



Woodlarks Campsite Trust

Camp Leaders' Handbook

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1 Introduction

1.1 Document Purpose

- 1.1.1 The Camp Leaders' Handbook CLH is intended to be a concise guide to the campsite, explaining its rules and providing information for the safe use of the campsite and all equipment. It is a policy document, and the guidance should be considered MANDATORY.
- 1.1.2 Other policy documents maybe be referred to in this document and may be found on the WCST website <https://woodlarks.org.uk/policies/> or by contacting secretary@woodlarks.org.uk .
- 1.1.3 Camp Leaders must read the CLH fully in the first instance and then use it for reference, looking-up information via the table of contents (ToC), when necessary. Note – if reading electronically, the ToC is clickable, as are cross-references in the text e.g. “(see 1.1.3)” (CTRL+Click to follow links)
- 1.1.4 It is good practice to read the complete document occasionally to refresh your memory, however each newly amended version highlights significant changes from the previous published version (see 1.2). We hope these may be available for the start of the season.

1.2 What's new in 2026?

1.2.1 Insurance Reminder

Ensure you are familiar with the limitations of Woodlarks insurance cover and any insurance requirements you may consider necessary for your camp. (See 4.1)

1.2.2 Food Hygiene Certificates

The Trust is recommending that members of your cookhouse team complete a Level 2 Food Hygiene Certificate.

Safeguarding / DBS

Jane Pyzniuk is now our dedicated Safeguarding Officer. There is a Safeguarding Policy on the website. (See 1.1.2) The Trust can only conduct a DBS on people volunteering for the Trust, i.e. Trustees. Camps will need their own checking account for DBS checks. (uCheck, dbscheckonline or the like)

2 Fire Procedures

2.1 Fire Procedures Document

- 2.1.1 YOU MUST READ THE FULL GUIDANCE IN THE [Fire Actions for Camp Leaders](#) document which can be found on the Woodlarks Website under POLICIES.

2.2 Overview

2.2.1 Fire safety is basically common sense, but please take special note of the guidance.

2.2.2 If you suspect a fire has started ANYWHERE on-site,

RAISE THE ALARM IMMEDIATELY by activating the fire alarm and dialling 999.

2.2.3 Even if you have been coming to Woodlarks for many years, legislation and our campsite procedures may have changed, so please regularly refresh your knowledge by reading these procedures.

2.2.4 In compliance with The Regulatory Reform (Fire Safety) Order 2005 (RRO), our nominated individuals with responsibility for overseeing compliance are:

Responsible Person - Lynne Cooper

Competent Person - TBA

Site Fire Safety Officers - Sarah Lane (Secretary) and Nick Richards (Warden)

2.3 Personal Emergency Evacuation Plans (PEEPs)

2.3.1 A PEEP is a document detailing procedure for evacuating people with mobility, sight, hearing or cognitive impairments in case of emergency and each will have a nominated 'buddy'.

2.3.2 One document must be completed for each individual fitting the criteria at 2.3.1, which will indicate a person nominated to assist them evacuate.

2.3.3 Please see PEEP document at the end of the Handbook.

2.4 Fire Risk Assessments

2.4.1 The RRO dictates that fire risk assessments (FRA) are undertaken.

2.4.2 Risk Assessments will highlight:

- actions needed to meet all relevant fire safety requirements.
- the need to keep a register of ALL people on-site and where they are sleeping (recorded on a site map showing who is in which tent/dormitory etc.).
- the register must include all individuals, agility and health, and indicate persons especially at risk.
- any potential sources of ignition, including combustible materials, building structures and furnishings.

2.4.3 The aim is to minimise potential ignition sources and combustible materials.

2.5 Fire Hoses and Equipment

2.5.1 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 hose for cleaning down.

2.5.2 Fire extinguishers and fire buckets containing sand and water may be found at

various locations around the site.

2.6 If you Smell Gas or Suspect a Gas Leak

2.6.1 Do not turn any light or electrical switches on or off.

2.6.2 Evacuate the affected building

2.6.3 Open all doors and windows.

2.6.4 Turn off the gas at the main isolation tap. The tap for Bradbury Croft is in the laundry drying room and the tap for the cookhouse is on the outside wall facing Bradbury Croft.

2.6.5 Do not use any naked flames.

2.6.6 Telephone the National Gas Emergencies number immediately on **0800 111 999**.
Nb. only use a mobile phone from outside the building.

2.7 Undercroft keys

2.7.1 In the event of a fire attended by Surrey Fire and Rescue, they will need immediate access to BC Undercroft to isolate gas, electricity and solar panels.

2.7.2 If the Undercroft is locked, the keys can be found in a key safe on the wall in the porch of KMH.

2.7.3 The fire service will have the code to open the key safe.

3 Missing Person Procedure

3.1 Procedure

3.1.1 If camps do not have their own Missing Persons Procedure, this procedure must be followed.

3.1.2 If a child or other vulnerable person goes missing whilst on-site, after an initial cursory search, the police should be called **WITHOUT DELAY** (a further call can cancel the report, should the person turn-up).

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

3.1.4 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. (Not necessarily the dining room dependant on vulnerabilities of others present)
- Brief all searchers with a description of the missing person, 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 site search due to extreme vulnerabilities or suicidal tendencies.
- Advise the relevant parents and/or carers of the situation as soon as is reasonably practical to do so.

4 Insurance

4.1 Insurance Cover

4.1.1 Employers Liability Insurance Certificate and Public Liability Insurance certificates will be prominently displayed on-site and are available on request.

4.1.2 Woodlarks Campsite Trust carries insurance for the following:

- All property belonging to Woodlarks Campsite Trust
- 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 Liability (Trust Volunteers) - Cover provides for the Trust's legal liability for bodily injury or disease caused to volunteers during their work with Woodlarks.
- All campers and camp volunteers are covered within the definition of Third Parties.
- Volunteers on Working Parties supervised by the Trust are covered under the Public Liability and Employers Liability sections of the policy.
- Volunteers who are participating in Trust events organised by their own employer are covered by their own Employer's Liability insurance.

4.2 Woodlarks Insurance DOES NOT cover.

4.2.1 Personal Property - Loss of, or damage to, personal belongings, including vehicles and their contents, brought onto the campsite.

4.2.2 Activities and Equipment Not Provided by the Trust - Any injury, loss, or fatality arising from the use of equipment or participation in activities that are not directly organised or provided by the Woodlarks Campsite Trust.

4.2.3 Camp Leader-Led Activities - Activities conducted or supervised by Camp Leaders, whether on-site or off-site, remain the responsibility of the individual leaders or

organising groups.

- 4.2.4 External Facility Providers - Activities or equipment provided by external organisations—such as bouncy castles, discos, or other hired attractions—are the responsibility of the provider and/or the camp making the booking.
- 4.2.5 Non-Compliance with Trust Policies - Any incidents involving individuals who fail to follow the policies, procedures, or safety guidance as set out in Woodlarks Campsite Trust policies.
- 4.2.6 The Trust does not supervise individual camps and therefore cannot indemnify Camp Leaders against any risks. Camp Leaders are advised to seek advice from an insurance broker.
- 4.2.7 You should recognise that the insurance will only apply where you are not deemed to be negligent.

