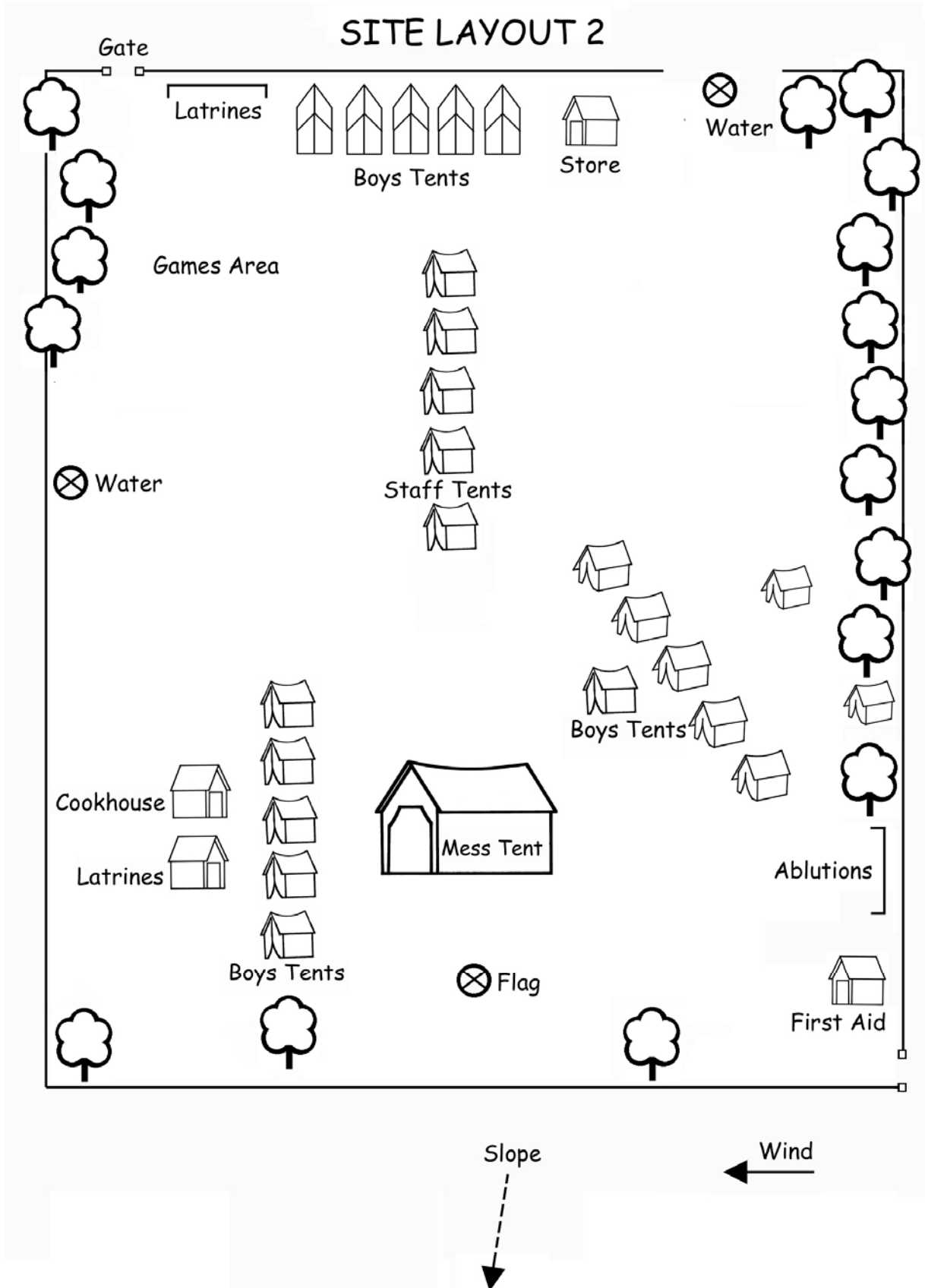
Training Material

**OHP 5**  
**Camp layout - good**



Training Material

OHP 6 Camp layout - Bad



## Handout I

## Holiday Leadership Regulations

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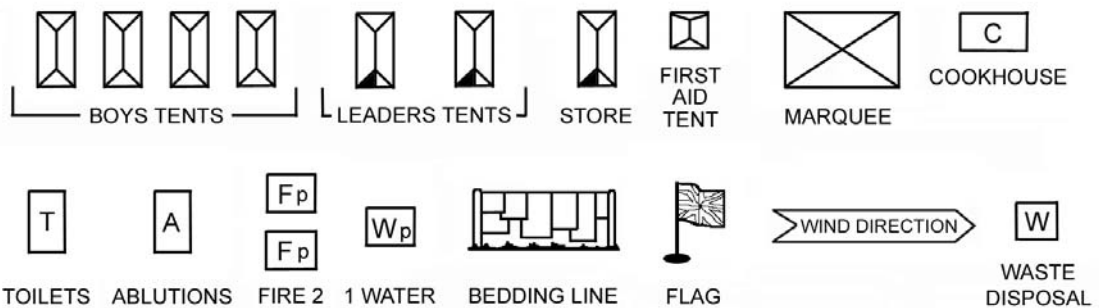
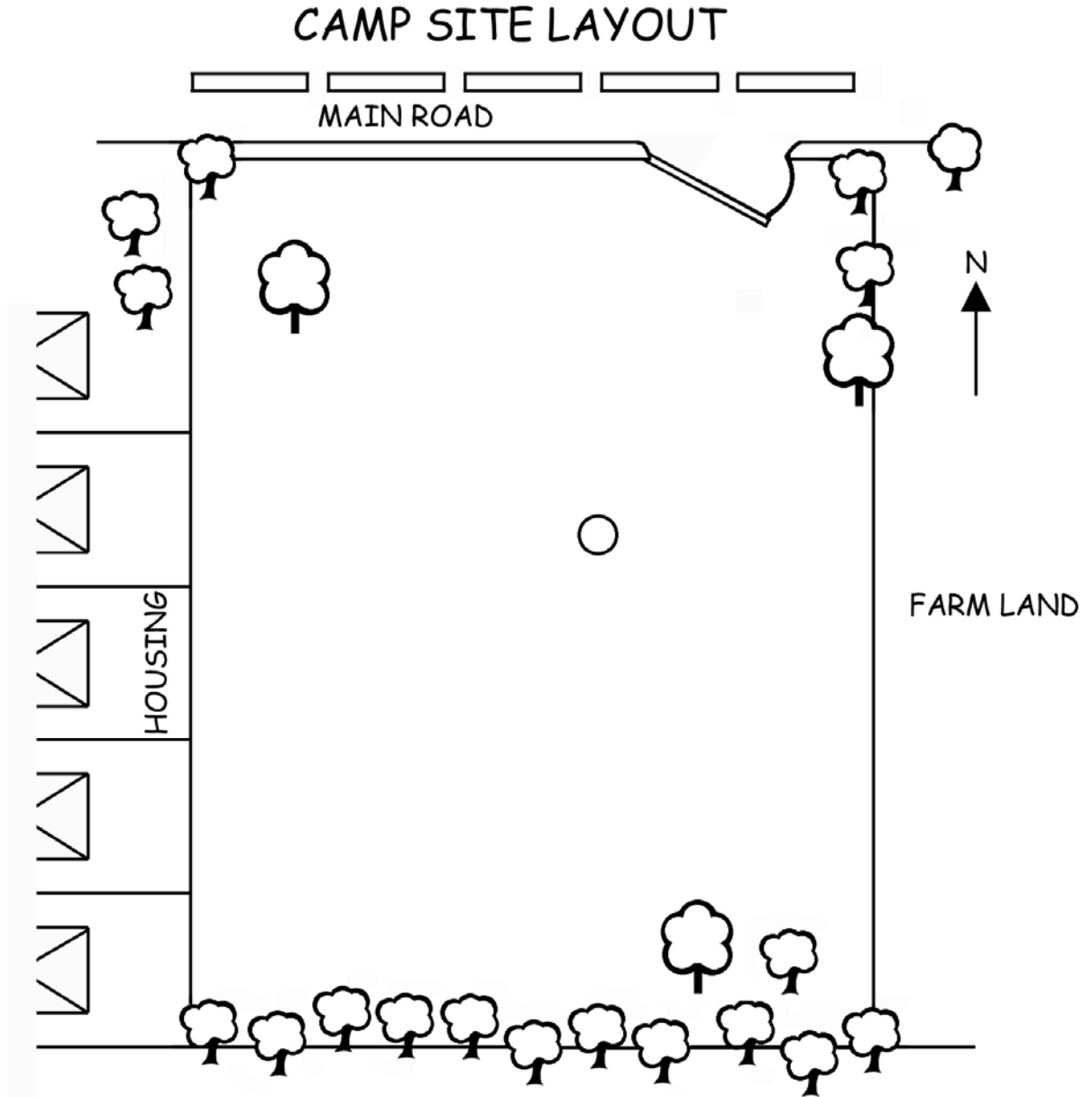
- The Holiday Leadership Certificate lasts for a period of five years and can be extended by further periods of five years by appropriate renewal training.
- The Camp Craft Certificate lasts for a period of five years and will be kept “live” by attending at least one