

LINKENHOLT SITE PROCEDURES

Control and Supervision

All groups operate under the overall control of Linkenholt Project staff but the direct supervision of young people and the activities organised for or by them is the responsibility of group leaders. The site is not registered with Hampshire County Council for hazardous pursuits and no activities of a hazardous nature are to be undertaken.

Insurance

All groups are to have their own insurance for the activities they organise to include damage to, or loss of, their own or Linkenholt property and equipment as well as for injury to their members and for public liability.

Activity programme

The programme of activities for each group, including the areas to be used and relevant approximate times of use including the facilities required are to be agreed in advance by the group leader with the site manager normally by a visit to Linkenholt at least a fortnight before the booking. This is to enable other users of the land, and the estate staff, to be notified in advance.

In-bounds areas

The areas available to groups may vary depending on the month and type of activity. In general all public rights of way may be used and most other well defined tracks and footpaths.

There is no access to areas of the Linkenholt Estate except where specifically authorised, and no access to fields with growing crops or containing sheep or other animals.

Map reading and other activities should be so designed to keep participants on recognised tracks.

All farm buildings and equipment and private houses and gardens are out of bounds at all times.

Dogs are not allowed on sites.

Behaviour

All groups will be expected to be conversant with the Country Code and to comply with it.

Normal courtesy should be shown to estate staff and members of the public.

Particular care is to be taken when cooking on gas or open fires. The use of illegal drugs is prohibited, drinking of alcohol is strictly under the supervision of adults and there is no smoking in any of the buildings or showers and WC's.

Dogs and other pets are not to be brought by group members to Linkenholt unless specifically organised.

The village shop welcomes custom but does not wish to have large numbers of young people in the shop at the same time. Arrangements can be made to buy tuck in bulk, the shop phone number is 01264 737220)

Safety

Group leaders are responsible for the safety of their groups and on arrival should satisfy themselves that they know how to operate the fire safety equipment at the base camp.

Groups are to bring their own first aid kit and have members qualified in first aid and in health and safety regulations in respect of food handling and cooking.

Gas cylinders if needed, are to be kept outside the building.

Security

Linkenholt cannot be responsible in any way for the security of individuals' or groups' equipment, especially as the Test Way passes the base camp area.

It is recommended that no items of high value are ever left unattended and its is recommended that low value but possibly attractive items are kept out of sight.

Mailing address:

Linkenholt Countryside Adventure

The Old Post Office, Newbury Lane, Penton Mewsey, Andover SP11 0RW

Telephone: 07771 634081 **Email:** enquiry@linkenholt.org.uk

www.linkenholtadventure.co.uk

The Herbert and Peter Blagrove Charitable Trust No. 277074



Communications

The only public telephone is in the village, some 1000 yards from the base camp, and all groups should have at least one mobile phone for use in emergencies – although reception is not always good. 999 should be used for all emergency matters, and it may be safer to arrange an RV with the emergency service at the road junction in the centre of Linkenholt village.

Routine matters should be raised with Clive Bell the site manager on 01264 772209.

Vehicles

Access to the base camp is from the metalled roads along a track. Parking is restricted to the area just inside the base camp entrance.

Any other proposed use or parking of vehicles around the estate must be cleared in advance with the site manager.

Cleanliness and Rubbish

We hope that you will find the site as you would wish – and expect you to leave it in an even better state!

Rubbish at the base camp which can easily be disposed of by burning should be disposed of daily under supervision of a leader in the area set aside for this purpose. That which cannot be burned such as cans and bottle should be taken away at the end of the booking and disposed of by the group.

Toilets are to be checked by leaders and cleaned at least daily, and groups are to bring their own toilet paper sufficient for their needs. Away from the base camp soiled areas are to be marked with the conventional 'crossed sticks' to avoid their being used again.

Before arrival

Leaders are to make contact with the site manager Clive Bell to confirm their time of arrival so that reception arrangements can be made.

On arrival

The building and Linkenholt equipment is to be checked by the group leader who will then assume responsibility for them.

The final programme will be agreed, any new or special instructions explained.

Before departure

Clive Bell is to be notified of the expected time of departure so that he can be present.

Groups are to carry out a final check of the complete base camp area and/or other areas they have used to ensure that there is no litter of any sort remaining.

Group leaders are to complete a departure form detailing any loss or damage caused by their group and making suggestions as to improvements which can be easily made.

Clive Bell will check Linkenholt equipment with the leader and re-assume responsibility for the equipment.

Finally

Linkenholt Countryside Adventure trustees want this project to be a success and accept that it may not be easy to balance the interests of groups with those of the site. The co-operation of all concerned is vital and Linkenholt Countryside Adventure certainly does not wish to anticipate problems which may not arise. However, to ensure that there can be no misunderstanding, any group causing a problem thought by Linkenholt Countryside Adventure to be unacceptable may be asked to leave the site at any time. These instructions should be read in conjunction with the conditions of booking.

I agree to the above conditions of the site.

Signed _____

Please print and sign a copy of this agreement to conditions and post to Linkenholt Countryside Adventure with a cheque payable to "The Herbert & Peter Blagrave Charitable Trust". Post to the address at the bottom of this page.

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