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Tom Roberts Adventure Centre

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**GENERAL GUIDANCE FOR GROUPS USING THE CENTRE**

**FIRE REGULATIONS**

**Indoor accommodation**

At the beginning of each camp the Centre Manager will explain the procedure for evacuation in the event of the Fire Alarm going off; groups to assemble on the main camp field.

**Fire doors**

These must be kept closed at all times (and not be propped open) with the exception of the door near the bottom of the staircase which automatically closes at night or in the event of the Fire Alarm being activated.

**Fire exit doors**

* Kitchen leading onto track facing the house
* French doors in hallway opposite the camp field.
* Dining Room onto the car park.
* Sports barn - Main Entrance + ‘personnel’ door facing the lake.

**Personnel Door**

When the Sports Barn is in use the small personnel fire door (facing the lake) must not be padlocked or blocked.

**Main entrance Door on corridor near toilet block**

This door must never be locked when the Sports Barn complex is use.

**AREAS OUT OF BOUNDS**

* Any area beyond the gate adjacent to the new toilet block between the Sports Barn and the Lake.
* The main car park area.
* Any sheds, workshops, or works yards.
* The Silage field (long Grass) beyond the lake and adjacent to the Go Kart track.
* Anywhere outside the boundary hedges.
* The Farmhouse and Garden-This is the Centre Manager’s personal space, please respect this privacy.

**SECURITY**

**Dining Room**

Please keep metal fire exit door (facing the car park) closed when the dining room is not in use and locked from the outside. The door will automatically open when operated from inside the dining room.

**Gates**

The Centre Manager will close and lock the gates every night at some point after 1730 and reopen at 0830. If you have late arrivals or departures or early morning arrivals, you will be asked to manage gate security.

You will be given a key for the gate should you require access outside of these times.

Do not remove the lock from the gate.

**Other Buildings**

Please ensure these are locked at night and at other times when no one is using the building. e.g. if you are going off-site altogether on a visit somewhere else or if everyone is away from the accommodation at the camp fire.

**CAMP FIRE**

* Use only the designated site adjacent to the Challenge Course.
* This is intended for CAMP fires and not BONFIRES
* A competent adult to be in charge at all times.
* Complete your risk assessment and use ours as a guideline if required.
* We supply free wood for the fire-pit; the wood may contain nails, so please request gloves from the Centre Manager and make up your fire safely in daylight.
* Place the log seats at the correct distance away from the fire (1.5 metres minimum).
* The log seats are not for burning.
* There is a light and power supply at the fire pit.
* Please bring your own fire lighters.
* Return all the log seats to the store adjacent to the woodshed after use. Please do not leave these on the grass. Residential groups may do this the following morning but as the grass is cut regularly this must be before 0900.
* Let the fire die down naturally and check 30 minutes after the group has left the area that it is still out.

Tidy up the area if required.

**BBQ’s**

Two BBQ’s are available. One is a large griddle style BBQ specifically designed to burn campfire wood (we can supply this) and the other is a large half barrel type using charcoal (you must supply the fuel for this).

**OUTSIDE POWER**

There are ‘hook-up’ facilities for electricity supplies for caravans/tents at a cost of £10 per night.

These can be used for supplying electricity for small appliances to play music etc outdoors at no cost – see Centre Manager. Power points are also available at the lakeside jetty and near the campfire – you may also use these for small appliances only free of charge.

Along the top of the walls in the Sports Barn are six sets of double points plus two more on the stanchions. There is no charge for using these for small appliances.

Please note that loud music, particularly any that has a strong bass aspect, should be reduced in volume after 2200 and should cease at the latest by 2300.

We do not currently permit EV charging onsite.

**BEDDING**

Please note that visitors are required to bring their own single fitted sheet, pillow/pillow case and sleeping bag or duvet.

If required, we can provide a simple bedding pack containing a pillow, pillowcase and fitted sheet at a cost of £6.50 per person but no longer offer sleeping bag or duvet options, so guests do need to bring their own sleeping bag or duvet.

In all other cases visitors will be required to bring their own sheets and pillows/pillowcases along with the current requirement to bring your own blankets, duvets or sleeping bags. If visitors fail to bring their own sheets etc then the simple bedding pack MUST be used.

PLEASE NOTE: A BEDSHEET MUST BE USED EVEN WHEN USING A SLEEPING BAG. Charges will be made for mattress protectors that require cleaning following use without a bedsheet.