canvas camp within the five-year period and undertaking a responsible role at the camp. Applications for additional five-year extensions are to be made by individual officers to the appropriate Regional Headquarters.
- Log sheets will be provided for officers to keep brief details of the canvas camps they have attended. These will be available from Regional Headquarters and should be kept by the individual officer in his or her Training Record file.

#### **Brigade Headquarters - July 2001**



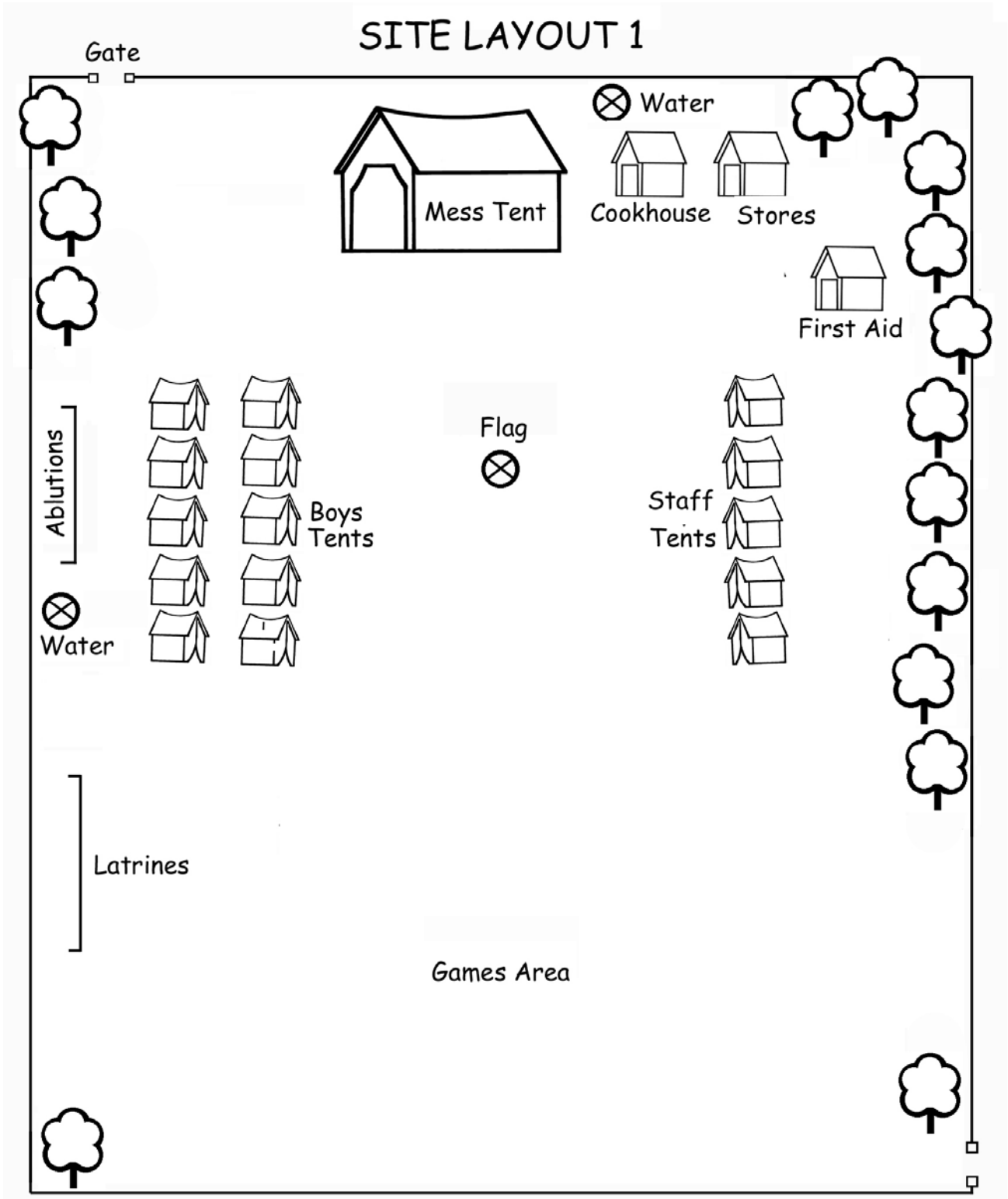
Training Material

Handout 3  
Camp layout (laminated)



