Blackwell Court Welcome Pack

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.

BLACKWELL COURT

BLACKWELL ADVENTURE

PIKES POOL

The Chalet

The Chalet, located by the flag poles and opposite The Shop, is our base of operations. During opening hours, there will be a member of staff based here who will be able to assist you with all enquiries.

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

Vehicles

In the interests of Health & Safety we restrict vehicle access to all areas of the site outside the Main Station Field Car Park.
With discretion, we may allow vehicles to unload or park closer to accommodation in the following circumstances:
Carrying group equipment or Individuals with accessibility requirements

Camping
On camping fields vehicle access is weather permitting, all vehicles, including electric, are not permitted to remain parked on camping fields.
Manor House/Yorks Wood

Under the above circumstances, groups staying in the Manor House or Yorks Wood Village are allowed a maximum of 5 vehicles to park in the Manor House car park and Group Room car park, respectively.

All arrivals should be to Station Field Main Car Park unless agreed otherwise, and for all other vehicle access, please consult a member of staff.

Accidents/Out of Hours

Please report all accidents and incidents to the Duty Person at Blackwell.
The nearest Minor Injuries Unit is at The Princess of Wales Hospital, Bromsgrove B61 0BB. It is open 7 days a week from 08:00 – 20:00.
ADULT ONLY A&E – Alexandra Hospital, Redditch, B98 7UB. It is open 24 hours a day.
For Paediatric A&E please attend Birmingham Children's Hospital, Steelhouse Lane, Birmingham, B4 6NH
In an emergency, outside of office hours you can contact a member of Blackwell staff on **07958 627 809**
We have a Defibrillator in the Red Phone Box on the Side of the Coach House

Trolleys

Trolleys for transporting personal and group equipment are available and can be found next to the Chalet.

Please return these after use. We ask that all group leaders please ensure that

Shop

The shop sells various sweets, drinks, and souvenirs. Please speak to a member of staff for information about opening times.

Altar Fires

We do not allow fires on the ground (except at our 3 dedicated campfire circles). As an alternative, altar fires are available to borrow and can be found next to the Chalet.

Please ensure that there are two buckets of water or a fire extinguisher near all altar fires that you are using (including the large circular ones provided at the podded villages).

Please do not leave fires unattended and before leaving, ensure fires are fully extinguished.

Burning any wood containing nails or screws [including PALLETS] IS NOT PERMITTED

PLEASE RETURN ALTAR FIRES AFTER USE.

Firewood

Firewood can be found on the Woodpile at the top of Station Field. You will need to cut this wood into manageable sized pieces for burning.

You will need to provide your own firelighters and kindling.

PLEASE RETURN ANY USED WOOD TO THE WOODPILE.

Fireworks/Music/Generators

Due to local livestock and fire risks, we do not allow fireworks. We also try to keep amplified music and speech to a minimum. Any group wishing use amplified music/speech must obtain permission in advance. Silent run generators are allowed but should be away from tents and used sympathetically. 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 ask all guests to be on their own site by 10.30pm. Please think of others, particularly as children as young as 6 years of age may be staying on site.

RUBBISH AND SECUITY

Waste & Recycling

We have General Waste and Mixed Recycling (Not Including Glass). On arrival you will be shown where your nearest bin bay is. Once a bin bag is full, we ask you to tie the top of it and put it in your nearest bin bay for collection by Blackwell staff.

CLEAR BAG

RECYCLING

Clean CANS, PAPER, PLASTIC and CARD.

Black Bag

General Waste and Glass

Recycling must be in a clear bag, otherwise the skip company deems it to be general waste, and this "contaminates" the whole skip.

Black bags and clear bags are available at the Chalet.

Security

There is an electronic barrier on Station Field that closes at 9pm and opens at 8am:

- For out of hours access, the code for this barrier is 1002
- The barrier opens automatically for cars leaving the car park

All other barriers and gates on site are kept locked (see "Vehicles" section on page 2 for information about access).

Podded Villages

- Due to fire safety, we do not issue keys for the children's pods.

We do not advise leaving any valuables unattended in tents, unlocked pods, or any unsecured location on site.

