



# **Port Waikato School Camp Trust**

**67 Port Waikato-Waikaretu Road  
Port Waikato**

**Caretaker ph 027 2526163  
Local trust member 09 2329532**

**[portwaikatoschoolcamp.co.nz](http://portwaikatoschoolcamp.co.nz)**

**Requirements  
and  
Information**

**Camp User Booklet**

# FIRE SAFETY PROCEDURES

## FOLLOWING THESE PROCEDURES IS A MANDATORY REQUIREMENT

As Group Leader, you are the designated Fire Warden for the duration of your visit to camp. You will be asked to sign for the receipt of these instructions and warden arm bands at the commencement of your visit.

You must hand this responsibility to another person should you be unable to carry out this duty for any reason. E.g. leaving site for an extended period.

It is your responsibility to ensure the replacement warden is aware of their responsibilities

KEY TASKS	DETAILS
<b>1. At the commencement of camp</b>	<ul style="list-style-type: none"> <li>- Ensure all members of your camp group are aware of the following</li> <li>- No smoking is permitted inside any building</li> <li>- Fire alarms are in all buildings – break glass and use switch</li> <li>- Smoke alarms are located in all buildings</li> <li>- Evacuation procedure is posted in each building</li> <li>- Operate alarms</li> <li>- Contact Caretaker 027 2526163</li> <li>- Dial 111</li> <li>- Evacuate building</li> <li>- Assembly area by girls' dorms or by clothes lines across the road</li> <li>- Fire extinguishers are available in all buildings. Use if safe to do so</li> <li>- Tampering or improper use will be charged to your group at \$150 each extinguisher</li> </ul>
<b>2. Exit routes must not obstructed</b>	<ul style="list-style-type: none"> <li>- Keep all doorways and exits clear</li> <li>- Ensure flammable storage is away from exit routes</li> </ul>
<b>3. Cater for the special needs of disabled persons</b>	<ul style="list-style-type: none"> <li>- Identify and record persons with special evacuation needs</li> <li>- Record names location and type of assistance required on the disabled persons register</li> </ul>
<b>4. Conduct a trial evacuation on the first day of camp</b>	<ul style="list-style-type: none"> <li>- Seek assistance from the caretaker regarding the functioning of alarms etc.</li> <li>- <b>You must fill in an evacuation report and return it to the caretaker.</b></li> </ul>
<b>5. Attach Fire Warden arm bands</b>	<ul style="list-style-type: none"> <li>- Wear arm bands during briefing and trial evacuation</li> <li>- Return to office when not in use</li> <li>- Ensure that name lists are displayed in the office and in Room 11 over the bridge</li> </ul>
Ask for assistance if any details are not understood	

**N.B. Please refer to the following separate sheets – these procedures are mandatory:**

- **Fire Safety Procedures - these MUST be completed**
- **Evacuation Plan - p12**
- **Smoking - p21**
- **Separate Hazards List - p32-33**

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## Introduction

Dear Camp Users,

We hope you'll have a great time during your stay at camp. Since 1989 the Camp has been administered, controlled and developed by an unpaid group of volunteers, and many people have worked very hard to maintain and upgrade the facilities here.

This is very much a self-help camp and we hope you will take good care of it.

Our expectation is that you'll arrive here to a clean, tidy and fully operational camp, and that you'll leave it as good as, or better than the way you found it, for the next user.

Thank you for coming to Port Waikato & enjoy your stay.

Port Waikato School Camp Trust

**P.S For the smooth running of your camp and for the care and protection of the camp facilities, please ensure that ALL CAMP ADULTS read this booklet. Thank you**

# Bedding



In the dormitories there are **100 beds** with material covered foam mattresses, **Campers need to bring their own pillows and bedding.**

## **IMPORTANT**

Camp organisers need to identify their potential bed wetters and make provision for protecting the bedding.

**Please wash any mattress cover and dry off any mattress which gets wet.**

**Under no circumstances are camp mattresses to be removed from the property and furniture from rooms.**

Please note that there are 32 beds available for adults in 1 or 2 berth cabins.(2 rooms have a single and double bed.)

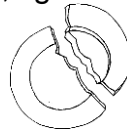
See the camp map which indicates the room's location.

