

SITE RULES

We trust our visitors to act in a responsible way and to treat our campsite with respect but we do have a few rules:

- 1) **Site Security** to help site security whilst on site overnight it is recommended that that the main gates are shut but not padlocked shut just in case they need to be opened in an emergency. Please ensure that the main gate padlock is fitted to the gate chain so that it is not lost. There are site lights (on sensors) along the track and car park flood lighting too. Main switches are located by main fuse board outside the office. Please switch off when not in use.
- 2) **Car Park.** Please use the car park and only drive vehicles onto the site track to deliver and collect equipment. Return all vehicles to the car park when they are not in use. Please do not drive on any of the sites. Please always observe the **5 mph** site speed limit and use hazard lights. NB: Cars are parked on site entirely at the owners' risk.
- 3) **Electricity** the mains switch is located at the bottom of the mains fuse board located outside the office. A secondary fuse board is located in toilet corridor.
- 4) **Water** The mains stopcock is in the Wadley Room. (Please only use in emergency) The stopcocks controlling water to the site water supply are located in the disability toilet. Please ensure these stopcocks is turned off when you leave at the end of your visit. Hot water immersion heater switches are located in toilet corridor for wash rooms and alongside the fire door in kitchen for washing up. Please ensure these are switched off when you leave at the end of your visit.
- 5) **Kitchen, Toilet and Showers** should be clean on your arrival, please ensure that they are clean when you depart. Showers are electric from pre-payment slot meters, located in the toilet passage. Adequate and appropriate supervision should always be used when young persons are using the showers.
- 6) **Cleaning Materials** can be found in the cupboard to the left of the door to the bunk rooms. There are two vacuum cleaners, one located in this cupboard and one in the chair store. Please read the COHSS poster and use the correct cleaning materials and equipment as designated.
- 7) **Waste. Note there is no refuse collection from the Site by the Local Council.** All waste must therefore be disposed of when your group leaves the site. Combustible waste (paper and cardboard) may be burnt in the burn pit which is located half up the track, do not burn glass bottles, tin cans etc., or plastic containers/bags, these items are to be removed from site and disposed of at recycling centres. All food waste must also be removed from site and disposed of at recycling centres. **Please Note - you may be charged if waste materials and food are not removed from the site.**
- 8) **First Aid.** Groups should provide their own First Aid Kit and have a trained first aider on site at all times. There is a Site First Aid Kit situated alongside the fire door in the kitchen for use in emergencies only. There also is an AED (automatic Defibrillator) kept there. In the event of a suspected heart attack open the defibrillator case, switch on the defibrillator and follow the instructions and call an ambulance immediately.
- 9) **Accidents.** All accidents that require hospital/doctor's treatment **MUST** be reported to GSL/Adult in Charge, the accident book completed (alongside site first aid kit) and immediately copied to the Warden or the Booking Secretary.

- 10) **Main Building Fire Exit Doors** are fitted with “panic bars” which can be locked from the outside but can still be opened from the inside. You can, therefore, lock yourselves in at night and still get out of the building in an emergency.
- 11) **Bunk Rooms** users MUST after unlocking the Main Passage Doors, immediately unlock the Outer Steel Shutters to the outside double **Fire Escape Doors** located at the end of the bunk room corridor. Please also unlock and open the steel shutters located on the outside of the Bunk Room Windows that you are using. Fasten the shutters back and lock the padlock so that it doesn't get lost. *This is a sleeping area not a playground. Adequate supervision is always, therefore, required.*
- 12) **Chairs and Tables.** If using chairs and tables please return all chairs and tables to the chair store ensuring that they are stacked neatly and safely.
- 13) **Heating of the Accommodation.** Heating of the main hall is by way of a log burning stove. The log burning stove works best with the doors closed – it works better that way and is safer. Please replenish logs used from the log store located next to kitchen fire door. **Note** a Carbon Monoxide detector is fitted in the hall, should this alarm sound whilst using the log burner please evacuate the hall immediately and open all the doors to the hall.
- 14) **Electric heaters for the main hall and kitchen** are available via by a pre-payment slot meter situated by the Office. £1/£2 coins accepted.
- 15) **Bunk Room Heating** is provided by electric convector heaters by a pre-payment slot meter situated in the toilet passage. Only switch on those heaters in the bunk room that are being used during your stay. Please switch off all heaters at the end of your stay. £1/£2 coins accepted.
- 16) **The Golf Course and private gardens around the Bears Wood Site are out of bounds.** Please also respect our neighbour's privacy and make sure all noise and activities have ceased between 22.00 and 07.30hours.
- 17) **Camp Fire Circle and Chapel Areas.** Are not to be used for activities other than they are designed for.
- 18) **The Grassed Area around the building** is for ceremonial purposes only (flag break etc.), quite activities and is not a camping area. We take pride in our trees, building and fittings. Please do not damage them. Any damage must be reported to the Warden or Booking Secretary.
- 19) **Camp Fires.** All fires to be on the altar fires or in half oil drums provided. These are located in the store on the centre site. Please replace at the end of your stay.
- 20) **Site Equipment.** If you use any site equipment, over stock your wood pile, borrow a log as a seat, etc., return it to its original home before you leave. Remember leave nothing but your thanks – we should not know you have been at Bears Wood!!

Finally. Before leaving the site at the end of your visit, shut and lock all the steel shutters to the bunk room windows and emergency exit door. Switch off all electrical appliances, fridges, freezers and ensure doors and lids are left open to prevent mould growth. Switch off all lights and heaters, including water immersion heaters. And don't forget to take ALL your rubbish with you and leave the site as you would like to find it!!!

We hope you have enjoyed your stay at Bears Wood. Have a safe journey home and come back soon.