

Section 5: Health and Safety

5.1 Health Plan

Nov 2012

Objectives:

To ensure that procedures which are used throughout the camp session will promote the optimum physical, mental, emotional and spiritual health of the campers and staff, to prevent illness and accidents and to treat illness and accidents promptly and efficiently, should they occur. To be in good health suggests that an individual is functioning comfortably at a high level physically, mentally, emotionally and spiritually.

Camps are generally a week for up to forty-four (44) campers, sponsored by the Rock Lake United Church Camp Society and held at the Camp.

5.1.1 Alcohol & Drug Use:

Nov 2012

The use of alcohol, illegal drugs or prescription drugs, which have not been prescribed by a physician, is strictly prohibited and is subject to immediate disciplinary action (*Section 10.8*).

5.1.2 Smoking:

Nov 2012

The Society discourages smoking at camp and strictly prohibits smoking in the presence of campers. The Camp Director is responsible to designate a smoking area and to provide a suitable receptacle for disposal of ashes and smoking material. **SMOKING IS NOT PERMITTED IN ANY BUILDING.**

5.1.3 Camp Site and Facilities:

Nov 2012

The camp site and facilities are under the management of the Society and are expected to be up to the required standards for health and safety, as required under various federal and provincial regulations. Any shortcomings are to be noted on inspection before camp opens. Throughout the camp session, there are certain regulations that must be adhered to by the camp staff. These include:

Kitchen/Dining Area: These shall be operated in accordance with the Provincial Health Act, especially with regard to food handling and storage as well as the washing of dishes. Someone who holds a current FoodSafe Certificate must be in the kitchen at all times while food is being prepared. A balanced menu shall be provided, noting special dietary requirements for certain individuals as required.

Washrooms: Washrooms shall be kept in a clean and sanitary condition, with at least a daily cleaning. Any maintenance problems shall be brought to the Caretaker's immediate attention, via the Camp Director, where practical.

Natural Hazards: In consultation with the Caretaker, any problem areas (such as poison ivy or bear sightings) will be established before the camp opens. Appropriate action will be taken. Also, weather conditions must be taken into serious consideration

(e.g. sun screen is strongly recommended or program activities that could lead to heat exhaustion or dehydration should be avoided). Fire restrictions must also be followed with the Caretaker having the final say. When necessary, campers may need insect repellent to protect them from mosquitoes, etc.

5.1.4 Camp Nurse - First Aid Attendant: Nov 2012

The Camp Nurse is the primary health officer at the camp and is directly responsible to the Camp Director for the health and safety of the campers and leaders. Duties of the Camp Nurse - First Aid Attendant are defined thoroughly in the job description (*Section 4.6.11*).

5.1.5 Camper Medications: Nov 2012

Immediately upon arriving at camp, all medications brought to camp by campers and Cabin Leaders (to prevent campers from accessing them) must be turned over to the Camp Nurse for dispensing, as prescribed, and for proper storage under lock and key in the hospital building. This applies to both prescription and non-prescription medication (including insulin and related testing equipment & pens) except EpiPens and asthma inhalers which will be dealt with as outlined in Emergency Procedures, (*Section 6.8*). Except as noted above, there is to be no medication, whether prescription or over-the-counter stored in any cabins where there are campers.

5.1.6 Rest Periods: Nov 2012

The Camp Director must ensure that a rest period (quiet time) is scheduled for each camp Day. This should be a period of one hour where the campers are dispatched to their cabins where non-physical activities (such as reading or a quiet time) are mandated, This might be a good time for a daily devotional.

The Camp Director must also ensure that each Adult Leader (including him or herself) and Cabin Leader is scheduled two hours (either consecutive or split) rest time each day.

5.1.7 Lice: Mar 2013

Lice are tiny, white, wingless insects that may live on the skin, hair or clothing. They feed by biting the skin and sucking blood. The bites itch and may cause an allergic rash. Head lice live in the hair on the head, body lice live on clothing.