# Breakages, Damages & Loss

As camp charges are kept to a minimum, the cost of the **replacement or repair of any camp property or equipment is *your responsibility*.**

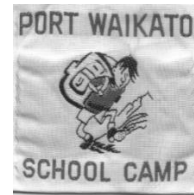
This includes such things as cutlery, pots, baking pans, crockery, fire extinguishers, smoke alarms, tents, packs, windows, light fittings etc.

**Please allow for this in your camp budget.**



# Camp Badges

An embroidered camp badge is available from the caretaker for \$1.00 each. (Suitable for sewing on to rugs, shirts or jerseys.)



# Camp Charges

## For all school groups

- \$14.00 per night per person.
- A minimum charge of \$700.00 per night to hire the camp.

## All Other Groups

- Under 15yrs old \$14.00 per night
- Adults \$22.00 per night

**N.B.** Professional Outside Providers are expected to pay camp accommodation charges of \$22.00 per night if they stay at the camp.

Groups employing P.O.P's need to establish with them who is responsible for this payment.

Camp users are to present an accurate accounting sheet to the caretaker for confirmation at the end of each camp.

On departure day, the Camp Supervisor and the Caretaker will work out the costings and the account should then be settled immediately or within 5 working days of leaving camp.

Payments can be direct credited to:

**Account No. 031559:0001922:00**

- (Please include booking number in payer details.)

**Under No circumstances can cash be accepted**

# Camp Programmes and Resources

Schools wishing to find out more about the above, and to make the best use of the huge variety of activities available at Port Waikato, should contact Glennis Paton on **09 2329532** or email **glennispaton00@gmail.com**

## Camp Records



Under the Health and Safety Regulations an Accident Register must be kept. Please fill in the record book **kept in the medical room.**

Please note that schools are expected to bring their own medical supplies and medications.

*(see note on Medical Matters on p18)*

## Camp User Obligations

Within an hour of arriving at camp, the camp leader must meet with the caretaker to discuss camp user obligations and the trust's mandatory requirements.

Allow 15-30 minutes for this meeting.

This meeting can be facilitated by the camp leader being familiar with the contents of this Camp User Booklet first

## Camp Communications



There is some mobile phone reception at the camp. Wi-Fi internet is available at the camp around the square. Please see caretaker for the password.

# Care of Buildings

Please do not drive any nails, screws or staples into any wall or roof, inside or outside the buildings.

No notices, messages or graffiti are to be written, sellotaped, pinned or stapled on to any wall in any building - please use notice boards supplied.

The caretaker would be pleased to advise you on any of the above matters or to carry out any repairs.

**Caesar Roose Hall** (*the dining room*) can only be decorated by attaching decorations to the wires fixed down either wall and the centre of the room.

As we wish to preserve the appearance and attractiveness of the camp, camp users will be charged a flat rate of \$100.00 FOR EACH WALL or building left disfigured or graffitied.

All buildings and equipment will be inspected by the caretaker on the last day of camp as part of the final camp inspection.  
Any charges necessary will be added to the final camp account.



Caesar Roose Hall



# Caretaker

The camp caretaker is employed part time :

- to open and close the camp
- to keep the camp operational
- to maintain grounds and buildings
- to provide security
- to ensure that camp users comply with Trust policy regarding the use of the camp, its facilities and equipment
- to check that all equipment is present and in working order before users leave the camp
- to see that the camp is left in a clean and tidy state
- to complete camp user accounts with each camp director according to the schedule provided by the trust.

**This is a self help camp** and users are responsible for protecting the camp property, its equipment, and for the day to day cleaning during their occupation. The latter is not the caretaker's role.

User groups will be charged at the rate of \$50.00 per hour for any additional end-of-camp cleaning which is required if the camp is not left clean and tidy. This will be added to your account or will be invoiced later.

*(See section "Final Camp Clean Up")*

Please contact the camp caretaker 027 2526163 at least 24 hours ahead of your arrival time so that the camp can be prepared for your arrival.

**N.B.** It is not the caretaker's responsibility to give advice, help or tuition on the abseiling tower, climbing wall or the low ropes course. Notes are available.

# Call-out Charge

The caretaker's normal hours are 8:00 am - 4:00pm. Should you need to call them outside these hours, other than for an emergency, malfunction or breakage, a charge of \$50.00 will be added to your camp account.