5 Manual Handling Responsibilities

5.1 All Manual Handling (People and Equipment)

- 5.1.1 Woodlarks Campsite Trust seeks to follow best practice to protect the health and safety of its users.
- 5.1.2 The responsibility for safe moving and handling of people is shared between the Trust and the Camp Leader.
- 5.1.3 It is the Trust's responsibility to make using Woodlarks as safe as possible. This is achieved by providing suitable equipment, explaining its use and ensuring it is in a serviceable condition through regular maintenance. This includes:
 - providing and servicing hoists and other manual handling equipment
 - assessing risks and minimising them
- 5.1.4 It is the Camp Leader's responsibility to ensure they understand instructions for use of any manual handling equipment and ensure everyone adheres to these.
- 5.1.5 You **MUST ENSURE** that anyone undertaking any manual handling task is trained and confident in using the equipment safely. This will help protect all helpers and disabled participants from injury.
- 5.1.6 It is the Camp Leader's responsibility to ensure safe working practices are adhered to.
- 5.1.7 Misuse of any equipment, particularly hoists, could result in serious injury.
- 5.1.8 Many Camp Leaders will already have their own procedures for ensuring appropriate care for their campers, however, they should ensure they are aware what kind of help their campers with disability need. Ensure any care plans provided are followed by helpers.
- 5.1.9 You should familiarise yourself and your volunteers with the equipment described at 5.2 and 5.3.

5.2 Hoists

- 5.2.1 The following may be helpful as basic guidance but is not a replacement for training.
- 5.2.2 The Trust has fixed ceiling hoists in Bradbury Croft dormitories and bathrooms, and in the Timber-Framed Tent (TFT).
- 5.2.3 There are 2 fixed poolside hoists for assisting people in and out of the swimming pool.
- 5.2.4 Other mobile hoists are available for use in tents with a timber floors and in the Old Block. Mobile means they can be moved to where they are needed.
- 5.2.5 Mobile hoists must not be used to transport people more than a few feet and only on a hard surface.
- 5.2.6 It is the Camp Leader's responsibility to ensure that hoists and slings are only operated by competent people with experience of using hoists.
- 5.2.7 The Camp Leader needs to appoint one competent person over 16 years of age to be responsible for the hoists for the week.
- 5.2.8 This includes conducting the safety checks daily, recording checks and reporting any faults to the warden or secretary. They will hand over the safety checklist and information booklets on the first day, by arrangement.

5.3 Oxford Midi Hoists and Dipper Hoists (Poolside)

- 5.3.1 Oxford 'Midi' electrically operated mobile hoist. This uses slings. Campers should bring their own slings, compatible with our hoists.
- 5.3.2 Before using the hoists, you must be trained in the use of lifting slings and the hoist itself.
- 5.3.3 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.
- 5.3.4 Don't lift campers heavier than 25 stone (160 kg)
- 5.3.5 The feet of the hoist should be spread to fit around a wheelchair.
- 5.3.6 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.
- 5.3.7 Do not use hoists on grass or uneven ground.
- 5.3.8 Oxford 'Dipper' manually operated fixed hoists at poolside. There are two dipper hoists fixed at the poolside for assistance entering and leaving the pool. They use either a detachable chair or a swimming pool sling.

6 General Information

6.1 Oxygen Use

- 6.1.1 No oxygen is routinely stored on-site at Woodlarks.
- 6.1.2 Should anyone attend your camp with an oxygen cylinder(s), the following rules for its safe use and storage must be followed:

- Oxygen cylinders must be stored in a cool, dry and well-ventilated area, away from open flames, flammable materials, heat sources and direct sunlight.
- There should be no smoking, or other sources of ignition within 3 metres of the oxygen cylinder.
- The warden or secretary must be made aware of the location of oxygen cylinder storage and where it is to be used. A sign must be clearly displayed in this area.
- Oxygen warning signs are available on handover or request from the secretary or warden.

6.2 **Site security**

- 6.2.1 Woodlarks campsite is not a secure site.
- 6.2.2 If desired, camps may open and close the main gate manually at their discretion.
- 6.2.3 If you are planning a day trip away from camp, leaving no one left on-site, our insurers require that Bradbury Croft is locked and the alarm set.
- 6.2.4 The dining room and cookhouse also need to be locked.
- 6.2.5 If you need to lock the old dormitory see the warden or secretary, or preferably move valuable items to a locked room, e.g. camp leaders' office.

6.3 **Unauthorised Intruders**

- 6.3.1 Please be vigilant for unauthorised intruders on-site, who may enter in vehicles or on foot.
- 6.3.2 Report any suspected intrusions to the warden or secretary immediately.
- 6.3.3 If appropriate, dial 999 and inform the police.

6.4 **Car parking**

- 6.4.1 Encouraging campers and helpers to consider carsharing before coming to camp will help with the limited parking areas on-site.
- 6.4.2 Cars may be parked:
- in the matted parking area on the right-hand side of the main drive,
 - in the bottom car park just inside the main gate,
 - in the area to the left-hand side of the pool path.
- 6.4.3 Please ensure all cars are parked considerately to avoid any obstruction and avoiding leaving wide gaps, thereby maximising the number of vehicle able to park.
- 6.4.4 DO NOT obstruct the driveway at the bottom of the lower field, or the gate to the top field by the campfire area, enabling access for emergency vehicles AT ALL

TIMES.

- 6.4.5 If all parking areas are full, ask the warden or secretary for advice regarding alternative parking areas.

6.5 Alarms

- 6.5.1 No Woodlarks alarm is connected to emergency services.
- 6.5.2 Woodlarks has an automatic fire alarm system in all buildings and intruder alarms in Bradbury Croft and the Tractor Shed.
- 6.5.3 The fire alarm may also be triggered via 'break-glass' alarm points in buildings.
- 6.5.4 There are also manual bells at a few locations.
- 6.5.5 There are also the following manually operated alarms:
- a push button alarm at the swimming pool which sounds at the dining room.
 - an Aid Call Alarm in Bradbury Croft
- 6.5.6 If you have problems with the burglar alarm, please contact the warden or secretary.
- 6.5.7 If the alarm for the Air Source Heat Pumps (ASHP) in the Camp Leaders' Office sounds, contact the warden or secretary.
- 6.5.8 For any other problems, call the warden or secretary.

6.6 Visitors

- 6.6.1 Visitors to your camp are welcome, provided they have the camp leader's permission and they report to them on arrival.
- 6.6.2 You must immediately add any visitors to your register for fire and insurance purposes.
- 6.6.3 Visitors who want to stay for a day, or overnight, may do so with permission of the Camp Leader and will be liable for the relevant day/night camp fees.
- 6.6.4 WCST Trustees or Management Committee members (all of whom have current DBS checks) may enter camp at any time, possibly with other visitors (such as contractors) and will notify the Camp Leader as a courtesy. Wherever possible, they will give suitable notice.

