



SITE RULES

Buckmore Park Scout Campsite (BPSC) covers some 142 acres. Due to the size and nature of woodland the new management cannot ensure the entire site is safe. Leaders of Groups using the site are responsible for their members.

ACCIDENTS AND FIRST AID

Details of ALL accidents involving injury to persons or damage to property should be reported to a member of the Buckmore Park Management Team as soon as is reasonably practical. Points of contact are given at the end of this document. Each group on site must ensure they make their own arrangements for First Aid and knowledge of local Hospitals as there are no facilities on site. To minimize the risks of accidents everyone is expected to maintain a good standard of safety at all times.

BEHAVIOUR

Consideration should be given to the welfare of your group and others, young people in particular when consuming alcohol on this campsite. Scouting guidelines and good practice must be adhered to, even if you are a non-scouting group. Further information can be found on our website or by using the following link <http://members.scouts.org.uk/factsheets/FS185092.pdf>

We reserve the right to remove anyone from the site who is obviously under the influence of alcohol/drugs and causing a nuisance.

Anyone deemed to be under the influence of alcohol/drugs during an activity session, not cooperating with the session instructor or to be causing a dangerous situation during an activity will be asked to leave. Refusal will result in the activity session being stopped and cancelled without refund.

Anyone deemed to be under the influence of alcohol/drugs and being a risk to others on site will be asked to leave the site immediately.

Please ensure that the language used by your group is not foul or offensive. As well as not being appropriate to a Scout campsite please consider your neighbours.

CAMPING

Whilst we endeavour to allocate groups the campsite they have requested we reserve the right to offer an alternative site if conditions so indicate.

We reserve the right to charge groups who do not leave buildings or sites as they found them or who damage equipment. All buildings and sites are checked prior to your arrival. Currently charges are set at £75.

CONTACT DETAILS WHEN ON SITE

The duty warden can be contacted on 01634 753522 from your arrival to departure. This number should not be used at any other time.

FELLING TREES

No trees are to be felled without permission. The use of chainsaws is strictly prohibited without the correct licenses required AND written permission directly from Buckmore Park Management Committee or Buckmore Park Trustees. Any permission given is day, time and task specific and must be granted for each task. This is to maintain the safety of all users of BPSC and to protect our ancient woodland.

Any person(s) found to breach this rule, due to incorrect day, time or who do not have permission or correct license will be asked to leave BPSC and the matter will be passed to the Management committee for action.

FIRES

Please keep fires to the established areas around the **outside** of the sites some of which do have solid fire bases adjacent to them; **do not light fires on the grassed areas or in the middle of sites. Any booking which causes damage to grassed areas will be charged a fee.**

All fires are to be fully extinguished before leaving the site.



FIREWOOD

Fallen Firewood can be found in abundance around the site. Some Felled trees might be available for use. You will be told of any such Firewood upon arrival. Under **NO** circumstances may trees be felled.

LOCAL HOSPITAL/NHS Walk in Centre

Medway Maritime Hospital Windmill Road, Gillingham, Kent ME7 5NY Tel: 01634 830000	NHS Walk in Centre 547 - 553 Canterbury Street Gillingham, Kent, ME7 5LF Telephone: 01634 575232 The walk-in centre is open from 8am to 8pm, 7 days a week 365 days a year to anyone who needs to be seen by a GP or nurse
--	---

MOTORCYCLES AND QUAD BIKES

Occasionally, BPSC has bookings for organised motorcycle activities. If this is the case, you will be notified prior to arrival as some areas may be out of bounds. For all other times, if persons using BPSC should hear or see any Motorcycle or Quad Bike being used within the woodland they should ring '101', which is the new number for non-urgent incident reporting and notify the police. They will endeavour to get the 'off road' motorcycle Unit to attend. Even if they cannot get them there on the day; the incident is reported and logged, highlighting Buckmore Park as a location used by persons riding illegally and an action plan will be developed to deal with the situation, but for that to happen **the incident must be reported first - remember ring 101.**

NOISE

A 'noise curfew' is in place between 2300 and 0730. Please respect your camping neighbours

PETS

No pets of any description are allowed in Buckmore Park. The only dogs permitted are registered Assistance Dogs and Guide Dogs.

