



Woodlarks Camp Site Trust

Camp Leaders' Handbook

2023

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1 Foreword

This is the 2023 version of the Woodlarks Camp Site Trust Camp Leaders Handbook. It is a policy document of Woodlarks Camp Site Trust. Other policy documents can be found on the [Policies page of our web site](#).

It has been revised for 2023 by Sarah Lane, Lynne Cooper, Nick Richards, and Malcolm Jarrett with help from Julia Cooley, Sue Lewis and Nigel Southon.

2 What's new in 2023?

Energy costs are still a concern, we expect to spend around £44,000 on gas and electricity this year.

Do not charge electric vehicles on site, even if the vehicle uses a 13 amp domestic plug. Our electrical system does not have the capacity. We do not have a meter that would allow us to levy a fair charge.

We are working on the path behind the pool to improve the surface and ease gradients. We hope the work will be complete by the start of the 2023 season. Meanwhile, please do not use this path as it is not safe.

We have incorporated the Missing Persons Procedure into this document.

Please ensure your cooks insert the metal grid in the trench fire to stop wood being pushed underneath the oven. If wood is forced under the oven the flames damage the base of the oven. If this grid is missing wood forced into the trench will hit the metal backplate of the trench and damage it.

Please do not use the steep path that runs from the top field to the pool. It has an uneven surface.

3 Before you arrive - Planning your camp

3.1 Sharing Information

Please circulate the sections (e.g., the kitchen section) to the relevant members of your team.

3.1.1 DBS checks

Our DBS policy outlines the Trust's requirements. If your organisation has its own DBS policy, please use it. Camp Leaders must ensure that all helpers 16 and above have DBS checks. Camp Leaders must demonstrate to Sarah that they have a DBS check.

The requirement for all helpers and volunteers that have a caring role for a vulnerable child or vulnerable adult to have a DBS check is a legal necessity. Woodlarks Camp Site Trust has no control or input into the scheme.

DBS checks are available from the Trust. Contact Sarah for details.

3.1.2 On-site Risk Assessment

Camps no longer have to submit risk assessments to the Trust for approval. The Trust has its own risk assessments. Camps are welcome to use these as a guide when completing their own risk assessments.

3.1.3 The camp site facilities

The equipment and facilities are designed for a maximum of 100 people. There is a [detailed list elsewhere in this document](#).

Wheelie bins are situated on the decking halfway down the main drive. Most bins are green but are clearly marked with their intended use. The clinical waste bin is bright yellow. General waste must be placed in black bin liners or Grundon will not empty the bins.

Most people who come to camp sleep in tents. There are also three indoor sleeping areas, two of them in Bradbury Croft.

The Cookhouse has a wood fired range and oven, and a gas cooker. It has a modern food preparation area.

The Dining Room is for eating in wet weather and other indoor activities.

The Extension to the original toilet block has changing benches, a sluice and three shower/toilets. A charging station is provided for charging battery powered wheelchairs and six more charging points are available on the veranda of Bradbury Croft.

The bed store on the top field has spare bunk beds for bunkhouse tents and various metal frame beds as well as the mattresses for these beds.

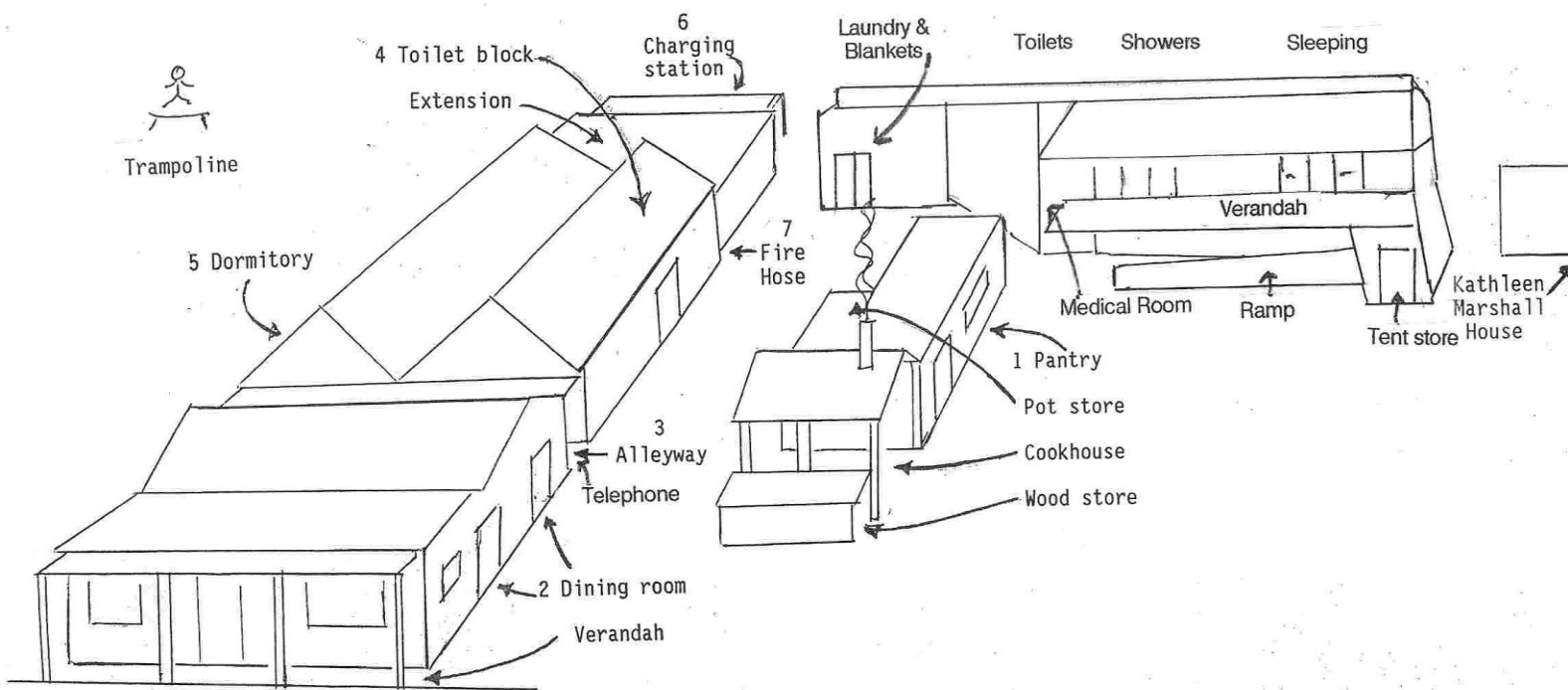
Bradbury Croft has a large laundry, drying room, special bathrooms, blanket store, two four-bedded sleeping rooms, a medical room, rest room, sluice room, two rooms with bunk beds for helpers and a Camp Leader's office.

The tent store is in the Undercroft of Bradbury Croft.

There is a sketch map of the buildings below.

3.1.4 Woodlarks Buildings

WHAT IS WHERE



3.1.5 Broadband

The Wi-Fi password will be given to Camp Leaders on request.

3.1.6 Defibrillator

There are two defibrillators on site, one in the Dining Room and one at the pool.

The dining room defibrillator must stay in its cupboard. The pool defibrillator location is described in the Swimming Pool Handbook.

Make sure that everyone is aware of these locations.

In an emergency they can be used by anyone.

3.1.7 Activities on camp

More information on activities is available in the Camp Leaders' Activity Manual.

The camp site has a large woodland area with accessible paths and camp-fire sites.

The heated outdoor swimming pool has shallow steps, a hoist, and changing facilities.

The Aerial Runway crosses from one side of the valley to the other.

3.1.8 Chapel

This is set in a circle of fir trees.

3.2 Things to bring with you

These are things that we do not supply, and you must bring with you.

