



ADVENTURES IN OUTDOOR EDUCATION

Dear Group Leader,

Thank you for choosing Patterdale Hall as the venue for your next residential course. This pack contains information that hopefully will answer many of the questions you may have and help you prepare for your visit. Whether this is your first visit or your fifth visit we hope that this information pack will be of use to you and your assistant leaders.

This pack contains:

Our Daily Routine

Information for Activity groups

Medical Consent Forms

Suggested Kit Lists

Emergency Information

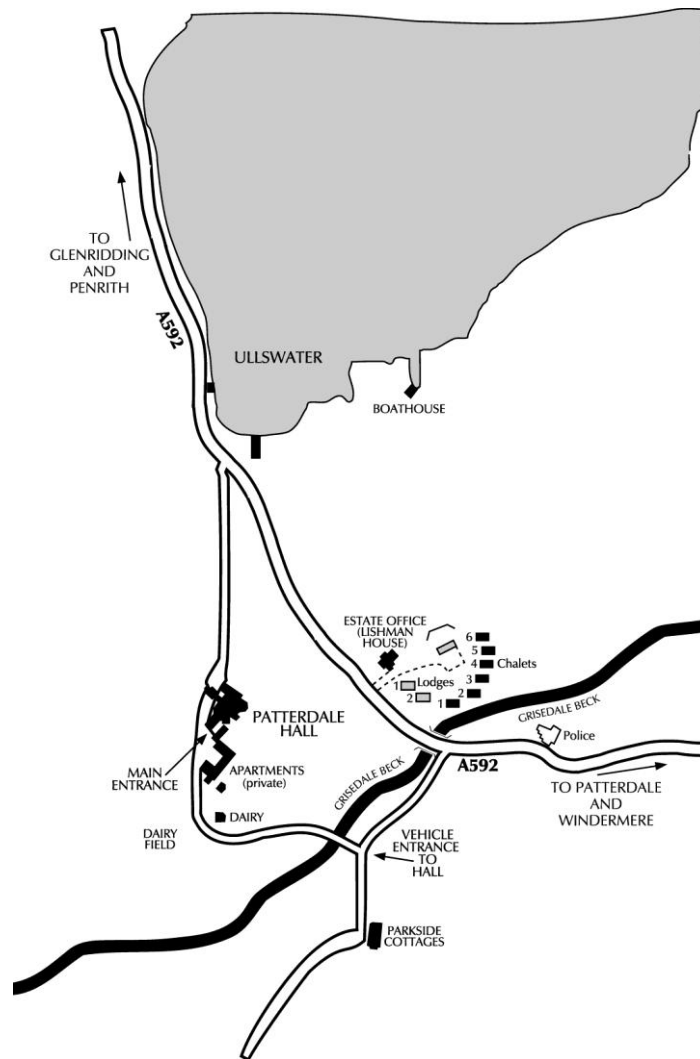
Medical Information

Please note that if you have visited us before things may have changed, the major changes are noted in this pack.

We are here to help so please contact us if you have any further questions.

The Patterdale Hall Team

## HOW TO FIND US...



## WHAT TO EXPECT ON ARRIVAL...

On arrival you will be met by a member of the Centre Team, normally the Residential Manager or Activities Manager. Our immediate task is to help you settle in and to give the group an introduction to the Centre. This will cover many of the aspects included in this pack and will, amongst other things, identify fire procedures, our daily routine and other centre guidelines and will set the scene as to how we expect visitors to treat the centre. At the end of this briefing session we will normally show groups to their rooms. The room allocation can either be done on the day or, more normally, be arranged by group leaders in advance.

Whilst the group is settling in we are happy to discuss with you any questions or ideas you may have which will influence your stay.

## DAILY ROUTINE...

Our daily routine is flexible so if you have your own plan, please let us know prior to your arrival. If on certain days while you are here, circumstances change, with sufficient notice we can change meal times to suit.