Lice are spread by close physical contact or contact with the clothing, bedding, hair brushes or combs of an infected person.

Be alert for the signs of lice; itching and lice or tiny eggs (nits) attached to the hair shafts of the head. Prompt treatment can help in preventing the spread of lice to others.

People who have lice should avoid close contact with others to avoid spreading the insects or mites that cause these conditions.

There should be an orientation instruction against sharing clothing, hats, bedding, etc.

If lice are spotted in anyone at camp treatment should be started immediately as prescribed on a commercial lice shampoo then using the lice comb available from the nurse. All clothing, bedding, towels, etc. belonging to the patient should be washed immediately in hot water. Things that can not be washed should be frozen.

The camp has a 'no nits' policy that campers can not be at camp until they are free of lice.

5.1.8 Water:

Oct 2016

Because the camp is on a well, water samples must be taken from both the wellhead and the kitchen every two weeks as specified by the Ministry of Health. The results of these tests should be forwarded to the Society's Director of Property and Maintenance immediately.

The Caretaker is responsible to keep a log (in a bound book) of all events happening with the well. This record must be kept for a minimum of seven years and must include, but not be limited to, such occurrences as tests and their respective results, spot checks, repairs, maintenance, etc.

5.2 First Aid Plan

Feb 2015

All camp staff are expected to have a minimum of two hours of basic first aid instruction, given by a qualified individual. This requirement may be met during pre-camp training or through organizations such as the Canadian Red Cross Society, St. John's Ambulance or the Lifesaving Society. There are first aid kits at the following locations: hospital, kitchen, waterfront (in the pump house when there is no swimming activity). All Cabin Leaders carry "fanny pack" kits (containing antiseptic and bandaids) at all times. (*Schedule 6*) shows a list of the required supplies. Also (*Section 6.8*) details procedures regarding the storage and use of EpiPens, asthma inhalers and insulin pens. Immediately following the administration of first aid, a verbal report must be given to the Camp Nurse or the Camp Director. It is the responsibility of the Camp Nurse to ensure that all first aid kits are fully stocked at all times.

5.2.1 Body Fluids & Biohazards:

Mar 2009

It is the responsibility of the Camp Nurse to ensure that all camp staff exercise protective measures and procedures when handling body fluids (such as blood, vomit, etc), biohazards or sharps by assisting in training as set out under the Camp Nurse's Job Responsibilities (*Section 4.5.11*). Rubber gloves must be worn when cleaning up any body fluids and extreme caution must be used when dealing with syringes and needles. Any needles (sharps) must be disposed of safely by the Camp Nurse.

(*Appendix 5*) covers a description of Emergency First Aid Procedures.

5.3 Safety Plan

Oct 2009

To ensure that procedures are used throughout the camp session that will promote safe conditions for campers and staff. Our goal is the prevention of accidents. Camps are generally a week for up to forty-four (44) campers sponsored by the Society held at Rock Lake Camp.

5.3.1 Camp Site and Facilities:

May 2017

The camp site and facilities are under the management of the Society and are expected to be up to the required standards for health and safety as required under various federal and provincial regulations. Any shortcomings are to be noted to the Caretaker on inspection before camp opens.

5.3.2 Camp Equipment:

May 2017

- Equipment, such as water craft, is expected to be in good working order. Any shortcomings are to be noted to the Caretaker on inspection before camp opens.
- The Camp Director will ensure that tested firefighting equipment is accessible, fire procedures and suitable escape routes are posted in all buildings and emergency fire drills are conducted at the beginning of each camp and at least once during camp.
- The Camp Director will ensure that the rescue boat (see 5.3.8) is tested and ready for operation before camp.
- Ovens, refrigerators and freezers should be checked for temperature before camp. Thermometers should remain in place in these appliances & they should be checked regularly during camp