6.7 Warden and Secretary Availability

- 6.7.1 The bungalow named Kathleen Marshall House (KMH) is a private dwelling and the home of the warden and secretary, who live on-site all year. This is the only private area at Woodlarks, and it is requested that everyone respect their privacy.
- 6.7.2 Telephone Number for the bungalow is 01252 716279
- 6.7.3 They should not usually be disturbed during the evenings after 1900 hours, or anytime on Sundays, except in cases of emergency.
- 6.7.4 If you need to speak to the warden or secretary, press the Ring doorbell and wait.

- 6.7.5 If there is no reply, please DO NOT open the front door if it is unlocked, look through or knock windows, or enter the private garden area.
- 6.7.6 If there is no reply, the camp leader will have a telephone number to call as an alternative, if necessary.

6.8 Woodlarks Campsite Souvenirs

- 6.8.1 The Trust provides a small selection of souvenir items for sale at reasonable prices.
- 6.8.2 Items are stored in plastic storage boxes, allowing the shop to be setup in a suitable location, e.g. veranda, dining room, etc.
- 6.8.3 Please speak to the secretary (preferable in advance) to make arrangements for when you want to sell items.
- 6.8.4 Unsold items must be re-packed into the storage boxes when the sale is finished, for return to the warden or secretary.
- 6.8.5 Electronic card payments are possible by arrangement. Please ask the secretary.

6.9 Electrical Appliances Supplied by the Trust

- 6.9.1 All electrical equipment supplied by the Trust is PAT tested annually to ensure electrical safety.
- 6.9.2 All appliances older than 12 months will have a green OK label like this, which shows the date of PAT testing:



- 6.9.3 Any brand-new appliance put into service during the year will have a label like this instead of a green OK label:

The label will include the word “NEW” and the current YEAR. If a previous year is shown (as in this example) it must not be used and must be referred to the warden or secretary.



6.9.4 An appliance that has failed a PAT test will be condemned, taken out of service and have a RED label attached like this:



6.9.5 In the unlikely event you find an appliance with a condemned label, DO NOT USE IT. Please refer it to the warden or secretary.

6.9.6 If you discover an appliance with no label at all, please refer it to the Warden or Secretary.

6.9.7 If you find ANY appliance that appears damaged, faulty or with a loose plug, DO NOT USE IT and refer it to the warden or secretary. Please don't throw these items in the bin, as they must be removed from our inventory and/or replaced, where necessary.

6.9.8 Multi-plug adaptors on site should not be used.

6.9.9 Where use of an extension cable is unavoidable, make sure its maximum power rating (usually 13amp) is not exceeded and the cable must not be a trip hazard.

6.9.10 Do not use outdoors in wet weather.

6.10 Electrical Appliances Brought to Camp

6.10.1 The Trust cannot accept liability for any appliances brought onto site.

6.10.2 Any personal electrical items brought to camp that appear to be faulty or damaged must not be used. Please check before use.

6.10.3 Never leave electrical items plugged-in to a power outlet when not in use. Always switch off and unplug.

6.11 Activities on camp

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

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

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

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

6.11.5 There is a wheelchair accessible swing located near the bed store.

6.12 Items Provided by the Trust:

6.12.1 Blankets – for use on beds, in tents or keeping warm on chilly evenings.

6.12.2 Black refuse sacks for use in bins.

- 6.12.3 Yellow and black striped clinical waste sacks
- 6.12.4 Degreaser for the kitchen area
- 6.12.5 Paper towels and soap for the dispensers in Bradbury Croft, the Old Block and pool changing rooms.

6.13 Items NOT Provided by the Trust

- 6.13.1 You should bring a suitable first aid kit for general use.
- 6.13.2 A small first aid kit and whistles for use at the pool
- 6.13.3 First aid kit for cookhouse use (including brightly coloured plasters)
- 6.13.4 Tea towels for kitchen and washing up area (a good quantity).
- 6.13.5 Cleaning and Laundry materials, such as Kitchen cleaner, washing up liquid, etc.

6.14 Photography at Woodlarks.

- 6.14.1 Hundreds of photographic images and video recordings will be taken by many people attending Woodlarks, forming wonderful memories.
- 6.14.2 If anyone is intending to use these images for social media, websites, etc., please seek permission from all persons appearing in the images or videos. It may be helpful to seek this permission before shooting video!
- 6.14.3 Many Camp Leaders include a consent form as part of their application process, allowing them to make everyone aware if someone has not given permission to be photographed.

6.15 Dogs

- 6.15.1 Dog owners are welcome to bring well-behaved dogs to Woodlarks with the Camp Leader's permission. It is the camp leader's responsibility to ensure everyone is happy with this.
- 6.15.2 The Camp Leader will ensure dog owners supervise their dog at all times.
- 6.15.3 Dogs are not permitted in or around food preparation areas, or within the gates of the swimming pool, except for assistance dogs whilst working with their handler.
- 6.15.4 Dogs should be kept on a lead at all times in or around buildings and on the camping fields and not allowed to run-free.
- 6.15.5 Owners may let their dogs run off the lead in the wooded areas and paths AT THEIR OWN RISK.
- 6.15.6 Please bear in mind there is a busy road running adjacent to the site and the perimeter fencing/shrubbery is not dog-proof.
- 6.15.7 Dog owners must carry 'poo bags' and cleanup after their pet. This applies everywhere on-site, including wooded areas, paths and the valley.

- 6.15.8 Dog OWNERS must use THEIR OWN bowls, bedding and towels for their dog. Use of Woodlarks bowls or blankets is strictly forbidden.

7 Planning Your Camp

7.1 Information to be passed to your helpers

- 7.1.1 Share sections of this document (e.g. the kitchen section) with the relevant members of your team working in the cookhouse.
- 7.1.2 Ensure you have decided who your five fire wardens will be before you arrive at camp and that they have read Fire Actions for Camp Leaders.
- 7.1.3 Ensure the secretary has the Register of Attendees and a list of where people are sleeping for the Fire Logbook BEFORE going to bed on the first night of your camp.

7.2 DBS checks

- 7.2.1 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 aged 16 years and above have DBS checks.
- 7.2.2 Camp Leaders must provide documentary proof of their DBS check for inspection by the secretary.

7.3 On-site Risk Assessment

- 7.3.1 The Trust has its own generic risk assessments (RA). Camps need to conduct their own risk assessments but no longer need to submit to the Trust for approval.

8 Arrival At Woodlarks

8.1 Time of Arrival

- 8.1.1 No one should arrive on site before 1400 hours on the first day of camp.
- 8.1.2 The Camp Leader should be among the first to arrive on-site. If this is not possible for any reason, a deputy or person with suitable authority should be nominated.
- 8.1.3 It is good practice to defer the arrival of helpers and campers until later to allow the handover to be completed. A minimum of 30 minutes will be required.
- 8.1.4 If the first day of your camp not on a Saturday or Sunday, the warden or secretary may arrange an alternative arrival time which must be observed.

8.2 Car Parking

8.2.1 The lower car park is no longer accessible before 1400 hours. Campers must not arrive before this time, as there is nowhere available to park.

8.3 Handover

8.3.1 On arrival, the Camp Leader must contact the warden or secretary and complete the handover process before starting camping activities.

