



Woodland Glamping in our Pod Cabins

Rules of Use
&
Site Safety Handbook





RULES OF USE

Check In Procedure & Site Manager Contact

If you have booked via AirBNB, we will have communicated with you in advance to agree a check in time. Upon arrival at the front gates, please phone the Site Manager, Darren, on (0044) **07961 701 285** so that you can be greeted.

Our Site Manager will show you to your cabin, where you can park, where the toilet and shower facilities are, the codes to come & go via the main gates, and give you information about the wider Huntley Wood venue and any areas that are off-limits during your stay.

If you are staying as part of a wider venue booking for an Event, you will have been provided information by your Event Coordinator regarding venue access times, gate codes, etc, and they will inform you which Pod you are assigned to, which site areas and buildings are accessible during your event, and so on. If you have any questions during your stay, please liaise with your Event Coordinator in the first instance, but you may contact the Site Manager on the phone number above if you still need assistance.

Respect Our Staff

We expect our Site Manager and any other Huntley Wood staff on site to be treated with courtesy and respect at all times, and we will reciprocate by treating all guests with courtesy and respect as well.

Respect Other Site Visitors and Guests

During your stay, we ask that you try to minimise disturbance to other Guests who may be staying on site. This means keeping noise to a reasonable level, keeping permitted pets under control, driving slowly and carefully whilst on site, and so on. We want everyone to be able to enjoy the quiet and calm of the Woodland environment.

In the event of particularly unruly behaviour and refusal to adjust behaviour with the involvement of the Site Manager, we reserve the right to ask you to leave the premises, with no refunds applicable.

TOILETS – IMPORTANT – DON'T FLUSH THINGS OTHER THAN TOILET PAPER

Our sewage system at Huntley Wood relies on a complex system of macerators and pumps and moves sewage over a mile to the local village mains system. This system is very delicate and cannot handle anything other than poo, wee, water and toilet paper! PLEASE do not flush anything else – use the bins provided for sanitary products, nappies, wet wipes, paper hand towels and everything else!



Pets

We are happy to welcome well behaved pets on site however you **MUST** seek permission prior to bringing them on site and you must clean up after them, including picking up poo and other messes they might cause! This is important as we have animals that live on site and we need to know whether any other animals are present for the safety and wellbeing of all.

Try to Minimise Mud/Dirt Inside the Cabin

We understand that we are based in a Woodland and that therefore shoes are going to have dirt and possibly mud on them, but we ask that you try to minimise the amount of mud and dirt being brought inside the cabin and onto any furnishings. If it is particularly muddy outside, please be sure to wipe your feet on the mat outside the door before entering, and consider taking your boots/shoes off just inside the doorway to keep mud and dirt to a limited area.

Report Any Damages / Anything Not Working

If you break anything during your stay, or you identify something that isn't working as expected, please report this to our Site Manager. We will be reasonable in the case of minor damages and in most cases will not charge any fees for these, but we do need to know so we can make sure replacements/repairs are made. In the event of any significant damages, either reported during your stay or discovered afterwards, excess charges may be applied.

Leave Your Cabin Tidy

Before leaving your Cabin, please put any trash in the provided bins; leave used bedding either on the bed or in a tidy pile on top of the bed; leave used crockery and cutlery in a tidy pile; make sure you have all your belongings packed away and with you; and close the door behind you when you vacate the Cabin.

Any excessive cleaning or removal of rubbish required to restore the Cabin to the condition in which it began before your arrival, may result in excess charges being applied.

Please remember to leave the keys in the agreed location or hand them to the Site Manager before you depart.

Huntley Wood is Private Property

Whilst you are staying in our Pod Cabins, you are welcome to walk around the site and enjoy the various areas of woodland that Huntley Wood has to offer (excluding any areas our Site Manager has informed you as being off-limits during your stay). But please remember that this is private property, and you are therefore not entitled to use or enter any part of Huntley Wood at any other time, outside of the duration of your booked stay, without the express permission of the Site Manager.



HEALTH & SAFETY WHILST AT HUNTLEY WOOD

Your health and safety while visiting Huntley Wood is very important to us.

The information in this document will help familiarise you with health and safety, the major risks, and what you are expected to do to keep yourself and others safe while visiting Huntley Wood.

Remember – safety comes first. If you feel unsafe, STOP, talk to someone, and request additional assistance or information if needed.

Please also be mindful of the safety of others, both by employing safe practices yourself and by encouraging others to do so.

We are committed to the health and safety of our visitors and workers and expect everyone on Huntley Wood grounds to adhere to the health and safety guidelines and policies we lay down, to ensure a safer environment for all.

FAILURE TO COMPLY WITH THE RULES AND PROCEDURES LAID OUT IN THIS DOCUMENT MAY RESULT IN YOUR IMMEDIATE REMOVAL FROM SITE.

RISKS AT HUNTLEY WOOD

Huntley Wood is a former sand and gravel quarry which has been transformed into an outdoor recreation and leisure venue.

As a former sand and gravel quarry, there are a number of risks which you must be aware of while visiting. The next few pages outline the major risks, but whatever you are doing, and wherever you are on site, you should always look around you, consider the potential hazards, and ensure that you take sensible precautions to reduce any risk to yourself or others.

REMEMBER, SAFETY COMES FIRST!