Breakfast	8.00am
Evening Meal	6.00pm
Centre Closedown	11.00pm



## MEALS...

Meal times provide a vital opportunity for discussion and social interaction. We ask staff to help generate a comfortable level of noise in the dining room complemented with a sensible level of attire in keeping with Health and Hygiene ie: no bare feet, hats off.

An important aspect of any residential experience is the catering.

We endeavour to serve high quality food and meet your groups needs as far as is possible. Any special diets should be notified to us in advance, so that we can cater accordingly. Our Chef is used to adjusting menus to the needs of individuals, providing we have adequate notice.

Before breakfast and evening meals we encourage groups to meet in the main lounge and wait for a member of the catering team to call groups through to the dining room, who will then explain to the group the menu and how the serving of the meal will work.

During the evening meal a sandwich list is passed around for the group to request what they would like for lunch the next day. Sandwiches are made up fresh in the morning and set out in the games room for groups to either collect and take with them, or to enjoy in the centre at midday.

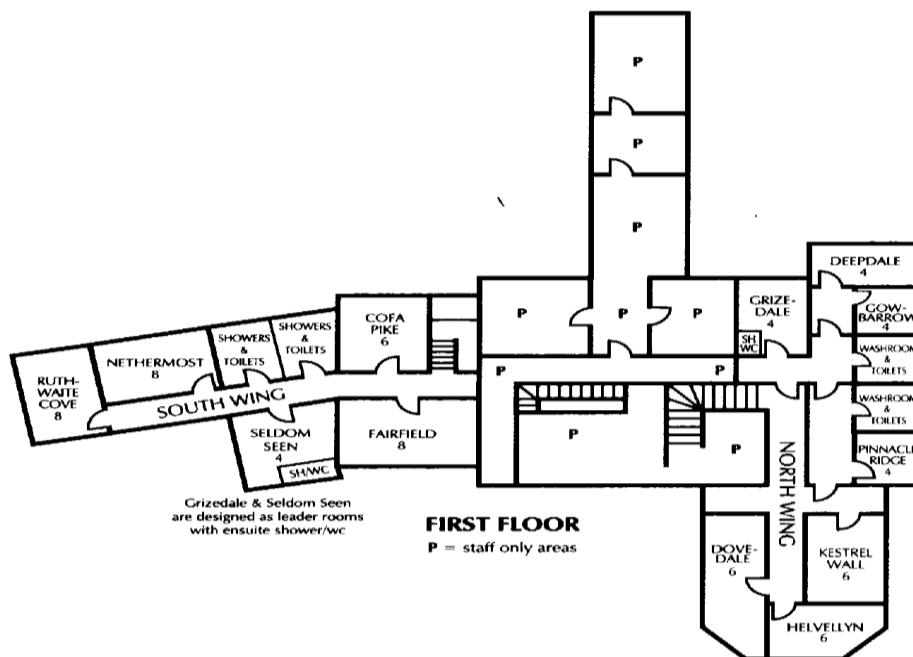
At the end of meals we ask that visiting staff arrange a small duty group of 5 or 6, to help with the cleaning and resetting of the dining room. The visiting members of staff need to co-ordinate this with the catering team. Our catering team will be on hand to explain how the dining room systems work.

## THE TUCK SHOP AND GAMES ROOM...

Our games room is available at all times for groups to use at your discretion. The room contains a pool table, table football machine and table tennis table and whilst it is a fairly robust room it remains the responsibility of the Groups Leaders to supervise this area. Also in the games room is the tuck shop which can be opened once or twice a day by arrangement between the Residential Manager and Group Leaders. If Group Leaders wish to run the tuck shop themselves please liaise with the Residential Manager. The games room can also be used as an extra meeting room if required. Hot and cold drinks are available for groups at all times and can be found in the small lounge. It is the responsibility of the visiting staff to manage.

## ACCOMMODATION...

Below is a plan of the layout of the accommodation at Patterdale Hall. For groups of 40 or over in number sole occupancy of the hall is assured, and the rooms can be made up to your requirements. For smaller groups please give us a ring to discuss your room preferences and we will do our best to accommodate you. Please note that there is a larger room plan at the back of this pack and this should be filled out and returned to the Hall no later than two weeks before your arrival; the information that you supply us on this form will be used to make up the rooms prior to your arrival.