# Departure & Arrival Times



Groups are normally expected to vacate camp between 11.30 am and noon, and to arrive between 12.00 and 12.30 pm. However these times can be altered by mutual agreement between groups, or by contacting the caretaker if bookings are concurrent.

**At all times the caretaker needs to know about your arrival and departure arrangements.**

## PLEASE NOTE:

If you don't arrive on your scheduled date you will be charged the minimum rate of \$700.00 per day.

If you leave camp before your scheduled departure date you will be charged for the unused days at the minimum rate of \$700.00 per day.

# Detergents & Disinfectants

To stop the waste water/sewage plant from malfunctioning or breaking down (*thus closing the camp*) please restrict the use and quantities of detergents and disinfectants put through the system.

# Electric Power & Gas



Power and gas charges are a significant cost, so we ask you to **conserve power & gas** at every opportunity by ensuring that all lights are off when not required and the gas taps are turned off after each use.

We suggest that a responsible adult or child be designated to turn off the lights each day, **especially the outside lights**.

*(The outside dining room lights and those on the bridge are on sensors)*

# Equipment Store & Tents

The issue and retrieval of all gear **must** be under the control and supervision of a responsible adult and the camp caretaker.

The key to this store is held by the caretaker.

At the end of your camp, the equipment list must be checked with the camp caretaker.

Please study and be conversant with the information in the booklet "**Procedure's for Using the Gear Shed**"

## TENTS

Tents, poles and pegs are now issued from the laundry under the control of the caretaker. There is a limited supply of tents available. Please give the caretaker early warning of your camping gear requirements. This gear will be checked back in at the same place and everything must be accounted for.



It is a requirement of the trust, that teaching sessions on erecting, dismantling and packing tents **must** be held with the children **before** they go out into the field. The adjacent archery square is an ideal place for this activity.

A guidance sheet is also available.

## PACKS

Please do not put away any packs which are damaged, wet or damp. Check to see that they are empty. Damp gear can be hung out to dry on the verandahs or in the drying room. This equipment must be put away before you leave, but if it is not dry in time, please advise the caretaker who will arrange storage later.

## CLIMBING WALL

This is now only available if a qualified instructor is present. It is preferred that they use their own gear.



**NB** The trust no longer provides abseiling equipment.

# Evacuation Plan

The trust is required by the **NZ Fire Service** to have an evacuation plan in place and to ensure that all user groups comply with it.

- **ON ARRIVAL AT CAMP ALL GROUPS MUST** display on the Office display board, two lists of campers (updated daily), a list of those persons who may need assistance leaving buildings, and a list of the warden, deputy warden and alternative wardens who will take over when the others may be out of camp.
- A duplicate of these forms must be kept in Room 11 on the girl's side of the camp.
- **These forms should be filled out before arrival at camp.**
- All sleeping areas are fitted with smoke/heat alarms. These are very sensitive. There are also sirens located on Ashwell, Spargo Maunsell and the bridge.
- Should any alarm sound, evacuation must proceed immediately.
- Deputy wardens handle muster stations. The Warden contacts the caretaker, rings the fire brigade, and assigns help for the disabled.
- All persons on the chapel side (girls side) of the bridge proceed to Assembly Area B by the climbing frames.
- All others briefly gather at the main gate, are supervised across the roadway to Assembly Area A by the clothes line adjacent to the laundry.
- **A roll call must be held immediately.**
- **A cross check must then be held between the rolls held at each assembly point.**
- Continuous sounding of the gong and sirens will assist evacuation awareness.

Two adults could be assigned to attempt fire first aid, **BUT ALL OTHERS MUST GO TO MUSTER STATIONS**

**A fire evacuation drill MUST be held on your first day in camp.**



# Final Camp Clean-up

One of the key elements of your visit to Port Waikato occurs on the final day - the end of camp cleaning!

The objective is to leave the camp as you would hope to find it if you were coming in or alternatively, to leave it better than how you found it.

**You are entirely responsible for seeing everything is spick and span before you leave.**



Use the "End of Camp Cleaning" checklist page 30/31 to guide you. After the final clean up has been completed you must meet with, and accompany the caretaker on a tour of inspection, and they will counter check that all duties have been carried out satisfactorily. (Allow up to one hour for this.)

