

# 24<sup>th</sup> Abingdon (Dry Sandford) Scout HQ

**Address:** Lashford Lane, Dry Sandford, Abingdon OX13 6DY

**Contacts:** Kerry O'Callaghan, 07717 500079; Rebecca Thomas, 07717 693724

Thank you for your booking. Please refer to your booking confirmation for any access codes and for details of what areas you have booked. This guide provides information about where to find things and a reminder of how to leave things when you are finished. Please take a few minutes to read through.

***Please note: all rubbish must be taken with you when you leave; please don't leave bin bags behind. Cleaning equipment (vacuum, mop, broom, dustpan and brush) can be found in the kitchen, meeting room, main hall and cupboard in the disabled toilet.***

***Whilst you are welcome to make use of consumables in bathrooms/kitchens (e.g. toilet paper, kitchen roll, soap, washing up liquid, cleaning spray) we cannot guarantee that any of these items will be provided (so please bring your own supply!) and we would ask that you replace anything you use up.***

***Please report any breakages/damage as soon as possible so we can ensure things are ready for the next group to use.***

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## Fire alarm and fuseboard

The fire alarm panel is in the hallway, high up on the left at you look towards the main entrance door. To reset the alarm locate the "Reset" button; press and hold until the board lights up.

The fuseboard is located in the electrical cupboard in the toilets. You will find the key for this cupboard on a hook at the top left of the door.

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## Camping field/toilet block (if booked)

- **Field:** be aware that the field can become a little swampy at the far end; please **do not** drive any vehicles onto the field (save in an emergency).
- **Woods:** you are welcome to use the woods – great for shelter building, blindfold trails and wide games; you can also use the stream. The stream/fences mark the boundary – please do not go beyond this.
- **Camp fire circle:** feel free to make use of the campfire circle but please provide your own wood (prepared wood stored onsite must not be taken) – you may use fallen items from our woodland.
- **Obstacle course:** you may use this course at your own risk; a general risk assessment is provided but carry out your own assessment for your group. Be aware that it can become slippery in wet conditions.
- **Washing up station and outside tap:** you may need to turn the water on; the stop cock is located on the right hand side inside the toilet block. Please turn the water off when you leave.
- **Toilet and shower block:** if you have access to this you will be provided with a key and access code.

### Before you leave

- **Field/woods:** ensure that all litter is picked up and that nothing is left lying around.
- **Camp fire circle:** remove all litter (in particular, check for any metal/nails), ensure any fires are fully extinguished and leave the circle ready for the next group to use.
- **Toilet block:** check that all toilets are clean and flushed; wipe down sinks; check showers are clean; sweep and mop the floor as needed; empty bins; turn off water if switched on; turn off lights. A broom and mop are available in the toilet block.

## Indoor toilets (if building booked)

- **Disabled toilet:** a single toilet in a room within the toilets, with its own basin.
- **Cubicles:** two separate cubicles.

### Before you leave

- Check toilets are clean and flushed.
- Wipe down sinks.
- Sweep as needed and mop if necessary.
- Empty bins and take all rubbish with you.
- Turn off lights.

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## Main hall (if building booked)

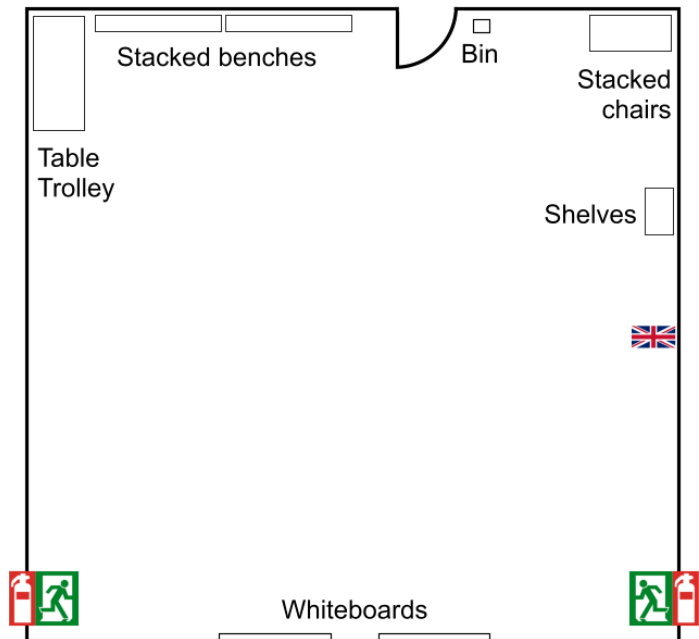
Tables x 14 (folding) | Benches x 20  
Folding Chairs x 30 | Whiteboards x 2

Approximately 9.5m x 9.5m

### Before you leave

*Please refer to the layout plan for where everything should be left when you are finished.*

- Wipe down tables, clean the white boards and empty the bin (as needed).
- Put tables away on the storage trolley; stack benches at the side of the room.
- Sweep or vacuum the floor as needed and mop if necessary.
- Make sure the fire doors are closed.
- Turn off lights.