3.2.1 Each camp

- A suitable first aid kit for general use
- A small first aid kit and whistles for use at the pool
- First aid kit for cook house use (including brightly coloured plasters)
- Tea towels
- Cleaning and Laundry materials

3.2.2 Everyone coming to camp please bring

- Pillow (if used)
- Sleeping bag
- Towel
- Any personal care items such as toiletries, urine bottles and slings

3.3 Items available from the Trust

We supply the following at no charge

- Blankets
- Black sacks

- Degreaser
- Yellow and black striped clinical waste sacks
- Paper towels and soap for the dispensers in Bradbury Croft

3.4 Use of Images in Camp

For photos to be available for publicity purposes, either by you or by Woodlarks Camp Site Trust, permission must be obtained from those photographed. Many Camp Leaders include a consent form with the other forms sent to campers and helpers. There is an example at the rear of the manual.

3.5 Camp Souvenirs

Souvenirs will be available. Please liaise with Sarah to arrange a day to sell souvenirs.

4 Who is allowed onto the site

4.1.1 Visitors

Anyone who comes onto the camp site must have your permission and report to you as Camp Leader, or the permission of a Trustee or Management Committee member of Woodlarks Camp Site Trust.

Visitors who want to stay overnight must have your permission as Camp Leader.

You must add any visitors, day or overnight ones, to your register for fire and insurance purposes.

4.1.2 Dogs

Only assistance dogs are allowed in the swimming pool area.

Dog owners must:

- Keep their dog on a lead in both fields. They may run freely in the woods but bear in mind the fast traffic on the Tilford Road.
- Clear up their dog's mess.
- Use their own bowls, bedding and towels for their dog.
- They must NOT use Woodlarks bowls, towels or blankets for their dog.

4.1.3 Site security

There is an electrically operated five bar gate on the drive. This will normally be left open during camps. If you find it locked, try to contact Nick or Sarah in Kathleen Marshall House. If you cannot find them press the call button on the intercom located on the post on the right-hand side of the driveway. This will connect you to Nick or Sarah's mobile phone; they can then open the gate. If you wish for the gate to be kept locked during your stay- please get the code from Sarah and Nick and ensure that your campers with cars have it.

There is a gate to the car park at the bottom of the drive.

If you are planning a trip off site, our insurers require that Bradbury Croft is locked and the alarm set. Also lock the dining room and pantry. If you would like to lock the old dormitory see Nick or Sarah the day before or move valuable items to a locked room. Site intruders have caused some concern in the past although recent years have been trouble free. The following are certain aspects to be considered and various steps that may be taken to minimise the problem.

4.1.4 Intruders

There is little in the Law regarding simple trespass unless some criminal offence is committed on the property. Criminal offence could be damage to property, equipment, theft, assault but not just simple trespass.

Owners, or their representatives, have the right to request the trespasser to leave and (if necessary) reasonable force can be used.

An arrest can be made by the Police if a criminal offence has been known to occur on suspicion of an offence.

An arrest can be made by anyone only if they are a witness to the offence.

The best way to tackle the problem is to DETER. 'PRIVATE' notices are placed at both entrances so that no trespasser can reasonably say they do not know they are trespassing.

If you or any helper or camper suspect intrusion and after polite inquiries the intruder does not leave, please contact Nick or Sarah. Please do not engage with an intruder demonstrating threatening behaviour.

REMEMBER If you or your helpers find yourselves in contact with intruders then a pleasant reasoning approach is recommended. Nothing should be done which might generate an aggressive response.

5 Information for all camp users

This section is designed to be handed out to campers, probably before they come.

5.1.1 Look after the camp site

Do not drop litter.

Do not take glass bottles or drinking glasses to the pool area in case they break.

You must not flush down the toilet incontinence pads, sanitary pads, tampons, dressings or other medical waste. Dispose of them as follows:

- Sanitary pads and tampons go into the white sanitary bins
- Sharps, syringes and needles go into the special yellow sharps bin in the medical room.
- Other medical items such as incontinence pads and dressings go into the clinical waste bins.

5.1.2 If you smoke:

- Pick up your own cigarette ends
- Do not smoke in any of the buildings. It is against the law.
- Do not smoke in any tent; if you smoke in a tent, you will be banned from Woodlarks. Tents are highly inflammable.

There is a smoking shelter outside the dining room or behind the old toilet block next to the ramp. Please do not smoke on the fields or in the woods.

5.1.3 Charging your wheelchair or other battery-powered equipment

There is a charging station under the covered way at the back of the old toilet block extension. There are also six charging points on the veranda of Bradbury Croft.

Do not recharge indoors or in tents.

5.1.4 Hoists

You must only use a hoist if you have been instructed in its use and have the Camp Leader's permission. Campers must use their own slings. They must be compatible with our hoists.

5.1.5 Electrical Appliances

All appliances supplied by the Trust are PAT tested to ensure electrical safety. All appliances are labelled similarly to below, with current dates. Any appliance without a label should be referred to Nick and Sarah.

Do not use multi plugs on site.



If a brand-new appliance is put into service, it will not be PAT tested initially, instead it will be labelled as in the example below identifying the year in which it can be used before a PAT test is required.



Note this should show the current year e.g. 2020 in the 2020 season

Any appliance which has a failure label (see below) must not be used.

FAILED SAFETY TEST

App. ID.....
By.....Date.....
Co. Name.....
Next Test Due.....Fuse.....

FAILED SAFETY TEST

Electrical Safety Tested
DO NOT REMOVE

FAILED SAFETY TEST

You should be aware that an appliance may become faulty after the PAT test, so do be vigilant. Any appliance that shows signs of damage should be referred to Nick and Sarah. Do not throw the broken item away, we need to note which items have been scrapped. The Trust cannot accept liability for any appliances brought onto site.

The following topics should be considered in a visual inspection of electrical appliances

- Is there any damage to the casing, cable or plug?
- Are there any signs of overheating on the plug or casing?
- Is the cable securely held by the cable grip if fitted?
- Is the proper fuse fitted? The correct fuse for the appliance is indicated on the plug.
- Is the equipment positioned to avoid strain on cables?
- Are the ventilation points obstructed?
- Is there overloading of extension leads or multiblocks?
- Are any cables creating trip hazards?
- Are cables located to avoid damage? e.g., not trapped by furniture
- Is the equipment safely located, e.g., could an electric kettle fall into a sink?

6 Arrival at Woodlarks

As Camp Leader you should arrive at 1400 and contact Sarah or Nick. You must complete the handover process before starting your camp. You may wish to defer the arrival of helpers and campers until later to allow the handover to be completed.

If your camp starts during the week, Nick and Sarah will arrange an arrival time.

The lower car park is no longer accessible before 1400. Campers arriving before 1400 must find somewhere in the locality until 1400. There is a car park and café at Squires Garden Centre.

If you are planning food deliveries before 1400, please contact Nick or Sarah. If your cooks wish to deliver food any earlier, they must seek permission of the outgoing Camp Leader. Once food has been delivered the site must be vacated.

If, on arrival, you are unhappy with the state of the site, please tell Nick or Sarah at once. Don't wait until the end of the week, as they cannot rectify problems then.

6.1.1 Tents and sleeping arrangements

Normally tents should have been brailled when you arrive and depart. We are trying not to move tents.

The Trust recommends you consider the security of campers when making sleeping arrangements

Before nightfall, any surplus beds should be put away in the bed store.

The Trust does not allow sleeping in caravans, camper vans and vans. There is indoor accommodation available for anyone unable to sleep in a tent. Nick and Sarah have details of a caravan site in Guildford if required.

6.1.2 Overall site discipline

Driving vehicles onto either field is strictly prohibited. Trolleys are available to transport luggage to tents. The drive on the lower field giving access to the tractor shed and Kathleen Marshall House must be kept clear at all times.

The Camp Leader must ensure that the way campers, helpers and visitors arrive, leave and behave on site does not disturb those who might want an early night.

In the event of any dispute arising over the interpretation of site rules or matters concerning behaviour or the proper running of the site, Nick and Sarah's decision, or failing them a Trustee's, shall be final.

Smoking is not allowed in tents or buildings. There are bins for cigarette ends in the designated smoking areas.

Anyone found smoking or using any naked flames in tents or in buildings will be required to leave immediately.

Please report any breakages to Nick or Sarah.

6.1.3 Nick and Sarah's hours

After 19:00 Nick and Sarah are off duty except in the case of emergencies. They will also be taking Sundays off. They will perform a pool check on Sunday morning after 0900 and try to arrange cover for the remainder of the day. Please respect this.