Please note that should some aspects of the final clean up not be acceptable, you will have two options open to you

1) redo the cleaning immediately yourself

**OR**

2) leave the job as is, in which case the trust will bill your organisation for having the cleaning completed.

A minimum charge of \$50.00 will be made and an hourly rate of \$50.00/hour charged. An estimate of the time required will be made and the appropriate charge added to your end of camp account.

# Fire Extinguishers & Smoke Alarms

If this safety equipment is damaged, tampered with or discharged unnecessarily, a cost of **\$150.00** must be added to your account.



# Free Camp Orientations

The trust strongly recommends that groups, and especially schools, have a pre-camp orientation/ familiarisation visit.

This is particularly important if you are a first-time camp user.

Schools requiring help should contact trust member Glennis Paton on **09 2329532** (email: [glennispaton00@gmail.com](mailto:glennispaton00@gmail.com)) and she will show you around and provide you with ideas on programmes and/or resources.

There is no charge for this service.

## Kitchen



A feature of the camp is the modern well equipped kitchen.

Equipment available includes gas hobs, electric stoves and toasters, Thermo wave and microwave ovens, 2 fridges and 2 freezers, a very efficient cool room, all manner of stainless steel pots and containers, a sterilizer, and enough crockery and cutlery for 140 people.

Please keep the kitchen spotless and treat the equipment with great respect. Please report all malfunctions, breakages or losses to the caretaker.



Please bring your own kitchen knives as these are not supplied.

No kitchen equipment is to be removed from the kitchen/wash up/ dining room area and please leave all equipment in its assigned area.

Thank you.

# Games & Alternative Activities Available

## **Archery:**

Four sets including targets are available through the caretaker. Broken or missing arrows will be charged at \$15.00 each. The arrow screen must be in place before use.

## **Petanque:**

Three, four person sets are available for supervised activities. There is a petanque court available adjacent to Morgan Dorm.

## **Volleyball:**

Poles, net, volleyball, and rope outline are available.



## **Cornhole:**

An indoor or outdoor game. Two boards and 8 bags supplied.

## **Jenga:**

Large version for outdoors.

## **Indoor bowls:**

Two mats and four sets of bowls.

## **Low Ropes Challenge Course:**

A low ropes challenge course is provided for confidence and trust building activities. Prior to use, the associated booklet **must** be read and signed.

Adult supervision is required.

## **Trampoline:**

This apparatus is available but like the Low Ropes Challenge Course, can only be used under adult supervision.

**A maximum of only 2 users at one time please.**

**Basketball /Netball Goals:**

A backboard and hoop are available for free play use. No ball is supplied.

**BMX Bikes and Track:**

A well formed 250m track is available on camp property. Four BMX bikes and adjustable helmets are available.



**Belayed Climbing Wall:**

A 9 m high belayed climbing wall is available for use under adult supervision. The necessary ropes and safety gear are available from the caretaker. Prior to use, the associated booklet must be read, and waiver signed.

**Golf Frisbee:**

Three Targets and frisbees are available. The trust recommends that the game is set up down at Big Bay. There is a charge of \$20.00 for lost frisbees.

Various hardcourt games are marked out on the asphalt.

**See caretaker for rules and directions on all games.**

NB There is no charge for any of these games,only for breackages.

If there are other games or activities that you would like supplied by the Trust, please tell the caretaker.



# Health & Safety Requirements

You are responsible for the safety of your group during your stay at Port Waikato. All activities you organise, in or out of camp, are undertaken at the camp user's own risk, and at all times you should ensure that children are under the responsible supervision of competent adults.

See the Health & Safety Booklet and Hazards List.

All camp users must be aware of all hazards which have been identified by the trust and surrounding farmers under Worksafe NZ requirements and take note of how the hazards can be nullified.

A list of identified hazards is on the notice board in the kitchen, dining room, office and at the back of this booklet. Additional copies are available from the caretaker at \$5.00 each.

Please note that over the road (western side of the camp) is not a 'free play' area and that most activities there require adult supervision.

If you want a 'sick free' camp insist on vigorous hand washing after toilet visits and before handling food.

## History Book

A very interesting and readable history of the camp titled "Happiness, Health and Outdoor Education – The Story of The Port Waikato Childrens's Camp, 1928 – 2003" is available free from the camp caretaker.

