



**WELCOME TO EARLEYWOOD
INFORMATION GUIDE R18**



www.earleywood.org

SOUTH & SOUTH EAST BERKSHIRE SCOUT DISTRICTS



Thank you for considering Earleywood for your event, we have provided on the following pages some information that you may find helpful:

Earleywood is a woodland campsite that offers fantastic facilities for camping and meetings for Scouts, Girl Guides, Youth Groups and Community organizations.

We are located in Sunninghill near Ascot just off the A30 which is approximately 3 miles off the M3 Junction 3 and 11 miles of the M4 Junction 10.

Our full address is:

Earleywood Scout Centre
Bagshot Road
Sunninghill
Berkshire
SL5 9JP

Our site is very secluded and safe, it feels like you are in a Woodland Wilderness. Scouts and Guides of all ages love the opportunity to camp with wood fires. We have a superb climbing tower with crate stacking and traversing wall, an indoor archery & rifle range and outdoor activities such as mini golf and orienteering. (Some of these events require qualified instructors being present).

Our car park can accommodate around 30 cars/vans. Coaches can enter the site but they would find it difficult to turn around if the car park was full.

We have two buildings known as the "Scout Centre" which has a kitchen, toilets and shower facilities with the bonus of 12 bunk beds being available, the other is the "Rowney" building which is more of an outdoor unit but also has a kitchen. This unit tends to be very useful on wet days.

Our camping facility includes an external male / female toilet and shower block, this also includes a washing up area.

I am sure our facilities will suit you, but should you have any questions or you may wish to make a special trip to view the site please contact bookings.earleywood@gmail.com



SITE & LOCAL INFORMATION

Arrival

A member of the Earleywood hosting team will either be on hand upon your arrival or will have opened in advance of your stated arrival time. However, please be aware that we do NOT have an on-site warden or service team during your stay.

Please ensure you confirm what time the first visitor will arrive as this could be different to your scheduled time so we can make arrangements to open the site.

Pedestrians should be aware that there is no footpath on the road so please take extreme care and ensure you are wearing hi visibility clothing.

Site Boundaries/Neighbours

Private residences bound the site on three sides. Please do not cross any of the streams, which form the boundaries of the campsite. Please respect our neighbours by keeping all unnecessary noise to a minimum and by not allowing any noise between the hours of 22.30 and 08.00.

Hospital

The closest hospital is Frimley Park Hospital, Portsmouth Road, Camberley, Surrey GU16 7UJ Tel: 0300 6145000

Serious incidents

Call the emergency services on either "999" or "112", the site address is Earleywood Camp Site Bagshot Road, Sunninghill SL5 9JP.

Once the emergency services have been called, Earleywood Management Board are to be notified at the earliest opportunity to provide additional support. Please contact:

Primary – Health & Safety Director Derek Salter 07782-329064

Secondary – Chair Sam Winterson 07790-779341

Should you have any technical issue whilst on site, please email earleywood@gmail.com and we will aim to provide support when appropriate.

Accidents & First Aid

Campers are responsible for the provision of their own First Aid. Users of the Rowney and Scout centre can also use the first aid kits available.

All accidents must be notified to the campsite by emailing details to earleywood@gmail.com



External Water

There are stand pipes situated on site. Please try to make sure they are turned off properly and not left dripping. There is a shower block on site that has external sinks for washing up etc. Please DO NOT leave taps running when you have finished.

Hot Water

The hot water taps are regulated to the required health & safety temperatures, we therefore ask that you are careful when running the hot water, as the water temperature can cause injury.

Heating

Users of the Scout Centre are being made aware that during the months of April – September inclusive, the heating around the building is disabled to conserve energy and cost. It has been necessary to adopt this policy in order to maintain the current prices that all users enjoy. Should you have any special requirements please let our booking secretary know.

USB Charging

There is a USB charging station located outside the Rowney Building, should you wish to charge a portable device, please bring your own USB cable.

External Freezer

There is an external freezer for those wanting to freeze ice etc, it is not recommended for food stuffs.

Antibacterial Soap

Our sewage system relies on bacteria to break down the waste. Please **DO NOT** bring or use on site antibacterial soaps or bleaches as these will kill the precious sewage bacteria. All sink water at Earleywood goes into our sewage system. Earleywood will provide suitable soaps and cleaning materials for your use. Shampoo and Body wash should be supplied by the user as required.

Camp Fire

Feel free to use the campfire circle, however, please do not build your fire too large to avoid accidents. Fire buckets should be made available for use by the group organiser and kept close to all fires.

