

FOLK CAMPS SOCIETY Ltd



MANAGEMENT MANUAL

UK CATERED CAMPS

Please read all sections of the Manual.

Understand how your job links into the others

Edition 2018

INDEX

Page 3	Contact details
Page 4	General introduction
Page 9	Leader
Page 14	Musician
Page 18	Caterer
Page 23	Warden
Page 39	Appendix
Page 40	Notes

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Charity No.255901

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Please remember that the Folk Camps managers above are not paid full-time, so please keep any calls to reasonable hours.

Folk Camps Society is a non-profit Company Limited by Guarantee (registration number 931434) and not having a Share Capital, and is a Registered Charity (number 255901).

PREFACE

This Management Manual is the guide for Folk Camps, its members and staff. Please read it - even if you have done the job many times before - as changes are made regularly in the light of experience and feedback from staff and campers.

MISSION STATEMENT

Folk Camps Society Limited is committed to research into and promotion of the knowledge and practice of traditional music, dance and song from the UK or from other parts of the world. The provision of camping holidays, meetings and conferences enables teaching and instruction, learning and exchange of skills and knowledge in pursuit of that mission.

THE RULES

1. All persons over 18 years of age attending camp must be either a Governing or Associate Member.
2. Members attending the Society's camps may be accompanied by any child under 18 for whom they will be held responsible.
3. Persons under the age of 18 must be accompanied by an adult aged 21 or over who will be held responsible for their conduct and who undertakes to do so at the time of booking.
4. All persons wishing to become Governing Members may do so upon payment of an annual fee and after verification by the Council of Management.
5. All persons over the age of 18 years, who are not Governing Members at the time of making a camp booking, shall automatically become Associate Members as soon as the booking is registered.
6. All classes of Membership shall have equal status on the Society's camp sites and shall conform to the code of camping as adopted by the Society, set out in this Manual, laid down by tradition and transmitted verbally by camp staff.
7. The Management of the camp is the responsibility of all camp staff as a team, however the Leader's decision must be accepted as final.
8. Members at camp are free to participate in any organised activity or not as they choose but all are expected to assist in the running of the camp by undertaking special duties and/or a share of kitchen duty. They may suggest any activity or organise it in arrangement with staff

provided that consideration is shown to other campers who may not wish to participate.

CAMP STAFF

The Leader has overall responsibility for the camp, but his/her main concern will be the social and folk aspects. It is not the Leader's job to call all the dances, conduct all workshops and lead all sing-arounds, but to facilitate such activities and ensure, so far as it is possible, that they take place if the camp wishes it.

The Musician facilitates music either by providing it or arranging for others to play. It is not the musician's duty to play for all the dances and lead all the workshops but to help and assist campers to share their knowledge and skills and to learn from others.

The Caterer has overall responsibility for the smooth running of the catering and kitchen. The Caterer is not expected to do all the cooking but to manage sufficient volunteers, to brief them on health and safety and generally supervise their work so that the camp is fed effectively. It is the Caterer's responsibility to ensure that campers are receiving adequate quantities of food and that, as far as is practical, the procedures and standards laid down in this Manual and other catering instructions are followed.

The Warden is responsible for the overall running of the domestic matters of the site: foul & surface water, gas, electricity, liaison with landowners and operators, on site finance, site & hall/marquee management and cleaning and the allocation of camp duties.

Please ensure that there is always at least one staff member on site at all times, to handle unforeseen enquiries/visits/problems.

INSURANCE

Members of camp staff are covered by a business policy held by Folk Camps Society Limited which includes personal accident cover whilst on duty, employers' liability, and public liability cover. If you would like further details of these, please contact the office.

ARRIVALS

All members of staff on week-long camps are asked to arrive at camp the evening before their duty starts. Breakfast for them and their families will be provided the following morning.

When arriving at a camp which is already in progress, remember that you are not a member of that camp. The bonding between campers on

site will be strong. New arrivals can affect this balance and the camp's sense of security as they will not necessarily know you, nor you them. You are not part of that week so you and your family should keep a low profile unless the current camp wishes it otherwise.

EMERGENCY CONTACTS

A list of local medical services - including the nearest doctor's surgery and hospital with A&E department - will be provided by the office and this should be displayed in a prominent place.

FIRST AID

Staff should enquire whether there is anyone on site who is either a medical professional or has up-to-date first aid training and who is happy to be called upon in the event of an emergency. These people are also on holiday, so keep their identity confidential. Minor injuries and ailments should be treated by the local GP or hospital.

CHILDREN

Children are their own parents' responsibility at all times. Parents may place other adults 'in loco parentis', but this is a matter for private agreement between the adults concerned. No member of staff is obliged to take responsibility for campers' children.

It is customary nowadays to allow children to stay with their parents in the hall or marquee in the evening as long as they behave themselves, either join in the camp activities or sit quietly and do not cause nuisance to other campers.

WORKSHOPS AND WORKSHOP LEADERS

Workshops are a vital part of Folk Camps' tradition; however no camper should feel pressurised to take part. All staff should keep an eye out for potential workshop leaders and identify workshops which are required.

AMPLIFICATION

At week-long camps a set of PA may be provided by the Equipment Manager. This must only be used by people who have experience of operating such equipment. At weekend camps staff may be requested to provide their own PA. This should have been tested for electrical safety and appropriately labelled. In such cases the owner of the equipment has total control of its use. All PA at halls or marquees must be switched off after 11.30 pm.

POTENTIAL NEW STAFF

All staff are asked to keep in mind that Folk Camps is constantly seeking new staff members. If a potential staff member is identified please inform the Council after the camp.

DEALING WITH DIFFICULT ISSUES

From time to time staff may find themselves faced with problems which require sensitive handling. This may concern extreme drunkenness, drug taking, violence, abuse or any one of a range of other unforeseen circumstances.

If you are concerned about the behaviour of a person or group of people on camp, discuss it quietly with the other camp staff. If something “doesn’t seem quite right” rely on your instincts; sound out the other staff to see if they have the same reaction.

It may be that the staff team cannot manage the issue, or that it is inappropriate that they do so, or that you are just not sure of the best course of action. In this case, please contact the Administration Manager for advice. We would rather have a false alarm than let a real problem go unresolved. Members of Council are on call to provide backup in an emergency and to take any major crisis off your hands so that the staff team can continue running the camp without distraction.

In the event that you need police assistance call 999 in an emergency, or use the 101 number for less urgent cases. Please also inform the Administration Manager as soon as possible.

HEALTH AND SAFETY

Staff should encourage campers to share responsibility for creating and ensuring a safe environment in accordance with Folk Camps Society’s Health & Safety Policy.

All staff have a duty of care to the Members and to ensure that account is taken of all the appropriate legislation and that plans or provisions have been made to comply with the requirements. Risk Assessments with a Management Plan are carried out for every site and a Site Record maintained.

If staff have any questions or concerns about health and safety please contact the office for advice.