## Laundry/Drying Room

The commercial washing machines in the laundry and the gas tumbler drier in the wash-up area must be used only by adults.

Please note that there is no hot water available in the laundry so campers need to bring their own cold water soap powders. A rotary clothes line is adjacent to the laundry but users need to supply their own pegs

An effective drying/airing room with ample drying lines is adjacent to the laundry. Opening all the doors will assist with natural ventilation.

# Medical Matters

For users requiring medical attention during working hours go to the Taukau Health Centre, 55 George St Tuakau 09 236 8068.

There is no A& E in Taukau, but Pukekohe has Urgent Care Franklin at 12 Glasgow Road, Pukekohe Ph 09 238 6610.  
Hours are 8am to 8pm, Mon-Sun.

# Private Outdoor Providers (P.O.P)

The people below may be able to help you with various aspects of your camp. The Trust does not in any way recommend or endorse any of those listed.

## Camp Cooks and Caterers

- Ash 021529208 [www.campcatering.co.nz](http://www.campcatering.co.nz)
- County Cuisine Catering Donna Williams 0211119411 [country-cuisine@xtra.co.nz](mailto:country-cuisine@xtra.co.nz)
- Loaves and Fishes - Helen Merton ☎ 09 817 2285 - 027 235 8134 [www.loavesandfishes.biz](http://www.loavesandfishes.biz)

## Outdoor Activities

- **Raglan Rock** [www.raglanrock.com](http://www.raglanrock.com) email [info@raglanrock.com](mailto:info@raglanrock.com) All out door activities.
- **Bigfoot Adventures** – ☎ 0800 244 366– **Fax** 09 444 1448 0274 955 966 All out door activities
- **Adventure Specialties** – Tim Willis ☎ 09 837 6033 – **Fax** 09 837 6034 All outdoor activities
- **Stress Free Adventures** – Colin Harrington ☎ 09 235 9529 Caving, abseiling, Climbing Wall ,kayaking
- **Kayaks/Canoes** – Mike Carter - ☎ 09 232 8847 - seats 12 at one time – life jackets provided – qualified instructor
- **Action Stations** ☎ 07 574 9622 Fax 07 574 9620 All types of activities and programmes
- **Surf Life Saving Northern** ☎ 09 303 0663 Beach education
- **Environment Waikato** – 0800 800 401
- **Nikau Cave** - Anne Woodward ☎ 09 2333199 [www.nikaucave.co.nz](http://www.nikaucave.co.nz)
- **River City Training Academy** - Eryica Rawiri 07 8395917 abseiling, climbing wall, low ropes confidence course, camping, team building.
- **Camp Orientations and Camp Programmes** - Glennis Paton 09 232 9532

# Protecting the Environment

As the asphalt pathways are fairly soft we ask you to avoid putting anything heavy on them(e.g. chairs forms etc.) which will puncture the surface and cause further deterioration.

**To keep *The Square* attractive please do not walk across the grass. This traditionally is considered “*Hallowed Ground*”.**

Under no circumstances should any shrub, bush or tree be damaged or removed. The native bush reserve on the other side of the river adjacent to camp is considered out of bounds.



# Rubbish Disposal

**Hygiene requirements and the control of vermin and feral cats demand that tight procedures are followed at camp.**

All **food scraps** must be stored in the bins in the open shed to the left of the kitchen gate. Keep the lids firmly in place  
No food scrap buckets are to be kept permanently in the kitchen/dishwashing area.

All **burnable rubbish** must be disposed of daily in the incinerator adjacent to the tool shed if the fire restriction is not on.

**ALL YOUR RUBBISH** must be removed.

Failing this, a charge of \$200.00 per trailer load will have to be made to cover travel and disposal costs in Pukekohe.

Please be aware that any food scraps, rubbish or litter lying around camp, encourages the opossum, cat, rat and mice population which we are doing our best to control.



# Rural Delivery & Shop Services

**The Port Waikato Store** offers a helpful and friendly service with bread, milk, grocery lines.

Contact is Sam Gupta 09 2329827



**Rural mail** contractors and suppliers for Bread & milk on a daily basis or as required.

Extra shopping can also be requested.

All empty trays and crates are picked up for return

Bread and milk to be ordered 1 week prior to delivery



Contact is Ngahuia Thompson 027 3973255

## Security



Be aware that **thieves** are out there. Do not leave the camp unattended if possible and keep all valuables and expensive equipment under lock and key.

