

# The Manor House @ Blackwell Court



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We would like to thank you for choosing Blackwell Adventure and hope that your stay here with us will be enjoyable. Please let the staff know if we can help in any way.

We ask that you abide by the guidelines enclosed to ensure a safe and fun environment for all.

*Please note it is the leader booking the camp that is responsible for explaining this information to all members of the group.*



### The Office and Chalet

Our office, located next to the manor house, is open Monday to Friday, 9am-5pm. They can assist with all enquiries, including payment of bills and bookings. Throughout weekends, there will be a member of staff based at the Chalet who will be able to assist you with all enquiries you may have.

### Activities

Please report to the Chalet promptly for all activities, ***including self-led activities.*** Your instructor will meet you here and then lead the group on to their relevant activity base. Should you require any activity equipment please see a member of staff at the Chalet.

### Vehicles

In the interest of health and safety ***we do not allow vehicles onto the camping fields.*** With discretion, we may allow vehicles with group equipment to unload close to your site, this is weather permitting. However ***please consult a member of staff first.***

***All arrivals should be to Station Field in the main car park unless agreed otherwise.***

Please note that the Manor House car park is for the use of the Manor House and Stable Block residents only.

### Altar Fires

We do not allow ground fires on campsites, as an alternative, altar fires are available to borrow from the Chalet. Please ensure that there are two buckets of water next to each Altar Fire. ***Please make sure that any ashes are COLD and fully extinguished when you depart,*** the fires will be collected by Blackwell staff after your stay.

### Trolleys

Trolleys are available from the top of the main car park in Station field. ***Please return these after use.*** We ask that all group leaders ***please ensure that group members do not ride on the Trolleys.***

### Trading Post

The shop will be open throughout your stay for various sweets, drinks, and souvenirs. ***Please see the Chalet board or shop windows for varying opening times.***

### Clothing

We advise that guests wear the following items when on activity sessions:

**Climbing and High Ropes sessions** - Long Trousers and Long sleeves

**Archery** - Long Sleeves

Appropriate footwear must be worn for all activities i.e. no open toed shoes.

We do not recommend you leave any clothes or belongings in the changing rooms when you leave to go swimming.

### Fireworks/Amplified Music/Generators

To maintain the good relationship with our neighbours, we do not allow fireworks except on special occasions. We also try to keep amplified music and speech to a minimum. ***Any group wishing to let off fireworks or amplify music/speech must obtain permission in advance.***

Silent run generators should be sited away from tents and used sympathetically, please be courteous to other campsite users. Please ensure a fire extinguisher is located next to all generators.

### Lights Out

We ask that you keep ***noise to a minimum after 10pm*** and from 11pm we expect quiet. We expect all guests on their own site by 10.30pm. Please think of others, particularly as children as young as 6 years of age may be camping.

### Accidents/Out of Hours

Please report all accidents to the Duty Warden, or the Duty Manager at Blackwell Court, if there is no Duty Warden.

The nearest **Doctor** is at New Road Health Centre in Bromsgrove Tel: 01527 575 800

The nearest **Minor Injuries** Unit is at The **Princess of Wales Hospital**, Bromsgrove B61 0BB. It is open Monday-Friday 08:00-19:30 and Saturday-Sunday 12:00-19:30.

**ADULT ONLY A&E** - **Alexandra Hospital, Redditch, B98 7UB**. It is open 24 hours a day.

**A&E FOR ALL** please attend **Queen Elizabeth Hospital, Mindelsohn Way, Birmingham B15 2TH**

In an **emergency**, outside of office hours you can contact a member of staff on Tel. **07958 627809**.

### Security

Here at Blackwell Adventure we try to provide a high standard of camping and activity facilities. We like our guests to feel safe on the campsite and the surrounding areas. Security is everyone's responsibility. Please be vigilant and report any suspicious 'goings on' to a member of staff. The site gates will be closed at dusk but not locked. Please help us keep the site secure by closing the gates if you are arriving or departing during the hours of darkness.

We would like to suggest the following points for your own safety.

