



Welcome Pack for Schools, Youth and Community Groups at Laughton Greenwood

Thank you for your interest in bringing your group to Laughton Greenwood.

This pack is intended for all groups working with and supporting children and young people of all ages and abilities within the local community and surrounding areas. And so, whether you want to book a space to run your own bespoke session or want to bring your group to do a session led by an experienced practitioner, this pack is for you.

The information here has been designed to guide and support you and your group members in accessing the woods safely and easily, whilst also mindfully minimising the impact of human activity on the woodland areas, habitats and wildlife that live there.

At Laughton Greenwood (LGW), providing access to nature is one of our core guiding principles. Creating opportunities for children and young people to connect with nature and explore the natural world through active learning, play and curiosity are fundamental needs and rights of every child, and we want to support you in the best way we can to feel confident in utilising our woodland as your resource.



We have several bespoke structures and easily accessible areas that are available for hire within the woodland for your activities, and if you have not yet been to visit Laughton Greenwood then please do reach out to our Community Engagement Lead, Charlie Irving at community@laughtongreenwood.co.uk who will be able to show you around and discuss ideas and next steps with you.

If you have had a recent session funded by The Crucible Trust and have already experienced what is available in terms of site areas and facilities, then you will be familiar with the areas for access, and hopefully feel confident to self-initiate learning experiences for your groups moving forwards.

In 2024 the Crucible funding enabled over 133 children and young people to access the woodland for learning and community experiences. And so, with this in mind, we have seen what is possible for groups of all ages and abilities in being able to gain positive experiences there. We are looking forward to hearing about yours.



Exploring habitats and pond life



Practical skills & woodland exploration



Please note, it is always possible to access the woods freely without booking, as long as your group stays on and around the public pathways that can be seen on our [map](#) and you park near the byway with public access and parking on Park Lane.



Outside of the public paths, areas and facilities such as the Carpenters Hut, Keepers Shelter and Underwood Shelter, car parking and compost toilets are only available and accessible by booking with us directly; info@laughtongreenwood.co.uk.

If you are bringing a group to Laughton Greenwood, booking in advance is advisable as this helps us to ensure that there is no overlap with private bookings and safety can be assured from any woodland management activities taking place such as felling.

Group and youth bookings are set at £60 per session when hiring independently. This will give you access to the car park, toilets and as well as your chosen shelter area.

To make a booking: please complete the attached booking form and return it to info@laughtongreenwood.co.uk. Our administrator will confirm your booking, send you the terms and conditions for signing and returning, and send your invoice for payment.

Please note that you are responsible for ensuring you have the necessary insurance in place and conduct a risk assessment for your own activities.

In this pack you will find:

- Site map (page 4)
- Useful information (page 5)
 - Instructions for using the toilets
 - Additional resources
- Risk assessment template (page 7)
- Site emergency action plan (page 9)
- Fire guidelines (page 11)
- Terms and conditions for use of the woods (page 12)

Our health and safety information, including risk assessments are all available on request.

