



# Welcome to Guys Farm Activity Centre



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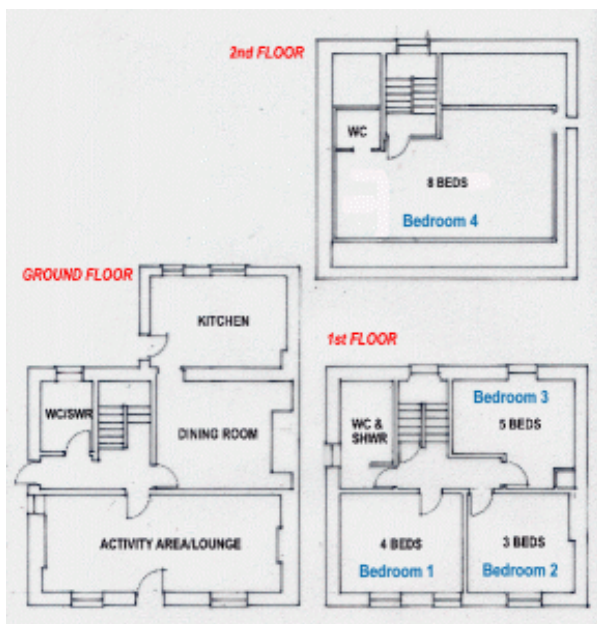
# The House

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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 House is a three-story building, accommodating up to twenty (20) people. The House is accessible for wheelchair users on the ground floor, although -there are no bedrooms located on the ground floor. It is fully central heated with four bedrooms offering a mix of three (3), four (4) and five (5) bedded rooms and an attic dormitory room which sleeps eight (8).

Floor Plan



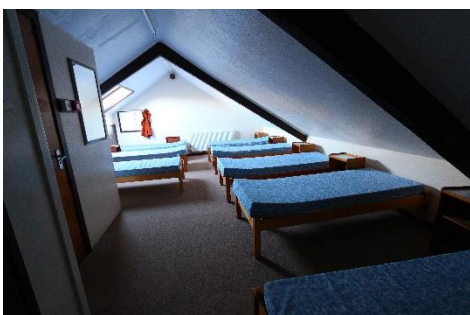
Bedroom 1  
4 bedded room



Bedroom 4  
8 bedded room

Bedroom 3  
5 bedded room

Bedroom 2  
3 bedded room





On the ground floor, is a large open activity/dining area with an adjacent lounge area.

There are folding tables and chairs in the main activity room along with 3 notice boards for pictures/notices.



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 hooks for coats with Fire access out of the House from a side door.

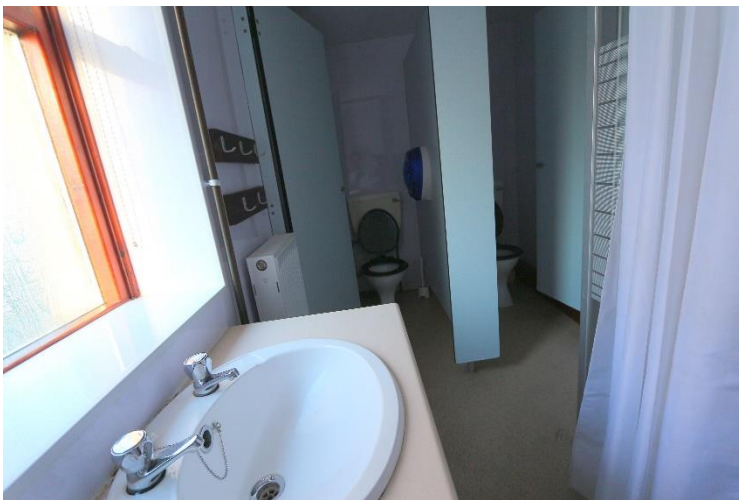


Off this corridor is a bathroom with a toilet, shower and wash hand basin.



Bathroom 1<sup>st</sup> Floor

Toilet top floor



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 NONE 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

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 immediately vacate the building and inform the volunteer warden or centre staff.

The assembly point is **BOTTOM MEADOW CAMPSITE**. 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 fire 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, please do not alter. The controls are in the activity room by the kitchen door. 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 the 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**, unless they are displaying a blue badge.

**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.

**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, and make sure the bin lids are firmly closed.

**Cleaning Equipment:** Cleaning equipment including Mops & Buckets, brushes, dustpan & brush & hoover are provided. These are kept in the metal cabinet in the activity area.

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

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.

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



# The House 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
- Sweep & mop the floor.

## ACTIVITY/DINING ROOM

- Wash all tables before folding & storing away.
- Stack chairs
- Sweep & mop the floor.
- Clear Personal belongings
- Clear noticeboards
- Stack chairs

## 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](mailto:gf.activities.queries@gmail.com), 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.



## **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 £10 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](mailto: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



@guysfarm

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