8.3.2 This will include provision of the Accident Book. Camp Leaders must ensure that all accidents/incidents/near-misses, regardless of injury, including tick-bites, wasp stings, etc. are recorded.

8.3.3 The warden or secretary must be informed of any oxygen cylinders being brought to camp. (See 6.1)

8.4 Food Deliveries

8.4.1 Please do not arrange for a food delivery before 1400 hours on your camp arrival day. Any delivery arriving before maybe refused and cancelled by the supplier.

8.4.2 If your cookhouse team need to deliver food earlier than 1200 hours, they must seek permission from the outgoing Camp Leader. Once complete, your team must leave the site and not return before 1400 hours. (Or other relevant time agreed)

9 During Your Stay

9.1 Daily Tasks

9.1.1 Bleach and cleaning products containing bleach are now encouraged. This includes sterilising fluids.

9.1.2 Clean toilets and sinks in all buildings daily, if necessary. This includes sinks in the dormitories. Including mirrors, Parker bath and shower changers, when needed.

9.1.3 Move full sanitary bins to the yellow Grundon clinical waste bin in the refuse area.

9.1.4 Empty pedal bins into the general waste, as needed.

9.1.5 Squeegee the shower floors after each use and sweep out as required.

9.1.6 The Trust will provide paper towels and soap for the dispensers, as required.

9.1.7 Sweep all floors in all buildings, veranda areas, inside and outside the dining room, as required.

9.1.8 Frequently check if the clinical waste bins are getting full or getting heavy (5kg maximum).

9.1.9 After swimming sessions, ensure the changing rooms are left clean and tidy, including cleaning toilet areas, showers and sinks, if necessary.

9.1.10 Replace wood used in the trench oven with the long sections of wood from the

woodpile, which have been obtained and cut to size.

- 9.1.11 Please clean and put away any equipment after use.
- 9.1.12 Check mobile Oxford hoists by completing the checklist. If something doesn't seem right, report it.
- 9.1.13 Make sure doorways in all buildings and tents, are kept clear to allow unobstructed exit in an emergency. This includes corridors and general thoroughfares.

9.2 **Wood for the Trench Oven / Woodburning Stove**

- 9.2.1 Beware of nails, adders, or other hazards when working in the woodpile area.
- 9.2.2 Children and vulnerable adults may assist under the supervision of a responsible adult but must never be left unattended at the woodpile.
- 9.2.3 There is no need to cut or split wood as it is all pre-cut into:
 - Long pre-cut wood - for the trench oven only
 - Shorter logs – are intended for the dining room wood burner.

9.3 **Fridges and freezer**

- 9.3.1 Record the temperature of fridges and freezers daily on the forms provided.
- 9.3.2 If the fridges regularly exceed 4°C or the freezers do not reach at least -18°C, please let the warden or secretary know.
- 9.3.3 If any of the fridges or freezers are unused during the week, please switch them off to save electricity and leave the door ajar to prevent mould growth.

9.4 **Cleanliness**

- 9.4.1 Please keep all work surfaces and splashbacks clean.
- 9.4.2 Use degreaser to clean the floor, when necessary. This includes the area around the washing-up sinks, the vegetable preparation area and cookhouse floor.

9.5 **Cooking Oil Storage and Disposal**

- 9.5.1 Please do not store more oil in the kitchen than you need daily. Large drums of oil should be stored on the concrete deck area.
- 9.5.2 Waste oil should be stored in the blue drum provided on the concrete deck area and the warden notified when it is $\frac{3}{4}$ full.
- 9.5.3 Any spillages must be thoroughly cleaned immediately WITH DEGREASER. This is a safety requirement.

9.6 **Wood for campfires**

- 9.6.1 Before proceeding with a campfire, barbeque or pizza oven, CONFIRM WITH THE WARDEN OR SECRETARY FIRST, especially in exceptionally dry weather conditions.
- 9.6.2 If you want wood for campfires, please ask the warden or secretary. A lot of dead wood can be picked up in the woodland.
- 9.6.3 There are several campfire sites and static barbecue sites. Mobile barbecues are available on request.
- 9.6.4 There is a standpipe near each campfire site. There are buckets provided to be filled with water as a fire/burns precaution. THIS IS NOT DRINKING WATER.
- 9.6.5 Ensure campfires are properly put out and the ground around well soaked with water before leaving unattended. Place wet ashes in a wheelbarrow and take to the bin area for disposal when cool. Please do not create any new sites.

9.7 **Before going to bed**

- 9.7.1 Please check that no unnecessary equipment is left switched on. Check that the hot water boiler in the kitchen is switched off.
- 9.7.2 Lock both pantry doors if there is no night patrol. There is a key safe now in the kitchen area.

10 **Tents**

10.1 **Looking after our tents**

- 10.1.1 Please appoint a member of your team to be responsible for tents and tent care during your camp.
- 10.1.2 Tents are expensive and easily damaged, so they need careful handling.
- 10.1.3 To avoid damage, tents will be moved only when necessary and must be brailed when not in use.

10.2 **Tent Rules**

- 10.2.1 DO NOT smoke, vape or use a naked flame in any tent. Breaking this safety rule will result in being sent home immediately.
- 10.2.2 No valuables should be left in a tent. There is a safe for smaller items, or larger items may be locked in the camp leader's office in Bradbury Croft.
- 10.2.3 Do not put too many beds in one tent and make sure nothing is in contact with the tent canvas walls. This may cause damage to the tent, or rain ingress.
- 10.2.4 Do not tie knots in any guy ropes, tapes or lacing.
- 10.2.5 Do not use tent poles or guy ropes for any purpose other than tent use.
- 10.2.6 No wheelchairs or other electrical equipment are to be charged in any tent. Some tents have been provided with electrical power outlets, however these are only to

be used for low wattage medical/therapeutic equipment.

- 10.2.7 Wheelchairs must be charged in one of the designated charging bays at the rear of the Old Block or on Bradbury Croft Veranda. Personal items, such as mobile phones, may be charged in the dining room and left unattended at the owner's risk.

10.3 Moving tents with approval

- 10.3.1 If you need an additional Icelandic (green) tent or wish to take down or move an existing one, speak to the warden or secretary. DO NOT do this without permission.
- 10.3.2 Please make sure members of your tent moving party have had previous Icelandic tent experience. If not, seek assistance from the warden or secretary.
- 10.3.3 A space of two metres MUST be allowed between all tents on both camping fields. This is measured from the pegs of one tent to the pegs of another, NOT canvas to canvas. There is a measure in the tent store for your guidance. This is a fire safety requirement, as well as providing safe access between tents.
- 10.3.4 Tents need to be pitched six metres away from foliage as a fire safety requirement.

10.4 Tent checks

- 10.4.1 Ensure beds and luggage are not touching the sides of the tents.
- 10.4.2 Ensure guy ropes are under the correct tension and brailing pegs are in place to reduce damage if windy.
- 10.4.3 Report any damaged tents or flysheets to the warden or secretary immediately.

10.5 The tent store

- 10.5.1 If you need access to the tent store (in the Bradbury Croft Undercroft), please contact the warden or secretary.