**GENERAL SUPPLIES**

Toilet paper – All cubicles will have a toilet roll placed in them on arrival. Customers are to provide their own replacements.

Liquid soap – Supplied and re stocked by Centre Manager. Please just ask if re stocking is required.

Blue Roll (kitchen) Supplied and re stocked by Centre Manager. Please just ask if re stocking is required.

Black Rubbish bags/bin liners – Groups are to supply their own replacements.

First Aid Kit – This is available at all times and is located in the dining area at the servery near the entrance to the accommodation. This is for emergency use so must NEVER be interfered with unless required.

Customers must also bring their own to suit their own particular needs in accordance with H&S guidelines. We would also recommend that customers also take their own First Aid Kit on any excursions off site.

Defibrator – This is available at all times and is located in the dining area at the servery near the entrance to the accommodation. This is an emergency life saving device and so must NEVER be interfered with unless required.

Lockable Medicines Cabinet – This is located in the dining area at the servery near the entrance to the accommodation. Please request a key from centre manager if required.

Cleaning - Brooms /brushes/ Vacuums / mops and buckets are located in the utility room adjacent to the dining room and the drying cupboard at the bottom of the main accommodation block stairs.

Dishwashers – and dishwasher Tablets are located in the utility room adjacent to the dining room. Dishwasher tablets are supplied and re stocked by Centre Manager. Please just ask if re stocking is required. We recommend rinsing items prior to dishwashing and running dishwashers on shorter cycles where possible. Take care when opening the dishwashers as a sudden rush of steam can trigger the fire alarm sensors in this area. Please ensure that all items are fully dried before returning them to cupboards.

Please ensure all dishwashers are left empty with all items returned to cupboards prior to your departure.

**CENTRAL HEATNG**

This automatically goes on from October to April inclusive and goes off overnight. If it is required at any other times a charge may be levied against this at the centre managers discretion.

Please advise your groups that, even though they may be indoors, it might be prudent to bring a good quality thick sleeping bag (with an extra blanket etc. in case the weather turns extra cold).

Even in summer those sleeping in tents would be advised to do likewise—it can get quite cold in early spring and late summer.

**GENERAL RESOURCES**

* You must bring your own single fitted sheets, pillows and pillowcases, sleeping bags/blankets/duvets (both indoor accommodation and tents) UNLESS a bedding pack has been requested (See above)
* Toilet paper – All cubicles will have toilet roll. Please provide your own replacements
* Rubbish bags/sacks/bin liners – All bins will have these. Please bring your own replacements
* Cleaning materials (kitchen/toilets/showers etc.)
* First Aid Kit(s) – We have a first aid kit available but as the first point of call you should bring your own
* Dish cloths/tea towels – we will provide these but feel free to bring your own
* Washing up Liquid – Please bring your own
* Mops and buckets, brooms, dustpans and brushes and vacuum cleaners will be provided by us but please bring floor soap etc
* We will provide dishwasher tablets for the dishwashers if you want to use them
* We will provide Firewood for the fire pit and griddle BBQ. Bring your own charcoal for the half barrel BBQ.
* We will provide buoyancy aids / life jackets for lake activities
* We provide staves, floats and rope for raft building activities

**SPORTS EQUIPMENT**

There are four locked cupboards containing a range of small items of sports equipment available free-of-charge from the Centre Manager. Items can be signed out and non-return could result in replacement costs being deducted from the damage deposit. These include but are not limited to:

Range of Rugby balls and footballs

Cricket equipment (pads/gloves etc)

Football Cones

Skipping Ropes

Frisbees (3 x ‘nets’ for Frisbee golf are available outside). Energetic groups can play ultimate frisbee on the football field

Several Large Archery Bosses (Targets) and a small selection of arrows and bows.

Pleasebring your own table tennis balls, badminton shuttle cocks, and tennis balls.

A more detailed list of equipment can be found on our website.

**SPORTS BARN**

Large, covered area for use when the weather is bad. Includes facility for:

Basketball

Five-a-side football

Table tennis table and bats (additional tables are available if required).

Indoor archery (winter seasons only except by prior arrangement in exceptional circumstances).

**OTHER EQUIPMENT**

Trestle tables especially suitable for craft work.

Note: Please do not use dining tables for craft work UNLESS adequately covered.

**USE OF KITCHEN & UTILITY ROOM**

**Dining Room**

The Centre has sufficient dining room facilities for groups up to approximately 60 in one sitting. The kitchen may be used to cater for larger groups. Additional dining capacity is currently under construction.

