

User information and instructions



This document provides important information about using the campsite, including essential instructions, Do's & Don't and a list of hazards to help you create your risk assessment. It should be read in conjunction with the Site Description & Booking document. It should also be circulated to all adults in your group, and the key contents discussed with your young people.

Arrival

There may be multiple groups using the site at the same time. Please make yourself known to the leaders of any other site users and work together to make everyone's stay enjoyable.

Please phone **Alan Hillard**, the Booking Secretary on 01291 689772 a few days before your arrival to arrange to pick up the codes and/or keys to the site from 3, Park Glade, Tintern NP16 6TX. Please note that our neighbours do not hold keys or codes.

The gate is secured by a combination lock. Keys to the toilets, fridges & freezer room and lodge porch are stored in a key safe, which is under the balcony. If you have booked the lodge, the inner door is a code-lock, and the door is re-locked using the Y button. Cabins & chalet are still secured by physical keys, provided by the Booking Secretary.

Vehicles are not permitted on the camping field. The car park will hold about 30 cars if they are parked carefully, perpendicular to the boundary fence. If you have a large number of parents dropping off or picking up young people, please assign one of your leaders to manage the car park space.

Please do not leave cars at the top car park. This area is for unloading only. Wheel chair users on the bottom of the field may have to drive to the top car park to access the toilets – so cars parked at the top can cause problems.

A couple of small trolleys are available for moving equipment around the camping field. Please do not allow young people to play on the trolleys.

Please ensure that your young people do not climb on the dry stone walls or fences, to avoid injury to themselves and damage that then needs to be repaired.

There is a CCTV camera on the balcony covering the upper car park, drive and part of the lower car park. This has been installed for operational reasons.

Please run any field taps that you plan to use for 2 minutes when you arrive, before taking water to drink.

Please ensure that the young people are briefed to take care on the slope around the flag pole, particularly in the dark.

Noise. Although the site is in a rural area, we do have some close neighbours, so please keep noise to a minimum, and ensure quiet between 11pm and 7am.

Boundaries. The boundaries of the site are: -

- The fence along the camping field to the West
- The top of the gulley to the North
- The main A466 Tintern to Monmouth road to the East
- The fence that runs from the main gate up past the Lodge and down the hill to the A466 to the South

Camping & general site use

Fridges & freezers are available in the room under the lodge balcony, nearest to the steps. A tumble drier is available in the same room as the fridges. It takes 50p coins.

Squirrel and mice numbers are high in the area, so please keep food in protected containers and keep the door to the fridge room shut, if using that area to store foodstuff.

There is a defibrillator stored in the entrance hall of the Lodge. It is a Heartsine 500P if you want to look up how to use it. This is for the use with an unconscious and non-responsive casualty. Press the green "on" button to start, and follow the instructions. A preparation kit is available in the blue section. Please ensure that this life saving equipment is not tampered with, and inform the Warden immediately if it is, or if it is used. Please ensure that the door to the entrance hall of the lodge is left open during your stay, to ensure the defib is available immediately in an emergency.

On the large hard standing next to the lodge, a 6m by 12m marquee roof has been erected. This can be used by anyone booking the site. **Please do not light fires under the marquee roof. Do not put anything hot on the plastic tables.** Please check any tables and chairs left in this area prior to use. The roof will be taken down during November, to avoid snow damage, and re-erected in the spring. If this is an important facility for your plans, please feel free to contact the warden to confirm availability.

Feel free to use any fallen or pre-cut wood for fires, but do not fell or cut standing timber. Please leave the split logs in the log box for the log burner in the lodge.

Do not light fires on the grass – but alter fires are available for use on the camping field. Please return them to the storage area just below Zena's Chalet. You can also light cooking fires in the woods. Please be sensible and light fires away from any foliage. The most popular place for this is in the camp fire circle, or the flattish area just below the taps.

Bivouacs can be made anywhere in the woodland. Please dismantle before leaving.

We do not provide toilet paper, hand soap or towels – so please bring these with you. The service crew try to leave one toilet roll per cubicle and some hand soap at each sink. **Please ensure that these are replenished before you leave.** The only shower on site is in the lodge, and it is only available if you have booked the lodge. There is an Elsan emptying point just inside the gate of the camping field. Please use the environmentally friendly "loo-green" if possible.

Recycling

- Glass, plastic, cans and cardboard are recycled. **Please wash out cans, bottles, jars etc, crush cans and compress cardboard.**
- Food waste is not recycled and should be double bagged and put straight into the dumpster in the car park to avoid animals breaking the bags open.
- Other landfill rubbish should be put into black bags and put in the dumpster, or small volumes can be put in the bins provided.
- **If any item is too large to fit into a black bag, then please take it home to dispose of, for example broken tents. These will not be picked up by the refuse collection.**
- If you are using the field, please use the recycling boxes and bins in the lean-to by the gate of the camping field
- If you are using the buildings, please use the recycling boxes and bins by the lodge.
- Please remember that the Booking Secretary, Warden and Service Team are all volunteers. Please help us to keep the site safe and tidy for all users.