RISK ASSESSMENTS

An Initial Risk Assessment is carried out at the time the hall/site is surveyed by the Administration Manager, the Equipment Manager, a member of the Council of Management or some other person authorised by the Council. A record of this assessment is inserted into the camp Master File. A Management Plan, also in the Master File, will outline what arrangements are being made to satisfy needs identified during the Initial Risk Assessment.

A Final Risk Assessment will be made when the site is handed to the staff team. The official who sets up the camp will run through the Initial Risk Assessment and the Management Plan with the Warden. A record of this, with any necessary revisions to the Management Plan, will be kept in the Master File. Where camps run over several weeks incoming Wardens should reassess these documents, confer with the outgoing Warden as part of the hand-over procedure and make any necessary revisions to the Management Plan.

All staff should familiarise themselves with the risk assessment, documenting this by signing the sheet.

SITE HEALTH AND SAFETY RECORD

A tick sheet document is provided to facilitate checks. This is a vital document in terms of proving H&S implementation and also allows for recording items which needed attention and that were not included in the Final Risk Assessment or Management Plan.

LEADER

Your duty is to ensure, to the best of your ability, that the camp delivers a happy well-organised holiday. Other members of staff are there to assist you; it is a team effort but as Leader you have overall responsibility. You are the final arbiter in any disagreements or differences of opinion.

OBLIGATIONS

You have a duty of care to everyone on site, including visitors.

You have a responsibility to ensure that:

- there are no breaches of regulations which might invalidate the Society's insurance,
- the local community is not inconvenienced by any of the campers' activities,
- the camp operates in a safe and hygienic manner,
- this Management Manual is adhered to as far as it is practicable.

BEING A LEADER

You have been chosen to lead. Every leader has their own leadership style so think about your style beforehand and rehearse how you would deal with a variety of different situations.

Never underestimate the importance of debate. If problems do occur, sit down with the other staff members and attempt to arrive at a consensus decision.

You won't be able to please all the campers all the time. Just try and make sure no-one gets left out.

There may be people who don't want to join in any camp activities. It is their choice to please don't pressurise them to participate.

Folk Camps is a secular and apolitical organisation so any endorsement by camp staff of a particular religion or political view is inappropriate and should be avoided.

Preparation before camp will help you enormously. Look up the location on the internet and find some interesting tourist venues which the camp may like to visit.

The Administration Manager will, on request, email an updated list of people booked on your camp including their email addresses so that you can make contact with the campers beforehand. If necessary the Administration Manager will email them all for you. In the last few days before the camp he will forward a final list of those who have booked

together with details of their skills and talents, e.g.: musicians, callers, etc.

We recommend you do contact the other members of staff beforehand. Explain your leadership style if you don't already know one another and discuss in advance any plans you may have, particularly if they involve a departure from standard Folk Camps practice.

Every year Folk Camps experiences things that have never happened before. If you need to hire extra equipment to solve problems, please do so. We rely on our staff members to use their initiative. If the campers' holiday is likely to be impaired or there is something unsafe and needs attention, please find a way of solving it. If you have acted responsibly and in the best interests of the campers, the Council of Management will support your action and meet any bills incurred.

WHAT HAPPENS AND WHEN

Week-long camps

Saturday night	<i>Camp meeting (normally 8pm)</i>
Wed or Thurs	<i>Busking (if the camp wishes it)</i>
Thursday Night	<i>Visitors by invitation evening (if the camp wishes it)</i>
Friday Night	<i>Party night (dancing interspersed by songs and sketches)</i>

CAMP MEETING

On the first evening hold a meeting of all the camp. Try to keep it as short as possible but make sure that either you or other members of staff cover the following points. Do not assume, because the majority have camped before, that there is no need to restate these principles.

- Welcome the campers and introduce yourself and the staff.
- Explain daily meal and programme times.
- Outline the likely weekly programme, but be prepared to be flexible if the camp wishes.
- Outline allocation of jobs.
- Outline music sessions and workshops.
- Invite those with special skills and talents to hold workshops; ask campers what workshops they want.

- Discover any medically qualified campers or those with up-to-date first aid experience by asking them to identify themselves privately to you.
- State children are in the care and control of their own parents or guardians at all times - not camp staff.
- Explain that children are welcome in the hall or marquee in the evening but that dances after cocoa may be more complicated.
- Folk Camps do not take any photos without permission and we recommend that everyone follows this courtesy.
- Explain the Comments Box is for feedback to camp staff and Council and that issues relating to the camp should be reported to a member of staff, so they can be resolved immediately.
- Information will be displayed at a specific location within the hall or marquee about activities during the week. This space will also be used to site the comments book, local information, etc.

DAILY PROGRAMME

This recommended programme for week-long camps has evolved over many years; it works well and is what campers expect.

Breakfast	Breads and spreads from 8.00 am, cooked breakfast at 8.30
Music Workshop	From 9.30 am
Coffee Break	11.00 am
Lunch	12.30 pm
Dinner	6 pm
Easier Dancing	7.30 pm (singing games at 7 pm for the youngest depending on camp population)
General Dancing	8 pm
Evening Drinks	varies from 8.30 pm to 9.15pm
Song Circle	as soon as everyone's got their drink
General Dancing	following Song Circle
Acoustic Session	11.30 pm after the PA is turned off

WORKSHOPS

It may not be possible to meet all requirements. Set the timetable most convenient for participants; alternatively ask them to meet and fix their

own time and location. Consider running some workshops every other day.

OUTINGS

Campers often like to undertake outings as a group. Unless you want to spend all week making complex arrangements and collecting money, you may just like to indicate a particular day for a specific tourist attraction. Folk campers like doing things together and many will follow your lead.

STICKS & SWORDS & EQUIPMENT

Morris sticks, long sword, rapper and sports equipment are usually supplied for all week-long camps. These are the property of FCS. The Leader is responsible for their safe keeping and for handing over to the next Leader. If there is a need to cut extra Morris sticks, make sure you have the landowner's permission.

BUSKING

If the camp wishes it may be possible to busk and showcase Folk Camps to potential future campers. Any collection made is to be donated to a cause agreed by the performers. If you propose to perform on the highway or in a public place, contact the relevant authorities in advance.

VISITORS BY INVITATION EVENING

On week-long camps, campers may like to invite friends in one evening during the week. It is wise to ask for a majority decision as strangers on site can unnerve some campers. All visitors to site at any time should be entered into the visitors' book and supervised by those who invite them.

PARTY NIGHT

It is traditional to have a last night party, particularly on week-long camps, comprising a mixture of dance, song, sketches and general celebration of the week's events. Workshops can showcase their achievements.

Casual visitors are not allowed on party night although the landowner and any other prominent members of the community may be invited as guests of the camp.

It is wise to decide early in the week what theme, if any, the last night will have and to announce this around Wednesday in order that campers have the opportunity to prepare. The marquee or hall may be decorated as long as decorations do not constitute a fire risk.

Liaise with other staff and decide what form the evening and meal will take and whether any snacks will be served later on. An amount of up to £1 per head is allowable for the purchase of materials for decoration and additional food but no alcohol may be purchased with Folk Camps' funds.

