



Wardens' Manual for Summer weeks

This should be read in addition to the
Staff Manual for Summer Weeks

(Updated June 2025)

The Staff Handbook for Summer Weeks has general information on all topics.
Further detail enclosed here on:

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Fire Precautions p3
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ACCOUNTING

The Wardens are responsible for tracking financial transactions.

1. Details of the camp's financial transactions are to be recorded, in triplicate, on the Standard Form provided. A sample sheet is supplied. Record items in date order, with all expenditure having a numbered voucher in support. Always try to obtain a receipt but if one is not available, write the details by hand.
2. At the commencement of each week, the balances available are to be noted in the income column.
3. 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.
4. At the end of the week the two columns are to be totaled and the balances checked against the actual cash/cheques.
5. Each week, all vouchers, paying in slips and copy invoices (including delivery tickets) are to be returned to the Administration Manager as soon as possible, together with the top copy of the accounts sheet. The second copy is kept in the Master File; the third copy is for you to keep. This doesn't happen and needs to!
6. To allow the Administration Manager to keep track of the bank account, it is necessary to have the Cash & Carry invoice returned as soon as possible
7. The accounts form is also 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. The rules are that invoices are settled one month before the camp starts. Any queries from campers must be referred to the Administration Manager.
8. Charging for visitors:
It is Folk Camps policy that visitors are not charged for the evening of a Visitors night (arriving after dinner).
For other times, charging of visitors is at the discretion of the leader, but see the fees for meals, workshops, ceilidhs below and in the Wardens' documents.

Early Rates		Late Rates	
Adult:	£350.00	Adult:	£400.00
18-21:	£262.00	18-21:	£300.00
12-17:	£175.00	12-17:	£200.00
5-11:	£87.00	5-11:	£100.00
Under 5:	£0.00	Under 5:	£0.00

24 hr Rates		Visitor Rates as % of adult 24 hr rate	
Adult:	£70.00	Workshop 15%	£10.50
18-21:	£52.00	Breakfast / Lunch 15%	£10.50
12-17:	£35.00	Evening meal 20%	£14.00
5-11:	£17.00	Evening Ceilidh 20%	£14.00
Under 5:	£0.00	Under 5 FREE	£0
		Half-Day 40%	£28.00
		Full Day 80%	£56.00

FIRE PRECAUTIONS

The Wardens for the first week (or the setting-up party) will establish a fire assembly point in a prominent position away from the hall/marquee. Fire appliance points with two-gallon air-expelled extinguishers, filled with water and primed in accordance with the instructions on them, will be provided. Similarly marked extinguishers will be placed in the hall/marquee in convenient positions. Powder extinguishers will be supplied for electrical fires. In the kitchen there will be powder extinguishers in prominent positions and fire blankets for fat fires.

It is the Wardens' 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 hall/marquee). If there is a fire safety incident a fire brigade control officer will need it.

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

GAS

Some Wardens have recently completed an online LPG course for handling LPG cylinders. We hope to get other Wardens trained on this course in 2025. If you have not completed the course please read the guidance document prepared in 2024.

We have purchased a locked Gas Cage this year to store full cylinders not in use – see Risk Assessment sheet.

- Folk Camps only uses Propane (Red cylinders). A regulator of the correct pattern must be fitted to each cylinder. If in doubt, consult the supplier. A separate 47kg cylinder is fitted to each oven/ range and each Generator.
- The cylinders for cooking equipment will be sited outside the kitchen, out of people's way, but easily accessible and in the shade.
- Fridges and hot water boilers are connected to a 47kg cylinder with a regulator which supplies a 3-way manifold.
- The 19kg cylinders are only for emergencies and to be used in the last week where possible to reduce wasting gas. We can only claim a credit on full cylinders.

Gas Cylinder use – please fill in the log kept by the cage.

This will hopefully be an indication of any savings we make in conjunction with the Battery power pack, and reduce the cylinders being changed over before they are empty.

The Gas Cylinder log will be kept by the cage and extra copies will be in the folder.

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

- 1x 19kg cylinder connected to 2 boilers will last about 4 days
- 1x 47kg cylinder connected to cooker/gas rings will last about 7 days

GAS SAFETY Evacuate the area immediately if concerned about leaks or fire.

1. In case of fire close down all cylinder valves immediately and get the cylinders to a safe place.
2. Check for leaks with the leak detection fluid or dilute washing-up liquid and not a naked flame.
3. Use clips on all connections, but do not over-tighten.
4. Securely tighten the gas outlet plastic bung when not in use.
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. Check that the plastic bung is in place.
8. Do not lay cylinders on the floor.

LOG BOOK

The camp Log Book will be kept for the purpose of recording essential information required by succeeding wardens and the camp dismantlers. It will include a daily checklist of tasks, as well as 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 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.

TOILETS

- It is the Wardens' responsibility to check and make safe access to toilet entrances. Make sure there is a safe level base to steps and that they are secure.
- 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 must be fenced and marked with the appropriate hazard warning signs. The Wardens should make this clear to everyone on site.
- The toilets must be kept thoroughly clean. It is better to overstaff this rather than run the risk of 'tummy bugs'. For a camp of 100, two teams of two is usually sufficient, the first team to do the morning shift before most of the camp get up and the second team working late afternoon before the camp returns for dinner.
- It is the usual practice that nobody on toilet duty will be included in any cook 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, stored safely and must not be kept in the kitchen. Remind the cleaners to use buckets when cleaning toilets and showers and not to forget doors. A written description of toilet cleaning duties is in the warden's master file.
- Toilets must also 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 toilet emptying arrangements, ensure that they are individually reminded of the strict requirements to maintain good hygiene. They should only empty and clean their equipment 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, Folk Camps designed drainage systems etc.) Members will need to use 'Green, Eco Friendly, Formaldehyde free' products or arrange their own discharge off camp.

WATER SUPPLY

There must be:

1. At least one supply point convenient 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 water supply point to the toilet unit. If possible, this should come from an independent source from the drinking water supply. If there is only one main connection, then the toilet unit connection must be the last one to avoid cross infection through the supply system.
4. Supply a water point near the toilets for the toilet teams' use and nobody else. This must also come at the end of the water pipe run.
5. An anti-siphon device will be fitted in line, to stop any return of water from the toilet area.
6. Regularly check for leaks in the system.
7. Make sure you know how to restore the water draw-off point to its original condition and discover the location of the mains stop valve.
8. If there is an auxiliary water tank and scaffold tower for toilets or shower, check it daily.

WORKING AT HEIGHT

The Wardens are 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 three rungs between sections and five 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.