6.1.4 Car parking

Only emergency vehicles are allowed onto the fields at any time. Please make sure emergency vehicles can always access both fields.

The car park at the bottom of the drive is for cars that are not being used frequently. Please encourage its use.

The fenced parking area to the right of the drive on the lower field is primarily for vehicles belonging to people with a disability.

Please don't take ANY cars onto other parts of the camping areas. If both car parks are full ask Nick or Sarah for advice.

6.1.5 Access for emergency vehicles

Keep all tarmac areas clear, unless unloading, to permit access by emergency vehicles.

7 Kitchen

7.1 What's available in the kitchen?

- Wood fired cooking range and oven
- Gas cooker
- Hot water boiler
- Hand washing facility
- Fire blanket and extinguishers
- Commercial heated trolley (available on request)

7.1.1 Vegetable store

Situated next to potato peeler, adjacent to the pot store

7.1.2 What's available in the pantry

- Stainless steel double door commercial fridge
- Upright domestic freezer
- Domestic microwaves
- Weighing scales
- Thermometer for testing food temperatures
- Electric kettles
- Kenwood Major mixer
- Electric hand blender
- Ceramic mugs

7.1.3 What's available in the pot store

- Cooking pots and pans
- Fridge for storage of raw meat/fish
- Small freezer

7.1.4 The trench fire

Start your fire gently, the trench does not have to be full of wood and must not be allowed to become a furnace. Do not take the metal plates off except for cleaning. Do not let the fire get excessively hot. Do not use water to dampen the fire as this causes the brickwork

to crack. Please ensure that the metal grid is inserted in the trench to stop wood going into the area underneath the oven.

Please be gentle loading the wood as damage has been caused to the oven through loading.

When alight, the trench fire must be continuously monitored by someone able to control it and prevent overheating.

After cooking in the evening allow the fire to cool. This is to comply with our Health and Safety requirements, reduce costly wood consumption and discourages people from sitting around creating noise keeping fellow campers awake and annoying our neighbours. **The trench fire and oven must be allowed to cool after 8pm, please do not put fuel on after 7.30pm.** After 8pm please use the gas cooker for late suppers.

All kitchen staff must be aware of the fire- fighting equipment in the kitchen and pantry and must be familiar with its use.

The plates on top of trench fire must not to be removed whilst the fire is in use. They may be removed for lighting and cleaning. Beware they are very heavy.

Please don't use the residual heat of the oven to cook overnight as it should be left to cool.

7.1.5 Wood for burning in the trench oven and dining room

The wood pile is a no smoking zone.

There is no need to break up wood as it is all now pre-cut into:

- Long pre-cut wood: this is for the trench oven only
- Shorter bits of wood: this is for the dining room fire.

Beware of nails and adders.

Children and vulnerable adults must not be unattended at the woodpile.

Only enough wood for daily use is to be stored in the kitchen woodpile.

There are fire blankets in the cook house

7.1.6 Fridges and freezer

Record the temperature of fridges and freezer daily on the form provided. If the fridges regularly exceed 4°C or the freezers do not reach at least -18°C please let Sarah or Nick know.

7.2 Cleanliness

Bleach is not to be used anywhere on site.

At least twice a week:

- Mop the pantry with disinfectant. and leave the mop in a sanitizer over night
- The area around the washing up sinks, the vegetable preparation area and cookhouse floor should be scrubbed with disinfectant using a stiff broom or deck scrubber and rinsed using the yellow hose outside the urinal.

7.3 Cooking Oil Storage and Disposal

Please do not store more oil in the kitchen than you need on a daily day basis. Large drums of oil should be stored outside the kitchen/pantry window.

Waste oil should be stored in the blue drum provided outside the kitchen/pantry window.

7.4 Clearing up at the end of the week

The contract cleaners will arrive at 10:00 to clean Bradbury Croft, the pantry and areas of the cookhouse. The cleaners will clean all the pantry, cookhouse floor and furniture but you must clean the gas cooker, trench oven. They will do the pantry and pot store fridges.

If you have fresh food left over, please consider leaving it for the following camp.

You must:

- Leave the pot store tidy with as much 'pot black' removed as possible. The store should be swept and mopped.
- Clear out the fire trough. If ash is hot put in a wheelbarrow, douse with water and leave in wheelie bin area. **Do not douse the trench oven with water if hot as the rapid temperature change causes the brickwork to crack.**
- Check potato peeler area is clean. Clean vegetable sink.
- Clean industrial gas cooker and ensure all parts are in place.
- Sweep the pantry floor
- Wipe down all metal surfaces

7.4.1 Vegetable store

- Remove leftover vegetables
- Sweep clean

7.4.2 Kitchen Grease Trap

The grease trap, situated at the rear of the cookhouse near the washing down hose, must be emptied at the end of each week. During periods of heavy use the trap may need to be emptied more frequently, particularly if the contents start to smell.

The pot must be removed and the contents put in to a double bin liner. Don't try to use a single bin liner, it may burst! The waste must be put in the waste bins at the top of the drive. Any waste remaining at the bottom of the sump must also be cleaned out, and the whole trap rinsed clean with hot water.

7.4.3 Useful addresses

If you have found other local suppliers to be good, do let Sarah know so that they can be included in next year's list.

Please ensure where accounts are run with local shops etc., that these are settled before departure if possible but if not within the following week.

Eggs: Simon Farrant, 01420 473439 (home)

Be prepared for an answerphone. It helps if Simon can have a week's notice of your order.

Bread: Ridgeway Bakery, 41 Ridgeway Road, Farnham, Surrey, GU9 8NN, 01252 723279.

Butcher: [Morgan's of Farnham](#), 39 Ridgeway Road, Farnham 01252 715551.

Excellent quality meat at competitive prices. Morgan's will also deliver excluding Sundays, Mondays and Bank Holidays.

Vegetables: Steve Carter, trading as Steve's Quality Fruit and Veg, 01252 735244 (answer phone for orders), 07771 530008 (mobile). The quality of their produce is good. They deliver by arrangement.

Beer: [Tilford Brewery](#) brew nearby and will deliver.

8 Jobs to do during the week

To help ensure a happy and healthy camp, particularly in hot weather, the following routine must be followed. Remember to appoint someone to organise each area.

8.1 Cleanliness and Hygiene

Bleach is not to be used anywhere on site.

8.1.1 Bradbury Croft

The following should be cleaned as needed.

Toilets / Sinks in bathrooms and two dormitories / Mirrors / Shower changers

Put full white sanitary bins in the yellow Grundon clinical waste bin in the bin area. Transfer contents of pedal bins into the general waste daily or as needed.

Wipe the Whiterock walls to remove any marks, mop the shower floors after use and sweep out as required.

The Parker bath and shower changers must be cleaned after each use. Clean underneath the padding on the shower changer.

The Clos-o-Mat toilet (toilet 3) should be cleaned daily. The sanitiser will be replaced by Nick and Sarah as needed. Men must not stand up to urinate in this toilet.

Nick and Sarah will provide paper towels and soap for the dispensers as required.

The veranda and ramp should be swept as required.

The Camp Leader's Office should be cleaned as needed. Do not remove documents from the Camp Leader's office.

The Velux windows are operated by wall mounted push buttons.

8.1.2 Toilet block and extension

As needed:

- Clean the toilets, urinal, bidet, wash basins, sluice and changing benches/beds.

- Sweep through the toilet block and extension
- Scrub the red floor in the toilet block and disinfect
- Mop the tiled floor in the extension with disinfectant
- Transfer contents of pedal bins into general waste
- Clean Whiterock walls in showers and above wash basins
- Frequently check if the clinical waste bin in the Extension is full or getting heavy (5kg maximum). Tie securely with the tags supplied and transfer into the yellow Grundon wheelie bin in Refuse Area.

When full, white sanitary bins should be placed in the yellow Grundon bin. They are sealed units- DO NOT ATTEMPT TO EMPTY THEM. The Grundon bin is emptied early on Wednesdays. Nick and Sarah can provide replacement white sanitary bins.