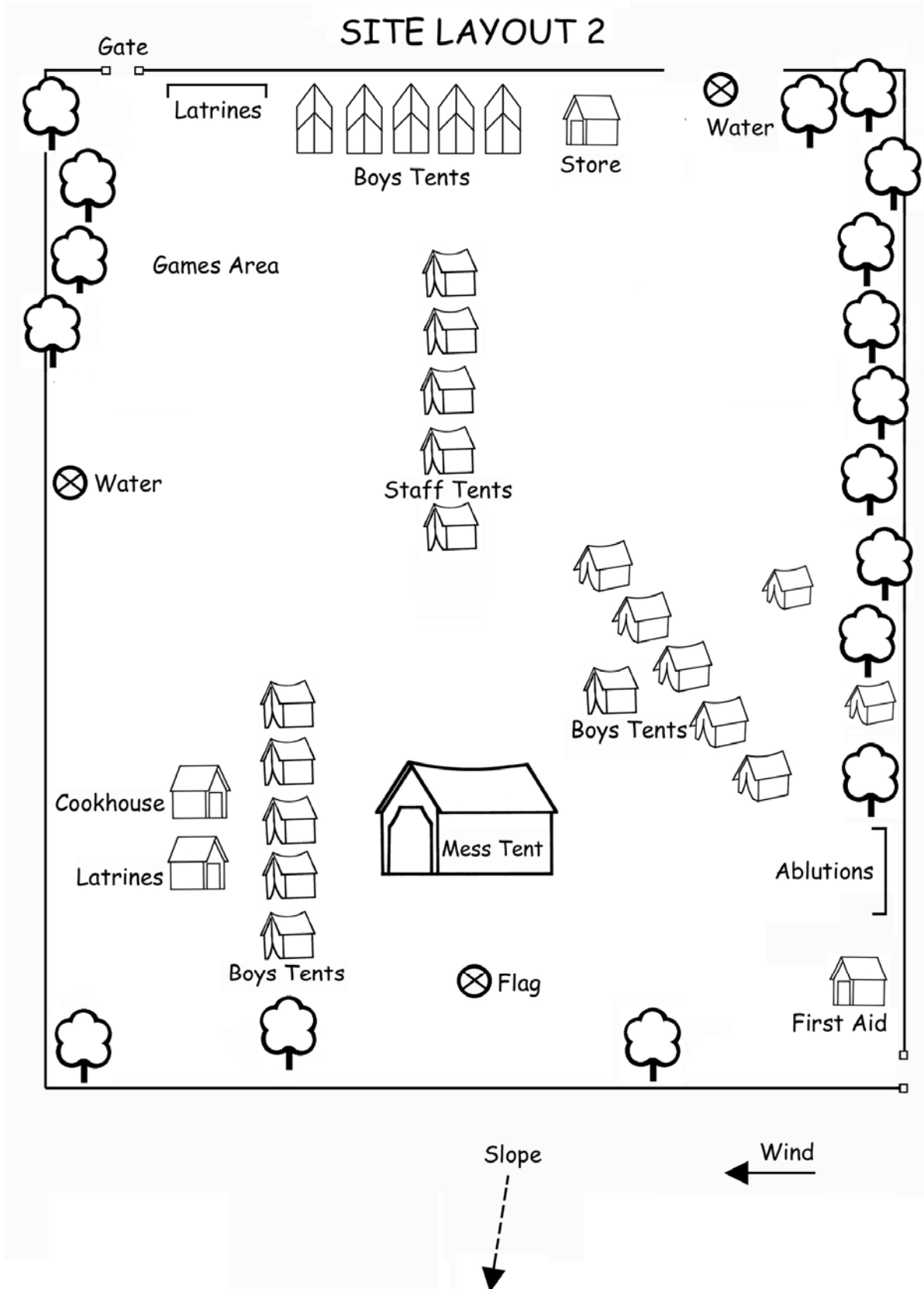
Training Material

Handout 4  
Camp layout – good



Training Material

Handout 5  
Camp layout – bad





Training Material

## Handout 6

### The traditional ridge tent

The traditional Ridge tent can sleep six to seven people. It consists of two or three upright poles, green canvas, a flysheet, four main storm guys and a number of side guys secure it. It is well worth familiarising yourself with the parts of the tent.

#### **Ridge**

This is the spine of a tent from where the two sides slope away. The top cross pole is known as the ridge pole. It is important not to put anything between the canvas and this pole, as this allows water to seep through.

#### **Dolly**

This is a wooden post that goes on top of an upright pole; attached to it are long guy lines which are used to hold the main body of the tent up. These lines are also known as storm guys, as they strain against winds.

#### **Becket**

Beckets are used to close up or tie up the door of your tent. There are several forms of Becket – some toggle or loop, others consist of a loop passing through an eyelet on the other side of the door.

#### **Pegging point**

These are the brailing loops at the bottom of a ridge tent. They are also found at the end of guy lines. On a lightweight hiking tent, the pegging points are rubber bands that are fixed to the tent through a canvas loop stitched to the tent. A pegging point is usually located at a strong point on a tent, such as on a seam line.

#### **Brailings**

The brailings are small loops at the bottom edge of a patrol tent. They are used to peg the vertical walls to the ground so that rain can run down and to prevent the wind blowing through. They are also used to air the tent during the day.

#### **Flysheet**

This is your tent's outer covering layer. Lightweight tents need this waterproof outer layer, as the inner tent is usually only light breathable cotton. On a ridge tent, you place the flysheet over the poles before raising the canvas.

#### **Valise**

This is the bag that the tent is stored in. these vary in size, but it is worth practising folding up the tent before going away to check that you tent can actually fit inside!