Shared Resources

The Ken Buckland Chapel is situated on the main path near the Rowney Building and is available for everyone's use during your stay.

The campfire circle, pioneering poles, parachute shelter, grassed areas and the external toilet & shower block are all shared facilities. Please consider your fellow campers when using these items and clean up after you.



Security

We would recommend that during your stay the front entrance gates should be locked overnight.

For overnight stays in the "Scout Centre" or "Rowney Building" we have installed "Cooper Bolts" which enable doors to be locked but allow emergency egress if required.

Visitor Attractions

There are several visitor attractions within easy reach of the site including Windsor Castle, Windsor Great Park, Virginia Water, Savill Gardens, Legoland, Thorpe Park and Chessington World of Adventures. London is easily reachable by rail from Ascot or Sunningdale Stations.

Site Badges

Blanket badges are available at a small fee, please let us know if you would like badges and a member of the welcome team will be able to arrange these for you.

Waste

All waste materials and recycling MUST be removed from site at the end of your visit.



SITE RULES – ALL USERS

1. Parking is only permitted in the designated areas and vehicles (other than emergency) are not permitted past the middle gates at any time.
2. Tents / marquees **MUST NOT** be pitched on the central lawn or grassed areas.
3. Dogs are not permitted on site at any time (other than registered assistant dogs).
4. Fire buckets should be made available for use by the group organiser and kept close to all fires. Fires should not be left unattended and must be doused before you leave. Unused wood must be returned to the wood pile before you leave.
5. Our sewage system relies on bacteria to break down the waste. Please **DO NOT** use antibacterial soaps or bleaches as these will kill the precious sewage bacteria.
6. Always consult your own risk assessment before you start any activities on site. Should you require a copy of our site or activity risk assessments please email bookings.earleywood@gmail.com
7. No ball games are allowed in the Scout Centre.
8. Tables & Chairs **MUST NOT** be removed from the Scout Centre and taken outside for any reason. There is plenty of outdoor furniture for your use.
9. The picnic benches must not be moved from the picnic area into the Campsite for any reason.
10. Respect our neighbours at all times. Please respect our neighbours by keeping all unnecessary noise to a minimum and by not allowing any noise between the hours of 22.30 and 08.00.
11. There are several Memorial items on site such as benches, plaques and places. Please respect these items and only use these for their intended use.
12. All groups should appoint a supervisor to regularly check cleanliness and operational function of the site (including the toilets and buildings).
13. Campers are responsible for the provision of their own First Aid.
14. All waste materials including recycling **MUST** be removed from site at the end of your visit.
15. Please report any problems, concerns, damage, fallen trees, to Earleywood via email when you leave.



WHEN USING THE BUILDINGS - BEFORE YOU LEAVE

- ✓ Check your building kitchen for cleanliness, check taps, lights, heaters and fridges are turned off and fridge doors are left open.
- ✓ Check all tables and chairs are put away where you found them.
- ✓ Turn off hot water switch.
- ✓ Turn off cooker and unplug Fridge and Freezer if used. Doors to fridge and freezer should be left open.
- ✓ Turn off outside tap master valve.
- ✓ Make sure all heaters are turned off (a red neon light will be illuminated if left on)
- ✓ Hoover the carpets in all areas and put away hoovers in the cupboard.
- ✓ Turn off all lights including side rooms and cupboards.
- ✓ Lock the hall doors, Check emergency exit doors are closed.
- ✓ Check no rubbish has been left on site, ALL WASTE MUST be removed from site.
- ✓ Have a general look around site, put away trolleys in compound.
- ✓ Move unused pallets or wood back to the wood store, do not leave this around the campsite.
- ✓ Please provide via email any feedback from your visit.



USE OF WOODPILE GUIDANCE

For some time wooden pallets have been donated by various organisations for use mainly as a source of firewood but also for other purposes.

However, everyone should be aware that -

- A) they contain nails, which are a potential source of injury,
- B) they should be of the untreated type,

Some pallets are painted or otherwise treated which will create toxic fumes when burnt and possibly cause environmental issues, therefore, any pallets painted or suspected of having any other treatment should not be used.

A selection of logs of varying sizes is also available for you to use, these are located adjacent to the camp fire circle, feel free to use what you need.

Do not burn more than you need during your stay.

Protective gloves & footwear should be worn when moving wood / logs.

Young people should be supervised at all times when collecting or returning materials from and to the wood pile.