**The lodge**

We have our centrally heated lodge, which is great for Beaver Scout Sleepovers, Pack Holidays, and other residential experiences needing indoor accommodation and ideal for training events.

The building is suitable for sleeping 30 or so people, with two carpeted side rooms.

**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 the surrounding walls are of stainless steel, and standard plastic sheeting for hygiene purposes. 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. **We recommend you bring long matches** with you to use.

**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.

**Veranda** - Please enjoy sitting on this area. 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.

**Health and Safety -** Site Safety information - <https://glennywood.org.uk/home/safety/>

**Windy weather policy statement -** When forecasted wind speeds reach 32 mph level, Glenny Wood site management reserves the right to close the site. Anyone on site will be required to leave.

**LPG** – There is an LPG tank on site which is out of bounds. A separate fact sheet and risk assessments area available for this, please familiarise yourself with these when using the site. –

**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 available on site, in the loos.

**Ticks (Lyme disease) –** Being a wooded area Ticks are about, so remind those on site to check for Ticks

**Accidents –** You should be reported as per your organisations procedures, and let the Glenny team know on booking@glennywood.org.uk

**Dogs –** No 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. <https://glennywood.org.uk/home/shop-new>

**Rubbish -** We have no method of rubbish disposal, therefore please take all rubbish home with you or take it to the local 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, and leave it empty, clean and both doors left open.

**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

Please ensure you

* Clean toilets / showers and all areas used
* Litter sweep the site.
* Put all unburnt wood back in the wood pile
* Return the altar fire to the storage area
* Lock up all the padlocks and thoroughly scramble the codes.

**Lodge risk Assessment** – We have a draft Risk Assessment to assist you in completing your assessment. <https://glennywood.org.uk/home/safety/>

***Thank you*** for using our fabulous site and have a great time and please remember -

***Take nothing but photographs and memories – leave nothing but footprints***

*Reviewed & Updated – March 22*