10.6 Leaving Tents on Departure

- 10.6.1 Please roll up the sides and doors of tents inside the roof, not outside.
- 10.6.2 Remove all ground sheets
- 10.6.3 Replace mattresses to the bed store

10.7 Timber Frame Tent

- 10.7.1 The timber-framed tent (TFT) is intended to allow those unable to sleep in a conventional tent to enjoy sleeping outside with all the convenience of the inside.
- 10.7.2 All doors and windows are capable of being rolled-up to maximise fresh air and sunshine. Please be careful to avoid damage during the process.
- 10.7.3 The floor in the TFT comprises interlocking rubber mats, providing a warmer surface for bare feet and a softer landing for anyone who may fall out of bed.
- 10.7.4 There are ample power sockets in all areas of the TFT for essential medical equipment any camper may require at night.

- 10.7.5 No wheelchairs or other equipment, should be recharged in the TFT
- 10.7.6 A state-of-the-art ceiling hoist is installed for the use of campers needing a hoist and must be used with their own compatible harness.

11 Woodlarks Buildings and Facilities

11.1 Site Capacity

- 11.1.1 The buildings, equipment and facilities described in this document are intended to cater for a maximum of 100 people.

11.2 Dining room

- 11.2.1 The Dining Room is the main indoor communal area of the campsite.
- 11.2.2 It is used for eating and all other indoor activities and evening entertainment.
- 11.2.3 The following equipment can be found in the dining room.

- Electric toasters
- Hot water boiler
- Domestic electric cooker
- Domestic fridges
- Assorted tables and chairs
- Piano
- Woodburning Stove
- Defibrillator

11.3 Cookhouse, Pantry and Pot Store

- 11.3.1 A list of facilities can be found in the KITCHEN section.
- 11.3.2 The Cookhouse has a wood-fired trench oven and a gas cooker.
- 11.3.3 There is a fully equipped indoor food preparation area.

11.4 Sleeping Areas

- 11.4.1 Sleeping facilities are provided in numerous outdoor tents, a timber-framed tent, two indoor dormitories in Bradbury Croft with two adjacent helper rooms and an indoor dormitory in the Old Block.
- 11.4.2 Tents will have been brailed when you arrive and depart. We are trying to avoid the need to move tents between camps.
- 11.4.3 Any surplus beds/mattresses that are in the way may be put away in the bed store, or spare beds/mattresses obtained.
- 11.4.4 Sleeping in caravans, campervans or any other vehicle is forbidden.

11.5 **Old Block (toilets, bathrooms and sluice)**

11.5.1 The Old Block has various toilets, wash-hand basins, showers, a bath, changing tables and a sluice.

11.5.2 This is one of the original buildings on-site and is therefore more rustic in nature. There is no heating and it is drafty in some of the cubicles, but it is a favourite with many campers.

11.6 **Alleyway (between Old Block and Dining Room)**

11.6.1 Wall-mounted storage cupboards containing:

- Cups, mugs, plastic glasses, plates and bowls
- Brooms, mops, dustpans, squeegees

11.7 **Old Dormitory and Toilet Block**

- Hospital type beds and blue mattresses (these should not be removed).
- 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
- Clinical waste bin (yellow and black)
- Varying height changing benches

12 **Bradbury Croft (BC)**

12.1 **Areas and Rooms**

12.1.1 Laundry with two washing machines, two tumble driers and a drying room.

12.1.2 Rest room with adjustable bed

12.1.3 Medical room with lockable drugs cupboards, fridge and yellow sharps container.

12.1.4 Two dormitories, 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.

12.1.5 Blanket store with approximately 350 fleece blankets.

12.1.6 Two rooms for helpers each with a bunk bed for two people.

12.1.7 Camp Leader's office (lockable). Do not remove documents from the office. If they are needed on-site, return them immediately after use (e.g. Aerial Runway).

12.1.8 Veranda with charging points for wheelchairs

12.1.9 Sluice room.

12.1.10 Various toilets and showers.

12.2 **Bradbury Croft Laundry**

12.2.1 The filters on the driers **MUST** be cleaned daily to remove fluff and hoovered with the small handheld vacuum cleaner.

12.2.2 Keep the Laundry door closed when no one in attendance, however, should the fire alarm sound, the door will automatically close. **DO NOT** wedge the door manually.

12.3 **The Aid Call System**

12.3.1 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.

12.3.2 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.

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

12.4 **Geberit Automated Toilet**

12.4.1 The Geberit toilet in Bradbury Croft (toilet 3) may be operated by two mechanisms:

- The buttons on the right-hand side (when seated on the toilet)
- An optical sensor on a remote cable (wave a hand or foot over sensor to flush).

12.4.2 All users must be seated to use this toilet (NO male use while standing).

12.4.3 Normal toilet cleaners can be used to clean the bowl.

12.5 **Velux Windows and Blinds**

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

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

12.6 **Basins and Taps**

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

12.7 **Shower Changer**

12.7.1 The Trust does not supply pillows and inflatable cushions.

- 12.7.2 Adjust the height to the hip height of the shortest helper, use the foot operated brakes to prevent the changer moving.
- 12.7.3 If you lower either side, be careful that the person on the changer does not roll out.
- 12.7.4 There are spare batteries to change over when needing charge.
- 12.7.5 Don't use the changer for people heavier than 25 stone (160 kg)

12.8 Parker Bath

- 12.8.1 The Parker bath should be in the upright position when manoeuvring a camper. Remember to adjust the height for your comfort when lifting and washing campers.
- 12.8.2 The drain plug is operated by a knob on the right-hand side of the seated camper. When draining, tilt the bath upright.
- 12.8.3 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.
- 12.8.4 There is an adjustable shower head on the right-hand side.
- 12.8.5 The bath should be cleaned with normal bathroom cleaners, don't scour it with abrasive materials.
- 12.8.6 After use, please leave the Parker bath in the upright position.

12.9 Adjustable Beds

- 12.9.1 The beds are adjusted by the handset attached on a curly cable.
- 12.9.2 Remember to lower the wheels if moving a bed and raise them when the bed is in normal use.

12.10 Overhead Hoists

- 12.10.1 You must be given guidance on the use of lifting slings before using the hoists. Consult each camper's care plan for further help.
- 12.10.2 Before use check 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. Ensure the cassette is left out of the way when not in use to ensure no injuries.
- 12.10.3 The maximum load is 22 stone (140 kg).
- 12.10.4 The operating instructions to transfer into an adjacent room (i.e., from the dormitory to the bathroom) have changed. Please request a demonstration from the warden or secretary before you attempt this to prevent damage. **NEVER use force.**

13 Other Facilities

13.1 Wi-Fi Internet Access

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

13.2 Defibrillator

13.2.1 There are two defibrillators on-site. One is located in the Dining Room and one at the pool, when the pool is in use.

13.2.2 Make sure that everyone is aware of these locations.

13.2.3 In an emergency they can be used by anyone.

13.3 Vegetable Preparation

13.3.1 The veg prep sink is located outside the cookhouse at the far end near Bradbury Croft and has the following equipment:

- Large sink with hot and cold water.
- Draining rack for drying pots and pans prior to being stowed in the pot store.