Take care programming the last night's entertainment. It is better to have back-to-back performance items, and dance after everyone's done their party piece, than to find it is 2 am and you still are only half way through the programme!

AT THE END OF CAMP

Either during an evening meal or evening's entertainment, make a point of thanking the staff publicly and everyone who has contributed to the camp.

Give out the date of the Reunion and the AGM. Ask those who are not Governing Members to consider becoming so, and those who are Governing Members to consider standing for election to the Council of Management.

Ask campers to make any suggestions for Folk Camps Council before they go, using the Comments Box.

It is your responsibility, before you leave site, to hand over to the new leader and to ensure that everything is clean, tidy and in as good as possible order. We don't expect you to do this alone but to recruit the help of campers so ask for volunteers to help clear up the next morning.

If another camp is to follow, ensure that the hall or marquee is completely emptied and that all personal belongings are removed, to ensure lost property can be located and the area cleaned. Set up a lost property table and ask everyone to check for belongings before they leave camp.

It will greatly help Council if you make a note of anything which you think they should know in your report and let the Administration Manager have this information as soon as you can after camp.

MUSICIAN

GENERAL DUTIES:

The Musician's job is to co-ordinate the musical demands of the week, working with the leader to fulfil the musical requirements of the camp.

You are part of the STAFFING TEAM, and you are expected to become involved in TEAM MANAGEMENT and take your share of any necessary tasks in this connection.

Many thanks for agreeing to be staff musician. Obviously we have asked you to staff because we know that you can do the job, and many of you have a great deal of experience doing just that. All the same, we thought it would be useful to share with you some ideas and examples of existing good practice. Please do not think that we are telling you how to musician your camp!

Flexibility is the byword. Musicians may get called upon to provide a whole spectrum of music from Morris through to esoteric international dance music.

DON'T PANIC

Bear in mind the three keys to a successful week -

PREPARE - INVOLVE - CO-ORDINATE

PREPARE

Preparation is essential before setting off to camp.

We encourage the use of all teaching methods, for example using music or teaching by ear.

Playing By Ear

A session of playing by ear provides another challenge for campers but people often appreciate it if you can hand out music afterwards. This method is obviously useful for non-readers, but also helps musicians to learn to listen to each other while playing and to think about interpretation of the music rather than just 'following the dots'.

Playing From Music

It is generally considered wise to be armed with sufficient music to be able to present and run the requisite six morning workshops (Sunday to Friday).

There is a restriction on photocopying, so music should be sent out in advance if possible. We can help you do that if requested. This will give people an opportunity to practice in advance and also to transpose where necessary. If you take your own music, allow sufficient copies of the music to go around. A good average would be 15 sets. Take care to collect them in at the end of each session if you intend to use them again - they have an unusual ability to disappear for good if you do not.

Choice of Material

Choose music which interests you, but remember that there will be both beginners and experts at the workshop. Consider material contained in "standard" publications, especially "Join the Band" & "Play In the Band" as a number of the workshop will undoubtedly have their own copies. The Council of Management also wish to promote the use of "Folk Campers Tune Book" and will endeavour to provide a number of copies for you to use for workshop sessions that the campers can have on a 'sale or return basis'.

If you are in a band at home, select some of your existing arrangements to play in the evening dances. Try and bring at least three copies of each item so that the "band" can play along.

Another tried and tested method is to take a theme either for the whole week, or for each workshop. Examples of themes could be Playford, Tunes in 3 time, Different Kinds of Jigs, Music for European Dancing etc. The start of the day could be a 'reprise' of the favourites from the preceding days' workshop.

As long as you choose thoughtfully in advance and make a general plan for the week, then success is assured.

Mixed Abilities and other Challenges

We often have to deal with challenges in the morning workshops e.g. mixed abilities, transposing instruments, instruments which are restricted in the keys they can play in.

Many staff musicians split the morning workshop into a simpler session followed by a more advanced session. Consider involving all participants in the whole of the workshop by supplying simple second parts for the more complex tunes. The second part can be either a harmony of varying complexity or a simple sequence following the root chords. The latter allows beginners to rhythmically follow the tune without too much technique being demanded. Look around for work that is already published. There are many tune books being published to cater for this aim.

Identify a camper who can run a real beginners workshop for those who might be put off by the formal beginners' workshop

Encourage the use of percussion (the camp should have a store of percussion instruments).

B flat / E flat instruments players can often transpose (or someone else on site usually can) if they have the music in advance. Alternatively, look out for publications with transcriptions in them. Folk Camps Society publishes such a book called "A Companion to Join the Band". Do not spend excessive time in the group sessions tutoring these players if they are in a minority. Remember that the time available for music workshops is limited.

Participants often enjoy the challenge of working on music which is outside their normal experience e.g. music from different folk traditions as well as the home-grown traditional repertoire, developing arrangements rather than just sticking to the melody, finding suitable notes to play outside the 'normal' keys.

INVOLVE PEOPLE

Find out as early as possible what people can / want to play. What workshops are required. Who amongst your fellow campers is able and willing to assist you by providing a workshop or tuition to a group (beginners, recorders, singers etc.) If possible try and find some way of involving everyone who wants to be involved.

A good method of finding out is to ask campers to write down on a list, their requirements. Beware - this often turns out to be a wish list. Using the list consider how this fits in with your plan - what you can cater for. Then ask for assistance to meet specific requests - special groups, beginners' tuition and so on.

In a typical week, music would run from say 09.30 to 11.00, being a massed session for the first part and then specific workshops / tuition for the remainder.

Following morning drinks there may be dancing and other activities. You may be asked to play for dance workshops. If you don't want to, or cannot play that style - try and get someone else to do it. Often there is someone enthusiastic to do so!

You may wish to extend your time to meet specific requests, particularly for beginners' tuition - do so at your own discretion as it is easy to end up spending the whole day this way. You are on holiday too!

CO-ORDINATE

On every camp there will be one or more experienced dance band musicians who will be happy to run the evening band for a time.

Try and organise each evening so that there is a planned sequence of band leaders and players available.

Do not overlook teenagers - some of them are brilliant musicians who only require a little enthusiastic encouragement and organisation to conjure up a very useful band. Do not be afraid to ask for help - if there is no rush of support, ask the leader to announce the need. If all else fails, you are the band!

Think about using arrangements from the morning sessions as band music for the evening (in which case arrange the music into sets beforehand, then you won't have to juggle with two or more pieces of paper for each dance).

A final word..... do not be afraid to say NO. There will always be the caller who turns up with the most unusual request, be it an obscure Playford dance or the Transylvanian Necking Polska in 13/8 time. If you are confident with it - okay, If not, and they are unable to provide music for it in good time for a practice beforehand - then say NO (or find someone who CAN do it!).

We hope this gives some food for thought and helps us all to have fun and inspire campers to continue their music playing until the next camp!

After the end of camp, report back to the Council of Management.