#### **Runner**

This is the wooden or plastic bracket attached to the guy line, which allows you to tighten the line. The guy line goes from the tent, around the peg and back up to the runner where it is tied off. The runner has a second hole, which the line can freely run through and it is this part that holds the line in position.

**Training Material****Guy Lines**

A guy line (also known as guys or guy ropes) is a single line or rope. It comes from a part of the tent, which creates the familiar tent shape when the tent is pegged into the ground and the guy lines are pulled tight. Rope guy lines should be slackened to prevent them from snapping in the wet. These lines also help to keep the secure in high winds.

**Sod Cloth**

This is a border of hessian attached to the bottom of a tent. It is tucked under the ground sheet to prevent rain water or dew soaking personal kit inside the tent.

**Ground sheet**

This is made of a heavy waterproof material and is placed on the ground inside the tent. A single groundsheet that fits the floor space is more effective than a patchwork of individual groundsheets. It stops it stops damp and water getting into the tent from the ground and also deters insects. Some tents have these sewn into the inner tent, although you should consider laying another groundsheet underneath it to prevent punctures. Remember to always check the camping area for sharp stones before pitching your tent, to avoid damage

Training Material

## Handout 7

### Pitching a ridge tent

You need a minimum of three people to put up or pitch a ridge tent. Practice pitching at home beforehand. If the young people are helping you to pitch, they will also need to practise in advance.

1. Find a flat piece of ground facing away from prevailing winds and away from any sharp objects
2. Empty the valise or bag and lay the tent and its parts on the ground.
3. Lay out the tent in the intended position of the tent
4. Put a peg on the ground at each of the four corners
5. Open out the flysheet and the tent on the ground
6. Assemble the ridge and upright poles and feed the ridgepole through all the loops attached to the ridge of the tent.  
Take care not to stand on the canvas whilst you are doing this and be careful not to damage the canvas with the ridgepole. One way to ensure this is to lie on the canvas and feed the ridge through gently
7. Sort out the tent pegs into their different sizes. Put in four large pegs for the main guy lines. Don't put the pegs in too deeply at this stage, as they will probably have to be moved later.
8. Place the spikes on the upright poles through the hole in the ridgepoles and corresponding eyelets. Again, care must be taken to avoid damaging the canvas. Once this is done the tent can be folded over along the ridge.
9. Attach the main guy lines to the pegs in the ground.
10. Put the dollies, attached to the storm guys, over the spikes of the upright poles. (You may have to reposition the pegs)
11. Stand the tent up, raising both of the uprights together to avoid bending the spikes.  
Two people are needed for this, one to hold each of the uprights until the main guy lines have been tightened. The tent should now be upright but rather unsteady. Lace or tie up the doors of the tent, then peg out the door and corner brailings
12. Peg out the other guy lines (corners first) using large tent pegs.  
Generally, if a corner has one guy rope it is pitched at 45 degrees or, if it has two, they are pitched at 90 degrees. The pegs should be placed so that when the guy line is taught, the runner is about one third of the way up from the peg. The side guy line pegs should be parallel with the ridgepole and should follow the tent seams.
13. Using smaller pegs, loop and peg out all the brailings to keep the tent walls straight. The brailings should be looped before attaching to the peg as this helps to prevent them from slipping off.  
Young members may be able to help with this task. An adult can quickly check the tent later.  
At this point you may need to adjust the main guy lines. Check that the poles are upright and adjust by slackening the guy lines. Do not move the poles when the guy lines are tight.

Training Material

## Handout 8

### Pitching a dome tent

There are several types of hike or, lightweight tent. The two most popular are dome tents and A-frame tents. Described below are the general methods of pitching these tents.

The disadvantage of their size is that young people have to be split into smaller groups. Lightweight tents:

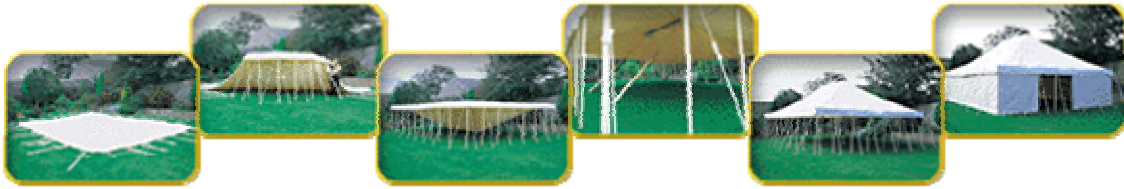
- Are light to transport
- Are quick to erect
- Are cheap to buy
- Have a sewn in groundsheet
- Can also be used for lightweight camps and hikes
- Dry easily when they become wet

To pitch a Dome tent:

1. Find a suitable piece of flat ground
2. Empty the bag or Valise of the tent and lay it out on the ground
3. Open out the tent. Keeping the ground sheet taut, insert the pegs through the rubber loops at the same time as stretching them. Ensure that the door of the tent is closed. Metal pegs can sometimes be pushed in by hand, but the same rules apply as for wooden pegs- insert the pegs at 45 degrees to the ground and 90 degrees to the loop.
4. Assemble the metal poles (often sprung together). Insert a central pole or hang the loop at the apex of the tent from the hook on the 'A' poles.
5. Peg out all the remaining loops around the base of the tent and guy lines. Remember that the loops should be stretched in line with the seams of the tent. The tent should then be upright and free of creases.
6. Place the flysheet over the poles of the tent to form an outer shell. Take care no to damage the flysheet and that it does not touch the inner tent

Training Material

Handout 9: Marquees



Erecting the Marquee

**The Push Up method** for tents measuring 12' x 12', 15' x 15', 20' x 20', 30' x 15' and 40' x 20'. The roof of the marquee will come up in one complete section.

- ❑ The first step is to lay the roof flat on the ground in the position that you wish the marquee to occupy, with the top side upwards.
- ❑ Around the edge of the roof at each eyelet you should place a large peg, a side pole, and if not already attached to the canvas, a guy rope. The pegs should be driven into the ground at a distance of 4 to 5' from the edge of the canvas. As a guide, a line should be taken from the seam on the marquee roof through the eyelet and out 4 to 5'. The pegs should be hit firmly into the ground at least 2/3rds of their length.
- ❑ The guy ropes should now be attached to the pegs in a secure fashion. Once all the guy ropes are secure, the side poles should be put in place by pushing the pin on the pole up through the eyelet, attaching the opposite end of the guy rope over the pin and tensioning the guy. It is advisable to start with the four corners. The guy ropes should not be pulled too tightly at this stage.
- ❑ With all the poles in place the roof, when viewed from above should look like a large swimming pool.
- ❑ The two king poles and the ridge should now be taken under the canvas. The metal pin at the end of the king pole should be passed through the hole at the end of the ridge and then through the hole at the end of the ridge and then through the eyelet in the roof. When both king poles are in position they should be simultaneously pushed upwards and walked into the middle of the marquee. Starting with the corners, the side poles should be lined up with their respective pegs and the guy ropes pulled tight.
- ❑ With the roof erected, the walls should be hung from the clips on the edge of the roof. It is helpful to start the walling from the position of the door and the walls hang outside the side poles.
- ❑ Once the walls are hung and laced at the joins they should be securely fixed to the ground with wooden pegs.

