



Welcome to Guys Farm Activity Centre

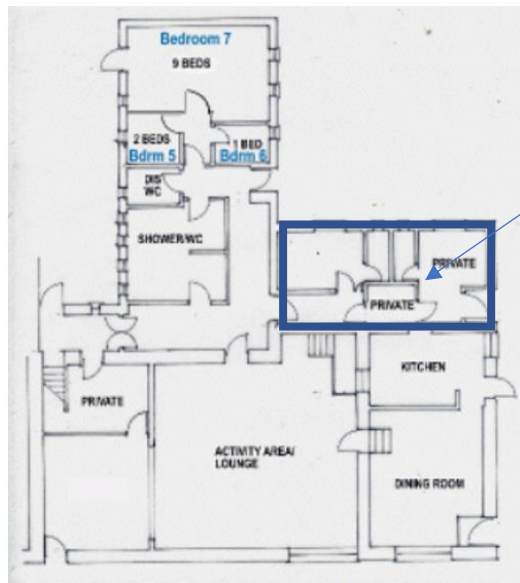


The Barn

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.

The Barn is a two-story building, accommodating up to 32 people with accessibility for wheelchair users. It is fully central heated with seven bedrooms offering a mix of single, twin, and dormitory rooms with bunk beds.

Ground Floor Plan



Voluntary Wardens
accommodation

Bedroom 7
9 bedded room with level
access door to outside



Bedroom 6
Single room with wash basin

Bedroom 5
2 bedded room



There are 4 individual toilets, 6 wash basins and 2 showers,
and an accessible Toilet/Shower room
(No shower seat in situ)



Also on the ground floor, is a large indoor activity area with adjoining lounge area. There is a small internal ramp from the corridor for wheelchair access.

The lounge area can be divided off from the main room by a sliding partition.

There are folding tables and chairs in the main activity room along with a wall of cork board for pictures/notices.



The dining room and kitchen is down a small flight of stairs. There are folding tables and chairs

The kitchen has a gas oven, microwave, fridge, freezer, toaster & hot water boiler. All catering equipment, crockery and cutlery are provided.

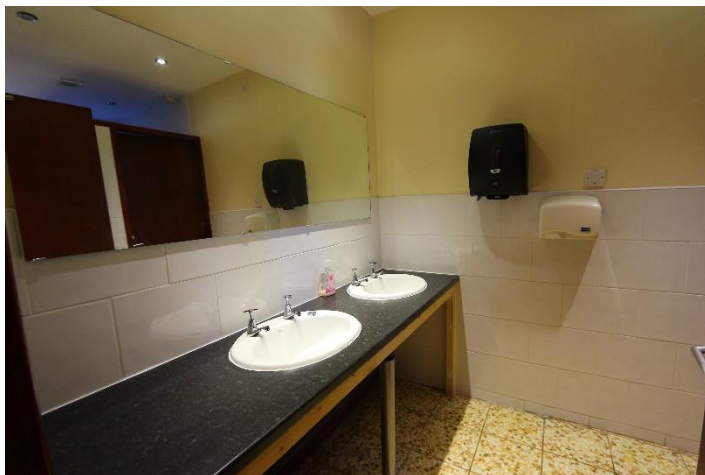


Also on the ground floor is a corridor with storage for coats and boots with access out of the Barn from a further door.

There is also lockable access to the voluntary warden's accommodation off this corridor.



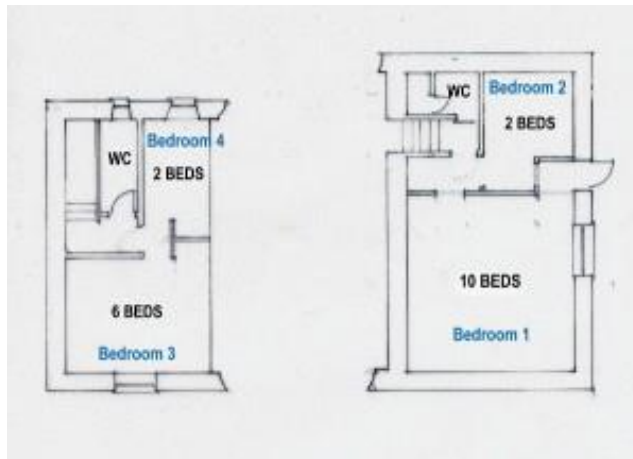
Off this corridor are two bathrooms with a toilet, shower and wash hand basins.



All beds have a waterproof cover on the mattress. Visitors will need to bring all bedding including pillows with them.

All the buildings at Guys Farm are **NO SMOKING & NO VAPING**

First Floor Plan



From the main room, accessed via a flight of stairs are bedroom 1 & 2



There is a toilet next to these bedrooms with a sliding door.

A further two bedrooms are accessed via a flight of stairs off the ground floor corridor.

Bedroom 3 & 4



There is a toilet and wash hand basin next to these rooms.

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 further details on Arrivals and departures for mitigating Risk.