PHOTOGRAPHY AND OTHER MEDIA

All photographs, videos and any other recorded media may be used by Buckmore Park Scout Campsite for marketing or advertising purposes without any payment or compensation being offered and without any request being made to featured parties.

PITS/TRENCHES

No Pits may be dug at BPSC

PUBLIC RIGHTS OF WAY (PROW)

BPSC has two PROW's one a bridal way and the other a public footpath. Please politely ask any member of the public deviating from these paths to leave the campsite. Footpaths are not near camp sites and should not impact on the safety of your group.

RUBBISH

All rubbish must be removed from site.

Any rubbish left will be cleared and a fee of £75 will be charged.



SECURITY AND VALUABLES

Please do not leave your campsite or valuables unattended. It is not possible to secure 142 acres and management takes no responsibility for any property lost, damaged or stolen whilst in The Park.

SHOWERS

We currently have 1 shower block fully functioning. This has three showers. It will be down to each group to manage the use of these showers whilst on site for mixed gender groups, and to keep them clean. **Failure to leave the showers in a clean state will incur a charge. This charge is currently £75.**

SMOKING

We discourage smoking in front of young people and anywhere on the campsite. Scouting guidelines and good practice must be adhered to, even if you are a non-scouting group. Further information can be found on our website or by using the following link <http://members.scouts.org.uk/factsheets/FS320005.pdf>

TOILETS

Please ensure that you can leave the toilets in a clean state. We have no resident warden so we are dependent on everyone leaving them as they would wish to find them. Failure to leave the toilets in a clean state will incur a charge. This charge is currently £75.

VEHICLES

Visitors are required to keep their vehicles in the Car Park provided. Any vehicles taken on site are done so at the owner's personal risk. If you have a specific requirement concerning keeping a vehicle near your allotted site then please speak to a member of the BPSC team who will use their discretion.

WATER

A water tap is located on the building between the toilets and the office. As running water is metered, it is requested that campers ensure that all taps are properly turned off after use.

WOODLAND

Buckmore Park is a large, natural, beautiful woodland of mainly deciduous trees, the majority of which are Sweet Chestnuts. Amongst them there are some very large and not so large standard trees such as Oaks, Hornbeams, Ash and Yew trees and many others.

Due to the diversity of the nature found in our woodland, leaders should make their members aware of the dangers of touching or ingesting of plants or fungi on the site.

Failure to comply with the above terms and conditions, may result in your group being asked to leave the campsite with immediate effect whatever the time of day. The local police will support us in this action.

CONTACT DETAILS WHEN ON SITE

The duty warden can be contacted on **01634 753522** from your arrival to departure. This number should not be used at any other time.

FEEDBACK

Should you wish to provide any feedback concerning your stay at BPSC please contact us at: info@buckmorepark.org.uk

