



Welcome to Fanwood Campsite

To ensure you have a safe and enjoyable visit please review the information contained within this information file at the start of your stay.

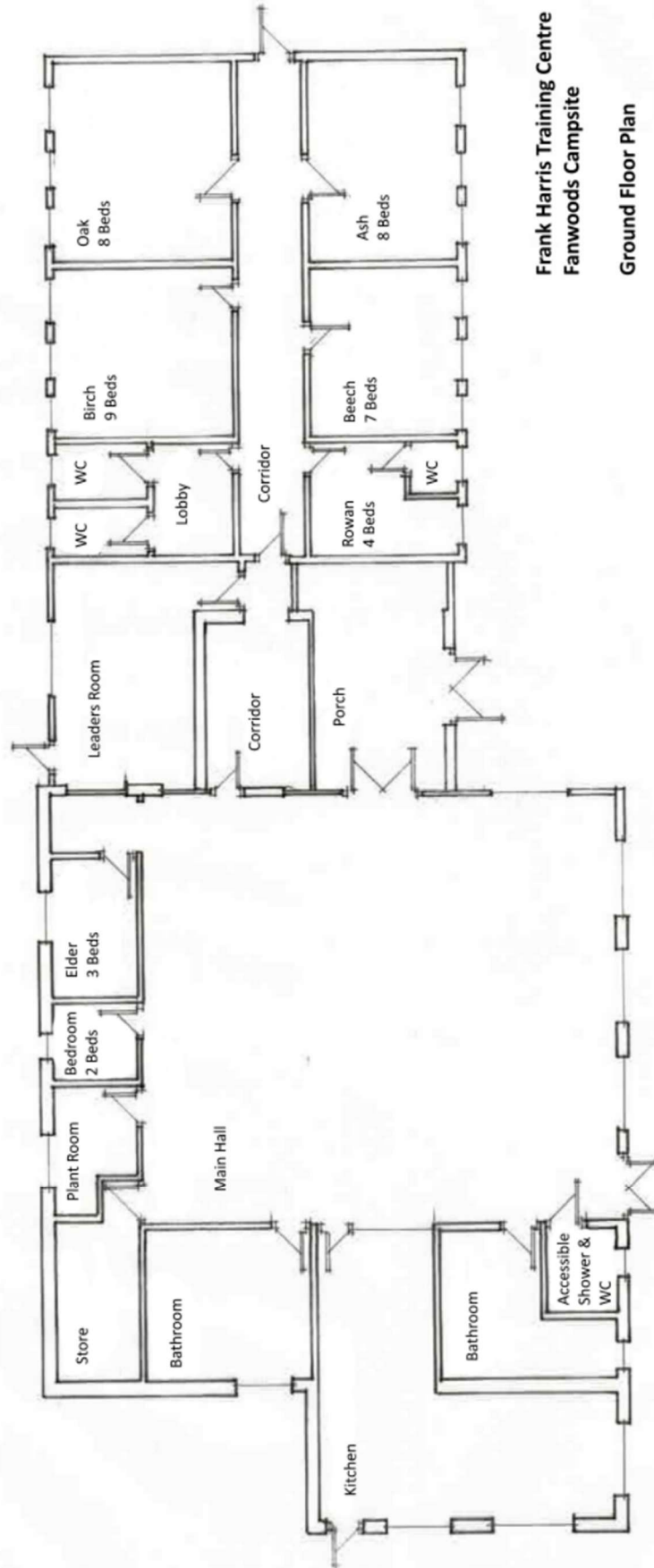
The Frank Harris Training Centre was officially opened at the annual Field Day held on 15th July 1972 by Lord Baden Powell, the grandson of our Founder. The centre is jointly managed by Scouts and Guides of Spen Valley. It is an ideal indoor centre for Pack Holidays, Training Weekends etc. comprising of a Main Activities Hall/Dining Area, a modern fully equipped Kitchen, Male, Female, and Disabled toilets with showers, and a Bunk House, completed in 2003, which sleeps 41 people. See the next page for a full plan on how the rooms are split.