Pioneering resources

If you'd like to use the pioneering equipment describes in the Site Description document, please let Warden know. Please ensure that you have the correct knowledge and qualifications to use them, and be aware that it is your responsibility to check the equipment before you use it – you use it at your own risk.

Buildings

Cooking is not permitted in any of the cabins.

There are two light switches for the area around the main lodge, one is in the lodge lobby, and the other below the balcony.

There is a “wired-in” heat and smoke detector in the lodge. The controls are in the corner outside the kitchen, and include a “cancel” button to turn the alarm off in the event of a false alarm. **Under no circumstances should the smoke and heat sensors be covered up.**

To keep electricity costs down, please turn off all heaters and lights when they are not being used.

There is a log burning stove in the Lodge.

- Use only dry, seasoned logs
- Check the Carbon Monoxide detector is working
- Air is controlled by the rod at the bottom of the stove
 - Rod pulled fully out - maximum air flow
 - Rod pushed fully shut – air is shut off
- Pull the rod fully out to get maximum air flow to light the fire
- Push rod in to about 50% position when the fire is established
- When you have finished, push the rod fully closed to shut the air off and let the fire die

Departure

Please ensure that all recycling and landfill rubbish are put in the appropriate boxes, bins & dumpster as per above instructions. **Take any items too large for a black bin bag home with you.**

Please return everything to where you found it, including tables in the lodge.

Please ensure any buildings that you have used are cleaned & the floors swept or hovered.

Please clean all the toilets, including:

- Sweeping then mopping the floors
- Clean sinks
- Ensure toilet pans are clean, and wipe toilet seats
- Replenish the toilet rolls and liquid soap

Please check that all heaters and lights are turned off, **including the water heater in the kitchen** and the fan outside the shower in the lodge.

Please remove all timber / logs / sticks etc from the field, stacking it on the edge of the field where it can be used – this avoids problems with the machinery when the grass is cut.

Please remember to have a leader on car parking duty if you are likely to have a large number of parents arriving to pick up young people.

Please ensure all buildings are locked and the keys returned to the key safe. The Lodge inner door is re-locked using the Y button.

Please return keys to the key safe, and return the code fobs to the Booking Secretary at 3, Park Glade, Tintern, together with any physical key he provided.

Please feel free to provide feedback about your experience at the site. There is a form on the website if you'd like to use that. Please email your comments to botanybaywarden@gmail.com

Contact information

Booking Secretary, Alan Hillard on 01291 689772
Warden, Dave Phipps on botanybaywarden@gmail.com

DOs & DON'Ts check list

- ✓ **DO** make the most of all of the site!
- ✓ **DO** only use the official entrances to from the site.
- ✓ **DO** observe the boundaries of the site. In particular the woods over the footpath along the bottom of the main camping field are not part of the site & should not be used without the permission of the Forestry Commission.
- ✓ **DO** familiarise yourselves with the location of all fire points in building & know how to use the equipment provided.
- ✓ **DO** provide your own First Aid facilities (the site is not usually manned)
- ✓ **DO** use standing water points for filling water containers but **DONT** use them as washing places.
- ✓ **DO** use the chemical disposal point (located at the entrance to field from the car park) for disposing of toilet waste.
- ✓ **DO** avoid any night-time or excessively noisy activities, if you are not sure please check with the Booking Secretary or Warden first. Lights out & quiet by 11pm.
- ✓ **DO** keep your campsite free of litter & take every care to ensure that the whole campsite is kept clean & tidy; leave buildings, including the toilet block, in a clean & tidy condition.
- ✓ **DO** leave swill out cans, jars and bottles and put them in the recycling boxes, together with any paper and card board. Double bag food waste and put straight into the dumpster in the main car park. All other landfill rubbish should be put in the black bin bags and then put in the dumpster in the car park before you leave.
- ✓ **DO** use altar fires on the main field for fires (fires may be lit on the ground in the wooded area)
- ✓ **DO** leave all bird & bat boxes alone.
- ✓ **DO** have respect for the site neighbours & the local community. This includes keeping noise to a minimum, particularly in the early morning & evening, & behaving in a thoughtful manner at all times.
- ✓ **DO** dismantle & remove/return any items of equipment used on site returned after use, unless prior arrangements have been made. (Examples include; assault courses, rope swings, bivouacs, aerial runways, stone fire circles etc.)
- ✓ **DO** ensure you risk assess all activities you carry out on site.
- ! **DON'T** cut standing timber, saplings or fallen dead trees without having the permission of the Warden
- ! **DON'T** interfere with natural habitat (except bracken, which may be cut to make bivouacs etc)
- ! **DON'T** access the site unless you have the permission of the Booking Secretary or Warden.
- ! **DON'T** climb the stone walls & fences.
- ! **DON'T** cause damage or misuse the site in any way

