



# Girlguiding - Checklist for assessing residential sites GUIDANCE

## Initial Booking

Location- Blackland Farm Outdoor Centre, RH19 4HP

Cost- Varies, but Guiding receive a discounted price

Contact- [info@blacklandfarm.org](mailto:info@blacklandfarm.org) or 01342 811327

Emergencies- Nearest A&E is Princess Royal Haywards Heath RH16 4EX. Minor Injuries is Queen Victoria Hospital, RH19 3DZ. Please inform the Duty Manager on 07845 798204 if you have had to take emergency action.

Payment for Heating / Electricity- Included in cost of camping / lodge

Booking Rules- Terms and Conditions inc. site rules can be found at

<https://blacklandfarm.org/terms-and-conditions/>

Mobile Phone / Landline- Good service on all networks, landline available if required.

## External

Access to site/accommodation- The site has secure gates which remain closed overnight with access codes given to authorised guests online. Camping pitches are drive on, and each indoor lodge has its own small car park.

Access with disabilities- The site is rural and has natural limitations. Weavers is a fully accessible lodge, and the campsites all have access to accessible toilets.

Proximity of roads/ PROWs/ neighbours- We have good relationships with our neighbours, who are mostly farm owners. There is a road that runs parallel to the whole site (Grinstead Lane)



which is tree/ hedge lined so access from the campsite to the roads cannot be accidental. There is a Public Right of Way that runs through the site, between Larks and Chiff Chaff field. Public Transport- Nearest train stations are East Grinstead and Three Bridges- around a 10 minute drive from Blackland Farm. There is a bus stop at Blackland Farm (Metrobus Route 84) which can take you to both East Grinstead and Crawley (with stops in between, including local attraction Tulley's Farm). The steam railway, Bluebell Line, runs from East Grinstead and passes along the west side of Blackland Farm (not accessible from site). The nearest stations to embark to the line are East Grinstead and Kingscote.

Car Parking- Ample parking, including dedicated coach parking. We would recommend that double decker coaches come from the direction of Crawley rather than East Grinstead due to the road type.

Petrol- Nearest petrol station is Esso in Forest Row, c5/10 minute drive.

Surface of Area- The site is rural and made up of woodland, camping fields, and a central tarmac area where the main buildings are located. There is also a stream that runs along the west border of the site.

Ponds- There are no ponds in customer-accessible areas of the site.

Swimming Pools- The historical swimming pool onsite is now closed. The area is secure from guests.

Safe Walking Areas- Our 127 acre site is safe to walk around, though we ask you to be respectful of other people's camping and activity areas. We recommend the local Gravetye Estate for longer walks, which is accessible via the public footpath from Blackland Farm.

Walls / Trees that could be climbed- There are many trees on site which are accessible for climbing. Activity areas with climbable structures are secured from guests.

Places of Interest- Tulley's Farm- a host of children and adult friendly activities that change seasonally. National Trust Standen House and Garden- National Trust Property. Divers Cove- Open Water swimming and sauna. Kingscote Estate- Vineyard, winery and tea rooms. Local eateries- Old Dunnings Mill in Sunnyside, The Cat Inn in Sharpthorne.

Local Supermarket- East Grinstead has a large, standard opening-hours Sainsbury's. More locally there is a corner shop in West Hoathly stocking essentials, and the Esso in Forest Row has a small Tesco shop inside.



## Internal

**Heating-** Wagtail and Restrop have oil filled electric heaters throughout. Restrop has an additional log burner. Weavers has a full central heating system. Please note, Weavers is an 'eco-lodge' and the temperature is limited to 21 degrees celsius inside.

**Lighting-** All lodges have LED lighting with the appropriate safety covers.

**Ventilation-** All lodges have windows for ventilation. All kitchens have appropriate ventilation for gas oven cooking.

**Safe Floor Surfaces-** All lodges have carpet tiles and / or commercial grade vinyl flooring.

**Access to Power Points-** All lodges have access to domestic UK three pin sockets.

**Facilities for Disabilities-** Weavers is our only accessible lodge, with two accessible toilet/shower wet rooms and wide doorways for wheelchair users.

## Fire Safety

**Fire Extinguishers-** Adequate and serviced fire extinguishers throughout indoor accommodation including fire blankets where applicable.

**Fire/ Smoke Alarms-** All lodges have fire and smoke alarm systems.

**Fire Exits-** Labelled and free of obstructions.

**Fire Assembly Point-** Labelled and clear

**Emergency Lighting-** Found throughout all lodges.

**Fire Risk Assessment-** Can be found to download here:

<https://blacklandfarm.org/schools/group-leader-information/>



## First Aid Facilities

**Safe Water Supply-** There are fresh water supply taps throughout the site, including all lodges.

**Fire Aid Room / Area-** Whilst there is no specific area for First Aid, there is sufficient space in all lodges to carry out first aid in a private area.

