



# Site Information & Rules

Broadwater Scout Campsite & Activity Centre  
Maxstoke, Warwickshire

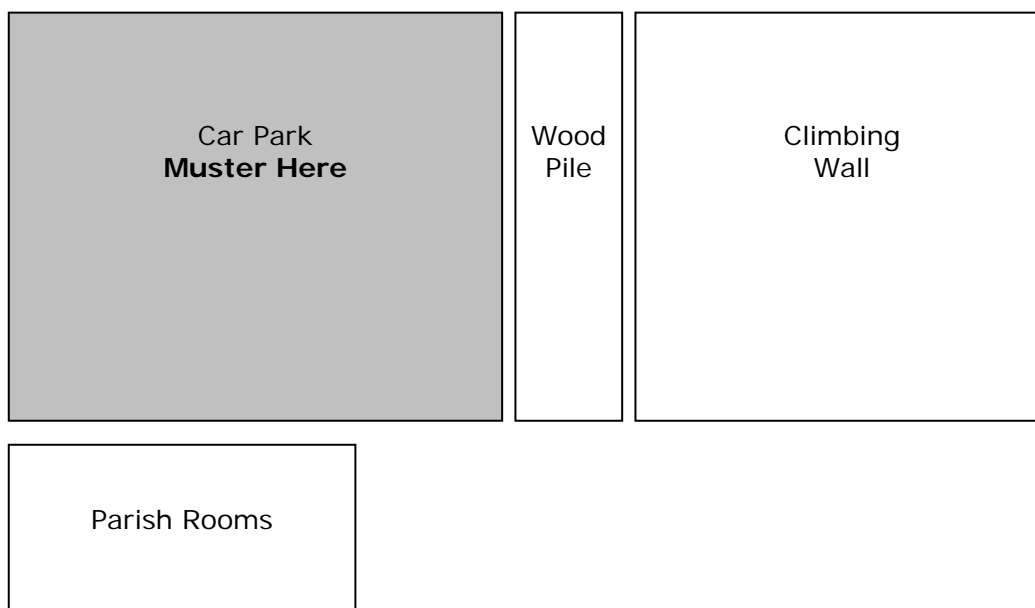
Ver. Draft – May 2007

## Key Things You Need to Know

We hope that you and your group have an enjoyable and fun filled visit. I would ask you to please take a few minutes to read this sheet.

### **Fire Alarm and Evacuation**

All main dormitory blocks and the parish rooms have a fire bell fitted by the main door. In the event of a fire please raise the alarm. The evacuation point is on the top car park, please make your way there and assemble. Fire extinguishers are provided and can be used to assist you in safely evacuating the building if needed. DO NOT put yourself in danger attempting to fight a fire.



It is imperative that you inform the warden or adult service crew member immediately should a fire break out. If a fire occurs overnight then wake us up!

Please list your camp numbers on the fire evacuation sheet and return it to one of the service crew. This way we can ensure everyone is accounted for at a roll call.

### **Accidents & First Aid**

Any major accidents should be reported to the site for entry into the accident book. A first aid kit is located in the office if needed. Most adult members of crew are first aid trained should you need assistance. If an ambulance is needed on site please inform us immediately, even at night, so we can ensure access routes are clear etc.

NHS Direct: 0845 4647 Solihull  
George Eliot Hospital: 0121 711 4455  
024 7622 4055

### **Site Boundary and Gate**

The site gate is closed overnight at circa 23:00 hrs and is opened in the morning. Should you need to leave site overnight please close it behind you. The embankment around the site is our boundary, please instruct your members that it is out of bounds.

### **Rubbish**

The site bin is located by the main entrance. It is accessible either through the kissing gate or over the cattle grid. As we have only one bin for the site can you please minimise the space your waste takes by flattening boxes and tins.

### **Toilets**

Toilets are checked and cleaned throughout the weekend, should we run out of toilet rolls or you find the toilets are in need of attention please inform a member of staff.

### **Wood Pile**

The woodpile is out of bounds to all children unless supervised by an adult. All persons going into the wood pile must wear strong boots. Wood is a limited resource on site so please only use what you need and don't waste it. We do not guarantee a constant supply for cooking. Please use the gate and don't climb on the fence.

### **Wildlife**

We are blessed with a variety of wildlife on site. Please do not feed them or leave slop buckets/rubbish bags out as this encourages them to nose around your camp site looking for an easy meal. We suggest all food is kept in plastic boxes and inside a tent. Some track ways are visible on the embankments, keep your tents clear of these when pitching.

### **Payment & Inspection**

Please arrange a mutual time to pay with the warden, usually Sunday. Please let the warden know half an hour before you leave so your building(s) or campsite can be inspected.

## **Building Standards**

Please help us to keep the site buildings in the best condition possible and leave them as you would wish to find them; clean and tidy. The following list may be of use:

### **Bunk Rooms**

- Remember to check under the beds
- Empty bins

### **Corridors**

- Swept and mopped please.

### **Kitchen and Dining Room**

- Tables and Benches stacked.
- All pots, trays and pans stack on the rails.
- Check you have emptied the Fridges and freezers.
- Put fresh foil on cooker grease trays and check all food has been removed.

### **Troop Room**

- Main room to be hovered.
- Chairs stacked neatly
- Gas Heater turned off.

All windows should be closed and secured for security.

Mops, buckets, brooms and a vacuum cleaner are provided in each building. Please clean and empty after use.