Traffic

On and off road. Be careful when near roads & tracks, or when walking alongside roads & tracks, and be aware that vehicles could be moving about on any part of the site.

Dogs

The site owners/managers have dogs that live on the site. Although great care is taken to prevent interaction with visitors, they may be present on any part of the site, at any time. **Visitors may bring their dogs on site only with prior consent from the site owners/managers.** All dog waste must be picked up and put in a suitable trash bin.

Log Piles

We have Log Piles in designated areas, near campfires and in some forests. These can shift unexpectedly, causing heavy timber to roll or fall, and can cause injury. Do not disturb log piles and only use designated firewood.

Uneven Ground

The terrain is uneven across much of the site with hazards such as tree roots and stumps which can cause tripping and falling. A number of areas have rabbit holes and other animal dens which are significant hazards and can easily result in injury. Always watch your step!

Slippery Ground/Surfaces

Woodland and grass areas can become muddy and slippery. Always watch your step!

Barbed Wire

There are several barbed wire fences across and around the site, which can cause injury. Use caution when walking near fences.

Open Ditches

There are a number of open ditches on site, some new and exposed, others old and overgrown, which can easily cause falls. We advise against climbing into dense vegetation as you don't know which might be underneath it! Always watch your step!

Steep Slopes & Large Drops

There are a number of very steep slopes and long drops across the site. Make sure you know where you are going, and never stray off established paths without a guide who knows the site, unless you can clearly see that your path is safe. Familiarise yourself with danger areas on the site and stay away from them.



Lakes: Deep Water & Silt

There are several lakes/ponds on the site, some of which have deep, cold water and some of which are on top of deep silt beds which can act like quicksand. DO NOT enter the water under any circumstances and be careful on the banks of ponds or around areas of standing water, where the ground may be soft. Never drink from our lakes!

Trees

High winds or heavy rain can loosen branches and destabilise trees, and even apparently healthy trees can shed branches unexpectedly. Always be cautious when walking in woodland areas, especially after stormy weather.

Vegetation

Some plants such as thistles, brambles or stinging nettles can cause minor damage to skin, while others can provoke allergic reactions, ranging from minor to severe, if touched or ingested. Any plant can cause damage if you catch a twig or shoot in your eye. When walking in overgrown areas or handling plants, please make sure you cover skin by wearing long sleeves, long trousers and gloves.

Weather

When outside, the weather can impact significantly on your health and safety.

In hot weather, wear sunscreen to protect against skin damage, and fewer layers of clothing to prevent heat exhaustion. In cold weather wear more layers of clothing and waterproofs to protect against rain and cold. Take regular breaks in sheltered locations (cool shade in hot weather, warm cars or buildings in cold weather), and ensure that when walking a significant distance from the buildings you take adequate supplies of water and drink regularly to avoid dehydration.

Public Access

Although Huntley Wood is closed to the public, with signs and fences in place, there is one public footpath through the ancient woodland in the Deepmere, and members of the public have been known to stray outside of this path into other parts of the site.

Insect Bites and Stings

Wasps, bees, ants, ticks and other insects can bite or sting, and may be present across the site. Bites or stings can cause minor reactions or severe allergic reactions. Please be aware of insects, particularly in areas with heavy vegetation.



FIRE SAFETY

Fire is one of the biggest risks in a woodland setting, therefore it is imperative that all Fire Safety rules are adhered to by all visitors to Huntley Wood.

The following rules apply AT ALL TIMES:

- Do not set open fires outdoors unless authorised to do so by a Site Manager.
- If permitted by a Site Manager to light an outdoor fire, it must be kept within the fire pit zone indicated by the Site Manager that you may use.
- No combustible or highly flammable products (e.g. petrol, oil, kerosene) may be used on outdoor fires.
- Visitors may use products designed to change the colour of fires, but only where these are chemicals that affect the colour of the fire only and not the size/volatility of the fire.
- **Absolutely no open flames inside any of the buildings**, including on veranda areas or outside parts of the buildings. This includes candles, gas camping cookers, tealights, etc. If you wish to create ambience inside the buildings, please use battery operated electric 'candles' only.
- No smoking permitted inside any of the buildings.
- Smoking is allowed on the veranda areas of buildings and in outdoor areas but all cigarette butts must be disposed of in a proper non-flammable receptacle (e.g. metal or glass bin).

If in doubt about anything, please ASK FIRST.

IN THE EVENT OF FIRE

IF SAFE TO DO SO, please employ nearby firefighting equipment such as fire extinguisher, water, fire beaters or blankets. **MAKE SURE** you only use the appropriate equipment, e.g. **DO NOT** use water on electrical fires.

If the fire cannot be swiftly extinguished, retreat to safety and dial 999 or 112 for the emergency services.



WILDLIFE CONSIDERATIONS

We have some interesting and important wildlife and ecology at Huntley Wood which must be taken into account when visiting. We apply the 'precautionary principle' to keep disturbance to wildlife minimal.

When visiting:

- Please be as considerate to the environment as possible.
- Keep vehicle speed down when moving around site and remain on established roads at all times.
- Be extra careful around the edges of the site and near large patches of vegetation.
- No open fires other than if given permission and in areas stipulated by a Site Manager.
- Dispose of all cigarette butts in suitable fire-safe receptacles.
- Do not drop litter.