Clothing

We ask that guests wear suitable clothing for activity sessions:

- Climbing and High Ropes – Long trousers & long sleeves
- Archery – Long sleeves
- Footwear – Supportive, enclosed footwear (NO OPEN TOE SHOES OR CROCS)

SAFETY

Knives & Cleaning Chemicals

It is the responsibility of the leader in charge of the group to ensure all sharp knives and cleaning chemicals are locked away when not being used.

In the Manor House and Podded Villages there is a lockable knife drawer and lockable cleaning cupboard for this purpose.

Electrical Safety

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

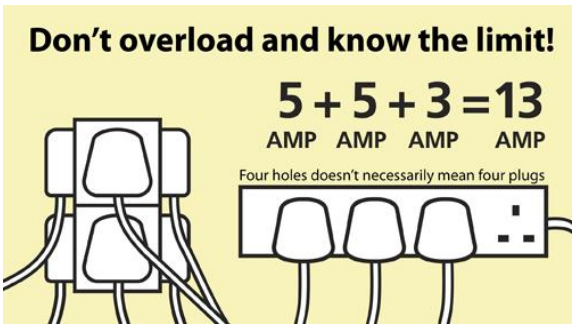
We do not encourage the use of extension leads.

Even if 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 reduce risk of fire by following this simple advice:

- Check the current rating (A) of what you are plugging appliances into. Plug sockets are generally 13A, with extension leads potentially being less. The rating of an extension lead should be clearly marked.
- Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating of the socket or extension lead. This could cause overheating and fire.
- 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.

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



FIRE SAFETY

CAMPING

It is your responsibility to minimise the risk of a fire. The risk will be reduced if the following precautions are taken.

1. Tents must be pitched 3 metres apart to prevent fire spread. Catering tents must be 6 metres away from other tents.
2. Gas bottles, liquid fuels, or gas cartridges must not be changed inside tents or near naked flames.
3. Any fire, cooking appliance, or stove must be 6 metres away from any canvas and not used inside tents.
4. All gas bottles should be kept outside the camp kitchen tents.
5. Gas pipes should be checked regularly for leaks, and regulators should be checked to ensure they are working correctly.
6. Each group should review their Fire Risk Assessment and bring suitable firefighting equipment, ensuring that a responsible person knows when and how to use it.
7. The areas around the tents should be clear of any combustible materials.
8. All gas bottles should be turned off at night by the valve on top of the bottle.
9. Smoking IS NOT allowed in any tent.
10. Do not store used barbecues inside tents. Please take them home with you and dispose of them.

Manor House & Villages

1. On arrival you will be shown where your nearest *fire assembly point* is:
   Manor House – Manor House Lawn
   Roberts Village – Opposite the Shop
   Yorks Wood Village – By the Tree Stump on Manor House Lawn
   In the event of a fire alarm being sounded, make your way safely to this point.
   Do NOT re-enter any building until told it is safe to do so.
2. You must complete a bed list, which records details of which guests are staying in which rooms/pods. You will be shown where to display this list on arrival:
   Manor House – Clipboard by Back Door
   Podded Villages – Noticeboard in Megapod
3. One leader is responsible for collecting the bed list, if safe, and checking everyone is evacuated by performing a roll call. If a member of your group is missing, call the emergency services and notify a member of Blackwell staff.
4. You will find a mixture of fire-fighting equipment, including extinguishers and a fire blanket, in the Manor House and at each Podded Village.
5. Ensure All Ovens and Hobs are switched OFF when not in use

CODE OF CONDUCT FOR ALL VISITORS

Behaviour

1. All group leaders are responsible for the behaviour of their groups at all times, and if in charge of young people (under 18's), are assumed to be in "Loco Parentis".
2. All visitors must act with care and respect towards other visitors and members of the Blackwell staff team.
3. Groups staying overnight should stay in their designated accommodation/camping areas unless they use the toilet blocks or go to activities. Do not walk through other campers' sites.
4. Use of offensive or derogatory language is not permitted anywhere onsite – remember there are children on site and could be within earshot.
5. Our strict NO DOGS policy onsite ensures all visitors' concerns are respected. Assistance dogs, however, are allowed by prior arrangement. Any visitors bringing dogs onto the site will be asked to remain in the Station Field parking area.
6. Guests MUST NOT drop litter.
7. Any damage to Blackwell property must be reported to a member of staff.