13.4 Washing-Up Area

13.4.1 This is located in front of the cookhouse, on the outside wall of the old block and has:

- Two large sinks with draining boards
- Hot and cold water (cold water is drinkable)
- Draining racks for metal and plastic plates/bowls
- Large plastic tub for washing-up large pans and baking trays.

13.5 Wheelchair Charging stations

13.5.1 Charging stations are located at:

- At the rear of the Old Block, to the left of Bradbury Croft.
- The outdoor veranda of Bradbury Croft.

13.5.2 Please ensure wheelchairs being charged are parked considerately, close to the wall and not obstructing walkways. Ensure wheelchairs are able to pass easily.

13.5.3 Chairs or Scooters are not to be charged indoors under any circumstances.

13.6 Fire safety equipment

13.6.1 There are fire extinguishers and sand/water buckets at various places around the site.

13.6.2 See the Fire Actions for Camp Leaders handbook for more information.

13.7 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).

13.8 **Tent store (in the Undercroft of Bradbury Croft)**

- Tents
- Mallets, tent pegs, spare main guys, spacers etc.
- Any spare pioneering equipment will be clearly marked, if available. Please ask.

13.9 **Sports equipment**

13.9.1 These items can be issued on request by the warden or secretary.

- Bingo machine
- Projector screen
- Combined TV/DVD
- Limited archery equipment

13.10 **Wood Store**

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

13.11 **Campfires and static barbecue sites**

13.11.1 There is a large communal camp fire at the bottom of the top field near the pool path.

13.11.2 There are five smaller camp fire / cook out sites.

13.11.3 Portable handwashing equipment is available, allowing soap and warm water to be used at each location. These will need to be filled and carried to the barbeque site.

13.12 **Aerial runway**

13.12.1 The handbook and keys will be issued on handover.

13.13 **Heated outdoor swimming pool**

13.13.1 Various pool equipment, including flotation devices. Please see the **Swimming Pool Handbook** for a list of items available.

13.13.2 Changing rooms with shelving pigeonholes for clothing, disabled toilet and shower facilities.

13.13.3 A spin-drier - ensure costume is placed deep inside spinner to avoid damage. WCST does not take responsibility for damaged items.

13.14 **Netball/basketball court**

13.14.1 Tarmac flat area available for multiple use.

13.15 **Wheelchair Swing**

13.15.1 The clamps and keys will be issued on handover.

13.16 **Open-Air Chapel**

13.16.1 The Chapel consists of log benches inside a circle of pine trees, located on the top field by the flagpole.

13.16.2 A lectern is available inside.

13.16.3 The chapel is open-air and when it rains you will get wet.

14 **Cookhouse**

14.1 **What's available in the kitchen?**

14.1.1 Cooking may be performed on the wood-fired trench oven/hotplates, large commercial gas cooker and microwave ovens.

14.1.2 The kitchen has all the pots, pans and utensils you may require, plus various electrical appliances such as mixers and food processors.

14.1.3 There are a variety of sharp knives provided, however a keen chef may want to bring their own. There is a knife box should you want extra security for your knives.

14.1.4 It is important from a safety point-of-view that ALL sharp implements (supplied by the Trust or owned by individuals) are used and washed in the kitchen by the cookhouse team. DO NOT allow them to be washed up by campers in the washing-up sinks outside.

14.2 **The Trench Oven**

14.2.1 Light the fire by starting small (newspaper and kindling) and add more wood as it becomes established.

14.2.2 The trench does not need to be full of wood, for example you can allow for less-hot areas for simmering.

14.2.3 When alight, the trench fire must be continuously monitored by someone able to control it for safety reasons

14.2.4 DO NOT allow the fire to become a furnace! Overheating the oven can cause damage and it should never glow red! Should the oven or hotplates become excessively hot, NEVER use water to dampen down the fire as this may also cause damage to the metalwork or bricks. The temperature must be reduced slowly by closing all vents to starve the fire of oxygen.

14.2.5 The metal plates are very heavy and MUST NOT be removed while they are hot or when the fire is alight. They must only be removed for cleaning or lighting the fire, if necessary.

14.2.6 Ensure all kitchen staff know where the fire-fighting equipment is located in the kitchen and pantry, and they are familiar with its use.

- 14.2.7 The trench oven must be allowed to cool after 2000 hours, and further wood must not be added after 1930 hours. After this time, the cooker can be used.

15 Waste Disposal and Recycling

15.1 Standard Wheelie Bins and Pedal Bins

- 15.1.1 Woodlarks have labelled bins for waste and different types of recycling.
- 15.1.2 Please encourage everyone to recycle cleaned and flattened tins, cartons, containers and cardboard boxes, which should not be thrown in the general waste bins
- 15.1.3 Please ensure each type of recycling (glass, cans, etc.) is placed in the correct labelled recycling bin.
- 15.1.4 Ashes from the trench oven and the dining room wood burner must be left to cool before being placed in a tied bag and put in the general waste bin. Do not put ashes directly into the general waste bin without a tied bag.

15.2 General Waste Wheelie Bins

- 15.2.1 There are several standard wheelie bins near the cookhouse labelled for general waste and smaller general waste bins in other buildings. These are for all waste NOT suitable for recycling. General waste bins must have a black bin liner. When full, the bag must be tied and taken to a large industrial bin down the driveway (see

15.3 Recycling Wheelie Bins

- 15.3.1 There are several standard wheelie bins near the cookhouse for recycling (glass/cardboard/plastic). These bins do not need a bin liner, however all tins, plastic and glass must be rinsed. This also avoids attracting wasps! When full, empty into the appropriate industrial bin. Ensure no bin liners are used.

15.4 Clinical Waste Pedal Bins

- 15.4.1 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.
- 15.4.2 All incontinence pads, dressings etc, must be transferred directly into a yellow and black striped waste sack.
- 15.4.3 Each clinical sack must not exceed 5 kg. Full yellow and black striped waste sacks must be tied up and put into the large medical waste industrial bin in the Bin Storage Area regularly during your stay.
- 15.4.4 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.

15.5 **Sharps Bin**

- 15.5.1 Used razors, syringes and needles must be placed in the yellow sharp's container in the medical room and must not be put in with other rubbish. If this is almost full, inform the warden or secretary.

15.6 **Sanitary Bins**

- 15.6.1 There are sanitary bins, found beside most toilets.
- 15.6.2 There are two types: white ones and green ones.
- 15.6.3 White bins are sealed, cannot be opened and should be placed intact into the industrial medical waste bin at the Bin Storage Area, when full. Do not attempt to open.
- 15.6.4 Green bins are regularly emptied professionally and **MUST NOT** be placed in the industrial bins.
- 15.6.5 Make sure sanitary waste is **NEVER** flushed down the toilet.

15.7 **Food Waste Bin**

- 15.7.1 At present we are trying to access a large food waste bin for all raw and cooked waste food.
- 15.7.2 This will be emptied weekly.
- 15.7.3 Ensure the lid is securely closed to avoid smells, wasps and flies!