8.1.3 Other areas

Daily or as needed:

- Sweep floors.
- Pick up any litter around the buildings and on camping fields
- Check that smokers have cleared up their cigarette ends and empty the cigarette end bins

At least twice a week:

- Mop the dining room floor with disinfectant.

8.1.4 Swimming Pool

Please keep the following areas clean during the week:

- Toilets / Sinks in toilets and shower rooms
- Whiterock walls in the shower areas / Mirrors / Shower changers
- Empty the small clinical waste bins into the yellow Grundon clinical waste bin in the bin area when full.
- White sanitary bins must also be put directly into the yellow Grundon clinical waste bin.
- Transfer the contents of the pedal bins into the general waste as needed. Please put a fresh bin liner in place.

Sweep and mop the shower and toilet floors after use.

Nick and Sarah will provide paper towels and soap for the dispensers as required.

8.1.5 General rubbish and recycling

Grundon empty the general rubbish wheelie bins on Thursdays and the recycling bins on Wednesdays. If this changes Nick and Sarah will advise you on arrival. If you notice that the bins have not been emptied, please inform Sarah or Nick as soon as possible.

Ensure that one wheelie bin is filled before starting to use the next. (We are charged per bin emptied so compact rubbish as much as possible).

The smaller recycling bins at the buildings are clearly labelled. These must be emptied into the larger labelled recycling bins at the waste area without bagging.

Dispose of waste as below

- glass bottles into the glass recycling bin,
- Clean cardboard, paper and plastic goes into the recycling bins. Boxes must be flattened to save space.
- flatten cans, and put into the metal recycling bin
- ash must be left to go cold, bagged and put into the general waste wheelie bin
- general waste is bagged and put into the general waste wheelie bin

Encourage everyone to recycle as much as possible. Wash all tins, remove bottoms and flatten, and flatten plastic milk/squash containers, cartons and boxes.

8.1.6 Clinical Waste

You must not put dressings, incontinence pads, nappies, sanitary towels, tampons, sharps or any other medical waste in the general waste or flush them down the toilet.

All incontinence pads, dressings etc, must be transferred directly into a yellow and black striped waste sack. Sanitary pads and tampons should be placed directly into the white sanitary bins provided in some toilets.

Each sack must not exceed 5 kg. Please dispose of them regularly during your stay.

Full yellow and black striped waste sacks must be tied up and put into the large yellow Grundon wheelie bin in the Refuse Area.

Grundon collect clinical waste and white sanitary bins very early on Thursdays. Nick and Sarah will advise you on arrival if arrangements are different.

Used razors, syringes and needles must be placed in the yellow sharps container in the medical room and must not be put in with other rubbish

Please do not use your own clinical waste bags as our contractor will not accept them. If you have any bagged clinical waste, please put it inside one of our yellow and black striped clinical waste bags.

8.2 Other Jobs

As needed:

- Replace wood used in the trench oven with the long sections of wood from the woodpile. It has been Obtained and cut to size SPECIFICALLY FOR THE TRENCH OVEN. Ensure that there is no more than one day's supply of wood stored in the kitchen area
- Put away any equipment that is not going to be used again i.e. barbecue, beds, sports equipment etc.
- Transfer full black sacks into wheelie bins. Please tie up the sacks.

8.2.1 Sleeping and Welfare areas

Check daily:

- Oxford hoist safety, including completing the checklist

8.2.2 Fire Hoses

The red fire hoses are for use in the event of a fire only. Don't use fire hoses for water fights or for cleaning. On the wall by the ladies' toilet there is a yellow hose for cleaning down.

8.2.3 Wood for camp fires

If you want wood for camp fires, please ask Nick and Sarah. A lot of dead wood can be picked up in the woodland.

Please don't burn the "wildlife hotels", we're trying to encourage wildlife.

There are several camp fire sites and static barbecue sites. A mobile barbecue is available. There is a standpipe near each camp fire site. Please take several buckets with you to be filled with water as a fire precaution.

Ensure camp fires are properly put out and the ground around well soaked with water. Place wet ashes in a wheelbarrow and take to the bin area for disposal when cool. Please do not create any new sites.

8.2.4 Bradbury Croft Laundry

The filters on the driers should be cleaned daily to remove fluff and hoovered with the small hand held vacuum cleaner.

8.3 Before going to bed

Please check that no unnecessary equipment is left switched on. Check that the hot water boilers in the kitchen and pantry are off.

Lock the pantry if there is no night patrol.

9 Tents

9.1.1 Looking after our tents

Tents are expensive, fragile, and easily damaged. They need careful handling. We would really appreciate the full co-operation of campers and helpers to try and reduce the number of repairs which must be made to tents and flysheets during the season.

To avoid damage, tents will be moved only when necessary and must be brailed when not in use.

9.1.2 Tent Do's and Don'ts

Please appoint a member of your team to be responsible for tents and tent care during your camp.

Don'ts

- Do not smoke or use a naked flame in the tent store or in tents. – Anyone doing this will be banned from Woodlarks.

- Try not to store valuables in your tent. Valuables may be kept in the safe in the Dining Room or locked in the Camp Leader's Office in Bradbury Croft.
- On arrival, do not take any tents / flysheets from the tent store without referring to Nick or Sarah.
- Do not strike, put out new or move tents unless instructed to by Nick or Sarah.
- Do not squash too many people into a tent as this causes bed frames and luggage to touch the canvas.
- Do not tie knots in or cut any ropes, tapes or lacing.
- Do not use tent poles, guy lines etc, for gadgets, pioneering etc
- Do not charge wheelchairs in tents. Some tents have electrical power, this is intended for therapeutic equipment only. Only use battery powered equipment in other tents.

When moving the tents

- Please speak to Nick before you move a tent or if you need more tents. The only tents that can be moved are the green Icelandics.
- Please make sure members of your tent moving party have had previous experience.
- A space of two metres should be allowed between tents, measured at their guy line pegs, to allow access. There is a measure in the tent store for your guidance

Tent checks

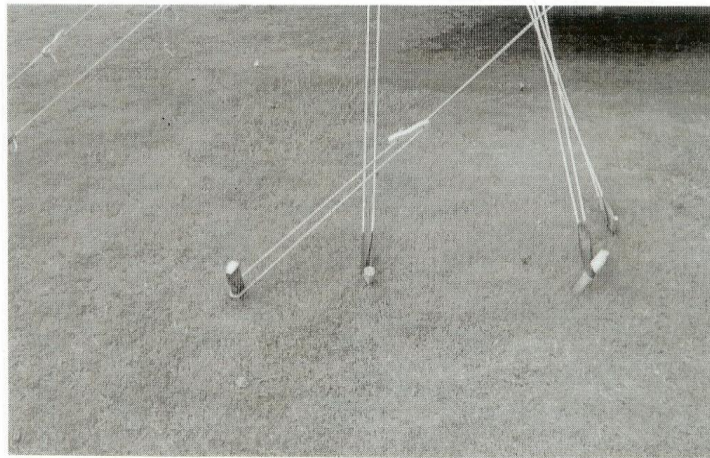
- Beds and luggage are not touching the sides of the tents.
- Guy ropes are under the correct tension and brailing pegs are in place. This helps to reduce damage if the wind gets up.
- Report any damaged tents or flysheets to Nick and Sarah during the camp so that appropriate action can be taken.

9.1.3 The tent store

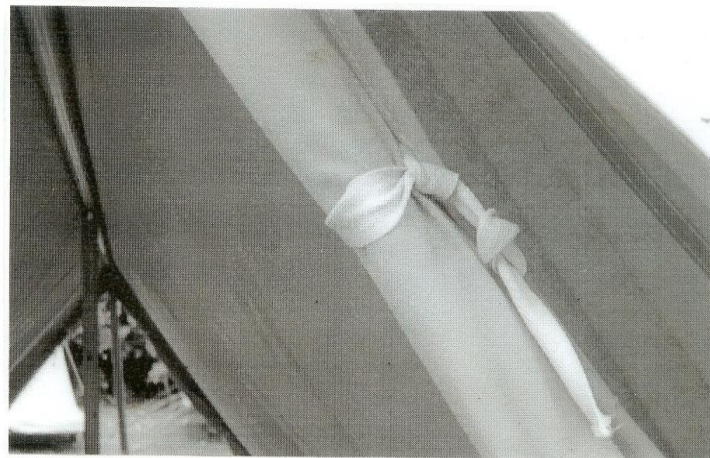
During the week: the tent store is locked. Please ensure at the start of camp that you have an adequate supply of mallets, tent pegs and rubber rings for guy ropes stored in the bed store. If you need access to the tent store, please contact Nick or Sarah.