**The size of the squad required to erect a marquee will vary depending on the size and the weather conditions. Using the push up method, two people of average strength should be able to erect any size up to 40' x 20'. When erecting a 40' x 20' marquee, an extra two people will be required to assist with the pushing up of the king poles.**

## Training Material

## Handout 10

### Maintenance of tents and equipment

#### Half Brailing

Each morning, as long as it is not raining, the sides of the tent should be taken off the brailing pegs and hung up loosely up on the side guys. This ventilates the tent and allows the sod cloths to dry.

#### Ventilation

Ridge tents have air holes near the top of the tent to allow fresh air to enter the stale air to exit. Never block these up, even if you think these are causing draught.

#### Full Brailing

Once the sod cloths are dry, you can full brail the tents by rolling up the sides of the tent and tying them in place. You will find the tags stitched into the tent. This allows the groundsheet to be removed and the grass below a chance to recover. You are not advised to leave this if going off-site for the day.

#### Trenches

If you experience torrential rain, water may begin to flow through the tent. You may be able to dig a shallow trench (6cm deep by 6cm wide) to act as a moat around the tent. This will direct water away into an area that is easier to drain. Before you do this, check that the site owner will allow you to dig holes and trenches,

#### Packing Ridge tents away

You strike or take down a tent in the reverse order to pitching it. Here are a few useful tips when taking down your tent.

- Remove the groundsheet from the tent and turn it upside down to dry the underside off. Remove dirt and grass with a dust pan and brush, then wipe with a damp cloth before storing
- Tying up the guy lines before putting the tent away prevents them from tangling. Slide the runner up the tent wall to halve the length of the guy line. Continue to half the line, so that there is just enough length of line to tie up with an overhand or figure of eight knot.
- When removing tent pegs, gently tap the backwards and forwards to loosen them. Do not hit them on their flat sides as they may split or break.
- Remember to remove all pegs from the ground (it is to wildlife to leave the behind), shake the dirt and soil off from them and dry them off. Stack pegs in a box pattern to allow them to dry.

#### Storage

Always store the tent complete with its poles, mallet and the correct number of pegs, ready for immediate use. Each tent is different but usually folds into or three sections. You then roll it up before putting it into the valise

#### Packing a wet tent

Try not to pack up a wet or damp tent. However, if this is not possible, you must unpack and dry it thoroughly as soon as you get home. Mildew soon causes guy lines and brailing loops to rot. The easiest way to dry a tent is to pitch in a garden to dry in the sun or hang it on a washing line.

#### Keeping canvas in good condition

Your group or district quartermaster should treat canvas from time to time with a waterproofing solution. Campers must be told not to touch the inside of a tent when it is raining, as this disturbs the surface tension of the droplets trapped in the canvas, allowing water to drip through. Using a flysheet minimises this risk. Bags and other items should always be kept away from the sides of the tent for the same reason.

# Campcraft

# Handbook

## First things first – before you go to camp:

Things to put on your checklist:

- Where and when will you go (consider the proximity of local services: doctor, nearest A&E dept etc)
- The need to visit the site well in advance and sketch plans.
- Consider the location in relation to roads, housing and public rights of way.
- Assess any other potential hazards
- Make a list all equipment that is provided.
- List all equipment that you will require to take and also how to get it there.
- Prepare a camp layout for both canvas and recreational areas.
- Create a list of staff who will be attending to prepare the camp and also strike camp after the duration of the holiday.



## What to look for in a campsite:

- A clearly marked perimeter (either a fence or natural boundary)
- Availability of safe drinking water
- Well drained land unlikely to flood in wet weather
- Sufficient flat ground to erect tents and also provision for a recreational area
- A sunny aspect (preferable)
- Access for vehicles
- Shelter from the prevailing wind
- Ground is free from rocks or boulders
- If the site is farmland that has had animals on it, follow these precautions to protect against E. Coli
  - Keep farm animals off the fields for the preceding 3 weeks prior to use
  - Remove any visible droppings, ideally at the beginning of the 3 week period
  - Mow the grass, keep it short and remove the clippings before the fields are used for recreation.
- Absence of dangers in the vicinity that could endanger life (e.g. cliffs, rivers, major roads, large decaying trees and overhead power lines).

## Cooking etc:

### Cooking Stove:

Most stoves run on either propane or butane and bottles range in size. Normally a 19kg bottle would be sufficient to supply a large camp stove, but if you have several stoves, a 47 kg bottle may be appropriate.

It is also imperative that the correct tools are available to change bottles and spare hoses are available with additional jubilee clips. Explain to the group that if they intend to hire cooking stoves it is better to locate a supplier near to the camp as if there is a problem with equipment it is a long journey away to have it repaired or replaced. **It is essential that all gas bottles are stored outside.**

### Water Boilers:

Most boilers run on gas but usually are butane. Extreme care should be taken when lighting these as they can blow back when the burner is first lighted. The boilers are only there for the provision of water and not for cooking in or washing.

### Food Preparation Tables:

A number of tables are required for preparation of food and the storage of cooking utensils. It is imperative that they are kept clean, and should be made of formica or similar wipe-clean material. An anti-bacterial cleaning liquid should be used.

### Waste Bins:

There is a need for bins around the site but especially in the kitchen and preparation areas. These need to have lids and either have a refuse sack inside or be of a suitable material that can be washed out daily.

### Water Supply:

It is an advantage if the water supply is piped to the site, but in circumstances where the water has to be collected and stored then suitable storage containers are required. These can be purchased from outdoor and camping suppliers.

### Cooking Equipment:

There should be adequate pans and utensils for cooking. This will depend on what you plan to cook at camp. It is a good idea to get the cooks involved, so they can say what equipment they require. Special equipment such as cook's knives should be stored in a case when not in use.