CATERER

The Caterer has overall responsibility for the smooth running of camp catering and management of the kitchen. This includes ongoing hygiene and risk assessments, management of volunteer cooks and cleaners and management of supplies. The Caterer is not expected to do all the cooking but to manage sufficient volunteers, to brief them on health and safety and generally supervise their work so that the camp is fed effectively. It is the Caterer's responsibility to ensure that campers are receiving adequate quantities of food and that, as far as is practical, the procedures and standards laid down in this Manual and the Caterers' Manuals are followed.

GENERAL DUTIES:

The Caterer is NOT the cook. The labour force in the kitchen is supplied by the campers, as organised by the Warden. The Caterer's duties are therefore organisational and supervisory, as follows:

- Ensure that each meal is properly prepared, cooked and served on time; and to this end, ***the Caterer must be available 1 hour before each evening meal.*** Breakfast and lunch time can often be left to the cooks, if the Caterer ***is sure*** that they can manage and will not require help. Remember that the ultimate responsibility is yours and ***all teams*** – however experienced – will require a full hygiene and safety briefing.
- Ensure that initial deliveries arrive as arranged by the Provisions Manager.
- Ensure that the correct quantities are available and put out for each meal – both for the Cooks and for the Campers.
- Encourage Cooks to add their own ‘flair’ to meals – or make your own suggestions – within the general framework of the menus. Remember, the menus have been put together to give a balanced diet whilst remaining within the required budget.
- Ensure that the Cooks understand the menus, preparations involved and cooking times involved and give them adequate support to help them plan for the correct quantities and provide lovely meals for the camp. We want them to enjoy being cooks and get a great feeling of satisfaction from their day.
- To make use of the Standard Meals & Standard Practice, which must be on display at all times for the benefit of the cooks of the day.
- Provide all cooking volunteers (breakfasts, cooks of the day, cake makers, etc.) with guidance regarding any special dietary requirements and strict orders regarding any major food allergies.
- The Caterer is part of the Staffing Team and expected to be involved in Team Management and take their share of any necessary tasks in this connection.
- In most cases, there will be 2 Caterers at a catered camp and it is essential that they coordinate their activities and work together before during and at the end of the camp. Where the Caterer has agreed to help train an apprentice, they should ensure that the apprentice gets experience in all aspects of the role: planning, people management, risk assessment, etc.

PLANNING:

- The Caterer who sets up a kitchen should liaise with the Equipment Manager and the Warden regarding the safe layout of the kitchen. They should also ensure that fire extinguishers and fire blankets are correctly placed around the kitchen and are easily accessible.

- Caterers are asked to arrive at camp on the evening before the day their duty starts, so that they can check over stocks, orders, invoices etc. with the retiring caterer. Caterers who cannot arrive early should contact the retiring caterer and ask if they can delay their departure so that a proper handover can take place. Breakfast on the changeover day is provided free of charge for the caterer and their family.
- The Caterer will see their list of campers in advance and should plan how they will manage any special dietary requirements, usually by getting in touch with the campers directly.
- It can be helpful for the Caterer and the Warden to liaise in advance over the volunteer labour required for the kitchen. The tasks where the Caterer will need to brief the volunteers are: Cooks of the Day teams, Breakfast Teams (usually 1 team does Sunday-Tuesday and another Wednesday to Saturday), Evening Drinks, Kitchen Fairies (again, usually half a week), Cake making if numbers permit.
- Party Night: Liaise with other staff, decide on organisation of evening meal and ask for volunteers to plan and prepare party food.
- Check on Friday all those who are staying on for the next week. A basic lunch should be available from midday for them and for staff.
- Use the forms in the **Orders & Stocktaking File** to help manage the daily supplies of bread, milk and vegetables. Stock take all supplies during the week and amend the Cash & Carry order if it becomes obvious that some things will be surplus (it's very hard to prejudge which cereals will prove the most popular in any week, for example). In the final week of camp, avoid over-buying. It is often possible to adapt menus to use up remaining stocks of perishable goods.
- Check all incoming supplies. Keep all the delivery notes or invoices and return these to the Admin Manager in the envelope provided at the end of your week. For any petty cash spending –

including party food – the warden has funds and will repay you when provided with the relevant invoices.

- Report back to the Council of Management after the end of camp.

HYGIENE & SAFETY:

- The highest standards of hygiene in and around the kitchen and in the preparation of serving of food ARE ESSENTIAL. All Cooks Teams must be briefed about the hygiene rules BEFORE they start their duties, including the need to wear the correct protective clothing and the need to use the proper equipment.
- Hand-washing is vital and clean water, soap and paper towels must always be available in the kitchen. Remind the cooking team regularly.
- The hygiene rules chart must be displayed in a prominent position in the kitchen.
- All Cooks Teams should also be fully briefed about safe practice (refer to manual for extensive details), both for themselves and for other campers.
- Where there are life-threatening allergies, such as peanut allergy, the Caterer should discuss management of this with the camper concerned and liaise with all camp staff on how the risk will be managed. Once on camp with the person's permission, the whole camp may be informed of how the risk will be managed. The Caterer and camper should complete the relevant risk assessment and sign the agreed action plan.
- Carry out and record daily checks of fridges, check cleaning and knife safety.
- Hold the catering health and safety folder that includes the allergen risk assessment, records form daily checking of fridges and COSHH forms for cleaning products.
- Be prepared to present your documents for checking when the nominated health and safety representative makes themselves known.

POTATOES

IMMEDIATELY after breakfast, arrange for the campers to peel as many as they need for their evening meal. It is the Caterers responsibility to ensure that the equipment for this purpose is put out. If each family prepares sufficient for its own need, plus a couple of potatoes more, then there will be sufficient for the duty cooks as well.

DRINKS

A cup of tea or coffee or squash will be provided for all on camp at 11am, and a cup of tea at 4pm. Before preparation, check how many people are on site.

LUNCHESES

Lunches will be available from 12 noon. Basic packed lunches can be made available earlier if ordered the previous evening

PARTY NIGHT

Liaise with other staff and decide what form the evening and meal will take and whether any snacks will be served later on. An amount of up to £1 per head is allowable for the purchase of materials for decoration and additional food but no alcohol may be purchased with Folk Camps' funds.

PETTY CASH

You will NOT receive a float in advance of the camp. The Warden holds all camp funds which must be accounted for in the usual way. Only make purchases after agreement from the warden who will refund you.

Please obtain a receipt for everything you purchase and hand it to the warden.

CATERING DUTIES TEAMS

The Warden will organise the volunteer labour for the kitchen on the following basis.

Cooking Teams. There are several different jobs under this heading; breakfast, lunch, evening drinks and cooks of the day.

On a smaller camp the breakfast team will do breakfast for the whole week, but with a large camp, half a week is enough. You will often find that "early birds" will specially request this job. You need a reliable Team Leader and between 3 and 5 helpers dependent on the size of the camp.

Cooks of the Day prepare the main meal and it is important that each day there is someone in the team who is experienced at the duty. It is recommended that "cooks of the day" is split into a lunch team and a main team. The lunch team could do more than one day's duty.