There are also a wide range of crockery, cutlery, plates, cups, beakers, large saucepans, ladles, strainers and BBQ equipment.

**Kitchen**

The kitchen has two stainless steel sink units with large deep bowls, a 6-burner commercial style gas cooker with a large oven, two electric ovens, a commercial 1800W microwave and a water boiler for hot drinks. There are two large fridges and a freezer.

**Utility Room**

The utility area has a small counter top fridge, a soup kettle, a domestic style microwave, 2 small sinks, 3 dishwashers, a washing machine and a tumble drier.

Please note:

* **GREASY FOOD OR WASTE** – oil and greasy food residue is NEVER to be poured down sinks or toilets. Let it go cold / solid and then pour it into an old bottle and put it into the General Waste.
* **HOT WATER BOILERS** – please switch off at night, and empty drip trays daily to avoid them overflowing.
* **WASTE FOOD/VEGETABLE PEELINGS /MEAT ETC**. – Put in waste bins in kitchen to go out with general rubbish – we do not currently have a separate collection for food waste. Please do not put loose waste into the smaller outside bins. Everything must be bagged. Loose waste may be put into the large Biffa General Waste bin in the car park if necessary. Please do not put bags containing food waste alongside the bins as wild animals can make a mess overnight.
* **Please do not put used nappies loose into the bins.** Put into the large Biffa General Waste bin or with the general waste in black bin bags.
* **DRY MIXED RECYCLING** – Tins, plastics, paper card etc. (**NOT GLASS**) Place **un-bagged** into the large Biffa Dry Mixed Recycling bin in the car park. Please recycle as much as possible.
* **GLASS RECYCLING** – Place into the recycling racks just outside the kitchen door.
* **GENERAL WASTE** – Put general rubbish (i.e. everything that cannot be recycled) into your own black plastic bags and place into the large Biffa General waste bin in the car park.

**INSURANCE**

The Centre has various policies for Buildings (fire/flood etc), Employer Liability Cover and Public Liability Cover (PLI). The PLI covers members of the public against injury caused by our negligence. However, this is limited to injury caused by the buildings, equipment, fixtures and fittings including the lake, challenge course, sports equipment, zip wire etc.

It does not cover groups for activities run by yourselves or anyone engaged by you (i.e. any activity you engage in at the centre – remember you are hiring the facility for your use and we do not provide any supervision of or support for the activities themselves unless you have made a separate arrangement for this – e.g. hiring archery instructors).

You must ensure you have suitable PLI for your group and that any 3rd party you hire is also suitably covered by PLI.

Please refer to the Terms and Conditions of Booking and the Guidelines for Use of Activity Equipment that you will have signed (or are due to sign) accepting compliance for more details.

**KEEPING THE CENTRE CLEAN**

It is TRAC’s responsibility to ensure the Centre is in a clean and tidy condition and ‘fit for purpose’ when you arrive. During your stay it is your responsibility to keep it in condition (subject to the British Weather!!). It is also your responsibility to ensure that the centre is cleaned thoroughly before you leave. Please leave the centre in at least the same condition as you found it. If it is found to require significant extra cleaning the cost of this will be deducted from your damages deposit.

**Outdoor shoes**

The indoor sleeping accommodation is carpeted. Outdoor shoes must therefore be taken off on entry and can be stored in the ‘pigeonholes’ in the hallway of the toilet block or on the floor at the bottom of the stairs in the accommodation block. In a ‘nutshell’ if you create the dirt/mess you must clear it up.

**Leaving the site**

Please ensure that the Centre is mopped clean and especially that the tables are wiped down and placed around the walls of the dining room along with the chairs and stackable benches. Any tables or chairs used in the Sports Barn must be returned to their store in the barn). Please note that the chairs in the dining and conference rooms must NOT be taken outside).

**CAR PARK**

* No unsupervised children permitted in these areas.
* Do not drive vehicles onto the camping field unless permission has been sought for a caravan. In which case there will be a designated route for the caravan to drive and a designated area for parking.
* Please Park vehicles in the car park, not on the grass, fields or around the front of the property.
* No cars beyond the point where it says “no unauthorised vehicles” (i.e. down the ramp near the dining room) unless food is being offloaded to the kitchen. Then return car to car park.
* If you have a group with a high number of vehicles attending please allocate car parking stewards in order to facilitate the safe movement of vehicles onto, around and out of the site.