It could be advisable to keep the rooms nearest the roadway (the Apartments, Captain's Cabin, The Office and Dining Room/ Kitchen Complex ) locked up. A set of keys is available from the caretaker (deposit required). They can also offer advice on where to keep your valuables. **027 2526163**

## Sewer System



This system uses grinder pumps with teeth like mincers to break down solids and move them on to the sewage tanks. Paper towels, part toilet rolls and cardboard centres, tampons, sanitary pads, plastic bags, clothes, dishcloths or containers and other foreign objects cause the teeth to jam, stop the pump and set up unpleasant and very expensive situations which could **CLOSE THE CAMP**.

**Do not Flush Wipes** of any description, down the toilet.

**It is essential** that the above objects are kept out of the system and all forms of sanitary protection are placed in the bins provided for later disposal.

Sewer Pipes cross the creek at two places and campers must not use these as bridges. The breakage of a pipe could close the camp. Excessive use of detergents or disinfectants into the sewerage system should be avoided.

It is important that all campers are aware of the consequences of misusing or abusing the sewage system.

## Smoking

For health and safety reasons all buildings are declared as smoke free areas.

The only exception is the adult smoking and recreational deck provided off the end of the dish wash-up room.

Please see "Evacuation Plan" page 12 and "Fire Safety" procedures page 2, item

10 on the Hazard List, and the “Evacuation Procedures” list found on the wall in every building

## Schools Ultimate Responsibility

**Schools and their Boards of Trustees have the ultimate responsibility for all students in their care.** As this continues when pupils are off the school property and outside help or instructors are involved, the trust strongly recommends that as part of the **school's safety management system**, they have clearly documented guide-lines for staff, parents, and outside providers, including competencies and ratios.

**Refer to the 2010 M.O.E E.O.T.C/ Guide-lines for Good Practice.**

## Safety Management Website

The web site [www.safeoutside.org](http://www.safeoutside.org) is a great resource to assist schools in planning their safety and risk management.

## Sterilizer Use

All crockery and cutlery should go through the sterilizer after washing and be allowed to drip dry in the storage racks.

Servicing this machine from Hamilton is costly so the Trust recommends that the operation of this sterilizer be entrusted to 1 or 2 capable adults.

There is an easily understood set of operating instructions on the wall adjacent to the dishwasher.

Please follow directions step by step.

Please ensure the machine is switched off and drained after each session.



# Use of Hall

The old hall on the Ensor side of the road, has been refurbished and an extensive, valuable, and interesting display of old historic photographs, depicting the history of the camp from 1928—2003, has been permanently mounted on the walls. The hall is still available to camp users, but children now have access in supervised situations only.

The Trust has publicized the existence of the display and from time to time, tour groups will be given permission to visit the hall and have access to the adult toilet block at the end of Ensor block.

Should this happen, groups in camp will be given adequate notice of any outsiders visiting the display, and prior to the group arriving, the caretaker, for security reasons, will lock up the accommodation on that side of the road.

Visitors are welcome to make a donation towards the upkeep of the display, and camp users are encouraged to make these visitors welcome.

P.S. This display provides a wonderful opportunity for children to study, learn and appreciate the heritage and history of their country and especially the camp.



Our photograph museum is packed with photos over the ages, fossils and interesting information.

**The Old Hall**



# Using Private Property

To maintain the good relationships we have with our neighbours, please seek their permission **BEFORE** you use their land by contacting [portwaikatoschoolcamp@gmail.com](mailto:portwaikatoschoolcamp@gmail.com)

Please be aware that many farmers are anxious about their obligations under the Health and Safety Act, and the protection of their property. Please discuss your planned activities with the person concerned.

You are obliged to identify any hazards and make your group aware of these. Please observe the country code and leave only footprints.



# Use of Outside Providers

The trust recommends that schools or groups using Paid Outside Providers for activities such as abseiling, camping, caving, kayaking, climbing wall etc, first seek some indication of the providers competency and skills.

Schools should also ensure that a public liability insurance scheme is in place.

A written contract outlining the services being supplied, the costs, and the obligations and responsibilities of each party should then be entered into.

The hiring, payment and quality of service is the absolute responsibility of the school or group arranging the paying for such services.