The arrangements for **cake making** can operate on a voluntary basis.

Kitchen cleaning (Kitchen Fairies) is the job of a dedicated separate duty, which should ensure that all the kitchen surfaces (including the floors) and equipment are cleaned.

First meal: From the early arrivals, a cookhouse team must be set up to prepare the first evening meal.

Kitchen wash-up team. If the camp is large enough this duty can be spread around as an extra job for 1 evening. For hygiene reasons it is essential that cooking pots and pans are properly cleaned.

Anyone involved with a cleaning type job, except for kitchen wash up duty, **WILL NOT NORMALLY** be included in any cooking duty, but on very small camps it may be necessary to have extra jobs.

It is a good idea to try to involve everyone in a job; it helps to “bring the camp together” if everyone is seen to be doing something.

Obviously where the children are very young the parents might prefer to split duties so that 1 of them can look after the children whilst the other works.

WARDEN

GENERAL DUTIES:

The Warden is responsible, under the general direction of the Leader, for effective running of the site.

You are part of the STAFFING TEAM and you are expected to become involved in TEAM MANAGEMENT and take your share of any necessary tasks in this connection.

Wardens, and all other members of staff, are asked to arrive on camp on the evening before their duty commences, so that they can take over cash, cheques, invoices, orders etc., from the retiring warden. Staff who cannot arrive early are asked to arrange with the retiring staff to delay their departure so that a proper hand-over can take place.

It is particularly important that all campers know where the warden is camped.

REMEMBER you are not expected to be superman / superwoman. The experience, skills and abilities that are always present on site are there to help you. Don't be afraid to delegate and/or discuss problems with other staff and campers.

The Warden **MUST:**

1. Identify where the Warden is camping.

2. Instigate traffic management appropriate to the field and weather conditions. A designated “car park” ensures minimal damage to the field, minimises risk to pedestrians and is popular with campers.
3. Explain the running of the camp and the contribution required from the campers at the introductory meeting, including the basic rules of hygiene, the availability of emergency services, location of first aid kit and fire extinguishers, control of dogs etc.
4. Arrange for volunteers to undertake specific tasks and organise the remainder for cooks’ duty. (see CAMP DUTIES)
5. Take over the Risk Assessment previously carried out and carry out his/her own assessment, including site specific risk.
6. Display general site risks (e.g. using a simple map) and complete daily check sheets.
7. Ensure that only cleaning products detailed on COSHH forms are used. (To be kept in the health and safety folder)
8. Be prepared to present your documents for checking when the nominated health and safety representative makes themselves known.
9. Arrange for tasks, such as pit-digging and repairs to access ways to be done immediately and other essential tasks as they arise during the week.
10. During the first 24 hours check that all on the list of bookings have arrived, and identify any extras. (See BOOKINGS)
11. Ensure that the PA system is turned off by 11:30 pm.
12. Maintain Accounts and monies as detailed.
(See ACCOUNTING PROCEDURE)
13. Prepare camp for hand-over to next Warden or to dismantling team as appropriate. Unless it is the final week, this will include ensuring there is enough gas to last and enough capacity in the washing-up pit until the middle of the next week; the emptying of the effluent tank and the cleaning of the portaloos is booked before the end of the next week (check with head office).

14. Final week Wardens are to assist with the dismantling of the camp and the preparation of the Society's equipment for collection.

15. Maintain the camp LOG BOOK. Last Week Wardens are to return the Log Book and the Master File to Head Office.

IN ADVANCE

If possible visit the site beforehand to meet local contacts, otherwise contact The Event Manager & Administration Managers for an update on the site, facilities, staff and campers etc.

ACCOUNTS

See appendix on Accounting Procedures.

AMPLIFICATION

Your camp may have a set of amplification equipment in a plastic box. There will be instructions and a list of contents on the lid. The set should be checked daily. The musician is responsible for the use of the system. The warden must ensure that the system is turned off at 11:30 pm.

ARRIVALS

In the interest of safety and fire prevention it is recommended that all camping 'set-ups' maintain a 20ft (6 metre) gap between them.

On arrival on site the campers should report in to you where you can welcome them and explain the need for sensible 'pitching'.

There could be an advantage in having a simple sign at the entrance that says "Welcome" and also ask campers to follow the marked 'roadways' and see the Warden to check in.

It is also important to ensure that there is enough space for children to play safely and for vehicles to enter and leave the site, including the traders vans which might be quite large vehicles.

On 'tight' sites it may be necessary to set up stakes and fluorescent tape to mark off access ways and play areas.

It is Folk Camps policy that family groups camp together and that all young people under 16 years MUST stay with the main family group.

EARLY ARRIVALS are NOT PERMITTED except for camp staff taking over and they can be provided with Breakfast on the morning their duty

starts. Obviously the Management Team can use some discretion where people have had a very difficult journey, but it is essential to ensure that anyone arriving early, or staying on, doesn't interfere with the enjoyment of the 'official' camp.

BAR

A Bar **MUST NOT** be provided as part of the facilities of the camp. Campers can, with the agreement of the Management Team, bring in their own drink.

BOOKINGS

Head Office will have supplied you with a list of those booked. As it is the policy of the Society that all balances must be settled 1 month before the camp starts then any person arriving who has not completed their payment **MUST PAY** the full camp late booking price as shown on the general information sheet attached to this manual.

You will also be informed of the maximum capacity for the site and **CASUAL ARRIVALS** may be accepted by arrangement with the Management Team, but only up to this limit. There is an additional administration charge of £20 for each adult arriving at a camp without booking at least 2 days in advance. Any queries from campers must be referred to Head Office, in writing.

EXTRA MEALS may be supplied and charged at the appropriate rate (see Appendix)

A **WEEK** is first day Supper to last day breakfast, although lunch on the middle day is included when campers are staying for a second week.

To save you difficulties and arguments on site, you have **NO DISCRETION** regarding how and when to charge. This must be in accordance with the Schedule set out in the Appendix. Any queries **MUST** be referred to Head Office, in writing.

BUSKING

Make sure all necessary permissions have been obtained from property owners, Local Authorities and the police **BEFORE PERFORMING**. Any collection is to be donated to a cause agreed to by those performing.

CAMP DUTIES *(To be allocated in conjunction with the Caterer)*

Everyone on camp is expected to take a share of the chores which must be done to keep the camp running efficiently. However, new campers should be offered light duties (e.g. not cooks duty on Friday) – we don't want to scare them off before they've settled in.

Allocation of tasks will depend upon the number of adults, and older teenagers, on site, not on the total numbers booked. (Be careful about the type of work given to the teenagers as some of them tend to be a little 'unreliable' at times).

Before deciding on the numbers for cooks duties make sure you have the ESSENTIAL other jobs covered. viz;

Toilet team. Do not skimp here as efficiency in this is probably the single most important item on camp.

Site Hygiene team. To keep the site clean and tidy and the pits 'sweet' and protected. Unless you have a very large camp this duty can also include toilet lights.

