

# Bedgebury Team Building

## Welcome Pack



**There's no WiFi in the woods, but you will find a better connection!**



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# Your Visit

For more information about your visit the Kent High Weald Partnership Officers will be happy to answer your questions.

**Contact Saul or Steph via email on [TeamBuilding@khwp.org.uk](mailto:TeamBuilding@khwp.org.uk)**

## Enjoying the Experience

The wellbeing of visitors to Bedgebury is our priority.

To ensure this, it is important that the leader reads all the information set out in this document. The leader must ensure that all participants are correctly dressed and equipped for the visit.

## Pre-visit Checks

We advise you to visit the site before hand to carry out your own risk assessment and familiarise yourself with the site and location of the facilities.

If you would like to organise a pre-visit check please email [TeamBuilding@khwp.org.uk](mailto:TeamBuilding@khwp.org.uk)



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# Who are the Kent High Weald Partnership?

The Kent High Weald Partnership (KHWP) is a non-profit organisation working to 'link the community and countryside' across the borough of Tunbridge Wells. We achieve this by delivering environmental education, Forest School programs, land management for wildlife, volunteering and family events.

KHWP has a dedicated team of Level 3 Forest School Practitioners and qualified teachers delivering a wide range of educational activities both in, and outside of the classroom. Since 2012 this has included Forest School programs at Bedgebury Pinetum.

## Team Building Staff at KHWP



Saul Fajerman



Cally Fiddimore



Kelly Vincent



Ian Johnstone

Steph Dowling

Tirzah Bottomley

Rebecca Messenger

Vikki Osbourne

KHWP were established in 1991, and are core-funded by Kent County Council and Tunbridge Wells Borough Council. We are insured under KCC's PLI policy for up to £50 million, and are guided by the Kent Safeguarding Children's Board in our delivery of work with young people. All staff are subject to enhanced DBS checks, and hold a full first aid at work qualification.



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# Team Building Activities at Bedgebury

The group will be divided into teams. Every activity can win points for the team, and the team with the most points at the end of the session is the winner!

## Team Challenge

The team challenge is a series of five 10-minute challenges that will test brain and body, but mostly the communication and leadership skills of the group.

Team challenges include:

***Crossing the Snake Pit*** — a physical challenge that requires strength, balance, a clear plan as well as some wooden planks and milk crates.

***The Communication Caterpillar*** — a communication and trust activity as blindfolded team mates guide each other around a woodland course.

***Abandoned Herbicide*** — lateral thinking is required to move the 'poison' with the given equipment without touching or spilling it.

***Barrow Ball Relay*** — A fun and frantic ball kicking; wheelbarrow wheeling; football throwing; dressing up; crazy scramble for points.

***Towers of Hanoi*** — A fiendish ancient maths puzzle made big with car tyres and wooden posts.

**Points can be won and lost on all activities!**



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# Team Building Activities at Bedgebury

## Shelter Building

Bring out your inner engineer with this shelter building challenge. Working in teams and using natural materials, you will construct sturdy and weather proof shelters.

The shelters will be subject to rigorous tests to ascertain their structural integrity and water proof qualities (we use a member of staff and a large bucket of water to do this). Points will be awarded based on the results.



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# What to Bring and Wear on the Day

*“There is no such thing as bad weather only the wrong clothes”*

*Ancient Scandinavian saying*

## Clothing

Please wear clothes that are suitable for the weather. You will enjoy the day much more if you are comfortable. We will be outside all day so there is always the risk of bites, scratches and stings. This can be largely avoided by wearing the correct clothing.

### During the winter months:

- Hat and gloves
- Jacket/ waterproof coat + trousers if possible
- Fleece/ jumper
- Warm trousers
- Wellies/ walking boots/ sturdy shoes

### During the summer months:

- Sun hat and sun screen
- A thin, long sleeved top/long sleeved t-shirt
- Long sleeved jumper
- Trousers NOT shorts (you can change after activity)
- Sturdy shoes/ walking boots
- Water proof coat

The sessions will continue regardless of weather unless specific risks are identified i.e. high winds, very low temperatures and floods.



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# Risks and Hazards

*Contact Saul Fajerman for the full site risk assessment.*

## **Slips, Trips, Falls and Stumbles**

During the sessions the ground under foot will often be uneven. Proper footwear and an awareness of your surroundings should minimise any accidents.

