



# FRYLANDS WOOD SCOUT OUTDOOR CENTRE

## Welcome Letter for Pembroke 1

### Welcome to Frylands Wood

Thank you for choosing to stay in Pembroke One at Frylands. We hope you have a very enjoyable time. Inside this pack you will find:

- A few guidelines
- Booking Deposit
- Rubbish and Recycling
- A map of Frylands
- A list of activities and their prices.
- A tick list for leaving Pembroke One at the end of your stay
- Settling your bill
- Emergency procedures

### A few guidelines

To make your visit a safe and happy one, please read the following:

- **Wrist bands must be worn by everyone.** No exceptions! Please report anyone not wearing a wrist band to the Centre Manager or Crew.
- If you have any worries or concerns please let either Barry, Penny, the Duty Centre Manager or a member of Crew know. They can usually be found in either the Office, Crew Hut or Centre Manager's bungalow. We are here to help you & if you don't tell us about a problem we can't rectify it & it will remain for the next person.
- Activities must be booked in advance of your stay.
- The Providore (tuck shop) may not be open all day. Please let the Centre Manager or member of the Crew what days and what times you would like to use it so a mutually convenient time can be arranged.
- Keep noise to a minimum after 11pm.
- Do not allow your group to play on the wood pile. There may be nails or glass in it.
- The fire doors must be kept clear at all times. Do not move fire extinguishers unless used.
- You may need to turn the gas on outside the Pem (the big orange cylinders). Please follow instructions on cylinders.
- Toilet rolls & some cleaning bits are in the bottom cupboard of disabled toilet and in the cupboard by the front door outside.
- Heaters - please ask your Group not to hang anything over the wall heaters as could present a fire hazard.
- Allow ample time for cleaning and tidying up and arrange an inspection prior to leaving with the Centre Manager or Crew.
- There are Leader's toilets behind the climbing wall. These are for 18 years and over.
- The main gate will be closed at approx 10pm and reopened at approx 8am. If you think you may need it open before or after these times please the Centre Manager or Crew member.
- Vehicles are not allowed further than the car park (occasionally, the Site Vehicles may be driving around the site). If you wish to drop kit off further up the site please talk to the Centre Manager or Crew and access may be arranged. Once your kit is unloaded all vehicles should be returned to the car park.
- First Aid - you should have a qualified first aider with your group but if you need any further assistance, Barry and Penny are both qualified along with most of the crew that help out here. If you need to you can go to the Emergency Minor

Treatment Centre in New Addington: Parkway Health Centre, Parkway, New Addington, Croydon, CR0 0JA, Tel: 020 8251 7225. If possible, please notify the Duty Centre Manager before phoning for an ambulance.

- Ticks – ticks are being increasingly reported around the UK and we have had a couple of reports at Frylands Wood. It is important to make your group and their parents aware of the risk and get them to check for ticks after visiting Frylands and indeed any other woodland or grassed area. Ticks should be removed as soon as possible after being found using a tick removal tool or fine-toothed tweezers (both available in the office). There is further advice at: <http://www.bada-uk.org/ticks> and <http://www.nhs.uk/Conditions/Lyme-disease/Pages/Introduction.aspx>.
- For your information, there is a Public Footpath running from the main gate, past Pem 1 & 2 and forks off to the right at Halls Folley. It is used very occasionally.
- Rubbish and Recycling
- Please place your general waste in the large red wheelie bins. Your recycling can be placed in the large black wheelie bins. Items that can be recycled are:
  - Mixed paper and card
  - All glass bottles and jars
  - Food tins, drinks cans, aerosol cans and foil
  - Plastic bottles only
- Please wash out all glass bottles, jars and cans before placing in the bin.
- Settling your bill
- Your bill must be settled before departure (preferably before midday). Please don't wait for the Centre Manager to come and find you. You can either find the Centre Manager or Crew member in the office, the Centre Manager 's bungalow or the Crew Hut. There will be a sign on the office door to tell you where. All cheques should be made payable to 'Lewisham District Scout Council'.