- Do not leave valuables unattended in the tents (Keep All Mobile Phones and wallets with you at all times)
- Ensure that you can be seen by other groups on site
- Ensure that you inform other groups around you and the site staff if you are leaving your pitch unattended.
- Choose your pitch wisely; keep a distance from hedges and footpaths.
- For groups staying indoors please ensure that your building is secure if you are leaving it unattended.

# Code of Conduct

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To ensure that everybody has a pleasant stay please abide by these campsite rules:

- Please be respectful of campers around you and observe good camping standards
- **Do not walk through other camper's sites**, please use a gateway if one is erected
- Please be respectful of religions, faiths and beliefs followed by other guests.
- **No dogs, except guide dogs, are allowed on site** unless cleared with the Campsite Manager
- Hot water in the toilet blocks is for personal use only not for washing pots and pans; this should be done on individual campsites
- All damages must be reported to a member of staff
- Please respect our neighbours and yours. **Please keep noise to a minimum after 10pm**, quiet after 11pm and return to your own site by 10.30pm
- **Smoking is not allowed on any sessions or in main areas of the site** particularly where there are groups of young people. If smoking is necessary, please ensure cigarettes are correctly extinguished before leaving and are disposed of. There is a **smoking shelter within the hedged off area next to the Chalet** and altar fire stacks. We would appreciate, if smoking, you use this discrete area.
- As Scouts, Guides and other youth groups use the campsite, we ask that **all adults adhere to the Scout Associations 'Alcohol and Scouting' guidelines**.
- All site users should wear appropriate footwear even when walking from the pool area to the shower blocks and also be mindful that we are a co-educational centre.
- Please use the bins provided around site for your rubbish. **Please help us to keep our site 'litter free'**.

Please enjoy your stay, and leave the site how you would wish to find it.

## Electrical Safety

All equipment should be PAT tested before bringing to site for use. Please visually check your equipment before use, even if it is PAT tested.

### Extension leads

We do not encourage the use of extension leads

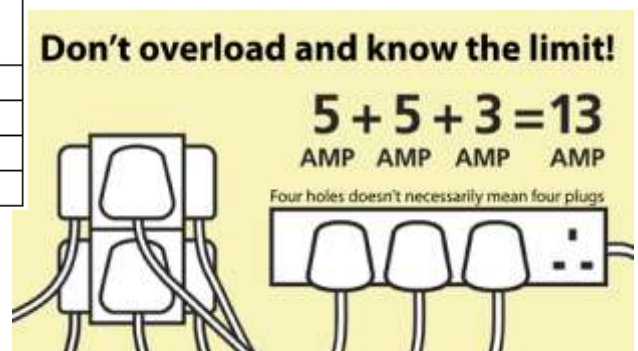
Although there is space to plug in e.g. four appliances, this does not mean it is always safe to do so.

**You can avoid overloading sockets and risk of fire by following this simple advice:**

- Check the current rating of the extension lead before plugging appliances into it. Most are rated at 13A, but some are rated at only 10A or less - the rating should be clearly marked on the back or underside of the extension lead. If not, refer to the manufacturer's instructions
- **Never overload an extension lead** by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. This could cause the plug in the wall socket to overheat and possibly cause a fire.
- For an **indication only** of the current ratings of commonly-used domestic appliances - see table below
- Only use one socket extension lead per socket and never plug an extension lead into another extension lead
- Use a multi-way bar extension lead rather than a block adaptor, as this will put less strain on the wall socket. Some block adaptors do not have a fuse, which increases the risk of overloading and fire
- Check regularly for the following danger signs:
  - smell of hot plastic or burning near an appliance or socket or any melting
  - sparks/smoke coming from a plug or appliance or any scorch marks
  - damaged or frayed leads
  - coloured wire inside leads showing at the plug or anywhere else
  - fuses that blow or circuit-breakers that operate for no obvious reason

| Domestic Portable Appliance | Amps Used | Watts Used |
|-----------------------------|-----------|------------|
| Laptop                      | <0.5      | 65 - 100   |
| Mobile phone charger        | <0.5      | <12        |
| Printer                     | <0.5      | 50         |
| Radio                       | <0.5      | 40         |
| DVD player                  | <0.5      | 28         |
| Hair dryer                  | 10        | 2200       |
| Television 42" HD           | 0.5       | 120        |
| Games console               | 0.86      | <200       |
| Iron                        | 12.5      | 2800       |