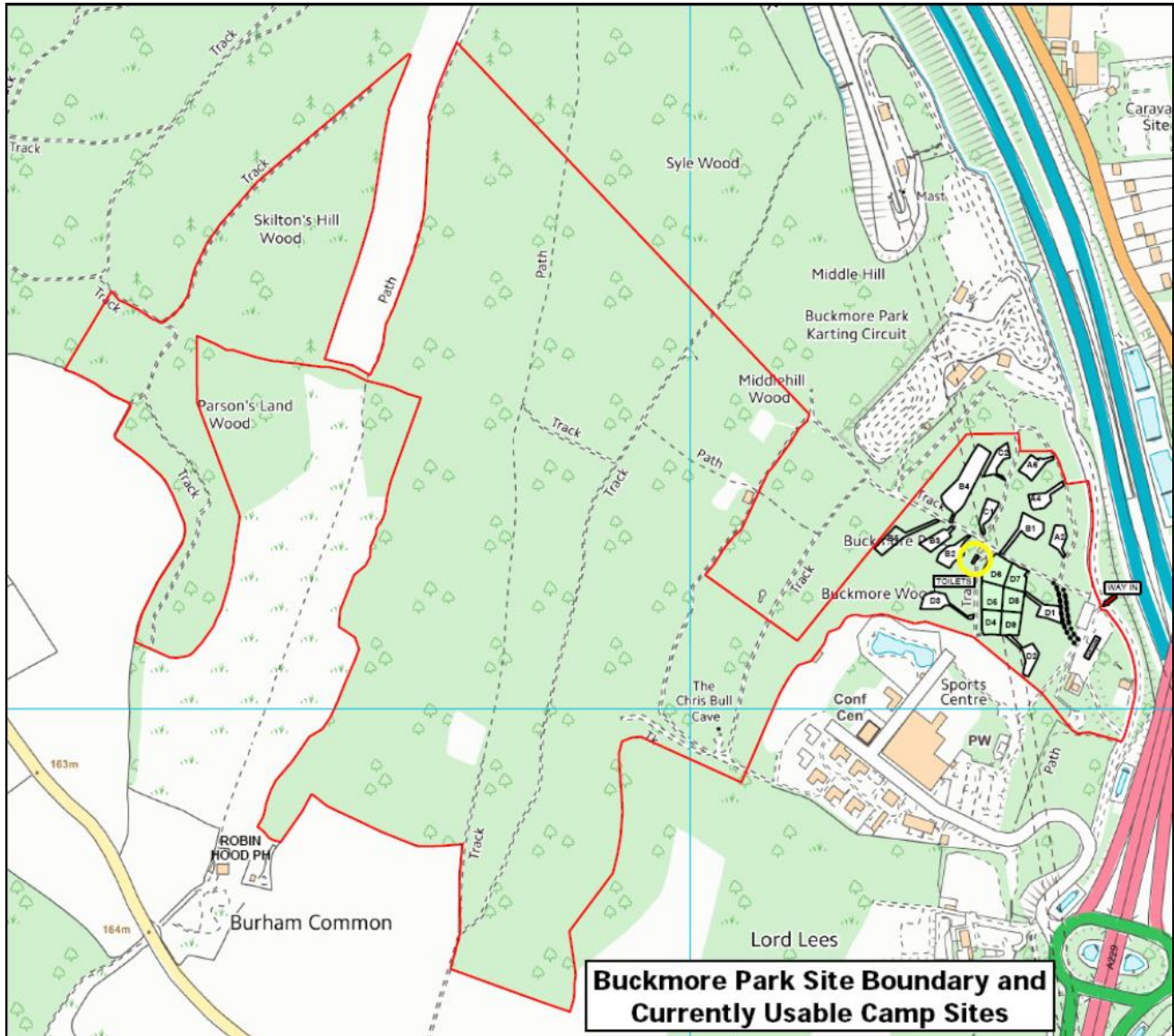
We would also like to invite you to join our Facebook page www.facebook.com/buckmore

