

## **GUIDANCE FOR CAMPERS**

### **We supply:**

- **Beds/Linen** – Indoor accommodation: Each bed will have a bottom sheet, pillow and pillow case. Please provide sleeping bag/blankets/duvets
- TRAC Tents may be pre-booked for hire
- **Toilet supplies**
  - **Toilet paper** – all cubicles will have a toilet roll, please provide your replacements
  - **Liquid soap** – supplied and re stocked by Centre Manager
  - **Hand towels (kitchen and toilets)** – supplied by Centre Manager
  - **Black rubbish bags/bin liners** – campers to supply their own
  - **Cleaning materials** i.e. washing up liquid etc. campers to bring their own
  - **First Aid Kit**: Although TRAC has a first aid kit it is recommended that the campers bring their own to supplement what we have and for their own particular needs

### **Groups to bring**

- Sleeping bags/blankets (both indoor accommodation and tents)
- Toilet paper
- Rubbish bags/sacks/bin liners
- Cleaning materials (kitchen/toilets/showers etc.)
- First Aid kits
- Dish cloths/tea towels
- Washing up liquid
- Outdoor campers will be required to bring tent, airbed/bedroll and full bedding.

### **Centre Supplies**

- Brooms/brushes/mop buckets/h Hoover
- Hand towels for kitchen, toilets/shower blocks
- Sports Equipment as listed
- Firewood
- Buoyancy jackets (various sizes)
- Tablets for dishwashers and washing machines

### **Kitchen**

There is a large professional and fully equipped catering kitchen with servery onto dining room.

- No children are permitted in the kitchen for any reason or at any time.

### **Utility Room**

2 washing machines, metered tumble dryer, dishwasher, 2 sinks and a fridge and hot water boiler.  
Toasters, jugs, utensils

### **Dining Room**

The dining room is fully equipped and seats up to 70 people per sitting. There is a sound system available and a projection screen with projector stand. The crockery is stored in the dining room.

### **Bathrooms**

- Indoors: Shower room with toilet, 5 individual toilets, 4 stand-alone showers, 2 communal washrooms, and disabled wet room.
- Outdoors: Ladies: 3 toilets, 2 showers, 2 H&C wash basins  
Gents: 2 urinals, 3 toilets, 2 showers, 4 H&C wash basins

### **Conference Centre**

- The Conference Centre is fully equipped with sound system and projection equipment.
- Groups may bring their own fully PAT tested equipment or use on-site equipment, however groups will be liable for any damage they cause.

### **Please Keep the Centre Clean**

- Ensure that the Centre is kept clean and tidy and is as clean as you found it when you leave.
- Sweep and mop the centre, removing the top sheet and pillowcase (leaving the mattress and pillow protectors on).
- Ensure that the kitchen and indoor and outdoor bathrooms are clean and tidy with all property taken away with you. Please leave our bathmats behind.
- Allow time to check the centre and site for lost property and cleanliness with the Centre Manager.
- Empty all the bins. We are eco-friendly and recycle everything we can so please follow the recycling guidance from the Centre Manager.

### **Outdoor Shoes**

The indoor sleeping accommodation and games room are carpeted. Please remove outdoor shoes and place them on the shoe racks provided. We recommend that you bring slippers and wellies too.

### **Keys**

- Most doors, including the gate operate on the same key.
- There is a separate key for the zip wire which must be locked when not in supervised use.
- The Centre Manager will open the Sports Cupboards for you.
- Please ensure all buildings are locked when not in use.
- Please carefully lock up the site buildings at night and liaise with Centre Manager regarding timing for locking the gate each evening.
- Please return the keys before you leave.

### **Fire evacuation procedures**

- It is vital for your camp to know where the fire exits are.
- We recommend that you arrange to have a fire evacuation on the evening you arrive.
- If the fire alarms go off it is not a test. Please ensure that your group evacuates the premises immediately and assembles at the fire assembly point in the car park where you must ensure that your entire group are present.

### **PAT testing and equipment bought on to site**

- No electrical heaters are permitted on site.
- All equipment bought onto site must be PAT tested or under 12 months old.
- Do not leave phone chargers charging on the beds as this is a serious fire hazard.
- Use hair straighteners responsibly – turning off, unplugging after use and not leaving them where they can burn something/someone or cause a fire.

### **Insurance**

The Centre has various policies for:-

- Buildings (fire/flood etc.)
- Employer Liability Cover
- Public Liability Cover
- The PLI covers members of the public against injury caused by our negligence. However, this is limited to injury caused by the buildings, equipment, fixtures and fittings including the lake, assault course, sports equipment, zip wire etc.

### **Your risk assessment and public liability insurance**

- Please complete your risk assessment before your camp.
- It is essential that groups have their own Public Liability Insurance and that the insurance company have been notified of the camp and have confirmed cover and received the risk assessment prior to their stay at TRAC.
- Family groups are advised to obtain holiday insurance.

### **Supervision**

- All activities and areas in use on site must be supervised by an adult and no children must be left unsupervised at any time.
- Children are not permitted unescorted by an adult in the car parking area or around the other side of the lake where it is not fenced off.

### **Instructors**

- There may be certain activities that you choose to have at TRAC which will require you to provide your own qualified instructors.
- The lake is available for canoeing but the centre has no qualified staff and such activities must be supervised by the group's staff with appropriate qualifications.
- We are often able to provide Archery Instructors for a nominal charge. If you would like to book an afternoon Archery Session please discuss this with the Centre Manager well in advance of your stay.

### **The Lake:**

- Buoyancy jackets must be worn at all times
- The Lake must be locked when not in supervised use (minimum of 3 adults supervising)
- No children must be around the unfenced off area of the lake without adult supervision and a safe distance from the lake must be maintained.

- Paddle Boats - children under 8 must be with an adult in the boat. Weight restrictions for boats, please use wisdom. Please follow safety procedures when getting in and out of the boats with only one boat being filled (maximum of two people) at a time, this being two children over 8, or one adult and one child. Adults should not use smaller boats.
- Raft Building, Spars, sisal and buoyancy aids.

### **Barbecue area and picnic area**

- There are picnic benches which may be placed at the barbecue area and there are benches besides the lake.
- Please provide your own fire lighting equipment for the barbecue.
- Follow risk assessed safety procedures for barbecues, fire lighting and lake.

### **Camp fire**

- Can only be used when built and lit under adult supervision following campfire safety rules as laid out in your risk assessment.
- Firewood is supplied by the centre.
- Groups are required to bring their own fire lighting equipment.

### **Chillout Zone/Games Room/Sports Barn**

- Air Hockey Table
- Foosball
- Pool table x 2
- Tennis Table x 2
- 3 Large Archery Targets and a small selection of arrows and bows. (Would require supervision by campers own qualified instructors or book in with TRAC instructors)
- Chess/games
- Tea/coffee
- Sports Equipment
- Large screen with connected DVD player, sound system

### **Activities on site**

- 12 Go –Karts for Go Karting: Please return neatly to store and advise Centre Manager when you have finished with them for the day so that they can be locked away.
- 11 Peddle Boats
- Single seated kayak may only be used by a qualified person
- 2 person mirror dingy for adults to use when supervising water activities
- Raft Building
- Football – 11 a side pitch with full size goals
- Volleyball Net
- Badminton Net
- Rope swing
- Tyre swing
- Challenge course
- 2 x 16ft foot trampolines

- Zip wire
- Archery
- Camp fire
- Eco Pond for wildlife studies / stem cell science
- Coppice for bush craft, den building
- Orienteering