The information included in this welcome pack should be shared with the adults in attendance and also with the young people attending. We hope you enjoy the peace and tranquillity of Fanwood and ask that all users of the site are respectful to others and behave in an appropriate manner, ensuring a safe, harmonious, inclusive and friendly environment for all.

The address for the site is:

Fanwood Activity Centre

Ferrand Lane
Gomersal
Cleckheaton
BD19 4DA



**Frank Harris Training Centre
Fanwoods Campsite
Ground Floor Plan**



In the event of a fire

- Raise the alarm by activating the manual call point
- All occupants must evacuate immediately by the nearest available exit
- The exit in the kitchen and at the end of the bunkhouse corridor can be opened by the action of pressing on the push bar – no keys are required
- It is recommended that the keys to external doors are stored in a safe place during your stay but are kept in an easily accessible location, especially at night
- Adults must ensure that all young people are assisted to evacuate
- Following evacuation, all occupants must gather at the signed assembly point which is located adjacent to the tuck shop. A roll call must be completed
- The group leader must request the fire brigade attendance by ringing 999
- During an emergency the group leaders are responsible to ensure the health, safety and welfare of their group
- The duty warden (names and contact numbers provided before/on arrival) must be contacted
- In the event of inclement weather, shelter can be sought under the large white canopy located below the tuck shop
- During an emergency ensure that the safeguarding of all young people remains a priority, please refer to your organisations guidance and policies, during and following the event

The following proactive management measures are in place and should be adhered to, to safe guard against the risk of fire ignition:

- The 'protected corridor' which is in the bunkhouse is to remain empty and sterile at all times.
- Adults are always present in the kitchen facilities are in use
- No smoking is allowed within the premises including the use of e-cigarettes which may trigger the fire alarm
- Young people are not allowed access to smoking or ignition materials
- Heaters in the bunk house are kept uncovered at all times – clothing etc is not to be dried on them



Campsite Rules

The Scout and Guide law are the basis of the laws of Fanwood Campsite and all visitors must embrace and conform to the following principles:

The Scout Law	The Guide Law
<ul style="list-style-type: none"> • A Scout is to be trusted. • A Scout is loyal. • A Scout is friendly and considerate. • A Scout belongs to the world-wide family of Scouts. • A Scout has courage in all difficulties. • A Scout makes good use of time and is careful of possessions and property. • A Scout has self-respect and respect for others 	<ul style="list-style-type: none"> • A Guide is honest, reliable and can be trusted. • A Guide is helpful and uses her time and abilities wisely. • A Guide faces challenge and learns from her experiences. • A Guide is a good friend and a sister to all Guides. • A Guide is polite and considerate. • A Guide respects all living things and takes care of the world around her.

Conditions of Use

If you have any questions or queries please contact the duty warden

Fees

All fees must be settled before leaving site. If the centre/site is left unsatisfactorily unclean, untidy or any damaged is caused reimbursement for this may be sought following your visit.

No Animals

With the exception of assistance dogs (which must be kept on a lead), not animals are permitted on site.

Arrival

Before your arrival at site you will be provided with details relating to your specific visit, please keep these to hand as you will need to refer to them once arriving at site. **We ask that visitors to site are mindful of the local community and drive slowly on the lane down to the site as to not disturb our neighbours.** As you come down Ferrands Lane travel to the bottom where you will find the road forks into two. The campsite is accessed by the gate on the right-hand side where you will see signs for the site.

Whilst driving on site the normal rules of the road apply seatbelts etc and speed limit is strictly 5mph and visitors must adhere to the one-way system in place. Vehicles must not be overloaded or used for anything they are not intended ie. tugs/winchies.

As you enter site the Frank Harris Training Centre is on your left and as you come to the end of the building you will see the Wardens house in front of you and to the left as the road once again forks there is a red phone box. Both of these places are worth noting as these may be included on your arrival instructions.