# Water Heating

Hot water in the kitchen and dish-washing area and for the sterilizer is provided by bottled gas.

A continuous boiling water supply is available in the dining room for tea and coffee making.

The girls and boys showers are heated by bottled gas. The hot water supply at each shower is restricted by a timer to 4 minutes followed by cold water.

Water volumes cause significant disposal problems for the sewage system, so it is recommended that shower times are restricted and always supervised by adults. (See information on water usage)



# Water Usage

Please **conserve water** at all times, in all areas of the camp.

Excessive use costs users and the Trust thousands of dollars yearly and causes us serious disposal problems through the sewage/waste water system.

## **PLEASE DO NOT ALLOW ANY USERS:**

- to leave taps running
- to have lengthy showers
- to use a full toilet flush when it is not necessary to do so
- to waste water in any shape or form.
- Avoid large groups showering at the same time, as this overloads the water treatment plant.

Your help with these important points would be much appreciated.

# Vehicle Parking

The Waikato District Council requires camp user's vehicles to be parked off the road where possible.

The carpark on the western side of the camp in front of the laundry (19 spaces) and in front of The Apartments (6 spaces) should be the priority parking areas. Any overflow parking necessary on the roadside should be as far practicable to the left.

Please do not park any vehicle on any grassed area or in front of the kitchen entrance.

# Web Page

Our Web Page is [www.portwaikatoschoolcamp.co.nz](http://www.portwaikatoschoolcamp.co.nz)



## Camp Roll (or supply own list x 2)

PLEASE PROVIDE A FULL LIST OF ALL THOSE WHO ARE ATTENDING CAMP -  
TWO COPIES REQUIRED

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**DECLARATION**

I have read the FIRE SAFETY PROCEDURES and understand what is required. I accept the designation as FIRE WARDEN and the responsibilities as outlined.

Signed \_\_\_\_\_ date \_\_\_\_\_

Port Waikato School Camp Trust

**Main Warden  
Appointments**

Group Name: \_\_\_\_\_

Camp Dates: \_\_\_\_\_ to: \_\_\_\_\_

**Fire Warden**

\_\_\_\_\_

**Deputy Warden "A"**

All buildings Around the square

\_\_\_\_\_

**Deputy Warden "B"**

Girls dorm area over the bridge

\_\_\_\_\_

Port Waikato School Camp Trust

**Alternative  
Warden Appointments**

Group Name: \_\_\_\_\_

Camp Dates: \_\_\_\_\_ to: \_\_\_\_\_

**Alternative Fire Warden**

\_\_\_\_\_

**Alternative Deputy Warden "A"**

All buildings around the square

\_\_\_\_\_

**Alternative Deputy Warden "B"**

Girls dorm area over the bridge

\_\_\_\_\_

## End of Camp Cleaning Checklist

Please use this checklist to help with your final camp clean-up. When completed please meet with the caretaker and accompany them on a tour of inspection. Allow up to 45 minutes for this activity

### Kitchen/Pantry/ Fridge Room/Cool Room

- Microwave, thermo wave, gas & electric stoves cleaned inside and out
- Gas & electric toasters emptied & cleaned
- Fridges & freezers cleaned inside and out
- All small pots & utensils cleaned & returned to drawers or cupboards
- Large pots & trays cleaned and stored on shelves in fridge room
- Cool room cleared and cleaned
- Walls, doors cleaned of grime / spills
- All cutlery & plates cleaned and stored in pantry
- Cups stored in trays on drinks dispenser bench
- Pantry shelves cleared and cleaned. Can opener is clean
- All rubbish burnt, or taken away
- All tables, bench tops, sinks & hand basins cleaned
- All floors swept and washed

*(please refer "Rubbish Disposal" in Camp User Booklet)*

### Dishes Wash-up Area

- All sinks and benches cleaned & walls & ledges cleaned of any spills or grime.
- Steriliser (please leave open) emptied & cleaned. All rubbish removed
- Floors hard broomed and washed
- Clothes drier emptied

### Dining Room/Hall

- All decorations & papers removed completely
- All tabletops washed & dried
- Drinks dispensing area cleaned
- Tables moved and floors swept and washed
- Carpet area Vacuumed

### Vegetable Prep Area & Woodshed

- All vege scraps & rubbish removed with bench & sinks cleaned
- All brooms, mops etc hung up and small brush & shovels put away
- Floors hard broomed and hosed