9.1.4 Tent care

Please ensure all guys are attached to pegs via rubber rings, to help minimise damage, except storm lashings.



When brailing simply push tie through loop and leave. Please do not knot the tie to the loop, it is not necessary.



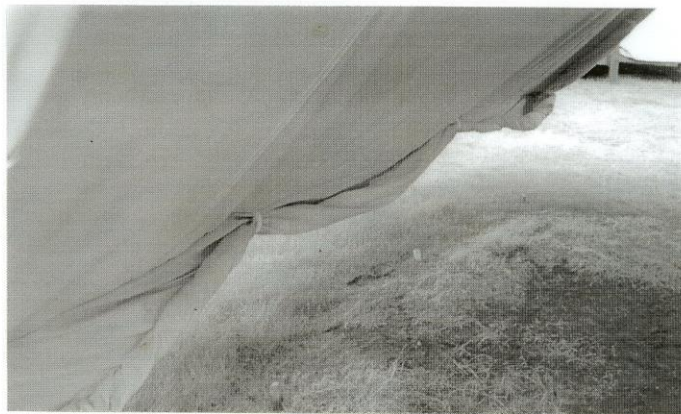
9.1.5 Leaving tents on departure

ICELANDIC TENT CARE

Please leave tents brailed up like this at the end of camp and when not in use.



Please roll up sides and doors of tents inside the roof, not outside.



10 Pool Changing Rooms

Please refer to the Swimming Pool Handbook for information on using the pool.

11 Timber Frame Tent

The Timber Framed Tent is now complete and usable. It has electric sockets and an overhead hoist.

12 Missing Person Procedure

If camps have their own procedures for locating a Missing Person (Misper) the Trust is happy to allow such a procedure to take precedence.

Mobile phones and torches should be available to assist in searches.

Telephone Numbers.

Police Emergency 999

Police Non-emergency 101

Kathleen Marshall House 01252 716279

Pool 01252 821113

Should a person go missing whilst on site:

- Make a head count and/or take the register.
- Appoint a responsible adult to coordinate a search of the site. Ensure all are aware of their agreed location. (May not necessarily be the dining room dependant on vulnerabilities of others present)
- Brief all searchers with a description of the Misper, what they are wearing, last known location and any relevant medical conditions and any habits they may have.
- Conduct a methodical search of the entire site, including all tents and toilets. Focus out from the last known location.
- Agree a time when searchers should meet to review progress.
- Ensure a responsible adult is allocated to coordinate care for the remaining campers. Provide reassurance and remind those present that it is inappropriate to mention the search on social media.
- If the search is unsuccessful, call the police on 999 and pass details whilst staff/helpers continue to search the surrounding area.

- Dependant on the individual it may be deemed necessary to call 999 prior to completion of a search of the site – Maybe extreme vulnerabilities or suicidal tendencies.
- Advise the relevant parents and/or carers of the situation as soon as is reasonably practical to do so.

13 Departure from Woodlarks

Camps must leave the site by 12:00 noon on Saturday. PLEASE ARRANGE FOR YOUR CAMPERS TO BE COLLECTED BY 11:00.

We do all we can to ensure that the outgoing camp leaves the site clean, tidy and hygienic for your arrival and ask that you do the same for the incoming group.

Please distribute copies of these pages to your helpers so that they know what you want them to do. As Camp Leaders are often busy on departure day consider appointing someone in charge of clearing up but even more important ENSURE THAT YOU HAVE ENOUGH HELPERS TO FINISH THE CLEARING UP.

When you are happy that the clearing-up has been done, let Nick and Sarah know and they can check that everything is satisfactory for the incoming camp. The invoice for your stay will be prepared. You must pay before leaving the site.

13.1 Clearing up

13.1.1 Camping Fields

If it is raining on departure day please speak to Nick and Sarah as the following procedures may vary:

- Brush groundsheets to remove any mud or grass and if dry on both sides return them to the bed store folded in half and half again. If they are wet put them on the fences to dry.
- The photographs on page 22 shows how to leave the tents
- Return mallets and spare tent pegs to the tent store.
- Soiled and grubby fleece blankets must be washed before departure. Wash as many of the remaining blankets as you can and then fold and stack neatly in the cupboard in Bradbury Croft when they are dry.
- Return mattresses to the bed store stowing in the racking provided.
- Wash any sheets, pillowcases and towels belonging to the Woodlarks and hang them out to dry.
- Return chairs, benches and tables to the dining room.
- Collect and bin all litter in and around the tents.
- Check that the tents are empty of everything apart from the beds.
- Check with Nick and Sarah to see if the beds need to be dismantled and returned to the store

13.1.2 Bradbury Croft and the old toilet block

Bradbury Croft and the old toilet block will be cleaned by contractor. The Laundry may be used as required, the rest of the buildings must be kept clear. By 10:00 please ensure that you:

- Remove all drugs, syringes, first aid items from medical room, rest room, cupboards, drugs fridge, drawer and tops.
- Remove all personal belongings.
- Sweep the veranda and ramp areas
- Leave the building tidy
- Empty the clinical waste bins, disinfect them, seal the bags and take to the waste area.

13.1.3 Original Dormitory

- Wipe down tops of bedside cabinets and windowsills.
- Sweep floor
- Wash floor using mop, bucket and mild disinfectant.
- Return chairs to the dining room

13.1.4 Dining room

- Ensure that all table games are tidied away neatly.
- Clear out stove and leave fire and surrounding area tidy.
- Ensure doors of wood burning stove are securely closed
- Clean cooker and fridge
- Wipe down unit tops with antibacterial cleaner and ensure area around toasters etc is clean.
- Clear notice boards of your own camp lists etc.
- Wash table tops with antibacterial cleaner and stack tables and chairs tidily.
- Sweep floor and mop with mild disinfectant. Please do not drown floor with water.

13.1.5 Old Toilet block, extension, and outside toilets.

- This will be cleaned by contractors at the end of the week. You must ensure they are reasonably tidy before the end of the week.

13.1.6 Refuse area

- Check all remaining rubbish is sacked up and placed in wheelie bins.
- Put new black sacks in litter bins around the buildings.
- Check that the yellow and black striped sacks do not exceed 5kg and are stowed in the yellow Grundon wheelie bin. Ask Nick or Sarah for supplies of black/yellow sacks and ties.

13.1.7 Outbuildings and area around main buildings

- Sweep out as necessary and leave tidy:

13.1.8 Bed store

- Leave tidy

13.1.9 Tent store

- Return tent bags to proper location on shelves
- Return mallets and spare pegs to tent store
- Leave the tent store tidy if used
- Report all tent damage to Nick or Sarah.

13.1.10 Veranda/ Alleyway/ Wheelchair charging station/Smoking shelter

- Sweep clean

13.1.11 Camp fire sites

- Check all sites are tidy and all fires fully extinguished.
- Put away any equipment, tables, and chairs etc taken out to the sites.

13.1.12 Swimming pool

- Sweep around pool area
- Remove any litter from the pool surrounds, remove rubbish sack to wheelie bin and replace with a clean sack.
- Ensure the changing rooms, equipment shed and gates are locked.
- Check that the equipment store is tidy.
- Ensure changing rooms are all cleaned.

13.1.13 General tidiness

- Put away sports equipment, barbecues etc used during the week.
- Check that all cigarette ends, can pulls and other litter have been picked up from around the buildings and camping fields.

13.1.14 Bradbury Croft Laundry

- The filters on the gas driers to be cleaned daily. Face masks are recommended to avoid dust inhalation. See Nick or Sarah for these.

