

## A-Z of information relating to use of the site

<b>Activities</b>	There are a number of activities and some sports equipment in the outside storeroom for use by hirers of Guideacres. (See separate list for details). Please ensure all equipment is returned tidily. Also, archery is available subject to availability of instructors.
<b>Barbecue</b>	There is a barbecue in the outside store room but can be left outside providing the cover is in place. Please provide your own charcoal and clean after use.
<b>Broadband</b>	Broadband is available on site. The wireless key code is <b>PnNqu4RTRHndMP</b> . Some parental controls have been set. <b>It is the responsibility of the guider in charge to monitor internet use of the group while at Guideacres.</b>
<b>Bunks</b>	Under <b>NO</b> circumstances may the mattresses be moved into other rooms. It would be advisable but not essential for the girls to bring a fitted sheet as the mattresses have plastic, protective covers. Please avoid moving the bunks as this tends to mark the floor. There are also 3 Zbeds
<b>Camp fires</b>	These must only be sited on the slabs in the positions provided and on no account should fires be lit within 15 metres of any building. Fire buckets are located in the shed to the right of Little Acorns and these must be filled with water and positioned near the kitchen fire or adjacent to cookout or patrol fires. Please return after use. There is a campfire circle located on the edge of the woodland.
<b>Cars</b>	There is limited parking on site. Please control traffic as <b>Parking or waiting is <u>not</u> permitted in the access road as this causes disturbance to our neighbours and can stop them getting access to their own properties.</b> This is particularly relevant to children being dropped off or being picked up. Please observe the 5mph speed limit. People with mobility problems should park at the end of the car park nearest the buildings or on the hard standing behind the dormitory.
<b>Cleaning</b>	Materials for cleaning are kept in the General Purpose Room of Great Oaks. Please clean after your visit and wipe down walls under the hand driers. Please provide your own washing up liquid.
<b>Coaches</b>	The drive is not wide enough to allow large vehicles to turn. Please do not allow coaches to drive down Cherrymeade. It is suggested you disembark in Kiln Road. There are 2 trek carts available - see Trek Carts below.
<b>Cooker</b>	A new cooker and hood have been installed & there is an instruction booklet. Just wipe with soapy water - do not use any abrasive cleaner. There is a special cleaner for the hob Hobrite either on the work surface or in the store room. Dried on spills can be <b>very carefully</b> scraped off. Baking trays etc. are stored in the ovens or in the cupboard next to the jug cupboard. <b>The drawer under the cooker is a proving drawer - If used to store baking trays please ensure that they are stored safely and do not impede the opening of the drawer.</b>
<b>Damage Disabled</b>	Please record any breakages on checklist and pay for them with final invoice. Facilities for people with disabilities are available in Great Oaks. An emergency cord has been installed. A ramp is kept in the outside storeroom.
<b>Dogs/Foxes</b>	No dogs are allowed on site. Please do <b>NOT</b> feed the foxes
<b>Drains</b>	Site is on main drainage. On no account may chemical toilets be used, as there is nowhere to empty them. Fat must not be disposed of down sinks.
<b>Electricity</b>	The meter in Little Acorns takes £1 coins for all electricity other than overhead lighting. In Great Oaks electricity is included in the hire fee.
<b>Extractor fans</b>	Please do NOT turn these off in the toilets for the disabled or the gents. They are timed in with the lights and will switch themselves off after about twenty minutes
<b>Fire</b>	Hirers are requested to hold a fire drill practice during a period of residency and note it in the Fire Log on the notice board nearest the kitchen. The fire register should also be filled in for <u>all</u> indoor events. Please familiarize yourself with the Fire Regulations and the location of fire extinguishers and fire blankets. See separate document for procedure for safe fire lighting and use of fireworks. Please ensure that combustible waste and rubbish are stored carefully until properly disposed of. Escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should never be located on any corridor that will be used as an escape route. In the event of a fire everyone should exit from the nearest door (escape routes marked on plan). All doors and windows should be closed. Extra risk assessment to be undertaken when large numbers are anticipated being on the premises e.g. Giant Sleepovers and Fun days. It may be necessary to control numbers, access and parking (see Cars above) with the exception of disabled parking.
<b>First Aid</b>	Please bring your own. A new bed has been installed in the 1st Aid room.
<b>Footwear</b>	All muddy boots/shoes should be removed before entering either building.