## FREE TIME...

Group Leaders are reminded that they are responsible for the care and supervision of their group at all times and this is especially important during the early morning, meal times and evenings. Patterdale Hall has a good relationship with the local residents and village, we would appreciate your support to ensure this continues.

## OTHER FACILITIES AND RESOURCES...

We have a good range of resources that can be made available to groups by prior arrangement. These may help you to plan your group's free time. Please ask if there is something that you particularly require, below is a selection of what is available.

**Please note:** All electrical equipment belonging to Patterdale Hall is PAT tested. It is the Group Leaders responsibility to ensure that any equipment brought on site is safe for use.

Folding Work Tables

Games Room and Tuck Shop

Overhead Projector

Classroom

Slide Projector

Payphone

Televisions and Video players

Drying Room

Flip charts and Whiteboards

Selection of Board Games

## DEPARTURE DAY...

This will be discussed on the evening before your departure. Leaders are requested to make contact with the Residential Manager or Housekeeper regarding the departure plan. It is one of the responsibilities of group leaders to ensure that rooms are left in a tidy condition.

## CENTRE GUIDELINES

Although here at the centre we are very accommodating, there are a few guidelines that we would like your group to abide by. In general we would like groups to treat the centre as they would their own home and respect all property that does not belong to them. On your arrival the house team will have insured the Hall is totally ready for your stay and this includes an audit of damage and graffiti. Please inform us of any maintenance or damage you may discover on arrival. Please help us to maintain a clean and tidy Hall by joining us in keeping a watchful eye on toilet/shower areas and general room cleanliness. Please note that individuals will be charged for any damage caused to the fabric of the centre.

## MEDICAL INFORMATION...

Everyone attending on your visit must complete our medical consent form. These should be handed to the Centre office on arrival. This is to enable us to arrange for any necessary Hospital or First Aid Treatment should the need arise. For minor problems there is a doctor available in the Glenridding Health Centre and local hospitals are in Penrith and Carlisle. Emergency Telephone Numbers are provided below for your information.

If there is an emergency at any time the Centre Staff should be notified. There will often be a member of staff on duty in the office during the evening, if not the Residential Manager can be contacted by dialling 24 on any internal phone. If the Residential Manager is not available please follow the **On Call Procedures** below. The Hall is equipped with first aid kits as required by the HSE. It is our policy that all full time members of our team receive first aid training. Whether you are under our care or running your own programme a senior member of our staff must be notified of any incident. We recommend that self programming groups bring sufficient first aid equipment with them.

## ON CALL PROCEDURES...

Sean Duffy, the Residential Manager, is resident in the Hall. He is available for emergencies in the evening and overnight and can be contacted by dialling 24 on any Centre telephone. If Sean is not available, below is a list of **Emergency telephone numbers**

### Senior Staff

Director – Dave Watkinson	(Home)	01768 482747
	(Mobile)	07976653405
Residential Manager – Sean Duffy	(Home)	Extension 24
	(Mobile)	07824645843
Activity Manager – Colin Wright	(Home)	01768 482523
	(Mobile)	07824645842
Office Admin – Sandi Haycock	(Home)	01768 482747
	(Mobile)	07766328030

### Police

All non emergencies	0845 33 00 247
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### Doctors

Glenridding Health Centre	01768 482297
CUEDOC Emergency Doctor (you will be diverted to the duty doc)	01768 482297

### Hospitals

Penrith Community Hospital	01768 245300
Cumberland Infirmary (Carlisle)	01228 523444

## ACTIVITIES AT PATTERDALE HALL...

Patterdale Hall welcomes both groups that arrange their own activity programme and those that take advantage of the outdoor activities run by Bolton School Outdoor Pursuits as licensed by the Adventure Activities Licensing Service (AALS), our license number is L7051/R0271

## GROUPS WITH ADDITIONAL NEEDS...

Patterdale Hall endeavours to integrate, where possible, pupils and adults with additional needs to the full range of activities and accommodation provided. Certain factors, for example the age of the building and your own School policy may affect this. We ask Leaders to contact the Centre to arrange a visit to discuss needs and view the building and grounds. We also encourage Parents in liaison with the group leader to visit, if needed.