15.8 **Large Industrial Waste Bins**

- 15.8.1 Woodlarks have labelled industrial bins in the bin storage area halfway down the main driveway on the right-hand side. Waste and recycling from all wheelie and pedal bins on-site will be transferred to these bins when necessary.
- 15.8.2 Please ensure that one industrial bin of each type (recycling, general waste) is filled at a time. We are charged per bin, so compact rubbish as much as possible.

15.9 **Large Industrial Recycling Bins**

- 15.9.1 These are labelled for cardboard, plastic and glass and are emptied regularly.

15.10 **Large Industrial Medical Waste Bin**

- 15.10.1 These are emptied by a specialist contractor as required.
- 15.10.2 All yellow and black clinical waste bags must be tied/sealed.
- 15.10.3 White topped Sanitary Bins from the toilets must be placed inside the industrial medical waste bin unopened.

16 Departure Day

16.1 General

- 16.1.1 Camps must leave the site by 12:00 noon on Saturday. PLEASE ARRANGE FOR YOUR CAMPERS TO BE COLLECTED BY 11:00. (Other departure days timing to be agreed with the warden / secretary)
- 16.1.2 The outgoing camp must leave the site clean and tidy for the incoming camp.
- 16.1.3 Please ensure that you have enough helpers for the clear-up.
- 16.1.4 When completed, let the warden or secretary know and they can check that everything is satisfactory for the incoming camp.

16.2 Camping Fields

- 16.2.1 If it is raining on departure day, please speak to the warden or secretary as the following procedures may vary.
- 16.2.2 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 hang them over the elephant fencing to dry.
- 16.2.3 Leave the tents braided.
- 16.2.4 Return any mallets and spare tent pegs to the tent store.
- 16.2.5 Soiled or grubby fleece blankets must be washed, thoroughly dried and then folded before stacking neatly in the blanket cupboard in Bradbury Croft.
- 16.2.6 After wiping down mattresses, return them to the bed store and place in the racking provided.
- 16.2.7 Wash any sheets, pillowcases and towels belonging to the Woodlarks and hang them out to dry.
- 16.2.8 Return chairs, benches and tables to the dining room.
- 16.2.9 Check BOTH camping fields, for litter.
- 16.2.10 Check that the tents are empty of everything apart from the bed frames.
- 16.2.11 Check with the warden or secretary to see if the beds need to be dismantled and returned to the store

16.3 Bradbury Croft, Old Block and Cookhouse Cleaning

- 16.3.1 Bradbury Croft, the Old Toilet Block and the Cookhouse will be cleaned by cleaning contractors, who will arrive at 1000 hours. Ensure these buildings are cleared of people and property by this time.
- 16.3.2 The contractors will clean the pantry, veg store, and cookhouse floors and furniture
- 16.3.3 Camps are responsible for cleaning the gas cooker, trench oven and inside the fridges/freezers and the outside vegetable preparation sink. Ensure ALL equipment used during the week has been thoroughly cleaned.

- 16.3.4 Remove as much soot as possible from the bottom of all pots and pans and stack the pot store tidily.
- 16.3.5 Sweep the indoor pantry floor and food/veg store. (it will be mopped by cleaners).
- 16.3.6 The Laundry may still be used while the contractors are working, if necessary.
- 16.3.7 Make sure all medicines and first aid items are cleared from the medical room, rest room, cabinets, safe, fridge, drawers and tops.
- 16.3.8 Check all personal belongings have been removed from bedside cabinets.
- 16.3.9 Sweep the veranda and ramp areas in front of Bradbury Croft.
- 16.3.10 Empty all bins, including the clinical waste bins. Seal the bags and take to the Industrial Bin Storage Area. Please disinfect clinical waste bins.

16.4 Trench Oven and Wood Burning Stove

- 16.4.1 Clear out all ashes from the trench oven and the woodburning stove.
- 16.4.2 If ashes are still hot, place them in a METAL wheelbarrow, douse with water and leave in wheelie bin area.
- 16.4.3 DO NOT use water in the trench oven or the woodburning stove. This will cause damage.
- 16.4.4 Once most of the ashes have been removed, sweep the inside of the trench with a dustpan and brush to remove any remaining ashes.
- 16.4.5 Sweep around the woodburning stove, leaving it tidy and ready for the next camp.

16.5 Old Dormitory

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

16.6 Dining room

- 16.6.1 Ensure that all table games are tidied away neatly.
- 16.6.2 Clear out the woodburning stove, close the doors and leave fireplace area swept and tidy.
- 16.6.3 Clean cooker and fridges and dispose of any contents.
- 16.6.4 Wipe down unit tops with antibacterial cleaner and ensure area is clean.
- 16.6.5 Clear notice boards of your own camp lists etc.
- 16.6.6 Wash tabletops with antibacterial cleaner and stack tables and chairs tidily.
- 16.6.7 Sweep the floor and mop with mild disinfectant. Leave the floor as dry as possible.

16.7 Industrial Bin Storage Area

- 16.7.1 Check all remaining rubbish is bagged and taken together with any recycling to the

Industrial bins.

16.7.2 Put new black sacks in waste bins around the buildings (except inside Bradbury Croft – cleaning contractors do these bins).

16.7.3 Ensure Industrial Bin Storage area is left tidy.

16.8 **All Other Buildings and Sheds and Surrounding Areas**

16.8.1 Ensure the Bed Store is left tidy.

16.8.2 Sweep the Dining Room Veranda, alleyway, wheelchair charging area and smoking shelter. Make sure all cigarette ends are binned.

16.9 **Camp fire and Cookout Sites**

16.9.1 Check all cookout sites are tidy, and all fires are extinguished with ashes removed.

16.9.2 Return any furniture and equipment to the dining room.

16.10 **Swimming pool**

16.10.1 Sweep around pool area.

16.10.2 Remove any litter from the pool surrounds and grassed areas. Empty waste bins and leave with a clean black bin liner.

16.10.3 Ensure the equipment store, and gates are locked.

16.10.4 Check that the equipment store is tidy.

16.10.5 Ensure changing rooms are thoroughly cleaned. If you require help, speak to the warden or secretary for details of a paid cleaner (at your camp's expense).

16.11 **General tidiness**

16.11.1 Put away sports equipment, barbecues etc. used during the week.

16.11.2 Check that all cigarette ends and other litter have been cleared.

16.12 **Items to be Returned**

16.12.1 Please ensure the following items are returned to the secretary or warden on the last day of your camp, where applicable:

- All keys
- Aerial runway equipment and book
- All required paperwork
- Swimming pool handle
- Fire jacket and alarm instructions

17 Use of The Woodlarks Centre in an Emergency

17.1 Reciprocal Emergency Accommodation, when necessary.

- 17.1.1 We have an agreement with The Woodlarks Centre (TWC) that we may use their premises and they ours, in case of emergency.
- 17.1.2 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.
- 17.1.3 After the head count has been taken call the warden or secretary and call The Woodlarks Centre and inform them, we will need to shelter in their buildings.
- 17.1.4 Access will be fluid dependant on the stage of development at the centre. Other access routes will be down the drive and around by road.
- 17.1.5 If moving via road, hi-vis jackets must be worn by key helpers and everyone on the walk must be escorted by the warden or secretary or a representative of the Centre. All campers must be chaperoned at all times when at the Centre.
- 17.1.6 If The Woodlarks Centre needs to use our facilities, they will ensure staff are with their residents at all times. They can use the dining room and tents that are free.
- 17.1.7 Useful numbers:
- Sarah Lane Campsite Secretary 01252 716279
 - Nick Richards Campsite Warden 01252 716279
 - The Woodlarks Centre (TWC) 01252 714041
 - Lynda Pattie TWC Business Manager 07808 988250
 - Simon Farrant TWC Chairman 07932 676148

18 Miscellaneous Information

18.1 Vets

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

18.2 Wheelchair Repair

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

18.3 Coach hire

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

- 18.3.2 Community Transport for East Hants, The Forest Community Centre, Pinehill Road, Bordon, Hants. GU35 OBS, 01420 475759. www.cfirist.org.uk
- 18.3.3 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.

