

Thank you for booking with us. We hope you enjoy your visit!

This pack contains lots of useful information for all of our visitors. Please read through the booklet before your stay and share the information with the rest of your group. If you have any questions, please go to www.paxmead.org.uk or email us at office@ggsw.org.uk



@PaxmeadRiversideBase





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DIRECTIONS

From M25

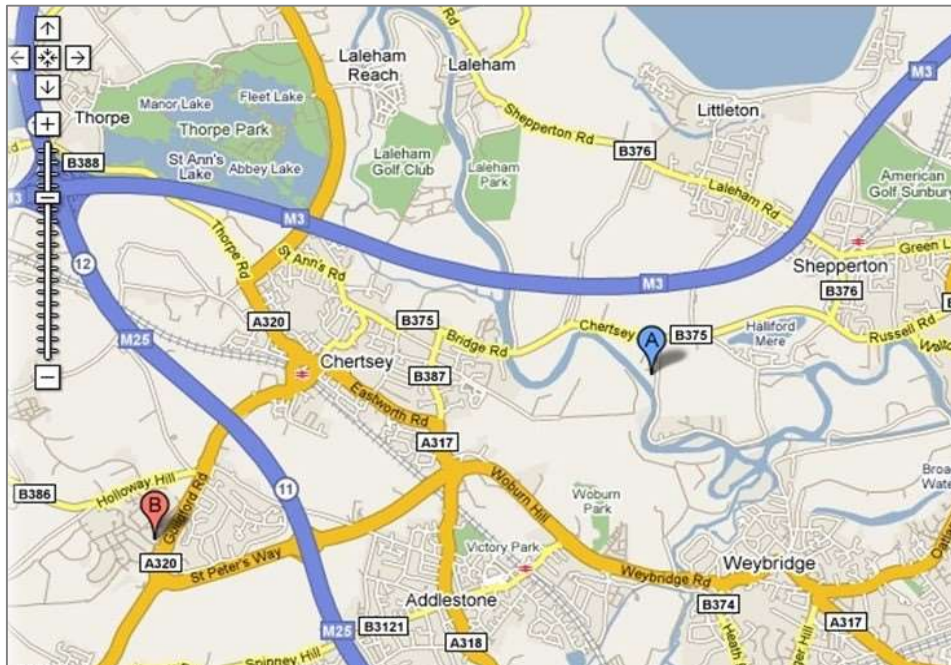
- Exit at junction 11 (Chertsey)
- Follow A317 towards Weybridge
- At roundabout, take the first exit on to A318
- Go straight on at traffic lights, on to B387
- At the next traffic lights, turn right on to B375 towards Shepperton
- Passing over Chertsey Bridge, take the second exit at the next roundabout and proceed along Chertsey Road
- Dockett Eddy Lane is the first turning on right
- Paxmead is situated on the right hand side after the entrance to The Range

From Feltham

- Go through Shepperton on B375
- Chertsey Road, signed for Chertsey
- After passing Sheep Walk on right-hand-side, take turning on left
- Paxmead is situated on the right hand side after the entrance to The Range



If you reach the river, you have gone too far!



ESSENTIAL INFORMATION

ARRIVAL/DEPARTURE TIMES

ARRIVALS - On or after 14:00

DEPARTURES - By 16:00 on a Sunday (term time) or by 12:00 (school holidays)

If you wish to vary the times given above, please enquire with the County Office.

Entry to the premises is by key code. These codes will be emailed to you with the acknowledgement of receipt of your final payment. Please note that if you are arriving or departing in the dark you will need a torch to see the keypad!

To contact the Duty warden, please call 07955 011469





TELEPHONES AND WI-FI

There is a pay phone in the small Leaders' Room. The number is 01932 561850. We recommend that this number is not given to parents, but used as an emergency number for Leaders.

FREE Wi-Fi is provided. The access code is given in the main building.

EMERGENCY INFORMATION

Paxmead does not have a resident Warden. You will be supplied with details of an emergency Paxmead contact with the acknowledgement for the balance of fees payment.

DOCTORS:

The Group Practice
Shepperton Health Centre
Shepperton Court Drive
Laleham Road
Shepperton
01932 220524

HOSPITAL:

Accident & Emergency
St. Peter's Hospital
Guildford Road
Chertsey
Casualty Department: 01932 692321
Switchboard number: 01932 872000

EMERGENCY EVACUATION OF THE SITE

In the unlikely event that you need to evacuate the building, please assemble at the fire assembly point. This is located on the grassy area next to the main gate on Docket Eddy Lane.