5.3.3 Camp Facility:

May 2017

- Electrical outlets in washrooms and outside must be protected by Ground Fault type breakers
- Electrical outlets in all buildings must be of the Polarized (one prong wider than the other) and grounded (three prong) type
- All railings must be upgraded to current British Columbia Standards to keep Campers from falling through
- Exit signs must be posted at all doors in meeting hall and dining hall/kitchen
- Occupancy certificates must be posted in the meeting hall and dining room
- Smoke alarms must be located in all buildings and must be regularly tested
- Fire Extinguishers must be available in the Kitchen, Meeting Hall, Hospital and Laundry Room and must be tested and certified annually
- Permits to operate the Kitchen and Water System must be current and posted in the Kitchen

5.3.4 Camp Rules:

Mar 2009

All Society camps will adhere to the Society's published and posted Rules and Regulations (Section 5.5).

In addition to the above, the goals of all Society camps emphasize the ethics found in the Christian community (i.e. cooperation, sharing, helping others, tolerance, etc.)

5.3.5 Supervision:

Feb 2015

- The camp must be under the care of a resident, competent adult Camp Director, or his/her equally qualified designate, as well as such additional adult staff to give adequate supervision to the campers at all times.
- Cabin Leaders (under the supervision of the Camp Assistant Director or his/her designated substitute) are directly involved with and responsible for their cabin group. During periods of other supervised activities, Cabin Leaders can be relieved of their immediate responsibilities to the campers at the discretion of the Camp Director.
- Health care will be the responsibility of the Camp Nurse. The health care centre (hospital) must be designed so that . . .
 - . . . cases of sickness may be isolated
 - . . . all medication and other health and safety supplies can be maintained under lock and key
 - . . . all injury and dispensing incidents can be recorded and filed
- All children at camp who are too young to be campers (mascots) must be under the direct supervision of their parent (s) at all times.
- If a camper is taken seriously ill or injured, the parent, legal guardian or next of kin previously designated must be advised immediately.
- The ratio of adult leaders to campers is 1:6 minimum for Junior Camps and 1:8 for Intermediate Camps. Cabin Leaders, while mandatory for Junior-age campers, are not required for Intermediate-age campers.
- The waterfront will be the responsibility of the Camp Lifeguard. Rules for the waterfront are listed in subparagraph (5.3.5 following). During waterfront activities, the ratio of Lifeguards/Spotters to swimmers shall be 1:12, with it being mandatory for the Camp Lifeguard to be in attendance. Spotters (minimum 16 years of age) will be assigned by the Lifeguard and, though not necessarily having the qualifications of a Lifeguard, must possess the maturity and basic skills to do the job properly. The Lifeguard and Spotters on duty must be constantly vigilant - there is no time to lose should an emergency occur.

5.3.6 Waterfront Rules

Nov 2012

"Beach & Water Safety Rules" are posted on the outside wall of the Dining Hall.

A primary source of recreation at Rock Lake Camp is Rock Lake itself. It is ideally suited for swimming and canoeing. The camp is outfitted with waterfront equipment, which must be inspected and approved by the Lifeguard prior to the beginning of any camp. The swimming area must be equipped with a blunt hook having a handle of at least 12 feet in length, and a throwing ring with 1/4 inch buoyant line attached, having a length of not less than half the width of the designated swimming area plus 10 feet.

A basic first aid kit and oxygen must be on hand at the waterfront. A stretcher and back brace should also be on hand.

Snorkelling equipment must be on hand to be used exclusively by the lifeguard staff for underwater searches. This will consist of two mask and snorkel sets and two sets of fins which are to be kept on the wharf. Before any swimming is allowed, the equipment will be fitted to the heads of the Lifeguard and one other designated swimmer, who in the event of an emergency will be effecting the search. After the mask and snorkel sets have been fitted, they are not to be used at any other time other than in an emergency. It must be clearly understood by everyone that this equipment is not for leisure use, but for emergency use only.

The Camp Lifeguard and each spotter will wear a designated insignia (usually an odd-coloured bandana) while on duty and each must be equipped with a whistle. The emergency whistle to clear the swimming area will be one long continuous blast

NOTE: Under no circumstances will the waterfront area be open unless the lifeguard or qualified designate is present and the beach OPEN sign is displayed!