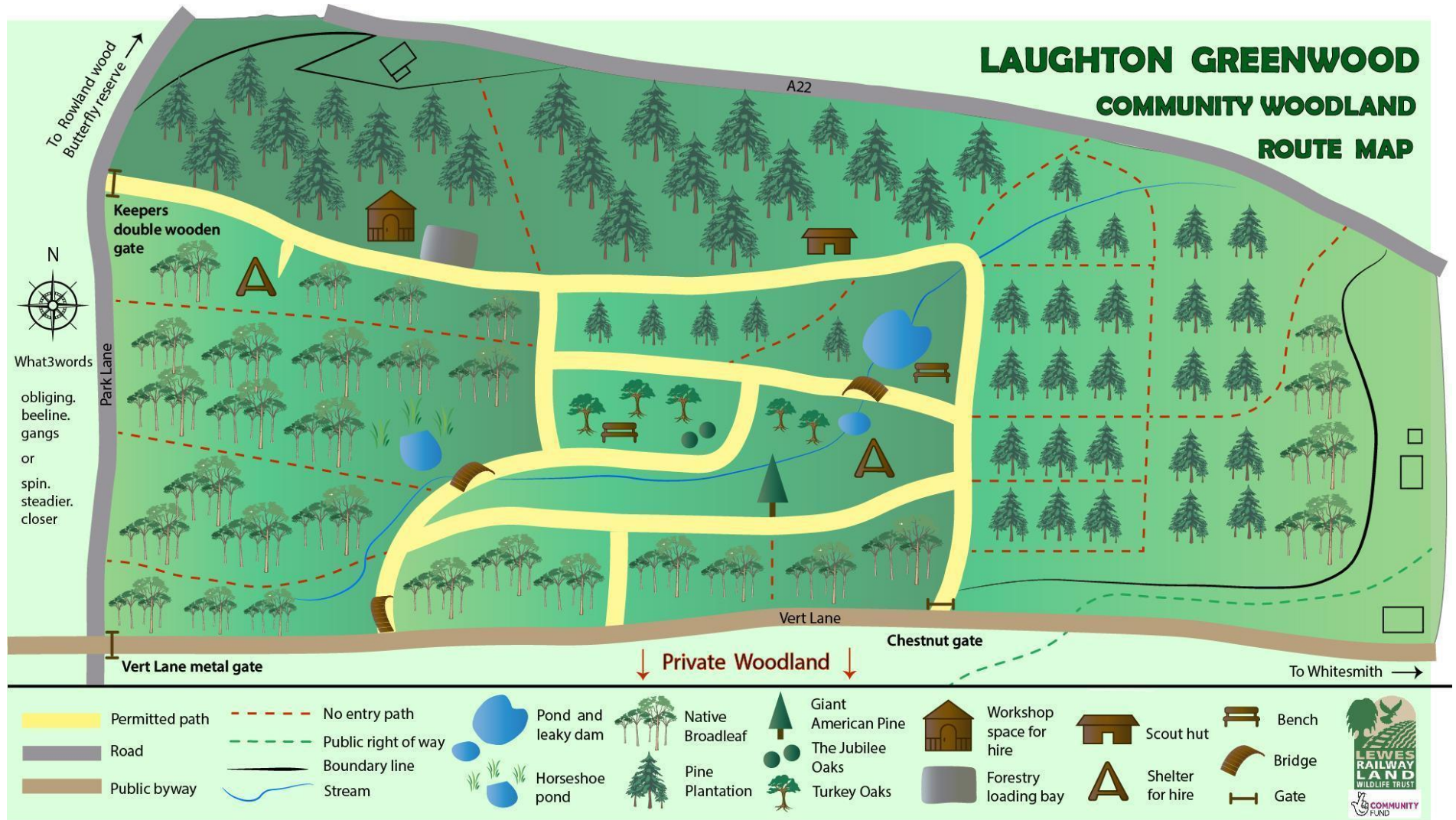
If you have any questions or would like to make a booking then please do not hesitate to contact us, info@laughtongreenwood.co.uk

We look forward to welcoming you to Laughton Greenwood.

Laughton Greenwood Committee



Site Map



Useful Information

Toilets

There are simple sawdust compost toilet facilities on site that are available for you to use. In time, the resource-rich nutrients are recycled to feed the land.

Our Site Manager will dispose of toilet waste, but if you could support us in the following ways when using the toilet area, that would be most appreciated.

- Toilet paper and sanitary items (including nappies) **MUST NOT** go down the toilet.
- Toilet paper and sanitary items, (incl. nappies) are to go into the **small black bin** (with purple bin bags) provided.
- After your session is finished, please **take the purple bin bag away with you** to dispose of independently and please replace a new purple bin bag before you leave for the next person.
- If you use any black bin bags for rubbish/recycling/compost etc, then please take these as well to dispose of these independently.
- At the end of your session, **please clean the toilet areas** for the next person.
- The following cleaning items can be found in the storage box in the toilet area.
 - Purple bin bags for the small black toilet bin
 - Black bags for any litter
 - Disinfectant spray
 - Blue paper
 - Gloves
- Please report any issues to us as soon as possible.