### Mess Tents:

Ensure that there are enough tables and benches for the group not forgetting that additional tables will be required for serving food. You will need to think about what form of lighting you will use in the mess tent. Normally, gas-operated lanterns are used fixed between the main poles in the marquee. More people are now using generators for lighting, if this is the case it is essential that all the equipment is tested to the correct electrical regulations.

### Clearing/Washing Up Area:

If there is no on-site facility, you will need to set aside a clearing and washing up area. Ideally this should be located near to the cookhouse and mess tent. Ideally, the area should be covered. A dining shelter could be used for this. Ordinary washing-up bowls can be used and possibly a (clean) builder's mixing bath for large cooking pots.

### Equipment Store:

Ideally, this should be a separate tent where all spare equipment is stored. This might be spare guy ropes, tent pegs, mallets, shovels, pick, tool kit and a repair kit for canvas tents. It is sometimes used for storing sports equipment.

### First Aid Tent and Kit:

Ideally, the first aid tent is ideally situated near to the staff tents and away from the main camp area. A full first aid kit is required with the facility of having hot water and blankets, a table and seating. The cook-house should also have its own first aid kit.

## Sanitation and fire safety:

### Latrines:

Some sites may have flush toilets but in the majority of cases they are equipped with chemical toilets situated in purpose-made tents and are away from the main camp area. There needs to be a ratio of one toilet per ten campers with an screened additional area to be used as a urinal. If the camp is of a mixed sex then separate toilets will be required for male and female, and for staff.

### Waste Disposal:

Pits are sometimes used for the disposal of the toilet effluent but this is not advisable for large camps or for fields that are used for camping on regularly. If a pit needs to be used then consult the owner of the field before digging, as the landowner may be able to assist with the removal of the waste to a septic tank or sewer. Pits should be covered (eg with boards) and within an appropriate barrier.

### Cleaning:

This job should only be carried out by staff, and the equipment used must be clearly marked and stored away from any other cleaning equipment. Staff carrying out this duty must fully disinfect themselves on completion of the work.

### Personal Washing Facilities:

These are normally in the open but screened off for privacy or could be a separate marquee or tent. Separate facilities are required for male and female young people and for staff. A table with washing up bowls and a plentiful water supply are required. A large plastic dustbin could be used to store the water.

The waste water should be disposed of the same manner as the toilet effluent and not thrown on to the ground. If the ground where the washing area is muddy, then it may be an idea to lay duck boards or move the area to a different location.

### Fire Drill and Precautions:

The likelihood of a fire in a camp is small if sensible precautions are taken however, it should be noted that dry canvas and nylon is combustible.

You should ensure that there are clear access routes for fire vehicles into the camp area.

Naked flames should never be allowed in a tent used for sleeping or storage. Fire regulations must be posted in the Cook House and Marquee. The local Fire Brigade must be informed that you are camping and must be given a full address of where you are. The spacing between tents should be at least 2m and the cooking area must be 6m from any other canvas. The cookhouse should have its own fire fighting equipment containing a fire blanket and dry powder extinguisher. The camp should have a fire point containing two 3kg water extinguishers and also fire buckets with sand. This area must be in with 30metres of all tents. All members of the camp need to be aware of where to muster in the event of a fire.

### Lighting:

It is essential that gas operated lighting is **never** used except in the marquee and cooking area. For the rest of the site only torches must be used in tents. Some thought should be given to lighting the toilet areas at night.

## Water and gas safety: Water Supply

1. Check that the water supply is potable (drinkable).
2. That all taps on supply must be fitted with non-return valves.
3. Pipes used for supply must be specifically made for this purpose and coloured **blue**. Garden hose pipes **not** to be used.
4. When first using supply run taps for a few minutes to flush out pipes.

## Guidelines for the safe use of Liquid Petroleum Gas

These safety guidelines have been taken from the web site of the LP Gas Association and additional information added relevant to BB camps and holidays and the use and storage of LPG. It is not a definitive guide to the law, but contains notes on good practice, which you may find helpful in deciding what you need to do.

For the purposes of this sheet the term "cylinders" includes disposable cartridges.

### Hazards

LPG (propane or butane) is a colourless liquid, which readily evaporates into a gas. It has no smell, although it will normally have an odour added to help detect leaks. It can burn or explode when it is mixed with air and it meets a source of ignition. It is heavier than air, so it tends to sink towards the ground. It can flow for long distances along the ground, and can collect in drains, gullies and cellars.

LPG is supplied in pressurised cylinders to keep it liquefied. The cylinders are strong and not easily damaged, although the valve at the top can be vulnerable to impact. Leaks can occur from valves and pipe connections, most likely as a gas. LPG liquid can cause cold burns to the skin.

The correct regulator must be used for propane or butane gas and the correct gas for each appliance. Do not attempt to interfere with the settings of the regulator. If in doubt contact your supplier.

### Do's

- Treat cylinders with care to ensure that valves are not damaged
- Read instructions for the use of all appliances
- When changing cylinders, ensure no sources of ignition are near i.e. other appliances running on gas, open fires, pilot lights, lit cigarettes, mobile phones. The appliance should be switched off before changing the cylinder
- Turn off cylinders at the regulator when not appliances are not being used.
- Make sure that "No Smoking" signs and any other safety notices are maintained.

### Don'ts

- Do not submit cylinders to heat
- Do not store cylinders below ground level
- Do not use or store cylinders on their side
- Do not improve or modify your gas appliances
- Do not obstruct access to cylinders
- Do not have any naked flame near cylinders

### Precautions

#### a) Fixed cylinder installations

If you have one or more cylinders fixed in position for connection to an appliance, the installer must ensure that they are located in a safe place and have all the necessary safety devices to protect the hoses, pipe work and appliances attached to them. However you need to look after the installation. In particular you should:

- ensure the cylinders are kept secured in position and are not tampered with.
- if you have a maintenance contract (with the LPG supplier or other reputable company) make sure they come at the specified intervals, and that any work required is done. If the equipment is leased, make sure the owner keeps to the lease terms regarding maintenance. Keep all the paperwork relating to the installation for reference.
- don't let anyone work on the installation unless they are suitably trained and competent to do the work.

### Training Material

- ❑ read the operating instructions, and the emergency actions, and ensure that everyone who needs to know them and follows them carefully.
- ❑ don't do any modifications, which may affect the safety of the installation, such as altering firewalls, or erecting sheds or fences or installing electrical equipment near the cylinders. If in doubt, ask your LPG supplier for advice.