## ACTIVITY PROGRAMMES BY PATTERDALE HALL...

All our activity programmes are run by Bolton School Outdoor Pursuits who are licensed under AALS. Prior to your arrival at Patterdale Hall the Activities Manager will contact you to arrange your Activity programme, which will be designed with your specific requirements in mind. To help us arrange the best programme for you please look through the following questions,

- Is there anything that you would like your group to achieve?
- What are your reasons for coming to Patterdale Hall?
- Are you planning any other excursions during your stay?
- Do you want activities to link to work undertaken back at school?

The Centre operates within the safety guidelines set out by the relevant National Governing Bodies and the AALS for all of the outdoor pursuits offered. Patterdale Hall has been inspected by the Adventure Activity Licensing Service and is licensed to provide specified activities under the following headings Water sports, Trekking, Climbing and Caving. As a centre we are also recognised by many National Governing Bodies including the RYA, AHOEC, IOL and BOF.

As part of any activity programme we will provide all specialist equipment including boots and waterproofs. Please see the kit list for other suggestions of what to bring.

Should you require any other information about the activities on offer at Patterdale Hall please do not hesitate to make contact.

## SOME SUGGESTIONS OF WHAT TO BRING...

### FOR THE HOUSE...

Wash kit, towel, night wear, casual clothes, pocket money (usually approx £2 per day), camera (disposable ones are best!). You do not need to bring sleeping bags or bedding as duvets and sheets are provided.

### FOR THE ACTIVITIES...

Whilst we will provide you with all specialist equipment you will need to bring some of your own clothing for activities. As a guide you should aim to bring **Two Complete Changes of Clothes** (not including clothes for travelling in) for weekend courses, and more for week courses. The ideal clothes to wear on an activity programme are those which will keep you warm and comfortable. Don't go out and spend lots of money on special clothes, old tracksuit trousers and jumpers are suitable.

#### For dry activities bring:

Warm socks, sturdy shoes or boots, tracksuit bottoms or equivalent (but not jeans), t shirt, jumper or fleece jacket, woollen hat or sun hat (depending on season), gloves.

#### For wet activities bring:

Warm socks, sturdy shoes, boots or trainers that will get wet, swimwear, t shirt, jumper, woollen hat or sun hat (depending on season), gloves.

**Foot Wear** varies for different activities. If you are Canoeing, Kayaking or Sailing you will need a pair of old trainers - something you don't mind getting wet. If you are going Gorge Walking then a pair of old boots are ideal, although not essential as we have a reasonable supply of these. For Rock Climbing a pair of trainers or walking boots.

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At the Hall we have a good selection of outdoor equipment e.g. Walking Boots, Waterproofs  
etc.,

If you have any of your own gear we suggest you bring it with you.

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## FIRE PROCEDURES...

Patterdale Hall has undertaken a Fire Risk Assessment designed to satisfy the requirements of The Regulatory Reform Order 2005. In case of the alarm sounding the Hall will be evacuated by our residential team. Group Leaders should take a role call of their group outside the building at their identified gathering area outside the Games Room. Fire evacuation procedures will have been detailed on your arrival, please note that the meeting place has recently changed. Fire Evacuation Procedures and Fire exit routes are detailed on the backs of all room doors, please take note of these. Should you need further information on Fire procedures, **please ask**.

### In the Event of a Fire:

1. In the event of the Fire Alarm sounding everyone must evacuate the building by following the green 'running man' signs to the nearest exit.  
This is to be done quickly and quietly.
2. The group will meet at the designated fire assembly point in the Garden, outside the Games Room.
3. The Group Leader will conduct a Roll Call.
4. The group will remain outside until the all clear is given by a senior member of the centre staff or Fire Officer to re-enter the building.

### Fire Drills...

Fire procedure practices are recorded in the book attached to the Fire Alarm control panel.