13.1.15 Items to be returned to Nick and Sarah if issued

- Combined TV/Video and Sky Box
- All keys issued
- Aerial runway equipment and book
- Paperwork

- Swimming pool handle
- Fire jacket and alarm instructions

14 Contacts and address book

These contacts are for your information. You must verify that they are suitable for your camp. Inclusion in this list does not necessarily signify endorsement by Woodlarks Camp Site Trust.

14.1 Emergency numbers

In an emergency contact Nick or Sarah. If they are not on site, please use the following sequence.

- Try Nick and Sarah's mobile number (these numbers will be given to Camp Leaders and are not published here)

If this fails, please follow the instructions below.

14.1.1 If you smell gas or suspect one of the boilers has a problem:

- Open doors and windows.
- Check if the pilot light has gone out. If any gas appliances have been left on, turn them off. If the pilot light is still on and your gas appliances are all off, there may be a gas leak.
- Turn off the gas at the mains tap, which is usually near the meter. The tap for Bradbury Croft is in the laundry drying room. Sarah will show the laundry team where it is. There is also an emergency shut off on the doorway to the laundry.
- Don't turn light switches on or off, don't use mobile phones, Aid Call system or any other electrical switches which could cause a spark.
- Don't smoke, light a match nor use any other naked flame.
- Phone the National Gas Emergencies number immediately on **0800 111 999**. Only use a mobile phone from outside the property.

14.1.2 Alarms

If you have problems with the burglar alarm, please contact Sarah or Nick.

If the alarm for the Air Source Heat Pumps (ASHP) in the Camp Leaders' Office sounds, contact Nick and Sarah.

If there is a power cut to the entire site call 105.

For any other problems in Bradbury Croft, call Nick or Sarah.

14.2 Manual Handling responsibilities

Woodlarks Camp Site Trust seeks to follow best practice to protect the health and safety of its users. The responsibility for safe moving and handling of people and objects is shared between us (The Trust) and you (the people camping).

Our responsibility is to make using Woodlarks as safe as we can. This includes:

- assessing risks and minimising them
- making access easier
- providing equipment
- keeping you informed

Your responsibility is to be informed and to make good use of your training and the equipment provided. This is to protect you from injury. We strongly recommend that anyone carrying out people handling tasks is trained.

It is the Camp Leader's responsibility to ensure safe working practices are adhered to in the manual handling of campers.

It is likely that camps will already have their own procedures for ensuring appropriate care for their campers. However:

- do find out before camp what kind of help campers with disability need and ensure that any care plans provided are followed by helpers
- know what equipment is available on site (see below).

The following may be helpful as basic guidance but is not a replacement for training.

14.2.1 Assessing hazardous manual handling tasks

The task is hazardous if it is likely to cause injury. When assessing the task, you should consider "LITE":

LOAD (weight, size, shape, condition)

INDIVIDUAL CAPACITY

TASK

ENVIRONMENT

You should follow these steps:

AVOID lifting the object or person, if at all possible

ASSESS the task

LOWER the RISK by planning and using appropriate equipment.

14.2.2 Hoists

It is the Camp Leader's responsibility to ensure that hoists and slings are operated only by competent people with current experience of using hoists.

The Camp Leader needs to appoint one competent person to be responsible for the hoists for the week. This includes conducting the safety checks daily, recording checks

and reporting any faults to Nick and Sarah. Nick and Sarah will hand over the safety checklist and information booklets on the first day, by arrangement.

- Oxford 'Midi' electrically operated mobile hoist. This uses slings. Campers should bring their own slings that are compatible with our hoists.
- Oxford 'Dipper' manually operated fixed hoist. This is at the pool side and is fixed to the ground. It uses a detachable chair or a swimming sling.

The Midi hoist is only suitable for indoor use and within the tents with a wooden floor.

14.2.3 Oxford Midi Hoists

Before using the hoists, you must be trained in the use of lifting slings and the hoist itself.

The brake should be left off when hoisting, this allows the hoist to move towards the camper, rather than dragging the camper to the hoist.

Don't lift campers heavier than 25 stone (160 kg)

The feet of the hoist should be spread to fit around a wheelchair.

Don't use the hoists to move people around the building, they are intended as a means of moving campers from a bed to a chair etc.

Do not use hoists on grass or uneven ground.

14.2.4 Further information

The following professional bodies all provide advice on manual handling:

- The Royal College of Nursing
- The Chartered Society of Physiotherapy
- The College of Occupational Therapists
- BackCare (formerly the National Back Pain Association) also provide literature.

14.3 Vets

[Waverley Vets](#) have two branches nearby in Lower Bourne and Shortheath.

14.3.1 Wheelchair Repair

[AJM Healthcare](#) can be contacted on 01323 847250. enquiries@ajmhealthcare.org

14.3.2 Coach hire

Farnham Coaches Ltd, Odiham Road, Ewshot, Farnham, GU10 5AE, 01252 724010.
www.farnhamcoaches.co.uk

Community Transport for East Hants, The Forest Community Centre, Pinehill Road, Bordon, Hants. GU35 OBS, 01420 475759. www.cfirfirst.org.uk

Their vehicles are available at very reasonable rates, and most have tail lifts. Not all vehicles are London Low Emission Zone compliant. Available for self-drive and on occasions their own volunteer drivers may be available. Drivers are required to hold a

MiDAS certificate and D1 on their Driving License. See their website to arrange a MiDAS test.

AMK Mini-coaches and Chauffeur Cars, Auriol Works, Mill Lane, Passfield GU30 7RR, 01428 751675. www.amk.co.uk This company has various mini-buses with tail-lifts. Most vehicles are London Low Emission Zone compliant. Self-drive not available

14.3.3 Taxis

Farnham Station Taxis 01252 735735 www.farnhamstationtaxis.co.uk

They are based at Farnham station and the town centre and operate from 06.00 – Midnight.

Rushmoor Taxis 01252 333555 www.rushmoortaxis.com

Most cabs are wheelchair accessible and drivers are DBS checked. They are based in Aldershot so will be more expensive. 24 hours

[Miss Daisy](#) has a wheelchair accessible taxi.

14.3.4 Places of Worship

[St. Martin by the Green \(C of E\)](#), Lower Bourne.

[St. Thomas on the Bourne \(C of E\)](#), The Parish Office number is 01252 715505.

[The Spire Church \(Methodist and United Reformed\)](#) South Street, Farnham, GU9 7QU, 01252 76306.

[Farnham Baptist Church](#), The Hart, Farnham, Surrey GU9 7HA, 01252 726 830.

[St Joan of Arc Catholic Church](#), 19 Tilford Road, Farnham, Surrey GU9 8DJ, 01252 716 711.

[Vineyard Church](#), office at Church House, Union Road, Farnham, 01252 737586.

[The Shah Jahan Mosque](#), 149 Oriental Road, Woking, Surrey, GU22 7BA, 01483 760 679.

15 Fire precautions

There is a fire assembly point sign. It must be put in place at the start of each camp. All members of the camp need to be aware of the location of the agreed fire assembly point.

Please leave the main drive clear for fire appliance access.

The full fire safety information is in the document “Fire Safety Woodlarks Campsite Guide to Camp Leaders”.

Sarah will issue a current copy of the Fire Safety Checklist and all other fire related documents. You must appoint a Fire Safety Officer, who is familiar with the positions of all the fire extinguishers, the operation of the fire alarm in Bradbury Croft and these Fire Precautions.

Carry out a fire drill for the site. This will help new campers familiarise themselves with fire exits.

If you are cooking in the dining room, ensure that the cooking equipment is monitored by someone able to prevent an incident taking place.

15.1 General Awareness

Everyone on site must be familiar with:

- Exit doors and other means of escape
- Location of fire extinguishers and fire hoses
- Location of the assembly point
- Actions to be taken in the event of a fire

Everyone must ensure that all doors and exit routes from buildings are clear at all times.

15.2 Camp fires

If you light a camp fire:

- Soak it with water as soon as possible after use
- Remove the ashes and put them in a metal wheelbarrow
- When the ashes are cold, put them in a black sack and put in the general waste.
- In periods of drought please ask Nick or Sarah if it is safe to have a camp fire

15.3 Barbecues and Charcoal

Charcoal is to be stored in metal containers.

