



Welcome to Guys Farm Activity Centre



Bottom Meadow

Thank you for booking Guys Farm Activity Centre for your group, we look forward to welcoming you on site. We hope the following information will aid in your planning and stay at Guys Farm.

Bottom meadow is one of 3 “equipped” sites at Guys Farm. It is a large flat open field . It is able to accommodate unit and up to large scale events especially when booked with the other camp sites.



The field has a wooden shelter with a multifunctional covered porch area. In the shelter is stored tables, benches, cooking utensils and cleaning equipment. For the full list please see the Bottom meadow equipment list on page 9.

Groups will need to bring their own tents.



Bottom Meadow shelter Porch Area



Bottom Meadow shelter Inside view

Bottom Meadow shelving unit with catering equipment. For full list see page 9



The site also has a toilet block with three toilets, two wash hand basins and three showers.



The site also has shared use of the outdoor sinks which are under a covered porch in front of the toilet & shower building.



All the buildings at Guys Farm are NO SMOKING, as is the site.

Health & Safety

Guys Farm and Girlguiding Lancashire West & Northwest are committed to providing a safe environment for our visitors to enjoy. However, it should be noted that our grounds have inherent risks, such as uneven grounds, water, streams and moving vehicles. Please read our risk assessments which can be found on our website prior to arrival and carry out any actions required.

Each group is responsible for completing their own dynamic risk assessment for their group and activities planned whilst staying at Guys Farm or going off site. Please see Information on Arrivals and Departures to mitigate Risk.

Fire Exits, Extinguishers & Alarms

It is the group leader's responsibility to hold a fire drill on arrival.

Should the alarm be triggered please inform the volunteer warden or centre staff immediately and vacate the campsite. The assembly point is **Flag pole in the car park**

- Leaders are reminded that any alarm tampered with will be charged in full. In addition, this is an offence under the Health & Safety at Work Act..
- It is the group leader's responsibility to ensure their group are present & correct in the event of a major incident.
- Please inform emergency services & Guys Farm warden of any missing members of your group.
- For large scale events where multiple buildings and campsites are being used, group leaders should ensure an emergency incident plan is written and given to the warden on site.

EMERGENCY INFORMATION

In the event of a Fire or serious Injury Ring

999

Address: Guys Farm Activity Centre. Story Lane. Bay Horse. Lancaster LA2 9DF

What3words: **stiffly.hounded.tools**

Grid reference SD 509 516

Please inform Guys Farm Volunteer Warden or Centre Staff as soon as you have contacted emergency services and allocate a leader to meet them on arrival and direct them as appropriate.

EMERGENCY CONTACT NUMBERS

If there isn't a volunteer warden on site, please contact any of the following:

Chair of Guys Farm management Committee

Paul Collins 07810 850210

Lancashire West County Commissioner

Jackie Ramsden 07947 318242

Lancashire Northwest Guys Farm Lead Volunteer

Audrey Suart 07815 099947

Other organisations

Lancaster Police Station Thurnham Street Lancaster LA1 1YB  101

MEDICAL ASSISTANCE



Cleaning Equipment: Cleaning equipment including Mops & Buckets, brushes, dustpan & brush are provided. These are kept in the hut or toilet block. Please ensure you only use the mops & buckets for the purpose they are labelled. Groups will need to bring with them:

- All cleaning supplies.
- Cleaning cloths & dish scrubs
- Bin bags
- Tea Towels

Arrivals and Departures. The leader of each group is responsible for directing parent's cars on arrival and departure and should designate a responsible adult to undertake this task. **High-vis jackets are available in each building** and should be used when carrying out this task. Please inform the booking secretary of your arrival and departure times.



Car park at Guys Farm



Top & Bottom Meadow

Camping Equipment List

	6 Chopping Boards		5 assorted size Dixies with lids
	1 Large plastic		1 large frying pan
	3 plastic jugs assorted sizes		2 gas stove pans
	3 metal jugs assorted sizes		Pan stands
	2 Tea pots		3 plastic trays
	1 large kettle		1 colander
	3 metal bowls		
	2 metal trays		4 washing up bowls
	2 mashers		5 draining racks
	2 serving spoons		
	2 whisks		1 water carrier
	2 wooden spoons		Wood saw
	1 wooden spatula		Ash Bucket
	3 vegetable peelers		Fire Bucket & shovel
	1 ice cream scoop		Grease pit
	1 tin opener		Pig Bin
	1 cheese grater		1 gas stove
	2 ladles		1 gas water heater
	2 fish slices		
	1 slotted spoon		6 Wooden Tables
	1 Kitchen tong		12 Wooden Benches
	1 set of Kitchen scissors		Plastic chairs
	1 pasta ladle		Dustpan & brush
	3 buckets		Brush
			Rake

Please ensure all items are cleaned and dried and returned to the shelves after use.