Fire Exits, Extinguishers & Alarms

All buildings are fitted with Fire and Smoke Alarms. It is the group leader's responsibility to ensure all the people staying in the accommodation are aware of all fire exits, extinguishers and Alarms and to hold a fire drill on arrival. Do not use the fire Alarm controls for this purpose.

Should the Alarm be triggered please Vacate the building inform the Volunteer warden or centre staff and Emergency Services immediately. The assembly point is **FLAGPOLE IN CAR PARK**.

- Keep all the fire exits and main entrances clear.
- 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.
- The Alarms are sensitive. Please do not use any aerosols in the bedroom areas.
- 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 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



Nearest Accident & Emergency: Lancaster Royal Infirmary Ashton Road, Scotforth Lancaster. LA1 4RP

Nearest Doctor: Galgate Health Centre Highland Brow Galgate Lancaster LA2 0NB 01524 751284

Nearest Chemist: Rosebank Pharmacy Galgate Health Centre (3.6 miles) or Kepple Lane Pharmacy Garstang (6 miles)

First Aid: Groups should bring their own fully stocked first aid kits and have additional grab bags for outdoors or going off site.

Defibrillator – This is located next to the side door of the barn accommodation. Full instructions for its use are stored in the cabinet.



Gas Appliances: if you smell gas, check the oven has not been left on. Vacate the premises and speak with volunteer warden or emergency contacts.

Heating System: The central heating system is pre-set. The controls are in the main room at the bottom of the stairs. If you feel you need additional heat during your stay press the boost button.



Burglar Alarm: The Alarm for the whole site is in the leaders lounge in the Barn. If the burglar alarm activates, contact the onsite voluntary warden or the emergency contact numbers overleaf.

- **Vehicles on site:** Please ensure cars are parked in the car park. There are vehicles that use the lane to guys Farm from the neighbouring Farm/ residential caravan park. Please make group members aware and ensure you include this in your risk assessment. Please inform the voluntary warden if you are using large coaches to transport your group. Coaches can turn around at the bottom of Lane on the new extended car park

Please do not park cars in front of buildings – please move them to the car park after unloading.

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. Departure should be no later than 4pm.

Rubbish Disposal & Recycling: The Bins are located at the side of the car park. Please ensure you recycle as much as possible when staying at Guys Farm. Please wash out all jars and tins before disposal. Please bag all rubbish before putting in the large bins.

Cleaning Equipment: Cleaning equipment including Mops & Buckets, brushes, dustpan & brush & hoover are provided. These are kept in the metal cabinet in the hall and the cupboard in the dining area. Please ensure you only use the red mop & bucket in the kitchen area.

Groups will need to bring with them:

- Cleaning supplies
- Cleaning cloths & dish scrubs
- Bin bags
- Tea Towels



Prior to departure, please ensure The Barn is cleaned and left in a condition you would expect to find it. Please complete the departure checklist overleaf before you leave Guys farm.

PLEASE DO NOT USE BLEACH PRODUCTS

The Barn Guys Farm Departure Checklist

BEDROOMS

- ☐ Check for personal belongings.
- ☐ Hoover floor
- ☐ Empty bins
- ☐ Replace bin liners.

BATHROOMS

- ☐ Clean Toilets, Sinks & shower area.
- ☐ Empty Bins & replace bin liners.
- ☐ Sweep & mop the floor.

KITCHEN

- ☐ Empty Fridge, Freezer & cupboards of food you have brought.
- ☐ Ensure all pots, pans utensils & cutlery are clean & stored correctly.
- ☐ Clean worksurfaces
- ☐ Brush & mop the floor.

DINING ROOM

- ☐ Wash all tables before folding & storing away.
- ☐ Stack chairs
- ☐ Sweep & mop the floor.

MAIN ROOM

- ☐ Clear Personal belongings
- ☐ Clear noticeboards
- ☐ Clean all tables before folding & storing away.
- ☐ Stack chairs
- ☐ Hoover Floor

Hallway

- ☐ Clear all personal belongings.
- ☐ Sweep & mop floor.

General

- ☐ Close all doors & windows.
- ☐ Turn off lights.
- ☐ Report any breakages.

If you have booked multiple buildings 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
- A Variety Outdoor Games & Sports equipment
- Scavenger Hunts
- Compass & Map Games
- Bird Trail
- Pizza Oven

To book any activities for Guys Farm please complete the booking form downloadable from our website and send to: gf.activities.queries@gmail.com

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.



Guys Farm Activity Centre Comments

Name of Group_____ Date stayed at Guys _____

Please tell us what you like at Guys Farm.

Suggestions for future developments @ Guys Farm.

Please tell us of any breakages or if something was missing or in need of repair.

Please give this form to the volunteer warden or leave in the building when you depart.

Thank you for choosing Guys Farm for your event.



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'
- Become a lifelong member of Friends of Guys Farm for £250.00 one off payment

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



Girlguiding guysfarm



@girlguiding_guysfarm

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