And finally,

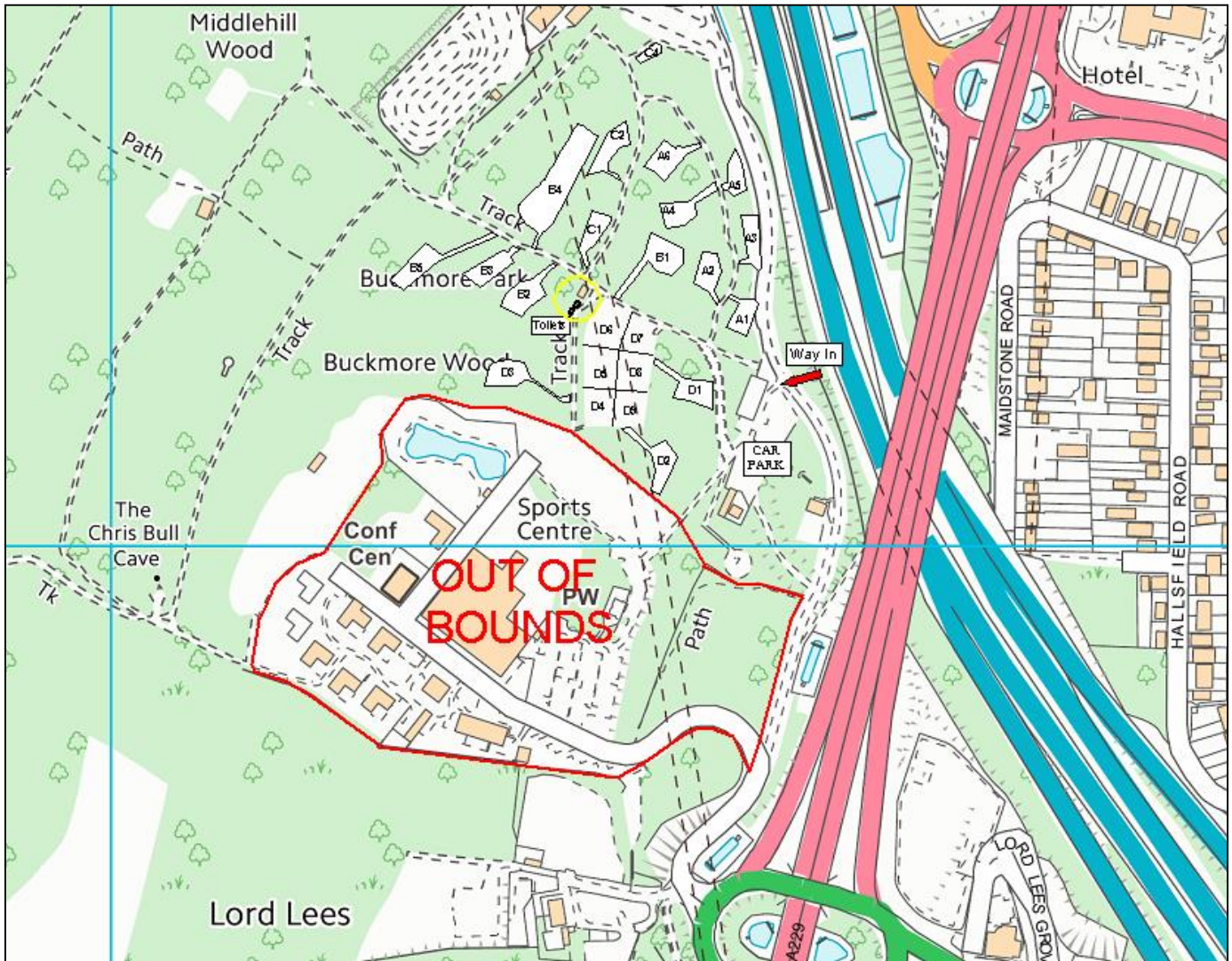
We hope you have a fantastic time at Buckmore Park Scout Campsite



An Overview of Buckmore Park Scout Campsite



Map of Currently Useable Sites at Buckmore Park



Your site (if allocated) is circled in red and the toilet block is highlighted yellow. We have now finished clearing the car park below the old Assault Course (East of the D Sites) and this is now the new way into Buckmore Park Scout Camp Site. We ask that once you have unloaded any vehicles that they are returned to this car park and not left on site.



Buckmore Park Scout Campsite

Whole Site Risk Assessment

To be brought to the attention of all groups camping at Buckmore Park Scout Campsite

Please take time to read this risk assessment and raise any issues with the Campsite Management Team via the Operations Manager at info@buckmorepark.org.uk

All leaders are responsible for 'real time risk assessment' during their time at the campsite.

If at any time a leader assesses a risk as unacceptable they are to safely stop the activity immediately.

<u>Risk</u>	<u>Likelihood</u>	<u>Severity</u>	<u>Risk Score (Likelihood x Severity)</u>	<u>Mitigation</u>	<u>Post mitigation likelihood</u>	<u>Post mitigation score (Likelihood X severity)</u>
Insufficient first aid cover	2	5	10	Inform all groups on site they are responsible for own their own first aid.	1	5
Someone being run over	2	9	18	All on site informed of site speed limit of 10 miles per hour	1	9
Trip Hazards	4	5	20	Trip hazards are inevitable in woodland. Only mitigation is to monitor and remove man made hazards and inform groups (via this risk assessment) to warn all people in their group of the risks of running in woods.	3	15
Falling Trees / Branches landing on someone	2	9	18	Warn groups to look out for dead trees and avoid camping under them. User Group to examine trees in camping areas on an annual basis and fell dangerous trees.	1	9
Fire	4	8	32	Fires are to be kept in existing fire pits, under the supervision of the leader in charge of the group. In exceptionally dry periods open fires will be prohibited. No fires are to be lit on grassed areas	2	16
Security	2	8	16	Leaders should brief their own group as to boundaries, fences, out of bounds areas and entrance, Toilets, etc.	1	8
Caving				See Activity Specific Risk Assessment before participating in activity		
Rubbish on Site	3	5	15	Groups are informed to take all rubbish home. User group to monitor rubbish on site and remove as necessary.	2	10
Fall into caving centre	1	9	9	The Caving Centre has been secured. Regular monitoring (at least monthly) of Caving Centre by Management Team to ensure all locks remain in place	1	9