SITE RULES

Camps and Holidays

All activities carried out by members of Girlguiding at Paxmead must conform to the rules laid out in the current edition of "The Guiding Manual".

If you need to contact one of the 'Host' Residential Adviser, the contact details are:

Miss Sarah Squire
8 Waterside Close, Charlton Village, Shepperton, TW17 0SS
Phone : 07926 767451
Email : Littletonbrownies@yahoo.co.uk





Boating

If you intend to use the boating facilities, you must complete the Boating Request Form confirming that you have read and understood the Boating Rules.

There is no age limit for boating at Paxmead, however it should be noted that the River Thames can sometimes have strong currents and care should be taken to ensure that younger Guides or Brownies can cope with the situation.

Please note that Leaders are responsible for having 4 – 6 adults available to assist with moving the boats in and out of the water and cleaning the boats, boathouse and changing facilities at the end of the session.

Dress

Members of Girlguiding should be in uniform appropriate to the activity. Non-slip rubber-soled shoes must be worn at all times. It is extremely dangerous to be barefoot. Wellington boots must never be worn in boats.

Electricity

The cost of electricity is included in the per person hire charge.

Equipment

The main building is equipped with kitchen utensils, crockery, etc. for approximately 30 people.

Please list any breakages, damage or malfunctions of the building/equipment in the book on the shelf in the pantry. If urgent, please contact duty warden.

Beds

The dormitory sleeps 24 and is furnished with 12 bunk beds. Event participants should not be allowed to use the dormitory as a play/activity area at any time unless supervised by an adult.

Paxmead has two Leaders' Rooms; one sleeps 4, the other sleeps 2. No bedding is provided by Paxmead.

Marquees

Anyone wishing to erect a marquee must seek permission in advance of arrival. Contact the County Office to request this.

First Aid

A small First Aid box is available in the **kitchen** for emergencies, however groups are expected to provide their own First Aid equipment.





Risk Assessment

Sample risk assessments are available on www.paxmead.org.uk, and hard copies are kept both in the Small Leader Room and the Boathouse. Please note that these are for reference only; the event organiser is responsible for completing their own full risk assessments.

Serious Incident/Evacuation

The procedure is located on the main notice board and in the Small Leader Room.

Accidents

All accidents must be reported in the Accident Book in the Small Leader Room. When a hospital visit is necessary, a Notification of Accident Form, also available, should be completed as soon as possible after the incident.

Fires and Barbecue

Fires may only be lit in the Campfire Circle on the hard bases provided for altar fires or on the barbecue. Wood is available on site for visitors to use. Please remove all ashes and ensure that all fire sites are left clean and tidy. Cold ashes may be added to the open compost bins.

Litter and Rubbish

The rubbish and recycling bins are both located by the main gate. At the end of your visit, please place rubbish in the black bin, and all recycling in the green bin (no polythene or polystyrene).

A compost bin is available (opposite the kitchen door) for raw fruit and vegetable waste only; cooked food waste must be double bagged and placed in a rubbish bin. Please ensure no rubbish is left around site. As recycling varies between boroughs, please ensure Spelthorne's rules are followed. Visit <https://www.spelthorne.gov.uk/rubbishwasterecycling> for full details.

Car Parking

All vehicles should be parked in the area designated and not on the grass areas unless with prior approval. Extra parking/activity space is available opposite Paxmead with prior arrangement and approval by the landowner. Please contact the County Office to request grass parking.

Coaches

Coaches should enter the grounds only to turn; they must be unloaded as near to the roadside gate as possible.





Security

The premises must be kept secure at all times and it is advisable to keep all gates shut. (Both the Riverside Base and The Boathouse should be locked and made secure.) When the group is away from the Riverside Base, or even when on the river bank, care must be taken that valuables are locked up safely. It is essential that the entrance gate is locked at night.

We will endeavour to notify you of any pre-arranged visitors to the site, e.g. contractors or deliveries. From time to time boating events will be going on in The Boathouse (particularly the 1st and 3rd Sunday of each month, due to instructor training). Please challenge any unexpected visitors and confirm the validity of their visit.

Property In General

No smoking is permitted in any of the Paxmead buildings. Please treat the Paxmead property as if it were your own. Put things back where they belong, even if someone before you has not...

You will need to bring your own tea towels, dish cloths, hand towels, rubbish bags, toilet rolls, and bedding.

Leaving Paxmead

For all cleaning instructions, please follow the outgoing checklist provided on page 8.

