



**LIMITLESS  
FESTIVAL**

## **Campsite Handbook 2017**

### **Fire Assessment, Arrangements and General Risk Assessments**

#### **Introduction**

The aim of this Handbook is to provide all Youth Leaders with suggestions to:

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

This handbook takes many of the component parts of staying on a campsite, identifies potential risks and suggests control measures to manage them. The handbook is effectively a lot of "handy hints".

Youth leaders should read and absorb the contents of this Handbook. The suggestions made in this handbook are intended to be helpful, realistic and practical.

All these aspects of risk are the responsibility of everyone. Being alert to risk and thinking and looking ahead are crucial for all young people within your group.

## Campsite Fire Assessment and Arrangements

Campsite Fire Assessment	
Those at risk	All those staying on campsite

Identified Hazard	Risk	Control Measures
Electric hook ups	Electrocution Electric shock Fire Risk of serious injury	<ul style="list-style-type: none"> <li>Electrical hook ups supplied by Three Counties conform to safety regulations and have been maintained regularly</li> <li>Pitch supply points within suitable distance of each pitch requiring supply</li> </ul>
Camp cooking and open fires	Burns Fire	<p>Note: Campfires and open fires are not allowed on site</p> <ul style="list-style-type: none"> <li>Respect the distances required between tents (6m between groups, 3m between tents within one group)</li> <li>Use camp stoves and BBQ's with care, ensuring they are steady and do not get close to inflammable material and are not too large</li> <li>Adults are responsible for cooking or are properly supervising if young people are assisting</li> <li>Ensure cooker fuel is safely stored and turned off after use</li> <li>Never cook inside a small tent (safe cooking distance is 3m from tent)</li> <li>Never cook near long grass, it can set alight easily</li> <li>Remove any litter and rubbish to reduce risk of fire spreading</li> <li>Don't leave pans unattended</li> <li>Turn off all appliances before you go out or to bed</li> <li>Ensure adequate ventilation</li> <li>Ensure Campsite's fire safety arrangements have been communicated. Please refer to Fire Arrangements section</li> <li>There are two fire stations. At the station is an emergency alarm, a water extinguisher and a sand fire bucket</li> </ul>

Identified Hazard	Risk	Control Measures
Smoking	Fire	<ul style="list-style-type: none"> <li>Smoking is only allowed in designated areas</li> <li>Smoking is not allowed in Venues or Campsite</li> </ul>
Candles	Burns Fire	<ul style="list-style-type: none"> <li>Campers advised never to use lighted candles in or near a tent and to keep a torch handy in case of emergencies</li> </ul>

### Campsite Fire Arrangements

#### Fire Stations

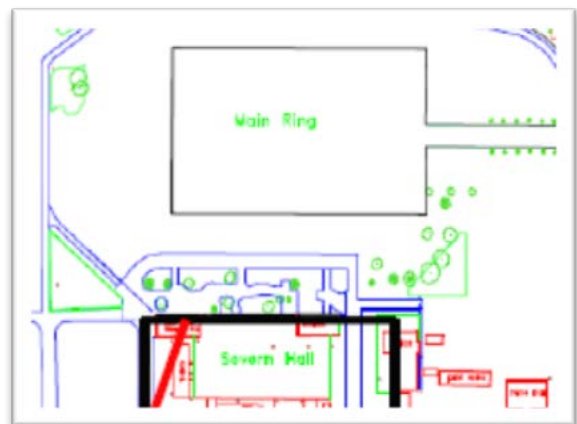
- There are two fire stations situated in the camping field. Each fire station is signposted.
- At each station is an emergency alarm, a water extinguisher and a sand fire bucket.

#### What to do if there is a fire (no matter how small)

- Keep calm and get everyone out as quickly as possible
- Raise alarm at station
- Contact Limitless Festival Team who will Dial 999 and give details of fire or if you are unable to contact them then;
- Dial 999 and give details of fire
- Proceed to the fire evacuation/assembly point is the **Main Show Ring** behind Severn Hall

#### Note(s):

- It is the Youth Leader's responsibility to evacuate their pitch.
- It is the Youth Leader's responsibility to inform their group of the route to the assembly point.
- For any misuse of the fire equipment Infuse reserves the right to remove any person from the event.***



#### On site contact details:

- TBC Events & Operations Leader
- TBC First Aider / Safeguarding / Volunteer coordinator

#### Three Counties

- Claire Amott Venue Hire Co-ordinator 01684 584927
- For out of hours emergencies contact Site Liaison Officer 07880 600285

## Campsite General Risk Assessments

Those at risk	All those staying on campsite
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Identified Hazard	Risk	Control Measures
Tents Guy lines Tent pegs	Slips and trips Injury: sprains, cuts, bruises, potential broken limbs	<ul style="list-style-type: none"> <li>Youth group leaders to identify specifics</li> <li>Keep guy lines short and away from access routes</li> <li>Tent pegs should be driven right into the ground</li> <li>Supervise the use of mallets</li> </ul>
Inadequate lighting	Slips and trips  Injury	<ul style="list-style-type: none"> <li>There is minimal lighting on the campsite, and only near the toilet blocks. Uneven ground is therefore a hazard at night</li> <li>Ensure all campers have torches for use at night</li> <li>Have spare batteries</li> </ul>
Hygiene  Cooking Washing WC/Shower facilities	Illness – sickness, upset stomach	Take care to be clean and hygienic <ul style="list-style-type: none"> <li>Select non-perishable foods which will not go bad quickly</li> <li>Check water sources are fresh and clean</li> <li>Cook food thoroughly</li> <li>Always wash hands after using the toilet and before handling food</li> </ul>
Hot/Sunny Weather Conditions	Sun burn/sun stroke/heat exhaustion	<ul style="list-style-type: none"> <li>Keep young people hydrated; ensure they drink lots of fluid</li> <li>Ensure group use sun protection SPF 15 (minimum recommended)</li> <li>Stay in the shade where possible, wear a hat and loose fitting clothes</li> <li>Where possible plan activities outside of the hottest time of the day (11.00am – 3.00pm)</li> </ul>
Cold/Wet Weather Conditions	Hypothermia	Youth Leaders to ensure appropriate clothing <ul style="list-style-type: none"> <li>Waterproof clothes</li> <li>Ensure adequate change of clothes in the event those they are wearing are wet</li> <li>Ensure tents have ground insulation</li> <li>Sleeping bags &amp; tents are in good condition</li> </ul>

Removal of waste material and rubbish	Illness and infestation	<ul style="list-style-type: none"> <li>Youth Leaders to ensure rubbish is bagged and taken to skip provided by Severn Hall</li> </ul>
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### Useful Information

A first aid kit is kept at the Infuse welcome desk in the Severn Hall. The hall is not always open, and staffed.

OUR **FIRST AIDERS** CAN BE CONTACTED BY CALLING: **TBC**

#### **Malvern Community Hospital**

185 Worcester Road

Malvern

Worcestershire

WR14 1EX

Tel: 01684 612600

Minor injuries (9am – 9pm)

Including X-ray

#### **Lloyds Pharmacy Malvern**

93-95 Barnards Green Road

Malvern

Worcestershire

WR14 3LU

Tel: 01684 573811

#### **Gentle Dental Care Ltd**

26 London Road,

Worcester WR5 2DL

#### **Worcester Royal Hospital**

Charles Hastings Way

Worcester

WR5 1DD

Tel: 01905 763333

#### **Boots the Chemist**

33-35 Church Street

Malvern

Worcestershire

WR14 2AA

01684 572905