

ADVENTURE CAMP Policy & Procedure & Risk Assessment

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Table of Contents

A.Philosophy		p1
1. Staff		p1
1.1 Staff selection		p1
1.2 Staff on duty		p2
2. Discipline		p2
B. Health & Safety		p2
1. Emergency plans		p2
2. Fire Prevention		p3
3. Fire Protocol		p3
4. Medical & Procedure		p4
5. Pool safety		p4
6. Refuge & Pest control		p4
C. List Medical Care Facilities & Contact Numbers		p5
D. Evacuation Plans		p6

Kwalata Adventure Camp

A. PHILOSOPHY

- *RESPECT*
- *TEAMWORK & SUPPORT*
- *SENSE OF ADVENTURE*
- *FUN*

It is the aim of the camp & program to:

- Create a physically safe environment
- Emotionally safe environment.
- Encourage risk taking;
- Seek fun with respect and discipline.

To facilitate an understanding and Appreciation

- Environment
- an opportunity to make most of today investing in future and mindful of the past.

1. STAFF

1.1. SELECTION OF STAFF

Kwalata believes it is important to support our local community. Not to coin the phrase but: Home grown.....

Selection of staff also happens within the community, only after exploiting the local community's and candidates not have the necessary skills, will we seek candidates

elsewhere. Candidates are informed of position, requirements and expected duties and remuneration. Invited to attend a camp where they have the opportunity to see first hand what we do and adventure camp team can meet and interact with the candidate. Should the first impression be positive the candidate is enrolled in an 8 week induction course? Induction consists of one week training in 8 different departments over a period of 10 weeks. The successful completion of one department allows the candidate to move to the next department following hands on training; practical evaluation. Employment contracts are subject to the Basic Conditions Of Employment Act 1997.

1.2. STAFF ON DUTY

1.2.1 PROTOCOL

- During a camp no less than 2 facilitators at all times
- Before close of day confirm **BACK UP PERSON ON DUTY (EBPOD)**
- EBPOD & Contact Number**
- Duty of BPOD to take charge of :
 - Logistics
 - Information
 - Exit Strategy
- Appointment of Head Facilitator before each camp.
- Post names & contact number at Teachers camp, kitchen and office.

2. DISCIPLINE

2.1 Rules of the visiting institution are by default the rules of the day

- Adventure Camp Rules are subject to the rules of the visiting organization.
- Adventure Camp is practical and rules are to ensure safety & a functional program.
- Any disciplinary issue dealt with by visiting institution's personnel within their disciplinary procedure
- Unsafe/ disruptive behavior jeopardizing safety or functioning of camp. Report to the responsible PERSON – with request that the person leaves the camp.

B. HEALTH & SAFETY

PURPOSE

- a. Comply to act
- b. Ensure safe stay for visitors and staff members.

1. EMERGENCY PLANS IN CASE OF FIRE RISKS

- 1.1. Camp has a high risk of fire, since it is primarily built from Thatch/grass, Roofs and wooden structures
- 1.2. Surrounding are natural bush/veldt also a potential fire risk

2. PREVENTION

2.1. NO SMOKING CAMP/FACILITY

- 2.1.1. NO Smoking in rooms, bathrooms, only at fire places.

2.2. Restriction on open fires/flames

- 2.2.1. Designated Fire places for open camp fires
- 2.2.2. Boma
- 2.2.3. Teachers camp
- 2.2.4. Fires only to be started by authorized personal and not to be left unattended.
- 2.2.5. Fires to be extinguished in teachers camp at bedtime
- 2.3. Fire extinguisher at Teachers Camp & Kitchen
- 2.4. Perimeter/Fence: Clean Firebreak & Inspection Road

2.5. Body Check – Safety & Fire drill on arrival

3. **PROCEDURE IN CASE OF FIRE**

3.1. **Assembly points:**

- 3.1.1. To be as far away from threat
- 3.1.2. As easily accessible at any time
- 3.1.3. Evacuation and access to emergency personnel.
- 3.1.4. See evaluation maps posted: Rooms, Bathrooms & Kitchen (page 7)
- 3.1.5. POINT 1 -Parking area and entrance
- 3.1.6. POINT 2 -Volley Ball court
- 3.1.7. POINT 3 -Mini Waste