All vehicles must be parked in designated areas, parking in bays and the carpark – vehicles must not be driven onto the campsites. Unloading and unloading must not be done on the campsite tracks or in front of the training centre main entrance – please use the nearest designated parking bays to where you are staying.

Bicycles are welcome at Fanwood but must not be ridden on the camping fields.

First Aid

Site users should provide their own first aid kits to deal with minor incidents. However, basic first aid supplies are available in centre and in the red phone box near the training centre. If you need to use any supplies from these boxes please notify the duty warden on leaving site so items can be replaced. **In the phone box you will also find a defibrillator.**

Accident Reporting

Whilst rare, accidents do happen and they must be reported through your organisations procedures and also must be reported to Fanwood. The accident book is located in the red telephone box outside the centre. Please remove a form from the accident book (**to comply with GDPR do not leave the form in the book**).

Complete the form in as much detail as possible and then it must be emailed to: fanwoods@spenvalley.org.uk a photograph can be taken on a device and the photo sent – it does not have to be a scanned copy.

Equipment and Belongings

Fanwood and the management committee cannot accept any responsibility for belongings or equipment on site. It is suggested that in addition to normal precautions, a check is made to ensure the items are adequately protected by insurance. It is recommended all equipment is checked before arrival to site, especially after been stored for any length of time.

Visitors staying overnight will need to provide their own sleeping bag, pillow and pillow case and if staying in the centre a single fitted sheet is recommended to cover the mattress.

For those using the centre, the kitchen has a good supply of equipment for group catering and dining. If you do require something specific please ensure you bring it with you. Tea-towels and washing up materials are not provided so must be provided by the visiting group.

Toilet rolls and handwash are provided in all toilets as are hand-dryers. Please note towels are not provided.

Rubbish

Bins for both general waste and specific recycling are provided by the training centre. We ask that glass is removed from site and recycled.

All users to site are asked to pick up any rubbish they see even if it is not their own. When using activities or camping the areas must be checked prior to leaving and any rubbish disposed of.

The digging of pits is strictly prohibited.



Septic Tank

To safeguard the septic tank system, it is essential that any disinfectants and chemicals used are marked bio-degradable. Bleach is not to be used on site. This includes use of chemicals in the Training Centre, toilet/shower block or discharged down any drains on site. Please ensure all users are aware sanitary products, wipes, nappies etc should not be put down the toilet and must be disposed of correctly.

Alcohol

Is tolerated but you must follow you own organisations polices, drinkers must be over 18 years old and if consumed drinking must be moderate and not done in the presence young people.

Illegal Substances

We have a zero tolerance of anyone using illegal substances. Anyone found using will be asked to leave immediately and the releveant agencies contacted.

All Non-Residents

Must leave site by 21:00 hours unless by prior arrangement

Quiet Period

Between the hours of 23:00 and 07:00 the movement of motor vehicles on site is forbidden as is chopping of wood or other activities that may disturb others.

Fires and Wood

Wood must be obtained from the wood pile and all excess wood must be returned at the end of your visit. Strong soled boots must be worn when entering the wood pile area. Wood fires are allowed on the alter fires (provided on request) or where there are designated fire pits. Do not use mentholated spirits, paraffin or petrol to light fires. Fire lighters can be used in required.

Charcoal and embers must be disposed of once fully cooled.

Insects

Wasps, bees and other insects are normal on campsites and open spaces, whilst generally if they are left alone they will not sting or bite if they do this can cause discomfort. In the event of an adverse reaction medical assistance should be sought immediately.

Wildlife

Birds, rodents, rabbits, squirrels, foxes and insects are attracted to food lying about and the smell from food stores. Keep your site and area clean and tidy and ensure that all food is stored correctly and any waste is disposed of quickly and in the bins by the centre. Any spills should be cleared up immediately.

General

Don't do anything that is above your ability, if you have any doubts speak to the duty warden. Get plenty of rest, residential can be exhausting. Accidents are more likely to occur when you are tired or if you are too hot, cold or if equipment is wet – see advice if needed.