- All exit doors must be locked shut, including the double doors
- Leave all internal doors open
- Leave all curtains open
- Turn off all lights - please double check
- Return all keys to their key safes
- Padlock the entrance gate



OUTGOING CHECKLIST

Room	To Do	To Do If a Cleaner Has <u>Not</u> Been Booked
General	<ul style="list-style-type: none"> Empty all bins Turn off all water heaters, room heaters and lights Lock washroom and main doors Exit through kitchen door and lock Return key to key safe Padlock main gate Report any faults and breakages to County Office 	<ul style="list-style-type: none"> Make sure the vacuum cleaner is empty before you leave
Bedrooms	<ul style="list-style-type: none"> Lock windows Check fire door is closed and locked Remove blu-tac (if used) 	<ul style="list-style-type: none"> Vacuum and clean
Bathrooms	n/a	<ul style="list-style-type: none"> Clean toilets Clean showers Clean basins Vacuum and wash floors
Kitchen	<ul style="list-style-type: none"> Empty fridge and freezer. Please do not leave any food in the building. 	<ul style="list-style-type: none"> Clean fridge and freezer Clean ovens and hobs Clean microwave Clean toasters Empty kettles Clean sinks and taps Clean all surfaces Wipe clean cupboard doors Vacuum and mop floor
Hall	<ul style="list-style-type: none"> Check fire door is closed and locked Remove blu-tac (if used) 	<ul style="list-style-type: none"> Remove scuff marks from floor Wipe windowsills Place chairs in stacks of 5 (sideways to wall) Clean and stack tables in rack (sideways on) Vacuum and mop floor
Hallway	<ul style="list-style-type: none"> Remove blu-tac (if used) 	<ul style="list-style-type: none"> Remove scuff marks from floor Vacuum and wash floor
The Boathouse	<ul style="list-style-type: none"> Ensure that The Boathouse, boats, and changing facilities have been left clean and dry 	



LOCAL AMENITIES

Supermarket Deliveries

Both Tesco and Sainsbury's will deliver to Paxmead

Local Shops

- Shepperton High Street is just a few minutes away and has a good selection of shops, including Budgens, Co-Op, and Boots
- Chertsey (also just a few minutes away) has a small Sainsbury's with a petrol station, a Tesco Express and a selection of small shops
- Jacks Fish and Chips 150 Laleham Rd, TW17 0AX. Telephone 01932 229217
- Home Counties Outdoor, within the grounds of Longacres Garden Centre, off Charlton Lane, Shepperton TW17 ORQ, stocks camping equipment and gas supplies (Guide and Scout discount available on lots of items)
- Squires Garden Centre, Halliford Road, Shepperton - for Leaders with a few hours spare! Excellent tea room, plant centre, gifts, and craft section
- Nauticalia is just along the towpath, downstream to Shepperton Lock. They sell 'nautical gifts, furnishings, and practical boating accessories'
- White Water Canoe Centre, Felix Lane Shepperton, TW17 8NS for canoe and kayak sales, personal kayaking equipment and lots more

Local Activities

- Thorpe Park
- LEGOLAND Windsor
- Windsor Castle
- Open Air Hampton Pool
- Brooklands College, High and Low Ropes Courses
- Chertsey Museum will provide activities for children with prior notice
- Chertsey and Shepperton Locks are happy to give a short talk to groups to explain how the locks work. Prior arrangement necessary.
- Shepperton Lock and Canoe Slalom Course
- Hampton Court Palace
- Weybridge - Walton Ferry
- Bird Watching at local gravel pits
- Brooklands Museum
- Brooklands Adrenaline Adventure High Ropes

Full details, including website addresses, can be found on our Paxmead website





ON-SITE ACTIVITIES:

Traversing wall

This is situated in the grassed area behind the main building. Please be aware that use of it will require parental permission.

Activity/Play Equipment

A large variety of activity equipment is stored in the cupboard in the Leaders' Room.

These items may be used free-of-charge, although we do ask that you advise the County Office if any items are damaged during your visit.

A full list of all included equipment can be found at www.paxmead.org.uk/paxmead/activitylist.html

Paxmead Shop

A variety of items are stocked, including mugs, badges, stationery items and a range of Paxmead souvenirs – all of which are for sale at reasonable 'pocket money' prices. The shop is run by volunteers and is usually open from 16:00 - 17:00 on Saturdays.

Please contact Val Hewitt at val@thehewittfamily.com in advance to confirm whether this is convenient for you.

We also have a spare stock of toothbrushes, toothpaste, etc. kept in the 'Did You Forget!' box in the Leaders' Room.

Have a safe journey home – we hope to see you again soon! Be sure to leave a review on our Facebook page with any pictures you'd like to share.