Hall/marquee tidy team. This job to include cleaning tables.

Kitchen Cleaning Team. The kitchen must be hygienically cleaned each evening under the supervision of the Caterer. For hygienic reasons it is essential that cooking pots and pans are properly cleaned. Usually an adult member on camp takes a kitchen pot/pan and washes it up, rinses it in running tap water and places it on the designated table to drain.

Anyone involved with a cleaning type job, except for kitchen wash up duty, WILL NOT be included in any cooking duty.

It is a good idea to try to involve everyone in a job, it helps to 'bring the camp together' if everyone is seen to be doing something.

Try to keep teams 'in the family', that way it often means that the children will be able to help in a supervised manner. Obviously where the children are very young the parents might prefer to split duties so that 1 of them can look after the children whilst the other works.

Cooking Teams. There are several different jobs under this heading. Breakfast, Cooks of the Day, Lunches, Cocoa and cake making.

On a smaller camp, the breakfast team will do breakfast for the whole week, but with a large camp, half a week is enough. You will often find that 'early birds' will specially request this job. You need a reliable Team Leader and around 3 helpers, dependent on the size of the camp.

Lunches may be prepared by a separate team to the evening meal and may be done twice in the week if numbers on camp are limited. Splitting

the day's duty like this is particularly popular with older campers: consult with the caterer for the best way to proceed.

Cooks of the day prepare the main meal and **it is important that each day there is someone who is experienced at the duty**. A minimum of 4 is needed for this job, although with a large camp you might have as many as 6 each day.

Evening drinks duty is not onerous: 2 people each for half the week, where numbers permit. The arrangements for cake making can operate on a similar basis. Where camp numbers are low, this duty can be forgotten, as the caterer can arrange for occasional help on a day-by-day basis.

Boilers, providing hot water, are lit first thing in the morning, usually by the breakfast team, (check they know how), kept topped up until after breakfast washing up, and then turned off until they are required before evening meal. The Warden is responsible for re-lighting in the evening and turning off as necessary.

Kitchen cleaning is the job of a dedicated separated duty, which should ensure that all the surfaces (including the floors) and equipment are cleaned according to a schedule provided by and latterly checked by the Caterer. Cooks of the Day should do their best to keep the kitchen as clean as possible.

First meal: From the early arrivals, a cookhouse team must be set up to prepare the first evening meal.

On changeover day the retiring warden must ensure that there is a cooks team to prepare the evening meal.

CAMP MEETING

On the first evening there will be a camp meeting where the leader will welcome everyone (see Leaders section). In your 'spot' you will need to get across as quickly and as 'painlessly' as possible the following essential items;

- Point out location of toilets, water (drinking and toilet washing), kitchen and areas out of bounds.
- State no smoking or vaping in or within 10m of the hall, marquee, kitchen or any other communal building or shelter.
- Where the fire fighting equipment is placed and the fire drill for evacuation in an emergency.
- Position of Fire Assembly Point.
- Location of First Aid Kit. Let people know that they must enter details of any accident into the accident reporting sheet located within the first aid kit.

- The nearest hospital with Accident & Emergency cover, as well as the local medical centre.
- The need for a high degree of personal hygiene, especially with washing hands after visiting the toilet.
- Specific items relating to the site, e.g. security, overhead cables, local residents etc.
- Any traffic management procedure in place. e.g. a one way system, vehicle no-go areas. Allocate a parking area just inside the site entrance and encourage anybody who doesn't need their vehicle next to their tent to park there.
- Parents are responsible for their children and teenagers aged under 18 at all times. Officially under 16s should camp with their families, but if the parents choose for their teenagers to pitch their tents elsewhere, they are still responsible for the teenager's good behaviour and safety.
- The need to respect individual privacy, especially when photographing, videoing and taping performances. Ask permission first!
- Folk Camps do not publish any photos of other people on social media sites without the express permission of the individual or their carer if they are under age. We recommend that everyone follows this courtesy.
- Remind campers about volunteering for jobs on site and which jobs remain to be allocated.

Talk to your Leader beforehand; you might find that there is an advantage in preparing some notices in advance, giving the factual information, rather than 'drone on' at the meeting.

CAMPERS COMMENTS BOX

The camp will have been provided with comments slips and a lockable Comments Box that will be available at all times to the campers to make comments and/or suggestions. They can also be made anonymously. Every day the leader is to inspect the comments and take action where necessary. At the end of the camp the comments are to be returned to the office.

CARAVANS and MOTORHOMES

On your list of those attending you will see those bringing a caravan or motorhome noted. Folk Camps Society holds an exemption certificate regarding planning laws so that we are not restricted as to the number of units permitted on each site. Please ensure that caravans and motorhomes are pitched in accordance with the Code of Conduct for sites.

CATERERS

There is, obviously, a need for you to work very closely with the Caterer. The Caterer will NOT have been sent a float before the camp. Caterers may only make purchases after prior agreement with you and they must be accounted for in the standard manner.

Ensure that the Caterer provides receipts for all purchases to obtain a refund from you. (This also applies to all site purchases.)

On your list of campers you will also have a note of the numbers for the following week. This is to help you and the caterer with ordering supplies and food/provisions management.

DAMAGE TO EQUIPMENT

Vulnerable items are toilets, especially the seat-lids, cooking equipment etc. DO NOT let anyone use saucepan lids etc. as dinner gongs!

DOGS

If dogs are allowed on site they must be kept on a lead. All exercising must be outside the camp site. Dogs must NEVER be taken into the Marquee or the kitchen. Inadvertent messes must be cleared up by the owner immediately.

Dogs must be kept far away from the hall or marquee, the entrances to the hall or marquee, workshop areas and the washing up areas.

It is generally courteous for campers to keep their dogs close to their own tent or caravan and to ensure that they do not create a nuisance to their neighbours.

EMERGENCY SERVICES

If possible, doctor, fire, hospital, ambulance etc., will have been entered in the camp Log Book. If not, the Warden of the first week must find out

as soon as possible. The following information should be displayed prominently in the Hall /Marquee.

- Location of nearest telephone.
- Name, address, telephone no and surgery times of the nearest doctor.
- Location and telephone no of nearest hospital. Telephone nos. of local Fire, Ambulance and Police.

EXPENDITURE ON EQUIPMENT

Wardens are permitted to purchase small items of equipment. Where it is necessary to buy a larger item (say more than £25) then Head Office should be contacted first.

FIRE PRECAUTIONS

The Warden for the first week (or the setting up party) will establish a Fire Assembly Point in a prominent position away from the Hall/Marquee. Also fire appliance points that will consist of 2 gallon air expelled extinguishers, filled with water and primed in accordance with the instructions on them. Similar extinguishers will be placed in the Hall/Marquee in convenient positions and marked. Powder extinguishers will be supplied for electrical fires and marked.

In the kitchen there will be powder extinguishers in prominent positions and fire blankets to deal with fat fires.

It is the warden's responsibility to check every day that the fire extinguishers are primed and ready for use and arrange re-priming if required.