## **Bites, Stings and Scratches**

There will be nettles and brambles around the area as well as midges and wood ants. We suggest you bring insect repellent but the best way to avoid bites, stings and scratches is to adhere to our clothing requirements and wear long trousers and long sleeved tops.

## **Adverse Weather Conditions**

We will endeavour to run the sessions in almost all weathers and expect attendees to be suitably dressed to participate. In the case of high winds we will refer to the High Winds Cancellation Policy within this pack. If cancellation is necessary, we will let the school/organisation know as soon as possible. In the event of cancellation due to the weather, a full refund will be made.



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## Eating and Drinking

Food and drink is not provided as part of the session so please bring your own refreshments. The Bedgebury Pinetum café will be open with a variety of hot and cold food and drink options.

For further details, you can contact the café on 01580 854455 or email [info@bedgeburycafe.co.uk](mailto:info@bedgeburycafe.co.uk)

As well as the café, seating areas are also available around the visitor centre for public use.



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# Group Leader Responsibilities

1. The group leader is the person from the booking organisation who is the main point of contact with KHWP and is responsible for the behaviour and overall wellbeing and organisation of the group.
2. The group leader must hold emergency contact details and medical information of participants.
3. The group leader must inform the lead KHWP staff member of any special medical or other needs preferably before the session.
4. The group leader is responsible for any medication needed by members of the group (e.g. inhalers) and their use.
5. The group leader must ensure that all participants are informed of the appropriate clothing required for the visit.
6. The group leader is responsible for organising the group's transport and associated risk assessments for the journey to and from the site.
7. All KHWP staff are First Aid trained, and will have First Aid kits with them at all times. KHWP is happy for the group leader to be the nominated first aider for the group but please read the First Aid and Emergency Incidents procedure in this pack.

**All groups participating in activities with KHWP are covered under Kent County Council's Public Liability Insurance policy. Groups will need their own insurance for getting to and from the site.**

## **KHWP responsibilities:**

1. The KHWP leader will provide all the equipment and resources for the required activities, reserving the right to alter arrangements to ensure safety.
2. The KHWP leader will carry out the risk assessment (s) for the activities and review them regularly.
3. The KHWP leader will have a First Aid kit and phone with them at all times.



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# First Aid and Emergency Incidents

**The KHWP leader will be responsible for the administration of First Aid unless alternative arrangements have been made**

All KHWP staff members are trained first aiders. Some members of staff have had additional Outdoor first aid training

The KHWP leader will carry the group welfare pack which contains a 50 person first aid kit, survival blankets and additional equipment.

***Any adult who witnesses or is involved in an incident, such as a serious injury, or suspects him/herself or another person to have a serious illness, should immediately alert KHWP leader or another member of staff, who must immediately inform KHWP leader.***

- 1) KHWP staff or nominated first aider assess the injury to decide whether or not it is serious or minor. Other assisting adults to provide crowd control
- 2) If it is a minor injury the nominated first aider is to provide treatment and the session can continue as normal. If it is a major incident then the group will need to gather together and do a head count. If directed by KHWP staff the group should gather by the visitor centre. At least one member of the group needs to stay with the casualty with any medical information and help monitor the casualties condition.
- 3) The KHWP first aider will decide what action is appropriate and put this into effect. The assisting adult will call the emergency services first, then the FC Visitor Centre so they can coordinate with the emergency services if necessary then call the casualties emergency contact.
- 4) KHWP to assess the impact on the rest of the group to either carry on with the session or arrange for group to end the organised activities.



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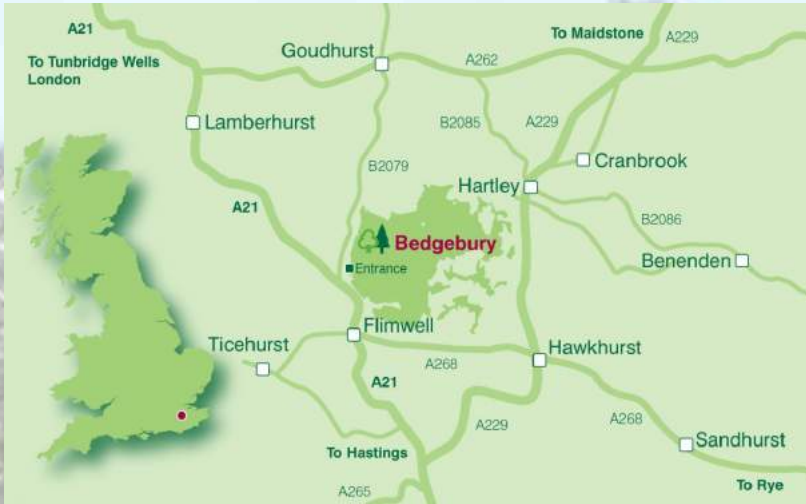
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# Directions to Bedgebury Pinetum