5.3.7 Swimming:

Mar 2 009

The swimming area should be clearly defined. The Lifeguard will explain the waterfront rules to the campers prior to the first swim period and must incorporate the following procedures:

Testing:

Since camp safety depends on the Camp Lifeguard being aware of each camper's swimming ability, no camper will be allowed to take part in the swimming program until he/she has been tested. To make identification easier for the Camp Lifeguard, a system (such as colour-coded wrist straps) should designate each swimmer's ability. If campers switch wrist straps with someone of greater or lesser ability, swimming privileges will be taken away immediately.

Proficiency:

Colour	Requirements	PFDs	Swimming
Yellow	Non-Swimmer. Must enter the water in a PFD & demonstrate the "HELP" position	In all boats & on all floats	Beach only
Red	Length of the wharf & back non-stop. Tread water for 2 minutes. Must enter the water in a PFD & demonstrate the "HELP" position	In all boats	Beach & wharf
Green	three lengths of the wharf non-stop (one length back stroke, one length crawl & one length of camper's choice)	In all boats	Beach, wharf & floats

Theory:

All swimmers should understand the following:

- Why there is no pushing or shoving on the waterfront.
- Why there is to be no chewing of gum on the waterfront.
- When, why and how to wear a Personal Flotation Device (PFD).
- Why you would stay with the boat/canoe if you fall overboard and the boat tips over.
- The "HELP" position and when it is used.

"Buddy" System:

A system such as the "Buddy" System shall be instituted. Prior to each swim period, "buddies" must be paired up.

5.3.8 Boating:

May 2017

It is preferred that a person who is provincially certified be in charge of supervising and instructing for all boating activities. Said instructor should be on the water during all boating activities.

Correct size Life jackets or PFDs with whistles attached (to those certified for 25 kg or greater) must be CSA certified and properly worn by every single boater or person on a floatation device at all times. This is a strongly recommended by the Ministry of Transport and at camp there are no exceptions to this rule under any circumstances. Each watercraft must be equipped with an extra paddle, a bailing can and a 15 metre buoyant throwing rope with a float attached every time it goes out. Inflatable PFDs are prohibited.

Boating will take place at times designated by the Lifeguard and the Camp Director. Generally this will be during the waterfront activity period but may, under agreed-upon circumstances, be during "free time" periods. Cabin Leaders on breaks may take boats during non-waterfront

activity periods with the permission of the Lifeguard and the Camp Director, but must go out with a "buddy" boat.

After an instruction period, campers must pass a basic canoe test and demonstrate competency in deep water while wearing a PFD before going into any boat. See (Appendix 6) for Canoe Safety Tips.

Campers and staff will practice dealing with swamped or capsized watercraft, person overboard and equipment failure at the beginning of each camp.

There must be two competent paddlers in a watercraft. They may take a passenger, if there is space.

5.3.9 Rescue Boat:

Jun 2013

The Society has provided a 12' fibreglass fishing boat that is to be dedicated solely for rescues. It is not to be used for any other purpose. This boat must always be tied to the dock ready for action if required. The boat is equipped with an electric motor which must be field tested before each camp & should also be equipped with a set of oars, an extra paddle, a whistle, a bailing pail & a throwing ring with a 1/4" buoyant line attached, having a length of at least 15 metres. The camp lifeguard will appoint a pilot for the boat to go with him/her to effect rescue.