Additional Resources

Firewood

Whilst you can forage your own wood, we are able to provide a crate of kindling + ready to go seasoned logs for £35/crate.

Please let us know in advance if you would like to purchase a crate of wood so that this can be prepared for you.

Sessional Workers

If you would like someone to help deliver a session for you, e.g. Forest School/Outdoor learning activities, we are able to put you in contact with local experienced professionals.

For all direct woodland management activities, please do let us know what kind of activities you and your group are interested in and we can put you in direct contact with them.

First Aiders

If you require a first aider to join you on site, this can be arranged for an additional charge.

You are expected to provide your own First Aider and First Aid kit as standard practice.

Wheelbarrows

There are wheelbarrows on site that you can use if needed. Please return them after use.

Water

We provide handwashing water in the toilet areas for your use, but we always recommend that you bring any extra water that you might need with you.

We do not have any drinking water on site and so recommend that you bring this with you.

Woodland resources

If you would like to utilise any woodland resources on site, such as wood/clay etc please do let us know beforehand and we can advise you on best sources and appropriate areas. Cutting/coppicing wood is not permitted.

LGW Site Risk Assessment – template for reference only

Please use this as a reference only to help inform you of how to assess your own activities. A copy of our full site risk assessment is available on request.

<i>Hazard</i>	<i>Reason</i>	<i>At risk</i>	<i>Severity</i>	<i>Likelihood</i>	<i>Action by</i>	<i>Measures</i>	<i>Resulting risk</i>
<i>Health of attendees</i>	<i>Fitness, medical history</i>	<i>All</i>	<i>High</i>	<i>Medium</i>	<i>All attendees</i>	<i>Medical concerns made known; fitness assessed</i>	<i>Low</i>
<i>Hygiene</i>	<i>Water, food toilets</i>	<i>All</i>	<i>High</i>	<i>Medium</i>	<i>All attendees</i>	<i>Advise on toilet/washing facilities</i>	<i>Low</i>
<i>Site</i>	<i>Slip, trip, fall, deadfall, low branches, stacked timber, wet ground</i>	<i>All</i>	<i>High</i>	<i>Medium</i>	<i>All</i>	<i>Advise on safe movement; highlight immediate dangers</i>	<i>Low</i>
<i>Weather</i>	<i>Hot or cold related illness</i>	<i>All</i>	<i>High</i>	<i>Low</i>	<i>All</i>	<i>Ensure correct clothing and monitor weather; cancel if conditions adverse</i>	<i>Low</i>
<i>Party gets separated</i>	<i>Walking speeds; stopping for observations</i>	<i>All</i>	<i>Medium</i>	<i>Medium</i>	<i>All</i>	<i>Walk leader to count at each stop; General orientation to be given at start</i>	<i>Low</i>

<i>Uneven ground</i>	<i>Vehicles can slip or overturn</i>	<i>Drivers and passers by</i>	<i>High</i>	<i>Medium</i>	<i>Drivers and all attendees</i>	<i>Vehicle fit to drive (with tyres) on rough ground; drivers experienced in conditions</i>	<i>Low</i>
<i>Difficult emergency access</i>	<i>No hard roads into work area</i>	<i>All</i>	<i>High</i>	<i>Low</i>	<i>Organisers</i>	<i>Review emergency procedures before event starts and ensure adequate for conditions</i>	<i>Low</i>
<i>Tick bites</i>	<i>Lyme disease risk</i>	<i>All</i>	<i>Medium</i>	<i>Medium</i>	<i>All</i>	<i>Long clothes and boots; check for ticks afterwards</i>	<i>Low</i>