**Storage-** All lodges have fridges / high cupboards for safe storage of equipment and medicines. There is a fridge located in the Blackland Farm Office. Equipped huts can be secured on campsites.

**First Aid Locations-** The main Blackland Farm Office has emergency first aid kits and first aiders.

**Proximity to Toilets/Washing-** All lodges/campsites have toilets and washing facilities nearby, no further than 200 metres away from the sleeping quarters.

## Security

**Telephone-** The Duty Manager is available 24/7 on 07845 798204.

**Safety Catches-** All lodges are ground floor. Weavers has safety catches on windows. Restrop and Wagtail do not have windows big enough for a means of escape.

**Security-** Lodges can be secured at night by keys without compromising emergency escape.

## Kitchen

**Space-** All three lodges have adequate sized commercial kitchens for use.

**Water / Hot Water-** All three lodges have hot and cold running water, with at least one sink.



**Rubbish Disposal/Recycling-** We cater for general waste and mixed recycling- our waste and refuse point is next to the office.

**Cooker-** All three lodges use commercial gas catering ovens.

**Microwave-** All the lodges include a microwave.

**Work Surfaces-** Wagtail and Weavers have stainless steel catering work surfaces. Restrop has domestic kitchen work surfaces due to its age, but they are clean and sanitary.

**Equipment Available-** All kitchen equipment is supplied by Blackland Farm, including trays, pans and utensils/crockery. Any additional equipment required can be hired at no extra cost from our substantial stores.

**Storage-** All lodges have fridges/ freezers and ample storage for food products.

## Activity / Dining Room

**Chairs / Tables-** Each lodge has enough tables and chairs related to the residential occupancy of the building. Additional chairs and tables can be provided on request if required. Tables and chairs are stackable.

**Display and Equipment-** We have projectors and display boards available for hire from the Blackland Farm Office, subject to availability. Wifi can be found in every lodge.

## Bedrooms

**Space between beds-** There is space available between every bunk bed. Dormitories are provided with bunk beds, with single beds and bunks available in adult rooms. Every bunk bed adheres to the correct EN/British Standard and is regularly serviced.

**Bedding-** Blackland Farm Outdoor Centre does not provide bedding of any type.

**Mattresses-** All our mattresses are medical grade with a wipeable, waterproof cover. They are made of recycled foam with a memory foam topper for added comfort.



**Storage-** There is ample storage under beds or in dedicated storage areas.

**Curtains-** Weavers Lodge has curtains throughout, whereas Restrop and Wagtail have blinds.

**Nightlight-** None of the lodges have night lights, however groups are welcome to bring their own.

**Separate Facilities for Leaders-** Weavers has its own leader bedrooms with en-suite bathrooms including toilet and showers. Wagtail and Restrop share bathroom facilities with the group, however all facilities are lockable ensuring that adults and children can be suitably safeguarded.

## Washing and Toilet Facilities

We do not gender the bathroom facilities to allow you to do so as applicable to the group. Restrop has three toilets, one shower, and three hand basins. Wagtail has three toilets, one shower, and four hand basins. Weavers has two separate toilet and shower rooms, each with two toilets, two showers, and three hand basins, plus two accessible toilet/shower wet rooms with hand basins, plus two en-suite leader bathroom/showers with hand basins.

## Campsites

**Access-** Drive on access to all campsites. Chiff Chaff, Larks, and Peewits field have their own access from Grinstead Lane.

**Water-** There is fresh water supplies to all campsites.

**Toilets-** Each pitch has access to its own private toilet and shower block, with one shower, three toilets and three hand basins per block. Groups will be allocated sufficient facilities for their gender/age mix.

**E Coli / Water risks-** Our campsites are fed from treated water bowsers filled with mains water, which is tested regularly for various water borne diseases and bacteria.

**Drainage-** The site is heavy clay soil, with the campsite fields on a higher part of site to the stream where the water collects.



**Additional Needs-** We try to be as inclusive as possible- all campsites have access to accessible toilet and shower facilities.

**Wet Weather Shelter-** Mess tents, marquees and campsite huts are available for hire. For particularly wet weather conditions, the Duty Manager will be able to provide wet weather emergency solutions.

**Camp Shop-** We have a camp shop on site which sells souvenirs, consumables, firewood and basic camp necessities. It is open on request.

**Wood Supply-** You are welcome to forage dead wood from the woodlands, or buy dried wood from the campsite shop.

**Shelter-** The campsites are bordered by trees and hedgerows which provide shelter from winds. We do not recommend camping under trees due to seasonal drop.

**Drying Facilities-** We encourage the use of wind and solar power to dry belongings, however we do have a single domestic dryer for emergency use which can be accessed on request by asking at the main office.

If you require further information about any of our residential facilities, please contact [info@blacklandfarm.org](mailto:info@blacklandfarm.org).