Note Likelihood and Severity are both scored a scale of 1 to 9



Notice to all persons entering Scout Premises

(not being members of the Scout Movement)

Prior to entering Scouting premises all persons must agree to abide by The Scout Association's Child Protection and Safety Policies. These policies are reproduced overleaf. In particular it must be understood that any contravention of these policies could lead to the Scout Association initiating its own reporting and referral procedures.

----- O -----

Declaration

We agree to abide by The Scout Association's Child Protection and Safety Policies and agree that all employees or contractors acting for or as agent for us will abide by it.

We also confirm that all adults entering Scout Premises as employee, contractor or agent on our behalf have been deemed suitable to work in the proximity of children and young people.

Signed Date
(for the organisation/group)

Name (please print)

Address

Name of organisation/group.....

Position held



The Child Protection Policy of The Scout Association

It is the policy of The Scout Association to safeguard the welfare of all Members by protecting them from physical, sexual and emotional harm.

Accordingly, The Scout Association is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working
- taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse; and
- promoting the welfare of young people and their protection within a relationship of trust

The Safety Policy of The Scout Association

It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable. The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved in Scouting to seek, as far as is reasonably practical, to ensure that:

- all activities are conducted in a safe manner without risk to health of participants;
- the provision and maintenance of equipment and buildings for members and others is safe and without risk to health and adequate for their welfare;
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.



The Chris Bull Caving Centre – RULES FOR USE

This 'cave system' has been constructed for use by Children, Young People and Adults from all age groups of the Scout and Guide Associations and may be offered as an activity to members of other organisations. Every person using this facility must adhere strictly to the following rules.

- 1) No person will enter the system unless and until they
 - a) Have received full instruction and briefing from the appointed suitably qualified instructor
 - b) Are equipped with the necessary protective equipment, which is a safety helmet and headlight and are wearing suitable clothing* as required for those sections of the system they are to use.
 - c) Are accompanied by the instructors and have been told that they can enter the system.
- 2) The maximum number in any group entering the cave system is 12 persons and all groups below Explorer Scout age will do so under the supervision of approved instructors.
- 3) Beaver Scouts, or children of Beaver age, may only use the outer ring of the system and will always have two instructors with them; one of front and one at the rear of the party.
- 4) Cubs Scouts, or children of Cub age, may use the outer ring and features 3, 4 and 7.
- 5) Scouts or children of Scout age may use all areas of the system except feature 8 (the sump**) unless under the close supervision of an instructor, as part of their Chief Scout's, or equivalent Award.
- 6) Explorer and Network Scouts, or Young people of Explorer or Network Scout age, will be allowed to use all features of the system, unless told otherwise by an instructor.
- 7) Once in the system 'Cavers' will stay in their party with their instructors and the proper equipment will be used to tackle each hazard as it encountered; this includes ladders where necessary. All pitches over 2m must be undertaken under the direct supervision of the instructors.
- 8) Persons using the sump for the first time must have two instructors present.
- 9) Normal entry and exit for the system is via the manway on the outer ring only. Emergency exits are via any manway or from the ramp leading from the main chamber.

* suitable clothing i.e. old clothes which can get wet and dirty, long sleeves, long trousers, sturdy footwear or wellingtons. Remember this clothing will get wet, dirty and scuffed so do not wear anything you might want to wear elsewhere.

**Cavers using the 'sump' will require a complete change of clothing as this feature involves either partial or complete immersion in water.

ALL PERSONS MUST UNDERSTAND THAT THERE IS AN INHERENT RISK IN USING OUR 'CAVES' AND WHILST WE DO OUR UTMOST TO REDUCE THAT RISK TO THE MINIMUM ANY PERSON WHO, IN THE OPINION OF AN INSTRUCTOR, IS NOT BEHAVING IN A RESPONSIBLE MANNER OR WHO FAILS TO FOLLOW A DIRECT INSTRUCTION, WILL BE REQUIRED TO EXIT THE SYSTEM IMMEDIATELY AND MAY BE BARRED FROM ANY FUTURE USE OF IT.