#### b) Cylinders not fixed in position

- ❑ keep all cylinders in a safe, well-ventilated place, preferably in the open air, and away from occupied buildings, boundaries and sources of ignition and of heat. Make sure the cylinders are properly secured and are kept upright. When using LPG on a camp, cylinders must be outside of any tent or marquee.

#### c) In all cases:

- ❑ keep rubbish and anything combustible well away, and keep weeds and grass in the vicinity cut down. Don't use chlorate-based weed killer, as it can be a fire hazard.
- ❑ don't let anyone have any electrical equipment, vehicles, bonfires, barbecues or other sources of ignition near the cylinders. Exceptions are items purpose-designed to use LPG, such as gas-fired barbecues. Do not smoke when changing cylinders.
- ❑ keep people not involved with the installation well away from it, particularly children.
- ❑ keep vehicles well away from the installation.
- ❑ make sure that the pipe work or flexible hose from the cylinders to the point of use is protected against accidental damage and is properly supported. For underground piping, make sure you know the route it takes, and avoid putting anything in the ground, which may damage the pipe work. Only BS 3212 flexible hose should be used, approved hose will be date stamped and should be changed at least every five years, regulators should also be changed.
- ❑ report any equipment failure or damage to your supplier without delay, and ask them for advice about what you should do.

#### Deliveries

If you have cylinders delivered, make sure you order the right number and type of replacements. Don't order more than you need, as you may not have space to keep them safely. On the delivery day, make sure the parking area is clear for the delivery vehicle. Keep away from the vehicle while the cylinders are being handled.

#### Return of Cylinders

Local LPG suppliers and dealers can be found in the Yellow Pages under Bottled Gas or Gas Bottles or Gas Suppliers. LPG cylinders remain the property of the gas company and are refilled by exchange.

#### IF FIRE OR LEAK OCCURS

- 1) Dial 999 to call the fire brigade. Tell them LPG cylinders are on the premises.
- 2) Tell everybody to leave the premises and go to a safe place well away from the installation. If you have a fire alarm, activate it.
- 3) If it is safe to do so, turn off all LPG appliances.
- 4) If you think that you have an LPG leak, or that an LPG appliance is not working properly, call the LPG supplier so that they can come and make safe.
- 5) If the leak is indoors, open all doors and windows.
- 6) Do not switch any lights or electrical equipment on or off, as this may cause a spark.
- 7) A leak in pipe work can be stopped by closing the valve on the cylinder or on the piping manifold, but only do this if you can approach the cylinders safely.

#### Fire fighting

Don't try to put out a fire involving LPG - leave it to the fire brigade. It is safer to evacuate everyone from the area. An overheated cylinder can explode.

If you have fire-fighting equipment for use on paper, wood, rubbish, etc., make sure that you know how to use it, and that it is maintained regularly. Don't try to use it on burning LPG.

A fire involving grass, rubbish, etc. can be tackled with a fire extinguisher or hose reel IF IT IS SAFE TO DO SO. Always call the fire brigade first. If the fire is near the cylinders or pipe work, or if you can't put it out quickly - leave it.

#### For further information

LP Gas Association web site, the safe use of liquid petroleum gas in cylinders: [www.lpga.co.uk/cylinders.htm](http://www.lpga.co.uk/cylinders.htm)

## Training Material

### Electrical Safety:

#### Temporary wiring

Temporary wiring should always be installed in accordance with the *IEE Regulations for Electrical Installations (BS 7671)*. All temporary circuits should be physically disconnected from the mains when not in use (even where the mains switches are turned off). Check the availability of a suitable and effective earth, either an earth stake in the ground if using a generator or an earth as part of the mains installation. Always check that the incoming voltage is compatible with your equipment. All equipment electrical equipment taken to the camp (fridges, freezers, microwave ovens, music equipment etc.) should be regularly PAT tested.

Wiring should be arranged so that circuits can be isolated at the mains switches when equipment is not in use i.e. lights, kitchen equipment etc. Cables, plugs and connectors should be for external use, it might be appropriate to use armoured cable or conduit in certain areas (i.e. under doorways if the cable cannot be 'flown' or re-routed etc.). Ultra sensitive RCD protection devices (30 mA/30ms RCD) should be used to trip off the supply quickly if a fault or short occurs. Any wiring installations should take into account the likelihood of any damage and be protected accordingly. Trailing cables are an additional health and safety hazard, where essential, they should be kept to the absolute minimum length and should be securely fixed and marked appropriately. Any evidence of damage to wiring, plugs, sockets or other fittings should be attended to immediately upon discovery.

The Electricity at Work Regulations 1989 has a wide application. They require that electrical installations are safe and regularly checked by a qualified electrician working to the current IEE regulations (BS7671). In no circumstances should an untrained person attempt any electrical work. The Health and Safety Executive guidance notes indicate that even the changing of a light bulb or replacing a fuse should be left to trained individuals.

Health and Safety Executive leaflet: "Electrical Safety and You." [www.hse.gov.uk/pubns/ing231.pdf](http://www.hse.gov.uk/pubns/ing231.pdf)

#### Portable Generators

(Based on material from: [www.articlealley.com](http://www.articlealley.com) and [HSS Hire Service Group plc](http://HSS Hire Service Group plc))

Portable generators are great to have on a BB camp to give some electric power. But when using a generator, there are three dangers that you need to know about in order to avoid them, these are:

- Electric shock
- Carbon Monoxide poisoning, and
- Fire

When using a generator there is a chance of getting electrocuted. Check the condition of equipment before use. The hire shop should provide safety information sheets when you hire a generator and give you a demonstration of how to use the equipment. Always familiarise yourself with the equipment, and controls before use, and follow the manufacturers and/or the hire shop health and safety instructions.

Keep the generator and electrical equipment dry at all times, providing it with adequate shelter from wet weather, operate your generator on a dry surface under an open, roof-like structure. Operating in wet or damp conditions can be very dangerous; don't touch the generator unless your hands are dry. If powering equipment that requires an earth, connect the generator's earth terminal to an earthing point, if you are not sure what to do, have a qualified electrician do this.

Always turn off all electrical switches before making or breaking connections. Never start or stop the generator 'on load.' Keep power supply cables and leads out of harms way; never trail them through water, over sharp edges or where they could be trip hazards. Always use a surge protection device if using a generator to power computers and other similar equipment.