5.3.10 Trampoline:

Jun 2012

Trampoline must:

- be surrounded by a safety netting
- have safety pads covering the springs, hooks & frame
- be set up on a clear, flat area at least 2.5 metres from any obstacle
- be set up on cushioning ground (sand or wood chips for example), never on hard ground
- Be tied down

Operation:

- 'Open' & 'Closed' sign must be used
- When the trampoline is in use a competent adult must supervise
- One person on the trampoline at all times
- No somersaults - bouncing only & only from the middle of the trampoline
- Never jump off the trampoline - always stop bouncing and then climb down
- No one is allowed under the trampoline when someone else is on it
- Spectators always stand back when someone is using the trampoline

Maintenance:

- Always inspect the trampoline for splits or tears before it is used
- Make sure the pads & netting are properly installed
- Remove the safety netting in times of high winds

5.4 Food Plan

5.4.1 Menu Instructions

Sep 1997

When preparing the Camp Menu (*Schedule 2*), the guidelines below must be followed by the Camp Cook:

- all menus must be approved by the Camp Director and the Camp Nurse prior to camp
- all meals should provide variety and nutrition, yet should be designed for KIDS!
- there should be roughage at every meal
- the menu should provide milk once a day
- the menu should provide real fruit juice once a day
- no lunch time dessert is required
- although afternoon cold treats are nice on a hot day, no morning or afternoon snack is necessary; however, a fruit bowl (apples, oranges, bananas, kiwis, plus, etc.) should be available
- no sugar in evening snack - this is extremely important
- no 'rocket fuel' (powdered juices) at any time

5.4.2 General Food Safety Principles & Standards

Mar 2009

Rock Lake Camp is a seasonal facility which runs summer camps for up to 44 campers and up to 20 adult leaders. It has a fully-equipped kitchen and is to be operated only with trained and qualified staff under regulations and guidelines as established by the Province of British Columbia. Failure to do so could result in the local Health Inspector closing down a specific camp, or in a worse case scenario closing down the camp kitchen, which would, in effect, close the whole camp.

Protection of Food from Contamination and Food Poisoning:

- Receiving

There is no food delivery to the camp. Food is to be purchased locally by the Camp Cook from reputable grocery stores. Before being purchased, all food is to be checked for damage or spoilage, as follows:

- Cans for rust, bulges or dents.
- Packages for tears or broken seals.
- Frozen food for freezer burn.
- Produce for bruising, wilting and soft spots.

- Storage:

After the food is purchased, it is to be taken to the camp immediately and placed in the appropriate storage places:

- Frozen foods in freezer.
- Produce and dairy products in their respective coolers.
- Non-perishables on shelves in the pantry.

- Cooking:

All food is to be cooked as follows:

- On either the indoor or outdoor grill or barbeque until the appropriate internal temperature is reached.
- On the stove top by heating to a boil and then simmering.
- In a temperature-controlled oven until the appropriate internal temperature is reached.
- No cooking is to be done in the microwave.

- Hot Holding:

All food is to be served directly from the oven, grill, barbeque or stove top. It is to be put into covered serving dishes and set out on the serving tables to be served by properly gloved adult servers.

Note: All uneaten food remaining on the serving tables at the end of any meal is to be destroyed.

- Cooling:

Any leftovers that were never brought out of the kitchen to the serving tables may be saved for reuse by allowing it to cool for two hours on the counter, then four hours in a cooler. It can then be bagged, appropriately labelled/dated and placed in the freezer for storage and home consumption.

- Reheating:

No food is to be reheated and served again. Each meal is to be served only once.

- Maintenance and Monitoring:

- Sanitizing:

All equipment surfaces used in the preparation of food are to be sanitized. After each food item is prepped, the food item must be washed and the surfaces and equipment used in its preparation are to be sanitized.

- Temperatures:

Thermometers are to be in place in each oven and each refrigerator or cooler and are to be monitored on a regular basis for accuracy.

- Chemicals:

Chemicals used for sanitation:

- For all food preparation surfaces and utensils - a solution of bleach and water (½ oz. of bleach per gallon of water) or anti-bacterial disposable wipes purchased commercially.
- For floors, counter tops, refrigerators, etc. - the appropriate commercial cleaners purchased commercially.
- For the grill tops - the appropriate degreaser/cleaner purchased commercially.