The Warden or designated "fire safety person" is responsible for keeping a list of all persons on camp. The list should be kept in a safe place (not in the marquee). If there is a fire safety incident a fire brigade control officer will need it.

Campers have been asked to bring their own fire bucket (preferably yellow) and keep it filled with water by their 'set-up'.

The last week Warden (or dismantling party) will, at the end of the camp, remove pressure charges and empty and dry the containers.

Campers have been asked to bring their own fire bucket (preferably yellow) and keep it filled with water by their 'set-up'

FRIDAY (last) NIGHT

An amount of up to £1 per head is allowable for the purchase of materials for decoration and additional food but no alcohol may be purchased with Folk Camps' funds.

Party decorations are allowed, but not where a fire hazard could occur, and these **MUST** be cleared the following morning.

GAS

We only use PROPANE (Orange or Red cylinders)

A regulator OF THE CORRECT PATTERN must be fitted to each cylinder. If in doubt consult supplier.

A separate 47kg cylinder is fitted to each oven or range.

19kg cylinders are used for all other appliances etc boilers and fridges.

Setting up gas equipment.

Site the cylinders for cooking equipment outside the kitchen, out of people's way, but easily accessible and in the shade.

Hot water boilers or fridges can be connected in pairs, via a 'T'(splitter) piece, to a single cylinder, but only if each burner has its own tap.

CYLINDERS are usually obtainable in 19kg & 47kg sizes. It is normal to connect high usage appliances such as ovens and ranges to the 47kg and items such as boilers to 19kg. Keep a note of consumption.

Economy in use of Gas can be achieved by limiting the number of cylinders in use at any one time by connecting equipment together with 'T'(splitters) pieces. This will mean more frequent changing of cylinders, but will lead to fewer partly filled cylinders being left at the end of the camp.

Consumption of gas will vary with weather conditions, but a very rough guide, for a camp of 120 is

1 x 19kg cylinder connected to 2 boilers will last about 4 days.

1 x 47kg cylinder connected to cooker/gas rings will last about 7 days.

SAFETY WITH GAS

Evacuate the area immediately

1. In case of fire close down ALL cylinder valves IMMEDIATELY and get the cylinders to a safe place.
2. Check for leaks with dilute washing-up liquid and NOT a naked flame.
3. Use clips on all connections, but do not over-tighten.
4. When not in use close down cylinder valves.
5. Close ALL valves last thing at night.
6. Keep children away from cylinders at all times, and provide a screen to the boilers.
7. CLOSE DOWN EMPTY CYLINDERS which may contain a small amount of gas and can be a fire hazard.

GREASY WATER DISPOSAL

Ensure that there is a suitable place for the disposal of waste kitchen and campers' washing up water. This may be a pit which should be properly secure/safe and non smelling.

INVENTORY

You will have, with the Log Book a list of the equipment owned by FCS and a note of the hired equipment. At the end of the camp make sure that all our equipment is present and separate the hired items to be collected by the contractor. NB: We are often charged a large deposit on cylinders. Make sure they are stored in a safe place if not being collected before you leave site.

LIGHTS

Electricity is supplied by the generator.

The warden is responsible for the correct running of the F.C.S. generator and to make sure that an R.C.D. is fitted before switching on. The oil level in the generator should be checked daily. The cable from the generator to the distribution board in the marquee must be fitted with due regard to the safe operation of the cable.

DISTRIBUTION BOARD

The main electricity distribution board to the lighting and amplification systems is the warden's responsibility. No additions or amendments can take place without the warden's permission.

TOILET LIGHTS

These are powered by batteries (spares are in the warden's P.P.E. box).

LOG BOOK

The Camp log book will be kept for the purpose of recording essential information is required by succeeding wardens and the camp dismantlers. It will include the following information:

1. A schedule of hired materials. (see INVENTORY)
2. Details of how to leave the water points 'as found'.
3. Details of drainage and methods of cleaning.
4. Any information about traders.
5. Location of busking spots, and other information of benefit to the camp (e.g. safe beaches, good pubs etc.)
6. Details of emergency services.
7. Any significant events, such as a visit by a Public Health Inspector, any illness or injury and the action taken.
8. Details of all site visitors
9. If there have been no contagious diseases reported for the camp then "nothing to report" needs to be entered in the warden's log and the first aid book.

This is not meant to be a burdensome chore, but a simplified means of passing on essential information from warden to warden. The log book can also be used as a camp diary and a way of passing on comments and suggestions to the Council of Management.

END OF THE WEEK

As soon as possible after leaving camp;

1. Complete the accounts sheet and return all the details, invoices, delivery tickets etc. to the Administration Manager at head office.
2. Return the Comments, Log Book and Master File to the Administration Manager and ensure that the Menu Book is with the equipment.

MASTER FILE

This contains copies of letters, orders etc. (See SUPPLIES)

PUBLIC DANCE

Due to the potential difficulties under the License Act 2002, we no longer hold a Public Dance Licence, although it is acceptable for campers to invite in local friends for an evening subject to the agreement of the staff team in advance. Collect names and contact details of those attending for next year's mail shot.

RUBBISH DISPOSAL

Proper arrangements for the disposal of waste of different kinds is essential. If there is no collection by the Local Authority, a SKIP will have been hired from a local rubbish disposal contractor who will sort and recycle where possible.

If you decide to operate re-cycling, make sure that this is carried out completely, including the recycled materials being taken to the appropriate re-cycling centre.

Waste disposal from the kitchen and camp general waste is a camp duties job. Ensure the placing, emptying and cleaning bins at kitchen and washing up areas is carried out regularly at least twice a day.

Ensure the skip is used economically and tidily. When approaching capacity arrange replacement.

SAFETY IN THE KITCHEN

It is part of the Warden's responsibility to raise the camp's awareness. Clearly the site and the possessions of everyone must be safe and the campers have to be vigilant whilst not going over the top. Ensure the arrangements of cookers, etc is safe and secure. Make sure that the tops are level. You will need some sort of covering to the floor. It is essential that the floor should not be uneven or slippery. (see also FIRE PRECAUTIONS)

SECURITY

This is up to the Wardens initiative, clearly the site and the possessions of everyone must be safe, but we don't want 'Stalag Butlitz'.

Try to make sure that the camp is never left un-attended and there is always a responsible person on camp at all times. Where the public, or

other organised groups have access to the site, a patrol, especially after dark, could be a sensible measure.

SUPPLIES

Copies of grocery and provision orders made in advance by The Provisions Manager will be found in the Caters Orders & Stocktaking File. Milk and dairy produce, meat and vegetables have been ordered the first week, although the caterer may amend these orders directly with the supplier. The first deliveries will be on the Saturday morning.

The Wholesaler's first delivery of bulk groceries should be on Friday afternoon. An agreement with the supplier will have been made by the Provisions Manger and will have been paid for in advance. The caterer will have copies of the standard list for bulk groceries.

Credit accounts will have been opened with local traders - use these wherever possible.

Small cash purchases must be approved by you beforehand. Make sure that you obtain a receipt.