Except with specific consent of the Centre Manager vehicles are not allowed on the camping field and must be parked in the car park at owner’s risk. Small trolleys are available to take luggage and equipment onto the field-see Centre Manager.

**ACTIVITIES ON SITE**

**The Lake**

The Centre own up to 15 hand powered paddle boats, each holding one or two people (see above), 5 rowing boats, a flat-bottomed boat for use as a safety boat plus an inflatable dingy and a wooden rowing boat for adult use. A range of life jackets are available and must be worn when on the water or on the jetty. Groups or individuals may also bring their own canoes, paddle boards and boats to TRAC so long as these are specified in your PLI.

**Rafts**

Materials (wooden spas, plastic floats and string) are available for groups to make own rafts. Rafts should be built on the grass area away from the lake and launched from the slip-way area apposite the Sports Barn.

Whilst the Centre provides equipment for groups to use for building rafts it is not the practice to provide guidance on construction. This is part of the challenge to try and build a suitable raft and ‘sail’ it around the island and back.

* Groups must satisfy themselves that the plastic floats are ‘fit for purpose’.
* Users must be adequately instructed on how to build a raft which can only be launched from the slip-way.
* Other than those going on the lake and their supervisors everyone else is to stand on the slip-way well away from the edge of the lake.
* ALL other spectators must stand well back on the banks of the lake adjacent to the entrance track.

**Archery**

There are six large targets and a range of bows with arrows which can be used. Groups can either, provide their own suitably qualified instructors and have their own adequate PLI, or the Centre is able to offer ‘taster sessions’ led by our own qualified instructors for which there is a charge. Sessions must be booked in advance and, for week-end bookings, usually only for a Saturday morning.

**Zip wire**

The wire is to be kept padlocked and there is a key on the lanyard supplied by the Centre.

**Football**

An 11 a side pitch with full size goals is situated on the Sports Field, Indoor Football is available within the sports barn.

**Go-karts**

There are (human powered) pedal go-karts for use for use on a dedicated hard surface track. This is flood lit for night-time use and a power socket is available in the shed.

**Outdoor volleyball and badminton nets**.

Situated on the Sports Field.

**Adventure Playground**

This is located in the Sports Field. The fencing has not been installed for people to climb over or sit on and users must therefore be encouraged to stay off it and only enter and leave through the small gate. This facility should not be used unsupervised.

**Camp fire**

Adjacent to the Challenge Course is a campfire area and campfires must not be held elsewhere. A few logs have been cut for seating. There is a wood store nearby well stocked with free wood. Please do not burn the ‘seats’. There is a light and a power socket near this for use with small appliances only.

**Walking/running track**

A regularly mown track has been provided round the perimeter of the large field. A full circuit of the site from the accommodation, across the car park, through the trees around the outside of the fields, through the coppice and back to the accommodation along the perimeter is approximately 1.0 kilometre.

**Orienteering course**

20 small posts have been located at various points around the 22-acre site. Each has a unique number on, and a unique letter. There are various ways to use this course. Details can be obtained on the website or from the centre manager. Maps and instructions can be downloaded from the website or sent in advance so that appropriate games can be devised. Laminated maps are available on site.

**Nature / picture hunt card**

A series of laminated cards are available showing pictures of birds, trees, plants, insects and so on that teams can use to discover the wealth of life found around the site.

**Eco pond**

A small pond left to develop its own ecosystem can be used to ‘pond dip’. Cards are available showing potential life that might be found in its waters and around the banks.

**Rope swing over ditch**

On average rainfall years the ditch usually has water in it. Care is needed in supervision, but this can provide ample amusement as people try to swing across the ditch.

**No Pets, No Smoking and No Alcohol are permitted on site.**

**Alcohol and Drug Free Zone**

TRAC is a substance abuse free site. We will ask anyone breaking this rule to leave site immediately. We have a zero-tolerance policy on this.

We also do not allow alcohol on the main site, with the exception of communion wine.

Please note that as this is an adventure activities site and you are responsible for your attendees, particularly the children. You must remain capable of managing the members of your group during all activities.

**Further Information**

Full details and guidance can be viewed and downloaded on the website at [www.tracnewent.org.uk](http://www.tracnewent.org.uk)

Please contact the Centre Manager by email at [manager@tracnewent.org.uk](mailto:manager@tracnewent.org.uk)

Joe Aldridge

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