



# Welcome to Guys Farm Activity Centre



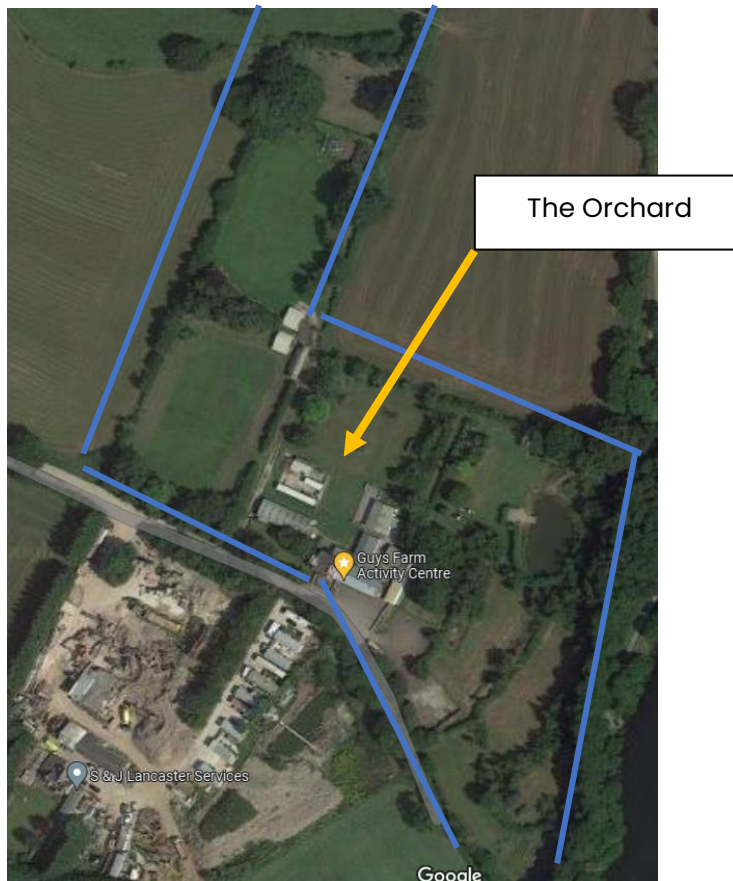
---

## The Orchard

---

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 Orchard is one of 3 “equipped” sites at Guys Farm. It is a flat open area, closest to the buildings .



The field has a wooden shelter and a toilet & shower block. In the shelter is stored tables, benches, cooking utensils and cleaning equipment. For the full list please see the Orchard equipment list on page 9.

Groups will need to bring their own tents.



The Orchard shelter Inside view



The Orchard shelving unit with catering equipment. For full list see page 9



The site also has a toilet block with two separate rooms with toilet, two wash hand basins and a shower in each.



The site also has 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



**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 gas canisters have not been left on. Vacate the premises and speak with volunteer warden or emergency contacts.

**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 on the campsites– please move them to the car park after unloading**, unless they are displaying a blue badge.

**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 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

## The Orchard Equipment List

6 Chopping Boards	5 assorted size dixies
1 large plastic Jug	2 gas stove pans
3 metal jugs assorted sizes	1 large frying pan
2 Tea pots	
1 large kettle	
3 metal food bowls	3 plastic trays
1 metal tray	4 washing up bowls
2 mashers	
2 serving spoons	5 draining racks
2 whisks	1 water carrier
2 wooden spoons	Wood saw
1 wooden spatulas	Ash Bucket
3 vegetable peelers	Rake
1 ice cream scoops	Fire Bucket & shovel
1 tin openers	Pig bin
1 cheese grater	1 gas stove
2 ladles	1 water heater
2 fish slices	4 tables
1 slotted spoon	1 wooden table
1 Kitchen tong	
1 colander	20 Plastic chairs
3 buckets	
Brush	
Dustpan & brush	

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

Prior to departure, please ensure The Orchard & the hut are 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**

# The Orchard 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 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.





## 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](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

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