18.4 Taxis

- 18.4.1 Farnham Station Taxis 01252 735735 www.farnhamstationtaxis.co.uk.
- 18.4.2 Rushmoor Taxis 01252 333555 www.rushmoortaxis.com. Some cabs are wheelchair accessible, drivers are DBS checked. Based in Aldershot.
- 18.4.3 Driving [Miss Daisy](#) has a wheelchair accessible taxi.

18.5 Local Suppliers

- 18.5.1 The following contacts have been previously used by camps. Woodlarks cannot accept responsibility for the service they provide, and it must be verified they are suitable for your needs.
- 18.5.2 If you have found other good suppliers, inform the warden or secretary for future inclusion on the list.
- 18.5.3 Please ensure all accounts with suppliers are settled before departure.
- **Eggs:** Simon Farrant, 01420 473439 (home/answerphone) - a week's notice preferred.
 - **Bread:** Ridgeway Bakery, 41 Ridgeway Rd, Farnham, Surrey, GU9 8NN, 01252 723279
 - **Butcher:** [Morgan's of Farnham](#), 39 Ridgeway Road, Farnham 01252 715551. Excellent quality/competitive prices. Delivery possible.
 - **Vegetables:** Steve Carter, trading as Steve's Quality Fruit and Veg, 01252 735244 (answer phone for orders), 07771 530008. Quality produce & delivery by arrangement.

18.6 For Circulating to Campers and Volunteers

- 18.6.1 This appendix is intended to be circulated to all helpers and campers before they arrive on site.
- 18.6.2 Please respect the campsite and avoid damaging buildings, tents, trees or plants.
- 18.6.3 Please report any accidental damage.
- 18.6.4 Do not drop litter.
- 18.6.5 Do not take glass bottles or drinking glasses to the pool area. If possible, avoid using glass items anywhere on site. Care should be taken to carefully clear up all broken glass, bearing in mind people use the site barefooted.
- 18.6.6 Do not flush incontinence pads, sanitary pads, tampons, dressings or other medical waste down the toilets. Use the correct bin for all rubbish, clinical waste and recycling.
- 18.6.7 Please ensure excessive toilet paper is not flushed down the toilets as this will cause blockages. If necessary, flush more frequently during use to prevent this.

18.7 Smoking and Vaping

- 18.7.1 Anyone needing to smoke or vape may use the designated smoking area only:
 - The smoking gazebo at the rear of the Dining Room
 - All cigarettes must be extinguished in the bin/ashtray provided and disposable vapes **MUST NOT BE PLACED IN WASTE BINS.**
- 18.7.2 Smoking or vaping is not permitted in any other area, **ESPECIALLY IN TENTS!**
- 18.7.3 Anyone found smoking or vaping **ANYWHERE ELSE ON-SITE** other than a designated smoking area will be told to leave Woodlarks **IMMEDIATELY**. This includes the wooded areas and paths.
- 18.7.4 There will be **NO WARNINGS / SECOND CHANCES.**

18.8 Charging of Wheelchairs and Mobility Scooters

- 18.8.1 There is a charging station under the covered area at the back of the old toilet block extension.
- 18.8.2 There are further charging points on the veranda of Bradbury Croft.
- 18.8.3 **DO NOT** charge wheelchairs, or any other equipment, in a tent. This is a fire risk.

18.9 Hoists

- 18.9.1 You must only use a hoist if you have been instructed in its use.
- 18.9.2 Campers must use their own slings and only if they are compatible with Woodlarks hoists.

18.10 Overall Site Discipline

- 18.10.1 In the event of any disagreement arising from the interpretation of the rules laid out in this document, the warden or secretary will explain the correct interpretation. If this does not resolve the situation, the matter will be escalated to a trustee, and their decision will be final.
- 18.10.2 Trustees have a duty of care to all employees and volunteers of the Trust. Verbal or physical abuse will not be tolerated and will be dealt with robustly, including reporting to the police, if necessary.
- 18.10.3 Please report any damage to buildings, fittings, or equipment to the warden or secretary without delay.
- 18.10.4 Vehicles must only be driven onto designated parking areas and driveways. No vehicles are allowed on the upper or lower camping fields.
- 18.10.5 Great care must be taken when driving into or out of the campsite, especially during the hours of darkness. In particular, look out for pedestrians/wheelchair-users on the driveway, emerging from pathways or parking areas.
- 18.10.6 Unloading of equipment for use in the dining room (such as disco or entertainment gear) must be via the main door opposite the cookhouse. Vehicles may be carefully parked at the top of the driveway for this purpose. They must be moved immediately unloading is finished.
- 18.10.7 There are trolleys available to transport luggage to tents, if required.
- 18.10.8 The driveway on the lower field leading from the site entrance to Kathleen Marshall House (KMH - warden's bungalow) and the areas in front of the sheds must be kept clear of vehicles at all times. Access is required 24 hours a day.

Name of Participant	
Camp / Group Name	
Date PEEP Completed:	
Medical / Mobility Considerations:	(e.g., wheelchair user, non-weight-bearing, visual impairment, autism, epilepsy, hearing impairment, learning disability)
Sleeping Location:	(e.g., Bradbury Croft Room 3, Tent 5, TFT, etc.)
Communication Needs:	(e.g., non-verbal, prefers visual instructions, etc.)

Type of Support Required During Evacuation - Select all that apply:

Mobility Assistance	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Wheelchair Evacuation	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Guidance / Escort (cognitive or sensory support)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Carry-down or lifting required	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Oxygen or medical equipment considerations	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Assistance with communication	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Extra time required to evacuate	<input type="checkbox"/> Yes / <input type="checkbox"/> No	

Evacuation Procedure for This Individual

Evacuation Route(s):	(describe primary and secondary routes in simple terms)
Assembly Point:	(identify which assembly point this group will use)
How assistance will be provided:	(e.g., two helpers assigned to wheelchair, buddy system, verbal guidance, escort to exit, equipment support)
Night-time Evacuation Plan:	(who wakes them, who assists, any additional steps)

Named Helpers / Buddies

Primary Helper	
Backup Helper	
Fire Warden for this location	
Camp Leader	

Equipment or Notes

Wheelchair ready and accessible?	
Visual aid, ear defenders or sensory considerations	
Behaviour triggers / calming strategies (if needed)	
Anything the Fire Service must be told on arrival	