Accommodation

1. Using the accommodation and shared facilities is contingent upon your group's ability to maintain them cleanly and appropriately. At the end of your stay with us, we require the facilities to be cleaned to the same standard as you found them and for all damage to be reported to a staff member.
2. The accommodation facility (Manor House, Roberts Pods and Yorks Wood Pod Village) is designated for your sole use during your stay. We encourage you to ensure that all areas are as secure as possible.
3. Please turn off lights in any rooms not in use.
4. You are permitted to put up decorations but must not use tape on any painted surface or use any form of pin/thumbtack.

CODE OF CONDUCT FOR ALL VISITORS CONTUINED

For Campers

1. Hot water in the toilet blocks is for personal use only not for washing pots and pans; this should be done on individual campsites

Use of Alcohol and other substances

1. Blackwell Adventure has a zero-tolerance policy regarding the use of drugs or alcohol before or during activities.
2. Blackwell Adventure's sites have a general no-alcohol policy; however, certain exceptions may be made by prior arrangement at the time of booking and only consumed responsibly within the confines of your accommodation unit or area if camping.
3. Smoking onsite is banned unless kept strictly in the Station field car park area; all cigarette butts must be disposed of in the bins, not on the floor.

Safeguarding

1. Please dress conservatively when moving around the site and in shared spaces. Usually, this means clothing on both your top and bottom halves and footwear. If unsure, please ask a staff member.
2. Please be aware of different age groups using shared bathroom facilities and try to ensure young people travel in groups or pairs. Adults should use the accessible showers and toilets wherever possible or time their visits to avoid large groups of young people.
3. As a group leader, please always know the young people's whereabouts in your care. Allowing young people to roam around the site, through other groups' areas is unacceptable.
4. Please avoid arranging for visitors to your group or parents to come and collect people after 9pm or before 8am. If this is unavoidable, please inform a staff member upon arrival, as the car park barrier will be closed.

FACILITIES

Toilets

- The two main toilet and shower areas are located by the swimming pool and in the Park area.
- There is an accessible Toilet/Shower on the end of the main boy's toilet block, which requires a radar key.
- Located near the swimming pool are 2 adult toilet pods, comprising of:
  - 4 Adults Shower/Toilets. The access code for these is 1285#
  - 2 Accessible Shower/Toilets. These do NOT use a Radar Key. The key can be issued by Blackwell staff upon request
- There are toilets for each accommodation unit which are only for use by the group using that facility.

Please advise any females in your group to use the sanitary bins for all sanitary products as flushing them down toilets will block them and may result in the toilets being closed
If the toilets are not up to standard – please let a member of staff know.
Please expect muddy floors however in the wet season!

Kitchens

Please note the in terms of dining ware (plates, cups, etc) each accommodation area only caters for the number of beds provided.

Water

- All tap water on site is drinkable
- All kitchens contain a Lincat hot water urn. It automatically refills and boils, so BE CAREFUL AND DO NOT PUT ANY PART OF YOURSELF UNDERNEATH IT

Drainage

If using one of the outdoor sinks, please note that many of these use a soakaway instead of a drain. Soakaways take time for water to drain, so please don't put excessive amounts of water down these sinks.

The sinks in the Podded Villages use campsite-based systems for drainage, and so again may not cope with excessive use.

ON YOUR LAST DAY

Departure Times

- In the Manor House, we ask that the Top Two Floors are ***vacated by 10am***
- In the Podded Villages, we ask that all Sleeping Pods are ***vacated by 10am***
- We ask that all other areas (Ground Floor of Manor House | Megapod in Villages) are ***vacated by 3pm***

Cleaning and Damage

Please leave all accommodation as you find it. We provide cleaning equipment in the Manor House and Podded Villages to facilitate this.

Please adhere to the following standards. Failure to do so may result in an additional Cleaning and damage charge.

- Empty all bins (see "Waste & Recycling" section on page 4 for more information)
- Make sure all areas are left litter free (both indoors and outdoors)
- *Please Report Any Damage*

- Complete all washing up and put items away dry
- Sweep all non-carpeted floors
- Mop kitchen floors
- Vacuum all carpeted floors [if necessary]
- Wipe down surfaces: Tables - Cooking & food preparation surfaces - Inside fridges [if necessary]

- We do not expect you to clean bathrooms but ask that they be left in a respectable state.
- Please leave all doors and windows closed.
- Please switch off all lights.
- If you have put up any decorations, please remove them before you depart.