### Toilet Blocks (Girls & Boys, Staff)

- Marks / grime on walls, doors etc removed
- Toilet seats & bowls scrubbed and disinfected
- Ledges & cistern tops wiped off
- Hand basins cleaned
- Floors washed and disinfected
- Sanitary bags disposed of

### **Dormitories & Adult Cabins**

- All personal belongings & rubbish removed
- Hand basins & benches cleaned
- Locker tops wiped off
- Beds moved and floors thoroughly swept or vacuumed
- Brooms & dustpan accounted for and stored in cupboard

### **Showers**

- All rubbish & lost property removed
- Cubicle walls washed down - soap trays cleaned
- Shower trays cleaned
- Floors hard broomed, washed, and disinfected

### **Adult Bathrooms**

- Shower cubicle cleaned down
- Bath & hand basin cleaned
- Floors washed

### **Laundry & Airing Room**

- Washing machine cleaned and checked
- Tubs empty and clean
- Floor swept and mopped out
- All clothing and rubbish removed (*esp. check airing room*)

### **Hall**

- Floor swept and mopped out

### **Grounds**

- All rubbish removed
- Where necessary paths swept

## **In Conclusion**

Thank you for your anticipated co-operation on these matters.

We appreciate your support.

If there are any aspects of this camp which you think can be improved upon, please let us know by recording your ideas, on your accounting form or by informing the caretaker.

We will be happy to action your suggestions where considered appropriate.

We hope your camp at Port Waikato is highly successful and enjoyable and we look forward to you returning in the future.

Yours sincerely

Sam Owen  
Chairman  
on behalf of the Port Waikato School Camp Trust

## PORT WAIKATO SCHOOL CAMP TRUST CAMP POTENTIAL HAZARDS

(As required by OSH)

1. The CAMP BRIDGE. Can be slippery when wet. Walking only is advised.
2. PIPELINES CROSSING STREAM. This is a crossing for power, water, and sewerage lines only. A fall could cause injury and damage these utilities. Campers to keep off!
3. STEEP HILLSIDE BEHIND SPARGO DORM. Danger from falling rocks. This area is out of bounds to all campers.
4. WAIKARETU ROAD. Separates western and eastern areas of camp. Caution required when crossing. Usual road rules apply.
5. SEWERAGE TREATMENT PLANT. Machinery and liquid filled tanks present. Area north of fence is out of bounds.
6. KITCHEN, WASHUP AND VEGE PREPARATION AREAS. The walls in these areas contain gas, water, and power lines. Avoid damaging walls with nails, screws etc.
7. WASHUP FACILITIES and STERILIZER. Hot water – burns hazard. Do not lift lid of sterilizer when in operation.
8. KITCHEN. Containers of hot food etc. Restrict area to cooks and assistants only. No entry or thoroughfare for children.
9. WIRE BRIDGE and ADVENTURE PLAYGROUND. Available for free play but users need to be made aware of the results of inappropriate usage. **N.B.** The low ropes challenge course, high climbing wall and the trampoline must have adult supervision and is **not for free play activities**.
10. ALL BUILDINGS. Age and materials make them a fire hazard. **No smoking in any building!** All users need to know evacuation procedures and the nearest Evacuation Assembly Areas.

### PLEASE NOTE:

- All buildings are declared no smoking areas.
- All accommodation is equipped with smoke alarms and manually operated fire alarms.
- Major exits from dormitories, dining room and the old hall are indicated by emergency lighting and clear signage.
- Emergencies are indicated by inside and outside sirens and/or the prolonged sounding of the gongs.
- Signage indicates Evacuation Assembly Areas, viz:
  - “A” across the road by the laundry/clotheslines,
  - “B” by Ashwell Dorm near the adventure playground.
- (A temporary assembly area is set up next to the office/main gate.)



- All major buildings have appropriate fire extinguishers for small fires.

The emergency signals sounding demands:

- An immediate evacuation of all buildings
- Contact being made with the caretaker at 027 252 6163
- Ringing the Fire Brigade at 111

**An emergency evacuation drill MUST be held on your first day at camp.**

**For further information, please refer to the Camp User Booklet and the Fire Action Notices in every Building which are specific to each location.**