BUCKMORE PARK CAVING COMPLEX RISK ASSESSMENT

Caving is a wonderful opportunity for Scouts (of all age groups) to get really muddy and squirm around in tunnels and chambers with their pals. The Buckmore Park facility is purpose designed and built to offer a sense of the caving adventure in a convincing but ultimately safe environment. Designed by one of Britain's most famous cavers the entire facility is permanently circulated with fresh air and cavers are in fact never more than 2m underground except for in the main chamber, and frequently far less than 2m down. The facility is essentially an outer ring from which various tunnels can be accessed, each offering its own particular Caving Challenge. The age and confidence of visiting groups dictate which of the Challenges can be attempted.

The following paragraphs detail the safety measures in place at Buckmore Park which ensure that all age groups using the facility can be assured of their safety.

There is a formal management structure in place to administer users of the Caving facility during their visits.

Risk Control Measures (see attached Risk Matrix)

Responsibilities of Instructors:

Staffing

- Ratio 1:12 maximum
- Instructors must have undertaken Buckmore Park cave leader induction: a minimum of 20 hours underground assisting a qualified leader with all age groups is required before an Instructor can be permitted to lead groups of Cavers.

Preparation and Equipment

- Instructions, sent out at the time of booking, detail what is appropriate clothing for the activity conditions. Long sleeves, trousers and sturdy footwear are essential; Cavers will be filthy afterwards.
- The container will be unlocked at the beginning of the session.
- Visitors have access to private changing areas, separate for gender.
- Participants will be issued with a correctly sized caving helmet with a working head torch.
- Instructors will assess the stress levels of participants immediately after equipment issue, and throughout the session. Those with higher anxiety will be positioned within the group to ensure they are surrounded with reassurance from either their friends; Group Leaders; the Cave Leader or the Assistant Cave Leader.
- Anybody who suffers from serious claustrophobia will not enter the underground complex: however it is recognised that whilst many prospective Cavers believe themselves to be claustrophobic beforehand very few prove to be so in fact and thoroughly enjoy themselves.
- Similarly obesity may prevent certain individuals from using the complex safely and in such cases the individual will not be allowed to enter the tunnels.



Briefing

A safety brief will be given to visiting groups at the beginning of the caving session, which will cover the following points:

- Outline of the caving session
- All participants must wear helmets when inside the cave.
- Hazards and how to move around inside the facility
- Participants will be fully briefed about what to expect and reassured that they can leave the caves if they begin to panic.
- Evacuation and rescue procedures
- Welfare check/medical conditions
- Bumps, scrapes and grazes from cave walls and floors
- Participants instructed to move about the caves slowly and carefully.
- Being kicked by other participants; mitigate by leaving sufficient space between participants.

Pre-existing conditions

- The instructor must make themselves aware of any participants suffering from Asthma, Epilepsy, severe allergies or any other relevant medical condition and ensure that prescribed medication is available if required. Medication is to be carried by the Assistant Leader at the back of the group with the individual in suitable proximity.

Weather

- Buckmore Park facility is not significantly affected by weather conditions: it is a man-made complex.

Ventilation

- Emergency entrance to main chamber doors will be opened to complete ventilation of the facility.



Conduct of Session

- The instructor will check the age of the group and choose a route and Challenges: Beavers for example are not allowed to use ladders, whilst Explorers can attempt the Sump.
 - An Instructor will assess the confidence of the group and depending on this will lead the group to appropriate underground Challenges.
 - The group will enter the tunnel complex in a set order with the Cave Leader first in, and then according to confidence, medication, etc. If any participant is not coping at this stage they can be offered reassurance and given the opportunity to try again.
 - The Cave Leader will then lead the group on a short journey that ends up back at the main chamber via a suitably challenging route.
 - The Cave Leader should now have a good feel for the confidence levels in the group and will progress with the session to a level appropriate to this. The group can experience total darkness and complete a number of games and challenges.
 - Once underground it is possible to leave the tunnels quickly, usually via the main chamber, although from experience few choose to do so. However if for any reason someone has to leave early then the Assistant Leader will supervise participants leaving, it is only a matter of minutes from anywhere in the complex.
 - On completion the Cave Leader will ensure that responsibility for the safety of the group is handed back to their accompanying Leaders at the end of the session.
 - Equipment will be returned, including head torches, before groups can move to the washing area by the main field.
 - All equipment locked away.
- ### Planning & Reporting
- All incidents, accidents, near misses and hazards must be reported using appropriate forms.
 - Deflects and damages must be reported.
 - Any safety concerns arising from the session must be reviewed.
 - Any concerns relevant to the safe operation of the Caving complex must be communicated to the Service Crew.
 - Details of Caving Expedition noted in Cave Leaders log and Assistant Cave Leaders log



