**The lodge – Key Information**

We have our centrally heated lodge, which is great for all ages to enjoy a residential experience needing indoor accommodation and ideal for training events. The building is suitable for sleeping 20 or so people, with two side rooms for leader/young leader accommodation.

**Main Hall** - Central heating is provided in the main hall with a boost button on the wall to the kitchen. When the heating is on it helps to keep the door to the kitchen and front door, plus serving hatches closed as much as possible.  
There is a projector screen available for use. The Chairs, Tables and brushes are in the small rooms at the front door side of the hall.

**Chairs / Tables and Brushes** - these are for indoor use only. **The chairs must be stacked, with 5 in each**. A chair trolley is provided to move them. We have 8 tables and 20 chairs. If you need more chairs, then please let us know and this can be supplied.

**Kitchen** - the work tops and much of the surrounding walls are of stainless steel, for hygiene purposes. The kitchen walls are also clad with kitchen standard plastic sheeting. Please keep these clean during your stay.  
There is a 6 ring, large oven gas cooker, water boiler for drinks and a fridge / freezer for you to use. All cooking equipment you need to bring with you. The sink has hot water provided from the central heating boiler.

**Please bring long matches** with you, as this is the way to lit the rings and oven.

**Gas -** The gas tap is outside the kitchen, along the small side path. This gas tap is there for emergencies only. Otherwise please do not touch it and always leave it on. In an emergency, you turn the gas tap handle upwards and this will turn off the gas.

**Side rooms** - there are two carpeted side rooms, ideal for leaders or to separate the boys / girls in mixed groups.

**Veranda** - Please enjoy sitting on this area. Please put everything back as found. Please also do not use BBQ / altar fires on the wooden veranda, (sorry to say this but it has been known!)

**Heating –** In the winter months the heating is set to come on automatically. There is a boost button switch on the RHS of the kitchen wall in the hall. Please use this to advance the heating if cold. If you are planning for a 2 hour visit, then advance the heating by an hour, this will be plenty to have a warm room and reduce gas consumption.

**Construction -** The lodge is made of sheet metal with insulation in between and the roof has two layers of roof corrugated sheet again with lots of insulation in between, so once the lodge gets warm, with lots of people, and the hall doors are closed it keeps the heat well.

**Health and Safety -** Each user should complete their own risk assessments when using the site.We have a Safety section on our Website – please make sure you check this out prior to visiting the site [>>>>](https://glennywood.org.uk/home/safety/)

**Risk assessments** - There are mandatory site risk assessments to comply with, as well as draft risk assessments. Each user should complete their own risk assessments when using the site. All information on the Website [>>>>](https://glennywood.org.uk/home/safety/risk-factsheets)

**First Aid -** Section Leaders are expected to bring and use their own First Aid kit when using the site and manage situations as they arise. Emergency first aid kits are is available on site, if you have forgotten to bring your own, in the loos. Please ensure other adults in your group are advised of the location of the emergency first aid box. If you use the first aid box, please let me know – [mail@glennywood.org.uk](mailto:mail@glennywood.org.uk)

**Ticks (Lyme disease) -** Like most woodland areas we do have ticks at Glenny. Please be aware of this and don’t forget to remind your parents / guardians to check their child for ticks after a visit. Info on ticks can be found around the site and on the website [**>>>>**](https://glennywood.org.uk/health-1/ticks-1.html)

**Accidents -** Occasionally accidents happen, so if one of your members has an accident then this should be reported as per your organisations procedures, please also let me know, so I can review for site safety. If you should damage the site please let me know – [mail@glennywood.org.uk](mailto:mail@glennywood.org.uk)

**Dogs -** Please remember we do not allow dogs on site, except guide dogs and police dogs.

**Glenny Souvenir Shop -** We have a range of badges, magnets, pencils, woggles etc for site users to purchase to remember their visit / stay at Glenny Wood. To order, go via Website [>>>>](https://glennywood.org.uk/home/shop-new) We can leave them in an agreed place on site and add the amount to your bill!The small profit made from the shop is ploughed straight back into the site.

**Rubbish -** We have no method of rubbish disposal, therefore please take all rubbish home with you or take it to the local recycling centre [**>>>>**](https://www.n-somerset.gov.uk/directories/recycling-facilities/portishead-recycling-centre)…Black Rock Quarry, Valley Road, Portishead, BS20 8JY

**Leaving the lodge** - When you finish in the lodge, please ensure you leave the kitchen clean and tidy, you have taken home with you all your equipment, unused food, detergents / hand wash, tea towels etc. Please turn off the fridge / freezer, the socket is above the appliance, and leave it empty, clean and **both doors left open**.

**Cleaning - As you will have also used the other site facilities** please leave the site clean and tidy, ready for the next users…..when packing up and leaving please remember to put things back as you found them, and follow the site motto **take nothing but photographs and memories – leave nothing but footprints**

* Please ensure you sweep and clean the lodge. Brushes / Dustpan, Vacuum Cleaner and antiseptic wipes are available.
* Please ensure you clean toilets / showers and all areas used
* Please remember to litter sweep the site.
* Please also put all unburnt wood back in the wood pile and return the altar fire to the storage area.
* Please ensure that when you have locked up all the padlocks you **thoroughly scramble** the codes so ensuring the security of the site and sheds

**Photos** - We welcome any photos to use on our website of your adventures at Glenny

**Accessing the Lodge -** The key for the lodge **is now on a small key safe attached to the second from the end upright veranda pole - press clear then Code. This gives access to the keys. The code is in the information from OSM which you receive 7 days prior to your booking starting.**

***Thank you*** for using our fabulous site and have a great time and please leave it clean, neat and tidy…….

Reviewed & Updated –Jan 24