3.2. **FIRE**

3.2.1. **TRAINING/DRILL**

- 3.2.1.1. Upon arrival visit teachers/caretaker to be briefed on emergency procedure
- 3.2.1.2. Show assembly points
- 3.2.1.3. Show on duty staff quarters
- 3.2.1.4. Provide with Emergency numbers
- 3.2.1.5. Explain emergency procedures

3.2.2. **THREAT**

- 3.2.2.1. Identify Threat
- 3.2.2.2. Inform/Bring to Facilitators attention (Raze Alarm)
- 3.2.2.3. Head Facilitator to initiate procedure. (Take command)
- 3.2.2.4. Phone for assistance/Authority
- 3.2.2.5. Assemble visitor – Body Check
- 3.2.2.6. Assign best qualified person to contain emergency
- 3.2.2.7. At assembly – Recount and control.
- 3.2.2.8. Update all parties on progress and plans

3.2.3. **IN CASE WHERE A PERSON IS MISSING**

- 3.2.3.1. Recount
- 3.2.3.2. Establish last known whereabouts
- 3.2.3.3. Compile a search team minimum of 3 people to start systematic search with a definite cut off-time

3.2.4. **PRACTICE BODY CHECK WITH CHILDREN OF THE GROUPS**

4. **IN CASE OF A MEDICAL EMERGENCY**

4.1. We maintain that in case of any injury, where there is uncertainty a professional medical person be sourced to give a prognosis and based on that, whether the individual continues to camp or is sent home to recover

- 4.1.1. Report to head facilitator
- 4.1.2. Apply First Aid & First Aid protocol.
- 4.1.3. Call for back-up
- 4.1.4. **Appoint:**
 - 4.1.4.1. Person to take control of rest of the group
 - 4.1.4.2. Continue with program
 - 4.1.4.3. Person best to deal with emergency
 - 4.1.4.4. Finalize plans for MEDICAL TREATMENT
 - 4.1.4.5. Report Back

4.2. ACTION PLAN FOR MEDICAL EMERGENCY

4.2.1. POLICY

- 4.2.1.1. All medical emergencies are to be provided with First Aid, within protocol of First Aiders qualifications
- 4.2.1.2. Encourage that all medical emergencies be signed off by a medical practitioner or Paramedic.
- 4.2.1.3. To assist in location and direction to medical care
- 4.2.1.4. Report and record incident; assist in emergency to correct/plan/actions to prevent re-occurrences

5. POOL SAFETY

- 5.1.** Pool fenced in with lockable gates
- 5.2.** Ensure gates are closed at all times
- 5.3.** Swimming only allowed with adult supervision, establish which people can not swim – manage accordingly.

6. PEST CONTROL

- 6.1.** See New Era plan (Pest control Specialists)
- 6.2.** Bait stations
- 6.3.** Mosquito prevention -Fly Traps

7. REFUSE DISPOSAL - SWIFT WASTE

- 7.1.** Dustbins
- 7.2.** Waste Containers
- 7.3.** Removed weekly

LIST OF RECOMMENDED MEDICAL CARE FACILITIES

MONTANA HOSPITAL

Tel Number: 012 523 3000
Address: C/o Dr Swanepoel Rooibos Street
Montana Park
0159
GPS Co-ordinates: S 25.40.28.08 E 28.14.39.42

STEVE BIKO HOSPITAL

Tel Number: 012 354 1590/1597
Address: C/o Voortrekker Road & Malan Street,
Capital Park, Pretoria
GPS Co-ordinates: S 25° 43' 55.92" E 28° 12' 11.16"

JUBILEE HOSPITAL

Tel Number: 012 717 9300
Address: 92 Jubilee Road Temba
0407
GPS Co-ordinates: S 25° 22' 37.33"; E 28° 15' 29.90"

WILGERS HOSPITAL

Tel Number: 012 807 8100
Address: Denneboom Road Wilgers Ext .14
Pretoria 0040
GPS Co-ordinates S-25.76791 E 28.31887

Support No.

A Louwrens (Medic and Snake Contact) 072 124 2114

Bertus (Outdoor Medics) 082 880 8539

Fire: Dinokeng Fire Association 083 468 5514

Kwalata Management:

Charl 08345 990 75

Trevor 083468 5514

Kwalata Adventure Camp layout