### **Camping Areas**

- All litter bagged and removed to the bin including food waste.
- Any unused wood taken back to the woodpile.
- Altar fires stored by the side of the climbing wall within the enclosed area.
- Ashes well watered and stirred to ensure they are completely extinguished, bagged and binned.

## **Site Rules**

These rules apply to all visitors and staff.

### **1. General Site Rules**

- 1.1. Scouting directives as laid down within Policy, Organisation and Rules (P.O.R) are to be observed whilst onsite.
- 1.2. All visitors should report to the site office on arrival and will be directed to the relevant camp for their group. The site staff reserves the right to challenge any person on site to prove who they are. This is in the interests of child protection.
- 1.3. Car parking is located at the top of the site on the hard standing. Please do not park on the camping fields. Trolleys are available for loan to move equipment with.
- 1.4. The site gate is closed at night, should you need to leave the site during this time please shut the gate behind you.
- 1.5. Please restrict your speed on-site to less than 10 miles per hour.
- 1.6. Caravans are not allowed on site without special permission from the site manager prior to your visit. In these cases, electrical hook-ups are not allowed and vans must be placed on hard standing.
- 1.7. Animals – No domestic pets are allowed under any circumstances. Please speak to the manager should a working dog need to come on site prior to your visit.
- 1.8. The site boundary is the embankment running between the campsite and the golf course. This is out of bounds; please do not let your charges onto the golf course.
- 1.9. Toilets are provided for the benefit of all campers.
  - 1.9.1. They are cleaned by the service crew, please help them by keeping it tidy and if found in need of attention bring it to the attention of the service crew.
  - 1.9.2. The toilets are not to be used for the washing of utensils by campers.
  - 1.9.3. Showers are provided free of charge. Leaders should provide careful supervision if they are to be used by younger members.
- 1.10. All damages must be reported and paid for.
- 1.11. All accidents must be reported and logged at the site office.
- 1.12. Rubbish should be taken to the bin located at the bottom of the campsite. Please flatten tins and boxes to maximise the available space. Re-cycle if you can.
- 1.13. The site operates a discretionary policy with regards to alcohol and requests over 18's to drink within sensible limits and away from minors. Any person found giving alcohol to minors will be asked to leave the site. Groups are reminded that they may need a have a designated driver.
- 1.14. Please do not feed the wildlife. Any uneaten food will attract vermin.

- 1.15. The site is not responsible for any personal loss, equipment loss or damage to equipment.
- 1.16. Please keep noise to a minimum after 22:00 hrs.
- 1.17. The Providore is open by arrangement with the warden.
- 1.18. Please arrange to settle your account with the warden on the day of departure. Cheques are payable to: Warwickshire Scout Council (BW)

## **2. Camping**

- 2.1. A flag pole is provided on the main field for your use.
- 2.2. No ground fires are permitted. A limited number of Altar fires are available on a first come, first served basis. We do not guarantee a constant wood supply for cooking and recommend the use of gas cookers.
- 2.3. Water taps are provided for the filling of water containers and not for washing up under. A large stainless steel sink is provided for all campers at the bottom end of the toilet block. Please provide your own cleaning materials.
- 2.4. Please camp a suitable distance away from the embankments as deer roam across the site at night.
- 2.5. Ensure all food and equipment is packed away at night. Deer are naturally inquisitive of a potential free feed and will happily rummage through your belongings.
- 2.6. All food should be packed in plastic storage boxes or tinned.
- 2.7. Please respect the campsites of other groups onsite.

## **3. Buildings**

- 3.1. Building charges are in addition to the camp fees per person.
- 3.2. All buildings on site are considered NON-SMOKING. We thank you for observing this.
- 3.3. Fire doors should be kept clear at all times and should not be propped open.
- 3.4. The fire extinguishers should not be used as door stops.
- 3.5. Kitchen equipment is provided sufficient for most cooking purposes. You will need to provide your own plates, mugs, utensils and cleaning/washing up materials. Please collect your cooking utensils from the site office. Any items missing will be charged for on your final bill when you return them.
- 3.6. The central heating is set at a comfortable level, please do not alter it.
- 3.7. Outdoor boots and shoes must not be worn in the bed rooms.
- 3.8. The building must be left clean and tidy ready for the next group on-site. Please refer to the building standards page for more help in this matter.

## **4. Activities**

- 4.1. All activities are provided within accordance of P.O.R or the National Governing Body for that activity.
- 4.2. All activities must be booked in at least 4 weeks prior to your camp so we can provide sufficient staff. We do not guarantee being able to provide site led activities if the booking is made less than 4 weeks before your camp date.
- 4.3. Activities are available as follows:
  - 4.3.1. Saturday 10:00 – 17:00hrs Summer and 16:00 hrs Winter
  - 4.3.2. Sunday 10:00 – 13:00 hrs
  - 4.3.3. Service Crews will not run activities during their lunch break.
- 4.4. The warden will do their best to provide the activities you want at the times requested however they reserve the right to alter your activity times to fit in with other users on site and available staffing levels.
- 4.5. The wardens' decision is final as to whether an activity will run or not in inclement weather.
- 4.6. All groups wishing to run their own climbing and abseiling should provide copies of their relevant permits and a valid first aid certificate prior to requesting access to the climbing wall. The management and warden reserve the right to inspect any setups prior to the activity commencing and to stop an activity should they deem the activity unsafe.
- 4.7. All groups taking part on site led activities should be adequately supervised. The site instructors will cease an activity if the group behaviour could put other members at risk or ask that particular person to leave.
- 4.8. Written parental permission is needed for a person under 18 to participate in air rifle shooting.
- 4.9. Any safety equipment provided for an activity must be used.