- The Fire Alarm is tested once a week and if required by the Group Leaders, a fire evacuation can be performed.

Further to this Staff fire drills will be conducted at intervals during the year.



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### RESPONSIBILITIES OF VISITING STAFF IN EVENT OF A FIRE...

In the event of the Fire Alarm sounding a member of Patterdale Hall staff will automatically take the initial action of Fire Warden. However, you will need to designate this role to a member of your staff to cover times when there is no Patterdale Hall staff on site.

**The Fire Wardens responsibilities will be, in event of the Fire alarm sounding, to take charge of the situation and designate jobs to other members of your staff team.**

#### \* Evacuating your Group

The Fire Warden needs to wear the florescent vest found at the Fire Panel outside the Centre office.

1. Give the rooming list to an appointed person to go outside to meet the group at the Fire Assembly point.
2. Appoint other persons to check rooms and muster group members outside through the nearest available fire exit. All doors and windows should be closed as the Hall is evacuated.
3. On the Alarm box, a light shows what area of the building the alarm went off in. The area indicated needs to be checked to find out which fire sensor tripped the alarm. A red light on the sensor will indicate which one it is. If the area is checked and there is definitely no fire turn the alarm off (see below). The alarm is very sensitive, spray deodorant can sometimes sets it off. If there are signs of fire or smoke, dial (9)999 immediately. **Do not put yourself at risk.**

Proceed to the assembly point in the Garden outside the Games Room and check that all of the group are present. Report any missing people immediately to the Fire Service.

Do not re-enter the building until instructed to do so by the Centre Fire Warden or Fire Officer.

You may have to organise your group while the fire is being investigated. The Stores or Classroom may provide a warm waiting place. Please remember that a quick evacuation is important in saving lives. Centre Staff will work with you to make your group safe and comfortable.

#### False Alarm

If you are positive there is no Fire you need to silence the alarm.

1. The key to the alarm box is attached to the Fire Drill record book found at the Control point.
2. Open the control panel and press the 'alarm silence' button.
3. Press 'reset'; if the alarm stays silent everything's fine. A broken call point glass, continued presence of hairspray, deodorant, smoke or a fault on the system will re-activate the alarm. If so thoroughly check the room indicated.
4. 'Reset' the alarm when the source of activation is removed.
5. If the alarm continues to sound, phone the Fire service (9)999



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**CONSENT AND PERSONAL DETAILS FORM**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Group: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dates: \_\_\_\_\_

Emergency Contacts & Phone Numbers Daytime: \_\_\_\_\_

Night: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Doctors Name & Address: \_\_\_\_\_

\_\_\_\_\_

National Health Service Number: \_\_\_\_\_

Medical Information: \_\_\_\_\_  
(if more room needed use back of sheet)

\_\_\_\_\_

Dietary Requirements: \_\_\_\_\_  
(If applicable)

\_\_\_\_\_

I agree to the above named attending the course provided by Bolton School Services Ltd.  
I give my consent for the accompanying staff/group leaders on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments.