Prior to departure, please ensure Bottom meadow & the hut is cleaned and left in a condition you would expect to find it. Please complete the departure checklist before you leave Guys farm.

AS WE USE A SCEPTIC TANK, PLEASE DO NOT USE BLEACH PRODUCTS

Bottom Meadow Guys Farm Departure Checklist

Toilet Block

- Clean Toilets, Sinks & showers.
- Empty & Clean bins & replace bin liners.
- Sweep & mop the floor.

The Hut

- Empty Fridge & cupboards of food you have brought.
- Ensure all pots, pans utensils & cutlery are clean & stored correctly as per equipment list.
- Clean worksurfaces
- Sweep the floor.
- Wash all tables before folding & storing away.
- Stack chairs.
- Clear Personal belongings
- Clear noticeboards

General

- Close all doors & windows.
- Turn off lights.
- Report any breakages.
- Check for personal belongings.
- Empty & clean bins
- Replace bin liners.
- Check campsite for any litter.

If you have booked multiple buildings or campsites, please return items to original place.

We welcome your comments – please complete the comments form and lastly sign the visitors book 😊

Signed _____
Volunteer Warden.

Activities available at Guys Farm

There are onsite activities that are available free of charge:

- Playground – suitable for younger children
- Sculpture trail

Please ensure young people are always supervised on the playground.



Bookable Activities

Please see our website & Price list for further details of the activities available.

- Abseiling & Climbing
- Multi purpose climbing Complex
- Raft building
- Paddle Boarding
- Archery
- Soft archery
- Gyro Cars
- Pond dipping
- Orienteering
- Outdoor Games
- Pizza oven

To book any activities for Guys Farm please complete the booking form on our website, we will do our best to provide instructors as required but these cannot be guaranteed.

Campfire Circle



The campfire circle is situated beyond the car park and is available for groups to use. Wood is provided but it would be beneficial for groups to bring some dry wood to start the fire. Please ensure you always have buckets of water to extinguish the fire if needed and do not use in particularly hot and dry weather.

There is a tap situated on the field near the campfire.

This is not a bookable activity/time slot so please speak with other groups on site and maybe invite them along!

Please ensure Campfire is included in your Unit risk assessment if you are using the circle.

Guys Farm Shop

The shop opens Saturdays 1:30pm-3:30pm though can be opened at other times with advance notice. During events, the shop will open more frequently and for longer periods.





We want your feedback and ideas.

**Please complete our short online survey
before you leave, about your stay at
Guys Farm**



Scan the QR code to access the survey

thank you





Friends of Guys Farm

Friends of Guys Farm is the fundraising arm of Guys Farm Activity Centre. The friends committee operate and run the Guys farm on site Shop.

You can help support Guys Farm by any of the following ways:

- Become a member of Friends of Guys Farm for £20 a year (This is taken by standing order on the 1st April). If you can't get to events or simply don't have the time this is a great way to make a regular donation.
- Volunteer in the onsite shop on a rota basis. On average, shop volunteers give 1-2 hours a month to this role.
- Come along and help at one of the events in your local area. Afterwards, relax and socialise with friends, both new and old.
- Be a member of the 300 club and be entered in a monthly draw.
- Donate to the site directly – please make cheques payable to 'Guys Farm Activity Centre'.

Thank you for your support without it we wouldn't have the great activity centre we have today!

If you are interested in becoming a member of Friends of Guys Farm, please contact the chair, Elaine Clare at friendsofguysfarm@guysfarm.org.uk

Guys Farm Socials!

Visit our Website for more information: <http://www.guysfarm.org.uk/>

Follow us on Facebook Instagram & Twitter



Girlguiding guysfarm



@girlguiding_guysfarm

Please tag us in any social media posts your group does!