Never use a generator indoors or in a confined space including a marquee or cookhouse. Petrol driven generators produce Carbon Monoxide (CO) in the exhaust gases, the exhaust contains gases that can kill. Using a fan, or opening windows and doors is not enough to prevent CO build-up.

## Training Material

Turn your generator off and wait for it to cool down before refuelling. Spilt fuel could ignite on a hot engine; always mop up any spillages as quickly as possible. Propane, gasoline, kerosene, and any other flammable liquids should be stored outside in purpose made sealed containers, which are clearly labelled. Don't store fuel near any fuel burning appliance like a gas water heater. Invisible fumes can move along the ground if fuel is spilled and can then be lit by the appliance's pilot light.

Never overload the generator. To calculate the running load, add up the power ratings of everything to be connected to it in kilowatts (1kW [kilowatt] = 1000 W [watts] ). Depending upon the equipment being powered, this should be between half and two-thirds of the generator's KVA rating.

## BB Guidelines for Approved Campsites

### OBJECTIVES

1. To improve Site Safety and Health
2. To comply with minimum standards
3. To improve the BB Camp Site image
4. To prevent any major accident caused by default.

### APPROVED CAMP SITES

Those responsible (owners) will:

1. Sign a certificate indicating that they will abide by these guidelines.
2. Notify the local Fire Brigade and the Environmental Health Officer each year that the site is operating and open for inspection.
3. Submit each year, a copy of the conditions of use, equipment and safety rules and a list of those expected to hire the site.

### GENERAL GUIDELINES

1. There should be a representative of the site in the area. Where this is not possible, it must be stated to hirers and clear instructions given as to how contact can be made.
2. A representative of the site must be present at every change over to check on equipment and give full instructions to incoming campers.
3. A comprehensive list of equipment and facilities which are not provided on the site must be issued. (e.g. disinfectant, rubbish bags etc.)
4. A comprehensive list of what hirers are responsible for (including clear directions as to the disposal of waste and rubbish) must be issued.
5. An information list must be provided, including:
  - doctors, hospitals, coastguards and other services, including names, addresses and telephone numbers.
  - details of the nearest telephone.
  - a list of hirers on the site before and after
  - regulations for liquid petroleum gas must be provided and displayed in marquees and cook houses.



Training Material

**FIRE SAFETY**

1. Fire regulation notices must be erected in the marquee and cook house.
2. The site name should be erected at the site entrance, if possible. The site address must be lodged with the local Fire Station.
3. There must be at least ten feet between the canvas of Boys' tents and at least twenty feet in the case of marquees. Two twenty feet access spaces must be left for ease of access by a fire appliance.
4. No naked flames must be used in any tent used for sleeping or storage. Marquee lighting must be installed in accordance with the manufacturers instructions.
5. The minimum fire fighting equipment to be provided is:

**Cook house**

1 x 10lb Dry powder extinguisher.

1 x fire blanket at least 4' x 4'

**Fire points in the field.**

2 x 9 litre water extinguishers.

A fire point to be provided within 100 feet of all tents.

N.B. 2 x 10lb water extinguishers are still acceptable.

6. All gas bottles to be outside the cook house. All gas stoves and boilers to be in first class working order. Turn off points for gas, electric and water to be shown. All electrical wiring to conform to current IEE regulations (temporary wiring).
7. All marquees must have at least two exits. It is recommended that buildings used as cook houses have two exits.

Training Material

## Camp inventory – a suggested checklist (don't leave home without it....)

### TENTS

Qty		Check
	30' x 20' Marquee (Dining)	
	25' x 15' Marquee (Kitchen/Store)	
	22' x 12' Marquee (Washroom)	
	Additional Marquee walls for Screening off (for Washroom & Kitchen)	
	14' Ridge Tents	
	10' Ridge Tents	
	Ridge Tent Groundsheets	
	Toilet Tents	
	Spare 14' Ridge	
	Spare Groundsheet	

\* ensure guys are in tent bags.

### FURNITURE

	Tables	
	Trestle Tables (Washing Up)	
	Wooden Tables (Washing)	
	Forms	
	Chairs	
	Small Tables	
	Camp Beds	

### MISC EQUIPMENT

	Pegs – including Brailing, Medium and Large (as required dependent on amount of canvas)	
	Marquee Stakes	
	Toilet Cubicle (Flush & Washbasin) including Pipe work.	
	Elsan's with toilet seat	
	Screening and Urinal unit (if required) including fittings/pole/etc	
	Poles for Washing Line	
	Mallets	
	Sledge Hammer	
	Large Wooden Mallets (Mall)	
	Flag Pole	
	Union Flag	
	Fire Extinguishers (Water)	
	Fire Extinguisher (Carbon)	
	Fire Extinguisher (Foam)	
	Fire Extinguisher (Powder)	
	Fire Buckets (Red)	

**Training Material**

	<b>Fire Blanket</b>	
	<b>Fire Bell</b>	
	<b>Fire Exit Signs (for Marquee, Kitchen/Store, Washing Tent)</b>	
	<b>Barrier fencing (if required for Pit and perimeter of campsite)</b>	
	<b>Boards (for covering pit if required)</b>	
	<b>Brooms</b>	
	<b>Buckets</b>	
	<b>Washing Bowls</b>	
	<b>Washing Up Bowls</b>	
	<b>Notice Boards (including Fire regulations and equipment usage instructions)</b>	
	<b>Dustbins</b>	
	<b>Spades</b>	
	<b>Pick</b>	
	<b>Petrol Can (if using generator)</b>	
	<b>Generator (if no electricity on site)</b>	
	<b>Electrical &amp; Lighting Rig</b>	
	<b>Gas Light</b>	
	<b>Hazard Tape (for marking stakes/hazards)</b>	
	<b>Water Pipe and Connections (to run water to Kitchen, Washing Marquee and Toilets)</b>	
	<b>Spare Guys / Runners</b>	
	<b>Spare Poles</b>	
	<b>Canvas Patching / Spares</b>	

**KITCHEN EQUIPMENT**

	<b>Gas Cookers (4 Rings / Oven)</b>	
	<b>Kettles</b>	
	<b>Gas Rings</b>	
	<b>Gas Water Boiler</b>	
	<b>Gas Fridge or Electric Fridge/Freezer</b>	
	<b>Sink Unit (Stainless Steel)</b>	
	<b>Shelving Units / Floor Stands</b>	
	<b>Water Containers</b>	