Make sure that each delivery is checked, preferably by the Caterer, and a delivery ticket collected, these are needed to check the account when received at Head Office. These tickets must be forwarded to Head Office soon as possible at the end of your duty.

TIDYING HALL/MARQUEE

The area is to be swept after every meal and the tables wiped over. (at the beginning and in the middle of the week they must be thoroughly scrubbed).

Chairs and tables are to be stacked away after the evening meal and re-assembled ready for breakfast the end of the evening's activity.

Discourage campers from leaving their belongings around.

TOILETS

STEPS TO TOILETS

It is the warden's responsibility to check and make safe the steps to the toilet entrances.

Make sure there is a safe level base to the steps and that the steps are secured alongside the toilet block adjacent to the entrances.

Unless there is a private or public sewer to join into, the discharge from the toilet unit will be to enclosed tanks. They will be emptied by Waste Contractors on a regular basis.

The area around the tanks will be fenced and marked with the appropriate hazard warning signs, "THIS AREA IS OUT OF BOUNDS TO ALL CAMPERS." The warden should make this clear to everyone on site.

The toilets must be kept thoroughly clean and it is better to overstaff this rather than run the risk of 'tummy bugs'. For a camp of 100 two teams of 2 is usually sufficient, The first team to do the 'morning run' before most of the camp get up and the second team to work late afternoon before the camp returns for dinner.

IT IS THE USUAL PRACTICE THAT NOBODY ON TOILET DUTY WILL BE INCLUDED IN ANY COOKHOUSE DUTY, but on very small camps it may be necessary to have extra jobs allocated in order to get everything covered.

The equipment for the toilet teams, buckets, mops, sponges, disinfectant etc. must be clearly marked and MUST NOT be kept in the kitchen.

Remind the cleaners to use buckets when cleaning the portaloos and showers, and not to forget the doors!

In addition to cleaning it is necessary for the toilets be kept supplied with toilet rolls, paper towels and rubbish bags. In the ladies provide a bin for the disposal of sanitary towels, which must not be flushed down the toilets. This bin should be emptied regularly into a collection sack in a CLEARLY MARKED DUSTBIN placed at the rear of the toilet unit. Disposable nappies should be treated the same way.

When campers make their own arrangements ensure that they are INDIVIDUALLY reminded of the strict requirements as to hygiene and they can only empty and clean at a time pre- arranged with the toilet team. It is usually not possible to discharge normal 'chemical' toilet waste into biologically operating system (septic tanks, FCS designed drainage systems etc.) Members will need to use 'green' products or arrange their own discharge off camp.

WATER SUPPLY

There must be:

1. A supply point (or points) conveniently placed for campers and cooks, near to the kitchen. The surroundings must be kept clean and dry (duck boards if possible) and must only be used for drawing water. Washing, showering etc is FORBIDDEN at the draw off points.
2. Supply points to all water boilers with a length of hose to reach each one and a hook to prevent dripping.
3. A supply point to the toilet unit. If possible this should come from an independent source from the drinking water supply. If there is only 1 main connection, then the toilet unit connection MUST BE THE LAST ONE to avoid cross infection through the supply system.
4. A supply point near to the drain pit for the toilet teams' use AND NOBODY ELSE. This must also come at the end of the water pipe run.
5. Regularly check the system for leaks.
6. Make sure you have found out the arrangements for restoring the draw off point to the original condition and find out where the mains stop valve is.
7. Daily check of auxiliary water tank and scaffold tower when fitted to toilet block or when tank is used at ground level as a reservoir for shower supply etc.
8. An anti-siphon device will be fitted in line, to stop any return of water from the toilet area.

WORKING AT HEIGHT

The WARDEN is responsible for securing a safe working regime when ladders or other portable apparatus is being used and must ensure:

1. A safe level working base.
2. Suitable access equipment (minimum 'trade' grade)
3. A secure ladder angle of 1:4 ratio, with a minimum of 3 rungs between sections and 5 rungs above 'step off' point.
4. Step ladders are fully extended to middle braces for stability.
5. Safe level base for scaffold tower water tank and any fixings.

MANUAL HANDLING

When heavy or awkward loads are to be moved or lifted, the WARDEN must make sure that the correct procedures are followed. If it is deemed that the object is too heavy or over large then get help, teamwork, properly managed should solve the problem.

PERSONAL WASHING

Campers are not allowed to use FCS equipment for personal (body/clothes) washing, other than the purposely erected shower facility. If FCS supplies a mangle, it must be sited on a dedicated table away from washing up and kitchen areas.

FIRST AID KITS

All staff and campers need to be made aware of the location of first aid kits and defibrillator: a grab bag located on the wall of the main marquee and a kitchen first aid kit located on the wall of the kitchen marquee.

ACCIDENT LOGGING

There is an accident log book inside the grab bag located in the main marquee. It is important to record any accidents that occur on site.

INSURMOUNTABLE PROBLEMS

If a major problem occurs with a marquee that you are unable to resolve yourself, or with the assistance of staff and other campers, call the Folk Camps office. The administration manager will arrange for the marquee contractors to visit the site to resolve the problem

In the unlikely event that you have **any other** problems that cannot be resolved by the camp staff, then you should contact the Folk Camps office. Contact details on page 3. The Folk Camps Council can provide back-up equipment and additional staff if necessary, depending on how difficult any situation has become.

APPENDIX (ACCOUNTING PROCEDURE)

1. The details of the camp's financial transactions are to be recorded, in triplicate, on the Standard Form provided (these are on No Carbon Required paper). A sample sheet is supplied.
2. At the commencement of each week the balances available are to be noted in the income column.
3. Each financial transaction is to be recorded, in date order, with all expenditure having a numbered voucher in support. Always try to obtain a receipt but if one is not available then write out the details by hand.

4. Transfers of cash from your bank account to the Petty Cash should be listed as INCOME on the sheet and transfers from Petty Cash to your bank account should be listed as EXPENDITURE.
5. At the end of the week the two columns are to be totalled and the balances checked against the actual cash/cheques.
6. EACH WEEK, all vouchers, paying in slips and copy invoices (including delivery tickets) are to be returned to the Office as soon as possible, together with the top copy of the accounts sheet. The 2nd copy is kept in the Master File. The 3rd copy is for you personally.
7. To allow the Office to keep track of the bank account, it is necessary to have the Cash & Carry invoice returned ASAP.
8. The charges for provision of extra meals are to be calculated on the following basis:- Breakfast or lunch at 15% of the 24 hour rate and dinner at 20% of the 24 hour rate.
9. The accounts form is also to be used to record payment from new bookings and late payments at camp. Ensure that a booking form is completed and full names and addresses are taken for all new site bookings. Remember that the rules of the Society are that invoices are settled 1 month before the camp starts. Anyone who arrives who is not on your camp list MUST pay the late booking charges listed on the booking form. There is an additional administration charge of £20 for each adult arriving at a camp without booking at least 2 days in advance. Any queries from campers must be referred to Head Office, in writing.

NOTES