- Be prepared for any kind of weather, it can change quickly and without warning.
- Avoid pitching tents in places where guy ropes would pass over pathways
- Ensure any boundary markings are kept at waist height and marked with bright tap, not just laid out at floor level



- Keep wood piles tidy, beware of nails in the wood – if found ensure they are disposed of safely.
- Ensure any equipment used to cut wood is stored safely when not in use. If using an axe. Saw or knife users must be trained to do so and supervised and wear appropriate clothing and footwear. Clothes should not be too baggy to avoid catching on equipment.
- It is recommended strong gloves are worn when handling wood to avoid splinters and nails
- Ensure cooking utensils including knives are stored safely when not in use
- Beware of slipping on wet grass, especially if moving around the site on different levels
- At night ensure torches/lanterns are kept to hand as the site can be very dark if there is no moon

Departure

On the day of departure your campsite/the centre must be left clean and tidy with all items returned to the correct place. Furniture in the centre should be left as per the photographs provided in this folder. We understand that accidents happen and a plate or mug may get broken during your stay, please make the duty warden aware of these on departure so they can be replaced before the next visitors arrive.

If the centre/site is left unsatisfactorily unclean, untidy or any damaged is caused reimbursement for this may be sought following your visit. Cleaning supplies are provided as are brushes, mops and a vacuum cleaner. Please ensure that the correct brushes, buckets and mops are used in the correct areas – they are clearly marked for use in bathrooms/in the kitchen.

When leaving site please be mindful of the local community and drive slowly up the lane, as you go through the site gates – remember to look right before pulling out to ensure there is no traffic from adjoining properties.

Enjoy your stay!



Nearest Hospital

Dewsbury and District Hospital (with A&E Department)
Halifax Road
Dewsbury
West Yorkshire
WF13 4HS

01924 541 000

www.midyorks.nhs.uk

The address for Fanwood is:

Fanwood Activity Centre

Ferrand Lane
Gomersal
Cleckheaton
BD19 4DA

Fanwood is marked by a star on the map below and the hospital can be seen towards the bottom of the map with a H. Directions by road can be found on the next page:





Directions by road to Dewsbury District Hospital:

From Fanwood Activity Centre

Wardens House, Ferrand Ln, Gomersal, Cleckheaton BD19 4DA

Take Ferrand Ln to Oxford Rd/A651

3 min (0.4 mi)



Take B6122 to Common Rd

6 min (2.2 mi)



Continue straight onto Common Rd

58 s (0.2 mi)



Common Rd turns left and becomes Halifax Rd/A638

2 min (0.4 mi)

Continue on Fox View to your destination in Dewsbury

2 min (0.2 mi)



Dewsbury and District Hospital

Halifax Rd, Dewsbury WF13 4HS

Shops

The nearest shops are under a mile away, located on Oxford Road, Gomersal. This includes a Sainsbury's Local and a Coop.

Take Ferrand Ln to Oxford Rd/A651

3 min (0.4 mi)



Turn Right and continue until you reach the crossroads. Sainsbury's is on the left before the crossroad and Coop on the right just on the other side of the crossroad.

Larger supermarkets are available in Cleckheaton (Tesco) Heckmondwike (Morrisons) and Batley (Tesco).



Fire Alarm Panel

The panel is located in the bunk room corridor and is shown in the photograph below.



Heating

The heating in the centre is temperature controlled, however you can boost it by using the control panel below which is located in the kitchen.



Cooking



Before lighting the cooker, you must turn on the extractor fan which is located on the wall to the right of the cooker. You then need to release the gas by turning the key on the unit shown below (located on the left-hand wall as you come into the kitchen from the main hall). After a short while you will hear a click and the cooker can then be used.

If the extractor is not on or is turned off at any time the gas will also stop. Please ensure the gas is switched off when not in use.

You can also see the location of the kitchen first aid kit on the below photo.



Instant Hot Water

An instant hot water boiler is located in the middle of the two windows. The on switch is located next to it and it doesn't take too long to warm up.





Putting it back where it belongs

The below photographs show equipment available for use and where it should be returned to before departure.