Hazards



The Botany Bay Campsite consists of 27 acres of steep wooded hillside incorporating a 5 acre grass camping area. The site is intended for 'traditional' Scout camping, giving the opportunity to use natural resources and cook on open wood fires. Whilst the site gives access to many outdoor Scouting activities it creates a number of hazards:-

Category	Description	Potential hazards
Environment	The majority of the land is steep, rough ground with protruding roots, rock, loose stones, unseen diverts, holes and undulations.	Trips & falls
Environment	A large area is covered in fern, bracken and brambles and other vegetation. Ticks will be possible but are currently rare.	Cuts, bites & stings
Environment	The area is an ancient deciduous woodland, containing, oak, beech, chestnut, hawthorn, cherry, apple, silver birch and hazel trees. (1) Many trees are old with decaying roots and upper branches. The soil depth in many places is quite small so root systems are not able to penetrate to a great depth, causing tall trees to be blown over and uprooted with little or no warning. (2) There are many low branches at head height. (3) There is a large and varied amount of fungus both at ground level and on trees. These can appear overnight.	Trees or branches falling in high winds, causing injury/death Eye and face injuries. Poisoning
Environment	The site has numerous dry stone wall systems these are liable collapse. Please ensure that no one climbs on them	Falls & crush injuries
Environment	The grass camping area and other grassy banks can be slippery when wet. Take care around flag pole.	Trips & falls
Environment	At certain times of year there is a heavy leaf fall, these can be very slippery and hide a multitude of trip items on the ground. This is also the case during the die back of the bluebells in late spring.	Trips & falls
Environment	Because of the steep nature of the campsite, there are hundreds of steps at various locations throughout the site, which can be trip hazards, and could cause injury. Although significant effort is put into ensuring the steps remain serviceable, damage to them may occur without the Service Team being aware.	Trips, falls & injuries
Animals	The site is home to a herd of deer which migrate throughout the lower Wye Valley	
Animals	There are badgers, squirrels , foxes, moles and other smaller wild animals on the site with relevant breeding places.	
Animals	Wild boar have been encountered on site, but are rarely seen.	Animal attack
Animals	There are snakes on the site, but are rarely seen.	Bites
Animals	Wasps, hornets , horseflies and midges are regular inhabitants. Numerous wasp nests can be secreted in trees, and wasps and hornets have been known to nest in the roof spaces of the buildings.	Bites & stings
Water	There are many stream beds throughout the site.	Trips & falls
Water	There are two streams just outside the boundary, the one by the gate can become quite deep with silt; the one at the north end of the site is fast flowing especially when in spate	Trips, falls and drowning
Buildings	As with all wooden construction buildings there is always a risk of fire	Burns & asphyxiation
Buildings	The veranda on the Lodge and Zena's Chalet can become slippery when wet.	Trips & falls
Buildings	Chairs should not be taken onto the verandas, as the legs could fall through the gaps causing the chairs to topple.	Trips & falls
Buildings	There is a log burner in the Lodge. There is a risk of Carbon Monoxide build up if the burner is not working correctly. Ensure that you check the CO monitor prior to lighting the log burner.	Death
Buildings	Tools and equipment are kept in the Stores under the veranda and in the metal container in the Service Team compound. These are normally kept locked, but if people are working on site, please ensure that young people are kept away from the stores, compound and any tools or equipment.	Injury
Buildings	Under the veranda and under the marquee roof there are a number of plastic tables & old camping chairs, than can be useful. Do not put anything hot on the plastic tables, and inspect the chairs before use to ensure that they remain serviceable.	Injury
Activities	No activities are provided by the site other than an Orienteering Course.	
Activities	All Scoutcraft activities, fires, cutting wood etc can be dangerous and must be undertaken with care, and with appropriate supervision, including a robust risk assessment	Cuts & burns etc
Activities	Kites should not be flown near overhead power cables	Electrocution
Activities	Some paths on the orienteering course may be unpassable due to fallen trees, giving a risk of trips & falls	Trips & falls
Activities	There is access to the main A466 at the bottom of the hill on the East boundary. Young people should be made aware of the risks and told not to go out onto the main road, or be supervised by adults, as appropriate. The orienteering course goes close to the main road at one point.	Knocked down by a car, serious injury or death