Info from [www.electricalsafetyfirst.org.uk](http://www.electricalsafetyfirst.org.uk)



# Fire Safety Briefing Sheet

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Safety of you and your young people is a major priority to us at Blackwell Adventure, we ask you to familiarise yourself with the below information, providing instructions for the event of a fire, as well as locations of fire safety equipment. The Duty Manager will run through this with you.

## Bed List

Included in your booking information is a bed list, we ask you to fill this in, so in the event of an evacuation we can use this as a register to check everyone is out the building. Please keep this bed list on the clipboard next to the cleaning cupboard by the back door.

## In the Event of a Fire

In the event of the fire alarm being sounded, we ask you to evacuate the building through one of the designated fire doors, which are labelled. The fire assembly point is on the Manor House front lawn. One leader is responsible for collecting the bed list, if safe, and then checking everyone is evacuated by performing a roll call. Please let the Duty Manager know if any of your party are missing. **DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN TOLD SO BY THE DUTY MANAGER**

## Fire Drill

If you would like a fire drill, please ask the Duty Manager, who will arrange for it to take place at a suitable time, convenient to yourself.

# Minimum Cleaning Standards

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Please leave the Manor House set out how you found it. Below are some pictures of the main rooms and how we expect to find them. Thank You



**Dining Room:** Please ensure all tables are wiped down and cutlery trays are placed on the side unit in the door way.

Bins should be emptied and lights switched off.



**Meeting Room:** Chairs should be placed in a semi-circle with a gang way down the middle and the table placed up against the wall in front of the white board.

Bins should be emptied and lights switched off.



**Garden Room/Teacher Room:** Fire exit door should be closed with the latch in the closed position.

Chairs should be left in a circle.

Bin should be emptied and lights switched off.



**Kitchen:** All washing up should be done and put away and all bins emptied.

All gas and electric (apart from the water heater) should be switched off and the side units should be cleared.

The floor should be swept and mopped before leaving.



**Prep Room:** The fridge should be emptied and wiped clean and freezer food should be removed (if you wish to donate any remaining food please ensure a member of staff is aware of this).

Floor should be swept and mopped before leaving.



**Washing Up Room:** The dishwasher should be emptied and door left open as per instructions on the wall.

All items should be put away in the relevant cupboards and the floor swept and mopped.

## Beds

Please strip any linen used i.e. pillowcases at the end of your stay and place them in a pile outside of your room. Ensure all litter is removed from bedrooms and any lost property is collected for your group.

Please empty the bins.

## Bathrooms



We do not expect you to clean the bathrooms however if you could leave them in a *respectable* state we would be appreciative.

### Windows and Doors

Please ensure all the windows and doors are closed upon departure including the fire and front door.

### Lights

Please ensure all bedroom lights are switched off.

If you have put up any decoration please make sure they are removed before your departure.

If you have occurred a problem with the facilities or breakages during your stay please mention this to senior member of staff.



## Recycling

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Working towards a more sustainable environment, we at Blackwell Adventure now recycle. Three coloured bags are available. If you need more coloured bags, please see us at the Chalet where you can replenish your stock.



**Green Bag**  
Glass ONLY

**Black Bag**  
General Waste

**Clear Bag**  
Paper, Plastic, Metal  
(Please **do not** mix glass into this bag)

*Rubbish and recycling will be collected from the wheelie bins at the back of the house* at regular intervals over the course of your stay; please don't hesitate to remind us if you require additional collections.

Please ensure you put all full waste bags into the wheelie bins provided at the back of the house and the rubbish is not allowed to overflow. Once the bin has been filled please ask a member of staff to collect and take to the skips. In the event that you see any vermin around the site please inform a member of staff.