<b>Gazebo Heating</b>	A wooden gazebo has been erected in the far right corner of the site. Please use responsibly. Great Oaks - The heating is set to only come on to protect the building from frost and freezing. If the heating is required, there is an over-ride switch. To override the timer and further information, see instructions under the over-ride switch on the left of the lobby. Little Acorns has free standing heaters operated by electricity paid for by £1 coins in the meter. <b>Please ensure no-one climbs or leans on any radiator in Great Oaks or Little Acorns.</b>
<b>Kitchen</b>	There is a newly installed equipped kitchen. As well as a new cooker there is a new microwave, a heated towel rail, an instant hot water boiler for drinks and an outside sink. It is recommended however that you bring your own sharp knives and tin openers. Please be careful not to mistakenly remove utensils with your own equipment at the end of your stay. Tea towels and oven gloves are not supplied. Cutlery and crockery is for indoor (including the verandah) use only (see outdoor equipment).
<b>Keys</b>	There is a coded padlock on the main gate. The padlock should be locked onto the gate when the gates are open - please tumble the code so it is not revealed for all to see. The gates should be closed during the day and locked at night for security. Do not lose the padlock. Keys for the dormitory are in the kitchen drawer under the 2 cutlery drawers - also key to the post box. <b>Please ensure they are returned to the drawer after use.</b>
<b>Key Safe</b>	There is a key safe containing the door key for Great Oaks located next to the outer store room door. You may need a torch especially at night. To open the key safe touch any button to start, enter code, when the light turns green open within 10 secs or it will relock. The green light means the door can now be opened by pulling on it. If you have trouble opening the key safe try pressing in the top of the door and hold in while entering the code Make sure you have the codes for both gate and key safe before you go by contacting Carolyn Browne, Dilys Haddow 20 Chapmans Walk, Leigh on Sea SS9 2XA, 01702 710207 <a href="mailto:c.haddow833@btinternet.com">c.haddow833@btinternet.com</a> , SE & SW Division Commissioners or any member of the Guideacres committee. <b>Ensure you have the current codes and to return the main key to the key safe at the end of your visit</b>
<b>Laundry</b>	A rotary line and pegs are provided in the outside storeroom, Great Oaks. The hole for the rotary clothesline is located about 1 mt to the left of the left side of the veranda. A heated towel rail has been installed in the kitchen. Please ensure you turn it off at the end of your stay.
<b>Lighting</b>	There is stand-by lighting in both buildings. Outside, the lighting along Little Acorns will light up the pathway at night. Beneath the light at the back end (which comes on automatically when dark) there is a switch, which will turn on the other lights. For the car park lighting there are switches at both ends of the car park - one on the back of Little Acorns the other on the side of the light nearest the outer gate. Automatic lighting has been installed in the corridor of Great Oaks. Please ensure all other switches are off before leaving.
<b>Log Book</b>	Please fill in the log book to record your stay - to be found in the book case in Great Oaks
<b>Main Gate</b>	Please see <b>Keys</b>
<b>Mosquitoes</b>	These can be a nuisance, so come prepared with anti-mosquito spray.
<b>No Smoking</b>	There is a NO SMOKING policy on this campsite and in the buildings.
<b>Outdoor equipment</b>	Please ensure that the outside sink is used responsibly and kept clean. Cutlery, plates, bowls, and mugs for outdoor use (for 40 people) are stored in boxes kept in the outside store room. ALL to be checked and returned clean to the boxes after use. <b>(Do not use in the microwave).</b> In the hut to the right of the dormitory are some small hike billies and fire grids.
<b>Quiet Area</b>	There is a small quiet area/chapel on the edge of the woodland suitable for groups or individuals to use for prayers, or times of quiet and reflection. Please make sure children realize it is not a play area and <b>do not move</b> the seating for any reason.
<b>Rubbish</b>	ALL RUBBISH MUST BE REMOVED FROM THE SITE. Please ensure all bins are emptied including bins in the toilets. No pits to be dug. No bits of food/peelings should be left on the field.
<b>Security</b>	Keep the main gate shut all day and locked at night. All doors in Great Oaks are operated by a master key.
<b>Site Shop</b>	There is a small stock of badges, souvenirs etc. in the outside storeroom. Please serve yourself and itemize on the list provided, to be sent with your final account form.
<b>Shopping</b>	Morrison's supermarket in Hadleigh. On-line shopping can be done through ASDA or Tesco.
<b>Showers</b>	To use the showers in Little Acorns, switch on the shower switch, labelled immersion, and the pump switch both located above the meter just inside the back door. To heat water just for the washbasins, use the switch labeled sinks.
<b>Swimming</b>	Available at Runnymede, opposite. Special rates may be available for groups - Tel: 01268 756514

<b>Tables</b>	Gopak tables are to be wiped clean after use including ALL paint, glitter and glue. The round tables outside are not craft tables and please do not move them. Trestle Tables for outside and 'messy' use are stored in the hut to the right of the dormitory.
<b>Telephone</b>	There is no telephone on site - please bring your own mobile phone. <b>Please ensure your mobile phone is switched on and manned at all times.</b>
<b>Toilets</b>	The girls' toilets have been refurbished. Please provide your own toilet rolls for residential or large-scale events. Please replace bin liners (provided) in the bins in the toilets.
<b>Trek Carts</b>	There are 2 trek carts kept in the hut to the right of the front of Little Acorns and should be returned after use.
<b>Water</b>	<p>The stop tap for Little Acorns is located in the floor outside the leaders' room. The stop tap for Great Oaks is in the disabled toilet. The water should be turned off in both buildings after your visit - all taps to be turned off first. Before use, flush all taps.</p> <p><b>Hot water</b> - The switch for hot water in the kitchen is located towards the back of the outside storeroom on the left hand side. Hot water is available in the toilets (as before). There are water heaters in the gent's toilet (for gents and disabled loos) and the First Aid room (for First Aid room and hand basin in the kitchen). <b>PLEASE ENSURE ALL THESE HEATERS ARE TURNED OFF at the end of your stay.</b></p> <p>There is an outside tap on the west side of Little Acorns. Also there is one outside the kitchen of Great Oaks - <b>to be turned on/off under the sink together with taps for the outside sink.</b></p>

#### **General Care of Site**

Please remind Senior Section, Guides, Brownies and Rainbows at the beginning of each visit to take care not to damage any young trees nor to bend live branches to make dens; NOT to strip bark from live trees or they will die. **Please clear fires before leaving**, dousing ashes with water and when cold, sprinkling ashes into bushes. Please stack any spare or partly burnt wood and bricks neatly beside fireplaces. Please see that all dens are dismantled before leaving. A "litter-sweep" must be undertaken before leaving. Remind the children that the site should show no evidence that they have been there.

THANK YOU