Ash and unburnt charcoal (BBQ Material) is to be placed in a metal wheelbarrow and covered with water to ensure it is fully extinguished.

15.4 Dining room fire and cooker

If you light a fire in the dining room wood stove:

- The fire doors must be shut when the room is unattended, and the guard in position.
- Ensure that you use the correct wood (see Wood pile info)
- Always keep any flammable materials away from the fire
- Ensure the doors are securely closed
- Fireproof gloves are provided
- The guard must be in place if there is a risk of children or vulnerable adults touching the stove or stove hood
- Remove ash and unburnt material into a metal wheelbarrow and remove from the building after use
- To light the wood stove, pull out the left-hand damper. Once the fire is lit, close this damper and control the flame with the right-hand damper. There should be a “rolling ball of flame” above the logs. The meter on the top of the fire indicates when it is burning optimally.

Any cooking equipment in use in the dining room must be monitored at all times by someone able to carry out the necessary actions to prevent an incident taking place.

15.5 In case of Fire

Raise the alarm by shouting "Fire, Fire, Fire," or use the fire alarms situated in the cook house or the end of the alleyway onto the top field.

Ensure that everyone leaves the building or area of the fire immediately.

Call the fire brigade.

The Fire Safety Officer is to inform the fire brigade of the location of any oxygen cylinders stored in the buildings.

Try to extinguish the fire by the nearest appropriate extinguisher or fire hose but do not take personal risks.

If there is time, close doors and windows to prevent draughts.

The Camp Leader or nominated Fire Marshall must check names and numbers to ensure that everyone is safe.

Act calmly at all times.

Electrical fires:

- Switch off electrical supply if possible
- Extinguish fire with CO2 or dry powder.
- Do not use water.

Fat and oil fires:

- Turn off heat
- Smother flames with damp cloth, fire blanket or foam. Do not use CO2 extinguishers as they may disperse the hot fat.
- Do not use water.

Solid fires:

- Use water and aim jet at the base of the fire.

Clothing fire:

- Lay the person down and
- Use a fire blanket to wrap the victim.

15.5.1 If the fire alarm is raised

Give the necessary assistance to other people to ensure their safety.

Immediately leave the building by the nearest exit and proceed to the assembly point.

On no account must anybody re-enter the building until permission is given by the Fire Safety Officer or the Fire Brigade.

15.6 Use of The Woodlarks Centre in case of Emergency

We have an agreement with The Woodlarks Centre (TWC) that we may use their premises and they ours, in case of emergency.

In the event of an emergency forcing evacuation of our buildings, contingency plans have been agreed with the Trustees of Woodlarks Centre allowing us use of the Centre's buildings. After the head count has been taken call Nick or Sarah and call The Woodlarks Centre and inform them we will need to shelter in their buildings.

Access will be obtained via the path if it is safe otherwise the road will be used. Hi-vis jackets must be worn by key helpers and everyone on the walk must be fully escorted by Nick or Sarah or a representative of the Centre. All campers must be chaperoned at all times when at the Centre.

If The Woodlarks Centre needs to use our facilities, they will ensure staff are with their residents at all times and they will come into the camp via the ramp at the back of the old toilet block. They can use the dining room and tents that are free. They would be rehoused very quickly.

Useful numbers:

<i>Sarah Lane</i>	<i>Camp Site Secretary</i>	<i>01252 716279</i>
<i>Nick Richards</i>	<i>Camp Site Warden</i>	<i>01252 716279</i>
<i>The Woodlarks Centre</i>		<i>01252 714041</i>
<i>Lynda Pattie</i>	<i>TWC Business Manager</i>	<i>07808 988250</i>
<i>Simon Farrant</i>	<i>TWC Chairman</i>	<i>07932 676148</i>

16 Legal Liability insurance

16.1.1 Public and Employers (specially adapted) Liability Insurance

The Woodlarks Camp Site Trust (the Trust) maintains an Activity Combined Insurance Policy which includes Sections for:

- Public Liability
- Cover provides for the Trust's legal liability for accidental death of or accidental Personal Injury to Third Parties or damage to material property of Third Parties arising out of Woodlarks Business.
- Employers (Volunteers) Liability
- Cover provides for the Trust's legal liability for bodily injury or disease caused to volunteers during their work with Woodlarks.

Camp Leaders are deemed to be under the control and supervision of the Trust and are, by special arrangement, covered under the Public Liability and Employers Liability sections of the policy.

All campers and camp volunteers are covered within the definition of Third Parties.

Volunteers on Working Parties are covered under the Public Liability and Employers Liability sections of the policy.

Volunteers who are participating in events organised by their employer are covered by their employer's Employers Liability insurance.

Indemnity provided to Camp Leaders and volunteers on working parties is, in the event of a claim, only activated under the policy at the specific request of the policyholder.

Camp Leaders must be aware that the Trust is **not covered for everything** and activities that could be regarded as not normal for Woodlarks or are potentially hazardous which are not listed below are not covered. Camp Leaders must therefore ensure **in advance**, that any additional activity is acceptable to both the Trustees and to the Insurers. Without such acceptance **no cover will be available** under the Trust's insurance in the event of accidental injury or damage.

The following potentially hazardous activities are already acceptable to the Trustees and the insurers:

- Archery
- Accessible Swing
- Aerial Runway
- Pioneer (Scout style)
- Swimming
- Trampoline

Provided that:

- The activity has been authorised by the Camp Leader (and by Trustees / Insurers as above) and is conducted by the Camp Leader or an activity supervisor appointed by the Camp Leader.
- The Camp Leader and the relevant activity supervisors have acknowledged, in writing, that all rules in the Handbook relating to any of the activities listed above will be strictly applied and obeyed.

Any activities referred to above are covered whether 'on' or 'off' site, if they are undertaken from premises in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

You should however recognise that the insurance will only respond where you are not deemed to be negligent. For example, if an injury incurred from slipping at the reception area of a swimming pool in a nearby leisure centre, following failure of the Centre to put out suitable warning signs about the wet floor, it is unlikely that the insurers would consider negligence can be attached to the Camp Leader or an activity supervisor. In this instance the claim would likely be directed to the Leisure Centre (and ultimately the Leisure Centre's insurer).

There is, as always, an extensive list of exclusions under any insurance policy and it should not be taken as read that any omission of detail herein can be taken as an inclusion of cover by default.

Save for any negligence on the part of the Trustees, persons are NOT covered for personal injury to themselves or their property and should therefore, if they so wish, arrange their own insurance.

Any questions regarding the Policy should be raised directly with the Trustees.

17 Full list of what you will find at the site

17.1.1 Tents

- Further Icelandic tents. Please ask Nick and Sarah.

17.1.2 Cookhouse, pantry and pot store

The list of facilities for these areas is in the kitchen section.

17.1.3 Dining room

- Electric toasters
- Hot water boiler
- Domestic electric cooker
- Domestic fridges
- Assorted tables and chairs
- Piano
- Open log fire
- Safe for money and small valuables
- Defib

17.1.4 Near veg prep sink

- Electric potato peeler
- Draining rack for pots and pans prior to stowing in pot store
- There is a hot and cold water supply to the pantry sink, veg prep sink and washing-up sinks.

17.1.5 Alleyway

- Cutlery, mugs, plates and bowls
- Brooms, mops, dustpans, squeegees

17.1.6 Original Dormitory, toilet block and extension

- Hospital type beds and blue mattresses should not be removed from the dormitory.
- Dimmer switch for night lights
- Different design showers and toilets with various aids

- Cubicle wash basins with curtains
- Wheeled shower chairs
- 'Oxford' midi hoist (for indoor use or tent with wooden floor only)
- Sluice (Yellow sack bin located here)
- Varying height changing benches

17.1.7 Bradbury Croft

- Hospital type beds and blue mattresses should not be removed from Bradbury Croft
- Laundry with two washing machines, two tumble driers and a drying room.
- Rest room with adjustable bed
- Medical room with lockable drugs cupboards, fridge and yellow sharps container.
- Two sleeping areas each with four electrically adjustable beds with bedside cabinets. There is a partition enabling the area to be used as two separate rooms or as one large room.
- Blanket store with approximately 350 fleece blankets.
- Two rooms for helpers each with a bunk bed for two people.
- Secure Camp Leader's office
- Veranda with charging points for wheelchairs
- Sluice room

17.1.8 Charging station at end of original building

Provision for charging battery powered wheelchairs

17.1.9 Fire safety equipment

This is listed in the Fire Action Handbook for Camp Leaders.