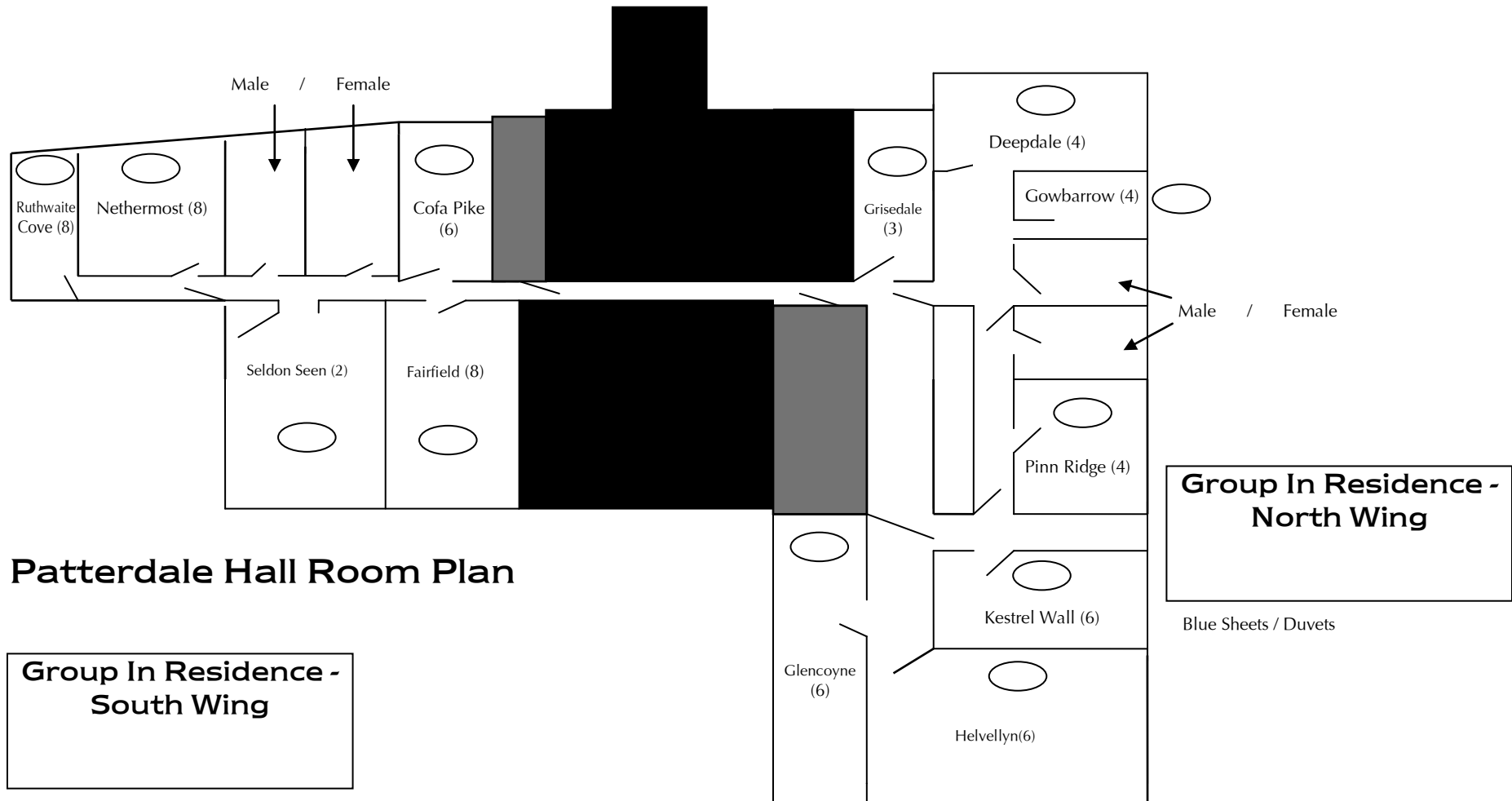
Please notify Patterdale Hall of any changes to this information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian if under 18)



ADVENTURES IN OUTDOOR EDUCATION



Patterdale Hall Room Plan

Blue Sheets / Duvets

Blue Sheets / Duvets



## ADVENTURES IN OUTDOOR EDUCATION

### GROUP FINAL INFORMATION...

In order for us to ensure that we are properly prepared for your stay please fill this form in and return it to Patterdale Hall not less than two weeks prior to your arrival. Please note that the numbers entered on this sheet are the minimum numbers that you will be invoiced for.

Name of Group

Dates

Time of Arrival  Time of Departure

Preferred Evening meal Time(1<sup>st</sup> Night)

#### Numbers

U16 Males	<input type="text"/>	U16 Females	<input type="text"/>
Leaders Male	<input type="text"/>	Leaders Females	<input type="text"/>

#### Preferred Meal Times

Breakfast	<input type="text"/>
Evening Meal	<input type="text"/>

#### Any Special Dietary Requirements

Please post to Patterdale Hall, Glenridding, Penrith, Cumbria, CA11 0PT or fax on 017684 82660