**Address: Lady Oak Lane,  
Goudhurst  
TN17 2SL**

## Satnav Instructions:

If you are coming from the Ashford/  
Maidstone direction then we advise  
you to use TN5 7QJ

## From London

Leave the M25 at junction 5 and join the A21 southbound towards Hastings. Bedgebury is signposted off the A21 on the B2079, approximately 12 miles southeast of Tunbridge Wells and 16 miles northwest of Hastings.

## From the north and east

Take the A262 to Goudhurst, and then turn by the village duck pond to take the B2079 (signposted to Flimwell). Follow this road for approximately 3 miles and you will find the main entrance to Bedgebury on your left.

## From Brighton (and the west)

Travel through Lewes and Uckfield to Heathfield. Take the A265 from Heathfield to Hurst Green, turn left onto the A21, drive straight across at the Flimwell Crossroad. Bedgebury is signposted from here (a right hand turn onto the B2079) and will be found approximately half a mile along the road on the right.

## From the south

Take the A21 to the Flimwell Crossroad, drive straight across and then follow the sign to turn right onto the B2079. Bedgebury is approximately half a mile along on the right hand side.



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## Auto Entry-Exit Car Park Barrier System

The main visitor entrance for Bedgebury has an entrance/exit barrier system based on number plate recognition. Groups may be eligible for free or reduced admission (parking) rates, please get confirmation before the day of arrival. Otherwise, standard parking will be charged for the vehicle at a daily rate. This system is ticketless, although a receipt is issued for payment.

### Group visits — On entry

When you arrive, if in a coach use the nearside lane, and stop at the barrier.

A camera will log your vehicle's registration number.

The barrier will lift, allowing you to enter and park.

Please ensure your coach parks in the designated area (angled BAY ON RIGHT after first speed hump, is normally the coach & minibus parking area).

Once parked please go to reception and provide your vehicle registration details (visits are usually free with us) if you are not in a coach please tell khwp at your time of booking.

### Getting to site

Groups in coaches are met by the KHWP staff member leading your group on the day and escorted to the team building area. If no one is there to meet you then ask at the Visitor Services desk within the Information Office for assistance. We suggest the safest route from the car park coach bays is to cross the access road at the lower corner, just before the bend, to the wide gates opposite. Go through the smaller gate into a non-traffic road. Follow this to a wide surfaced area in front of our 'Fir Cone' sculpture (this is the 'Muster Point' in case of emergencies.) Turn left along the pedestrian path which leads to down in front of the lake to the Visitor Centre.

### On exit

Return to coaches using above pedestrian route. Please close gates after use.

Vehicles must turn right out of the coach parking bay onto the access road, follow this to exit barriers. It is a one-way route - look for the arrows.

As coach approaches the exit barrier, the camera will note your vehicle's registration number and if you have previously registered this the barrier will rise to let you leave.

**You will not be able to leave the site unless your vehicle's number plate has been entered onto the system**



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# High Winds Cancellation Policy

## *Policy*

*Weather is a part of being outdoors and a great way for children to regulate themselves and assess their own needs. As far as possible sessions will continue in blustery wind, rain, very low temperatures and snow.*

## *Procedure*

1. If the wind is forecast for over 32 miles per hour and /or gusts of over 50 miles per hour the Forestry Commission high wind policy will be activated and the site will be closed and the sessions cancelled
2. A warning about the potential need to cancel will be made the day before the session is due to run, based on the weather forecast.
3. The final decision on cancellation will be made in the morning before the session runs.
4. In the event of KHWP having to cancel, a full refund will be made.



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# Further Information



The Friends Of Bedgebury Pinetum is a charitable organisation that support the work of the Forestry Commission at Bedgebury Pinetum and Forest

[www.bedgeburypinetum.org.uk](http://www.bedgeburypinetum.org.uk)



Forestry England is the government department responsible for protecting, expanding and promoting the sustainable management of woodlands and increasing their value to society and the environment [www.forestry.gov.uk/bedgebury](http://www.forestry.gov.uk/bedgebury)



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