Personal Health and Hygiene:

- Kitchen Staff:

Hands and arms must be washed regularly. Hands and arms must be washed when changing foods to avoid cross-contamination. Disposable gloves must be worn when handling meat. All hair must be tied back - use a hair net if necessary. Beards must be kept short & brushed free of loose hair.

- Servers:

Hands and arms must be washed before serving. Servers must wear disposable gloves. Disposable aprons are highly recommended.

Staff Responsibility:

There must be at least one person in the kitchen at all times who has a current FoodSafe Certificate.

The Camp Cook is responsible to ensure that a Menu Plan is available for inspection by the local Health Inspector should he/she visit the camp. This menu plan must include:

- A hard copy of the 'General Food Safety Principles and Standards' (Note: this is what this policy represents)
- A camp menu (*Schedule 2*)
- A "batch recipe" showing the ingredients, quantities, equipment required, preparation involved, cooking instructions & recipe genealogy for each recipe that is potentially hazardous (*Form 10*).
- A full job description for the Camp Cook (*4.6.5*).

5.5 Posted Rules

The following rules must be posted in a high visibility place at camp and are to be followed by all campers and staff without exceptions .

- Footwear must be worn at all times, except when swimming.

Dining Hall:

- The kitchen belongs to the Camp Cook. No campers are permitted in the kitchen; Leaders are permitted only when invited by the Camp Cook.
- Animals (except certified assistance dogs) are excluded from the kitchen and dining hall at all times.
- Campers are not permitted to use the washroom in the kitchen.
- Unless otherwise authorized by the Camp Director, only the 'Duty Cabin' is allowed in the dining hall before and after meals.
- Personal food items are to be kept in the refrigerator provided for staff in the dining hall.

Washrooms:

- The washrooms must be kept clean. Do not flush anything but toilet paper in the toilets and always make sure to flush them properly.
- Any overflowing of toilets must be reported to the Camp Director immediately.

Woods:

- There is to be no picking of wild flowers or living foliage unless specifically permitted by Leaders.
- There is to be no cutting of live trees or damaging of trees in any way.
- REMEMBER: The woods are God's garden - we are the caretakers.

Wildlife:

- All wildlife (including turtles, frogs, birds and their nests, etc.) is to be observed but not disturbed.

Water Craft:

- Water craft must not be touched without permission and supervision. The Camp Lifeguard must be on duty.
- Each canoe must be equipped with an extra paddle, a bailing can and a 15 meter buoyant throwing rope with a float attached every time it goes out.
- Life jackets (PFDs) must be CSA certified with a whistle attached, and properly worn at all times when in the water craft or on a floatation device. This applies to everyone.
- The water craft are a privilege and must be treated as such.

Waterfront:

- The Camp Lifeguard's word is law on the waterfront.

All campers will be given a swimming test.

- You must have a 'buddy' during swimming period.
- There is no running allowed on the dock and no pushing of anyone into the water.
- Penalties on the waterfront will consist of the loss of swimming privileges for a period of time determined by the Camp Director and Lifeguard.
- Children who are not campers, who are not capable of taking the swimming test, must be supervised by a 'child care sitter' at all times when they are in the waterfront area. This is the responsibility of the child's parent.

Personal Behaviour:

- This camp operates on the Golden Rule "Do to others as you would have them do to you." (Luke 6:31)

5.6 Release of a Child to Someone Other Than a Parent or Guardian

Jul 2005

No camper shall be released to anyone other than a parent or guardian (as designated in the Camper Registration and Health Information Form (*Form 5*) unless a Release Form (*Form 2*) has been completed and signed by said parent/guardian. This Release Form must name a specific person who will pick up the camper and be signed where indicated.

While the Camp Director may adapt this form to his/her requirements, the following waiver must not be changed without Board approval.

"Furthermore, I hereby agree to indemnify and save harmless the Society against and from any and all claims for liability arising from the conduct of or by or through any act or omission of the above-noted individual and against all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon, whether such claim arises from the individual on or off the camp property. The Society shall not be held liable or responsible in any way for any loss, damage or injury once the child has been released as noted above."

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