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## Meeting room (if building booked)

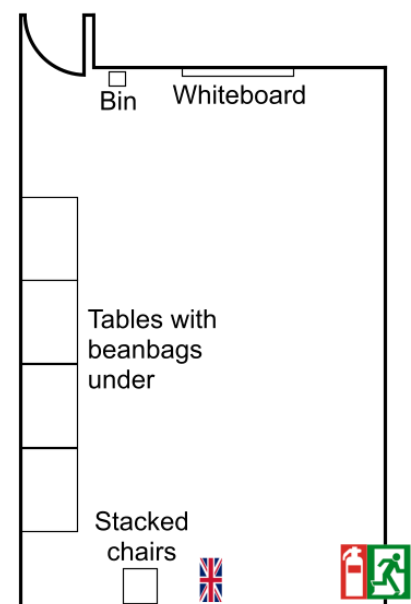
Tables x 4 (fixed) | Padded Chairs x 5 | Beanbags x 9 |  
Floor cushions x 13 | Whiteboard x 1

Approximately 8m x 5.3m

### Before you leave

*Please refer to the layout plan for where everything should be left when you are finished.*

- Sweep or vacuum the floor as needed.
- Put the beanbags under the tables.
- Wipe down tables, clean the white board and empty the bin (as needed).
- Make sure the fire doors are closed.
- Turn off lights.



## Kitchen (if building booked)

The kitchen is equipped with basic equipment, stored in clearly marked drawers and cupboards. **You may use our equipment but please clean it thoroughly (don't rely on young people to have done this properly) and put it away in the correct locations.** If you are using your own equipment please take care not to take our equipment when you go and please let us know of any breakages.

**Please bring your own supply of bin bags, tea towels, dishcloths, washing up liquid and other cleaning supplies: the ones in the kitchen are for group use, so please replace anything you use.**

- **Fridge/freezer:** we have a large fridge and freezer available for your use.
- **Ovens/hobs/microwave:** there are three ovens and three electric four-burner hobs plus one microwave available – user guides for oven/hobs can be found in the top drawer between the sinks.
- **Toaster:** a four-slice toaster is stored in the black base corner cupboard.
- **Kettle/urn:** electric kettles x 2 for standard use and 30L urn for larger groups.
- **Cooking equipment:** basic cooking equipment is provided.
- **Cutlery and crockery:** plates, bowls, beakers, mugs, cutlery available for your use (for up to 40 people).

### Before you leave

- Clean all cooking equipment, cutlery and crockery and put it back where you found it.
- Clean hobs and sinks (ensuring food scraps are removed from plugholes) and wipe down all surfaces.
- Sweep or vacuum the floor as needed and mop if necessary.
- Clear out fridges, freezers and cupboards and wipe up any spills – do not leave any leftover food.
- Place any of our tea towels that you have used in the dirty items bag.
- Empty bins and take all rubbish with you.
- Make sure the fire door is closed.
- Turn off lights.

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## Local information – in an emergency call 999

- **Minor injuries unit – 01865 904346 (10 mins drive):** 10am-10:30pm every day - **Abingdon Community Hospital** - Marcham Road, Abingdon OX14 1AG
- **A & E – 01865 337267 (25-30 mins drive):** 24 hours – **John Radcliffe Hospital Emergency Department**, Headley Way, Headington, Oxford OX3 9DU
- **Police – 01865 841148 (10 mins drive):** 8am-4pm Monday-Friday – **Abingdon Police Station**, Colwell Drive, Abingdon OX14 1AU

**Wootton shops (12 mins walk or 2 mins drive) – Besselsleigh Road, Wootton, Abingdon OX13 6DN:**

- **Co-op Food (small supermarket):** 7am-10pm every day
- **Wootton Pharmacy – 01865 736136:** 9am-5.30pm, closed Sat afternoons, Sun and lunch (1pm-2pm)
- **Leo's Fish and Chips – 01865 736302:** Tuesday-Saturday 11:30am-2pm and 4:30pm-9pm
- **The Bystander Pub – 01865 735234:** 11am-11pm (closes 10:30pm Sun), kitchen open 11:30am-9pm

### Supermarkets

- **ALDI (7 mins drive):** 8am-10pm Mon-Sat, 10am-4pm Sun – Wootton Road, Abingdon OX14 1FE
- **Tesco (10 mins drive):** 6am-12am Mon-Sat, 10am-4pm Sun – Marcham Road, Abingdon OX14 1TU

### Outdoor shop

- **Decathlon (10 mins drive):** 9am-7pm Mon-Sat, 10am-4pm Sun – Tower Retail Park, Seacourt, West Way, Oxford OX2 0JJ