

On Arrival

INDOOR CAMPERS

- NO outdoor shoes in bedrooms
- Strip beds leaving linen in each room leaving on the mattress protectors.
- Leave the bedrooms tidy, taking home ALL your belongings and rubbish.
- Lights in corridors and stairs are automatic.
- FIRE ESCAPE – all alarms are linked, if you hear the alarm leave in an orderly manner and assemble in the CAR PARK.
- If the central heating is on please close doors and windows.
- Keep the bedroom doors closed – these are fire doors
- Remember to hang mats up to dry in the SHOWERS.

OUTDOOR CAMPERS

- Use outdoor showers and toilets.
- Those using TRAC Tents ensure doors are closed to keep dry.
- We ask that every few days those using tents move them to protect the grass.

EVERYONE

- TOILETS – we provide rubbish bins in each toilet- USE THEM – only human waste and toilet tissue are to be flushed away.
- Breakages please report as soon as possible to Centre Manager.
- Zip Wire – adult supervised with one person at a time.
- Assault Course must be supervised by a leader.
- Please use the RECYCLING FACILITIES and do not include in the general waste.

OUT OF BOUNDS

- Farm House and Garden
- Builders Compound

- Area behind outside toilets/shower blocks
- Lake without supervision
- Camp Fire Area without supervision
- Any area which is fenced off.
- Silage Field

LEADERS

- Fire Drill – sort out routine
- If alarm goes off contact me as well – night time emergency use landline not mobile.
- Emergency numbers laminated on several walls.
- Utility Room – read instructions all free except Tumble dryer see instructions.
- Recycling – boxes outside kitchen please encourage use.
- Rubbish – put full bags by the wheelie bins not in them.
- Mop/Sweep Centre clean before leaving including the outside toilets and shower blocks.
- Ensure no lost property.
- See Centre manager for more hand towels or toilet rolls.
- Using projector use platform to rest your projector on.
- Peace Garden in a quiet area available to use with supervision.

KITCHEN

- No fat or fatty liquids down the sinks please.
- Cooker hob to light – hold in knob for 5 seconds at least.
- Clean thoroughly before leaving.
- Coffee / tea boilers.

LOUNGE /CHILL OUT ZONE

- Must be locked unless supervised by leaders.

SPORTS BARN

- Return chairs to stores
- Equipment Store – see manager for access to equipment.
- Emergency Fire doors –un-padlocked when in use.

PICNIC TABLES

- Return to storage area before leaving site.

PEDDLE BOATS

- Organised supervised activity only.

ASSAULT COURSE

- Supervised activities especially the trampoline.

ZIP WIRE

- When not in use needs to be locked.

SECURITY

- One key fits all – lock up night time
- Ensure all is locked when on fields /assault course/ camp fire.
- **NIGHT TIME** liaise with manager re timing for each night.

LEAVING

- Make time for final inspection.
- Return all equipment including chairs to their storage area.