Situation	Risk	Mitigation	Risk after Mitigation
Unprepared for activity: personal Injury.	H	Follow booking routine. Arrive in good time for briefing. Listen to safety brief, collect equipment and use as directed. Groups separated according to ability. Follow trained Cave Leader. Use ladders as briefed with safety 'footing' Man-made facility; not possible to remain lost.	L
Panic due to environment, getting 'lost'	H	Pre-assessment by Instructor with advice from Group Leaders Discuss 'natural fears' beforehand Listen to safety Brief. Listen to Instructors guidance. Follow Instructors. Work as a Team.	M
Uneven, slippery environment and hard construction tunnels causing slips and trips.	H	Decent footwear, long sleeves, proper technique (crawling) Head torch and approved helmet Group Challenges according to age group. Use ladders as briefed with safety 'footing'	L
Hypothermia (Winter)	H	Short routes, sessions less than 1 hour. Fire at changing facility to warm up at, on completion. Bring change of clothes; Cavers will get very wet. Plenty of shelter with hot water for washing in washing areas.	M
Bad Air/Suffocation/toxic gas	H	Man-made facility, maintained by Service Crew. Purpose design to allow free air circulation at all times; cool breeze can be felt underground. Lift access covers and allow 20 minutes venting.	L
Disease from environment	M	Normal hygiene is sufficient in the Caving complex. Avoid rubbing eyes, or placing fingers in mouth. Wash properly on completion under supervision of group Leaders.	L
Bites, stings: Cave complex has multiple air vents allowing access to insects and spiders	L	Bites/stings very rare; far less than normal risk of wasp sting due to perpetual darkness of tunnels. Wear proper clothing and boots. Avoid provoking insects/spiders Anti-histamine in First Aid kits	L



PARENT / GUARDIAN DECISION for ARCHERY

(Name of Scout)

I have noted the arrangements for archery.

I give permission

(Please tick whichever box is appropriate)

I do not give permission

Please state if your child has a disability or condition relevant to this activity

.....

Please indicate details of any medical treatment s/he is receiving at the moment

.....

(Name of parent / guardian printed)

(Signature of parent / guardian) Date



PARENT / GUARDIAN DECISION for CAVING

(Name of Scout)

I have noted the arrangements for caving.

I give permission

(Please tick whichever box is appropriate)

I do not give permission

Please state if your child has a disability or condition relevant to this activity

.....

Please indicate details of any medical treatment s/he is receiving at the moment

.....

(Name of parent / guardian printed)

(Signature of parent / guardian) Date



PARENT / GUARDIAN DECISION RE AIR RIFLE SHOOTING ACTIVITY

Under the Scout rules (POR 9.37), parental permission is needed if a Scout wishes to take part in an air rifle shooting activity.

The governing body for this sport is the National Small-bore Rifle Association. The activity will take place on a rifle range that satisfies their requirements and will be supervised by a range officer who will hold suitable qualifications. Targets will not depict humanoid or animal forms.

Please fill in the lower section of this page, indicating whether or not you give your permission for your child to take part in this air rifle shooting activity. To avoid asking for your decision on each occasion when the activity occurs, we will assume that your decision will stand until your son/daughter leaves the troop, unless we hear from you in writing of any change.

(Name of Scout)

I have noted the arrangements for air rifle shooting.

I give permission

(Please tick whichever box is appropriate)

I do not give permission

Please state if your child has a disability or condition relevant to this activity

.....

Please indicate details of any medical treatment he is receiving at the moment

.....

I declare that the above named Scout is not subject to restriction by virtue of Section 21 of the Firearms Act 1968 (which applies only to persons who have served a term of imprisonment or youth custody).

(Name of parent / guardian printed)

(Signature of parent / guardian) Date