17.1.10 Bed store on top field

- Spare bunk beds for Bunkhouse tents.
- Various metal frame beds
- Groundsheets (there are more in the Tent Store)
- Mattresses (approximately 80).

17.1.11 Bin area

There are appropriately labelled wheelie bins for:

- clinical waste
- general waste
- recycling

17.1.12 Tent store (in the Undercroft of Bradbury Croft)

- Tents
- Groundsheets (there are more in the Bed Store)
- Mallets, tent pegs, spare main guys, spacers etc.
- Any spare pioneering equipment will be clearly marked, if available. Please ask.

17.1.13 Sports equipment

These items can be issued on request by Nick and Sarah.

- Bingo machine
- Projector screen
- Combined TV/DVD

17.1.14 Wood pile

- Wood for the trench oven and dining room log burner appropriately cut to size.

17.1.15 Campfires and static barbecue sites

- There are 6 Campfire or cook out sites.

17.1.16 Aerial runway

- The handbook and keys will be issued on handover.

17.1.17 Heated outdoor swimming pool

- Please see the Swimming Pool Handbook for a list of items available.

17.1.18 Netball/basketball court

17.1.19 Wheelchair Swing

- The clamps and keys will be issued on handover.

17.1.20 Trampoline

17.1.21 Chapel

- This is set in a circle of pine trees.

18 Appendix: Equipment in Bradbury Croft

Note that the only source of drinking water is in the medical room.

18.1.1 The Aid Call System

To activate the aid call push any of the alarm buttons or pull the red alarm cords. Once activated the alarm light over the door will flash white, and the alarm panels in the dining room and behind the glazed veranda doors in Bradbury Croft will indicate where the call originated. To deactivate press the cancel button once. This will change the flashing light to green and clear the call from the panels. Press the green cancel button a second time. The light will extinguish.

If further assistance is needed, push the alarm button or pull the cord again.

The Aid Call system is installed in Bradbury Croft, with a remote facility at the swimming pool. The remainder of the site is not covered.

18.1.2 Fire Alarm System

The fire alarm system applies to Bradbury Croft (including the tent store), the old dormitory, wash block, pantry and the dining room. If a fire is detected, or an alarm button is pushed, the sirens start and red strobe lights flash. The first priority is to carry out evacuate even if no fire is visible.

While the building is being evacuated, if it is safe to do, so the Fire Officer should examine the control panel to ascertain the cause of the alarm. You must call the Fire Brigade by dialling 112 / 999 if you suspect a fire. The alarm does not automatically call the Fire Brigade.

The panel should indicate which sensor or switch has been activated. There is a diagram showing the location of each alarm sensor and switch. Any sensor or switch that has been activated will also show a small red light on the sensor.

To reset the alarm panel, insert the silver key into the key switch and turn to the "Enable" position. Then hit the "Mute" key and then the "Silence" key. The alarm should stop sounding. Return the key to the "Disable" position and remove.

If the alarm has been triggered by an alarm button, you must reset the alarm button before resetting the alarm panel. To reset an alarm button, insert the black key provided into the base of the switch, slide the switch cover down, remove the key and replace the cover. The yellow line will disappear. Insert the silver key provided into the key switch, turn to "Enable" and press "Reset". The light will go off on the push button and the panel will show "Normal". Return the key to the "Disable" position and remove.

If you cannot silence the alarm, please ask Nick or Sarah for assistance. If you cannot find Sarah or Nick, please contact Baudelaire on 01962 737020, 07855 830316 or 07977 006756

18.1.3 Clos-o-Mat toilet

The Clos-o-Mat toilet may be operated by three mechanisms

- The buttons on the right-hand side (when seated on the toilet)
- An optical sensor on a remote cable
- A hand held remote control.

The first operation washes the user with warm water, the second operation will dry the user with warm air.

Nick and Sarah will replace the sanitiser fluid when required. This is used to clean the water spray and warm air drier. Gentlemen are kindly asked to sit down when using this appliance.

Normal toilet cleaners can be used to clean the bowl (not bleach).

18.1.4 Velux Windows and Blinds

The high-level windows in the corridor and the sleeping areas are operated by wall mounted switches.

The windows are designed to close automatically when it rains, this cannot be overridden by the controller.

18.1.5 Basins and Taps

There are several different types of taps to suit users with differing needs, some of the basins are height adjustable.

18.1.6 Intruder Alarm

Bradbury Croft has an intruder alarm, Sarah will explain its operation. The alarm must be armed if the site is unattended.

18.1.7 Shower Changer

The Trust does not supply pillows and inflatable cushions for the shower changer, as they may be a source of infection.

Adjust the height to the hip height of the shortest helper, use the foot operated brakes to prevent the changer moving.

If you lower either side, be careful that the person on the changer does not roll out.

The battery should be put on charge overnight.

Don't use the changer for people heavier than 25 stone (160 kg)

18.1.8 Oxford Midi Hoists

See the section on Manual Handling.

18.1.9 Parker Bath

The Parker bath should be in the upright position when inserting / removing a camper. Remember to adjust the height for your comfort when lifting and washing campers.

The drain plug is operated by a knob on the right-hand side of the seated camper. When draining, tilt the bath upright.

The water temperature is controlled by an anti-scald device. Once the water is flowing you may tilt the bath backwards. There are also tilt controls inside the bath for campers who can manage to operate them.

There is an adjustable shower head on the right-hand side.

The bath should be cleaned with normal bathroom cleaners, don't scour it with abrasive materials.

After use please leave the Parker bath in the upright position.

18.1.10 Adjustable Beds

The beds are adjusted by the handset attached on a curly cable.

Remember to lower the wheels if moving a bed and raise them when the bed is in normal use.

Be careful that the head of the bed is not too close to the wall, it is possible to damage the plugs in the wall sockets.

18.1.11 Overhead Hoists

You must be given guidance on the use of lifting slings before using the hoists. Consult each camper's care plan for further help.

Before each use, check that the webbing and stitching is not damaged. The cassette may be moved anywhere on the system, it will charge in any location. There is a green light to show it is charged / charging. If the light shows red, there is a problem. Be careful where you leave the cassette at night to ensure no injuries occur. The maximum load is 22 stone (140 kg).

Note that when the down button is pushed, the cassette will initially lift to take up tension.

To transfer into an adjacent room (i.e., from the dormitory to the bathroom), align the moving track to the gate and gently move the cassette forward. This allows the cassette to transfer into the gate. **Please do not use force.**

19 Consent forms for images

If you want to use an image (a photograph, film, audio or video recording) of anyone who comes to a camp, then you must obtain their permission. 'Use' means publish on a web site, send to news media, or include in a printed publication.

The Trust is always happy to receive photographs for inclusion on our web site or in our Year Book.

The following form is a suggestion for consent.

Image Consent Form for (Insert Camp Name here)

To be completed by individual(s) (parents/guardians if subject is less than 18 years of age) before photographs, videos or sound recordings are taken.

19.1.1 Declaration

I consent to being photographed, filmed or videoed, or recorded by (Insert Camp Name here). I understand that the images may be used in any way that (Insert Camp Name here) chooses, including on web sites, in printed material, in the press and in social media. They may also be passed to Woodlarks Camp Site Trust for use in their publicity.

Name (please print):

.....

Address:

.....

.....

Signature:

Date:

Name and address of parent/guardian if person to be photographed is less than 18 years of age or is unable to give consent.

Name (please print):

.....

Address:

.....

.....

Signature:

Date:

This policy will be reviewed after three years, or sooner if legislation changes.

Signed:

Date:

Print name: Catherine Crawford

Position held: Chairman

Implemented: March 2023

Review date: January 2024

Person responsible: Malcolm Jarrett