Site Emergency Action Plan

All Emergency Contact Numbers	Major incident: 999 Minor incident: 111 Hayley Alderson-Coote: 07725894811(First Aider) Steve Lewis (committee member): 07902696807
Nominated First Aider	Hayley Alderson-Coote
First Aid Kit Location	Carpenters Hut and Compost Toilet
Site Address	Upper Vert Wood Park Lane Laughton BN8 6BP
Keepers Gate Car Park Grid Ref /what3word	Grid ref: TQ5175714383 //half.renewals.diamond
Nearest Landline Address	The Thatched Garage Park Corner Lewes BN8 6RD <i>Not open on Sundays</i> Blackberry Farm Park Whitesmith Lewes BN8 6JD <i>Open Sundays</i>
Nearest Defibrillator Location Available 24/7	The Shaw, 2 Whitesmith, BN8 6JD <i>2-minute drive from Keepers Gate loading bay</i>
Mobile Phone Signal	Variable throughout the woods best in Keeper Gate car park
Access Type for Vehicles	Road vehicles up to the car park, only 4x4 vehicles through parts of the wood

Ambulance Meeting Point Details at Keepers Gate, on Park Lane	Grid ref: TQ5155814495 //crinkled.handbook.sulk Park Lane, Laughton East Sussex, BN8 6BP
Ambulance Meeting Point Details at Chestnut Gate, on Vert Lane	Grid ref: TQ5202613894 //copy.writers.directive Vert Lane, Laughton, East Sussex BN8 6JH Access from Whitesmith
Ambulance Meeting Point Details at Blackberry Gate, on A22	Grid ref: TQ 52194 14484 //directly.stack.ruffling Whitemith, East Sussex, BN8 6JD Access from A22
Helicopter Landing Site, Grid Ref and what3words	NOT IN LGW – Nearest is half-mile away at Rowlands Wood Nature Reserve, Park Lane, Lewes, BN8 6RD Grid Ref: TQ511148 what3words: //command.parade.chuck
Nearest A&E Hospital Address and Telephone number	Eastbourne District General Hospital Kings Drive Eastbourne BN21 2UD 03001314500
Nearest Minor Accident Hospital Address and Telephone number	Uckfield Hospital Framfield Road Uckfield TN22 5AW 01825769999

Fire Guidelines

We want you to enjoy your experiences here. Having fires and sitting around a fire is most welcomed within the designated fire areas and in the optimum way.

If you plan to have a fire, this should be covered in your risk own assessment.

Here are some recommended guidelines for how we can support you to be safe around the fire.

- Sit a safe distance of 1.5m away from your fire.
- Use a Fire Bowl to contain the fire and lift it off the ground
- Wind affects direction of the fire; being aware of the wind is important for outside fires
- Ensure there is at least 1 bucket of water nearby to be able to extinguish your fire properly after use.
- This clean water can also be used to put your hand into if you accidentally burn your hand.
- Have a burns kit nearby to manage any accidental and small/minor burns.
- When tending/managing/adding to the fire, please ensure that long hair and loose clothing is kept away from the fire.
- Please do not throw sticks, food or rubbish into the fire.
- Please only burn natural woods and kindling.
- Do not leave children unattended by the fire.
- Please ensure that your fire is entirely out before walking away from the Fire, (add water to distinguish if needed).
- If you do decide to make a fire in the designated areas then checking the ground and digging into the ground with a stick to check for residual heat reduces risks of woodland fires.
- Please remove and empty the charcoal from your fires into the designated areas on site.
- In the case of a fire burn; please find the onsite first aider and seek medical attention if needed.
- Locate the nearest A&E department; see Emergency Action Plan.

Terms and Conditions

Definitions

For the purposes of the booking agreement and the conditions of hire, the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation, that organisation. “Premises” means those parts of the Laughton Greenwood woods stated on the “Booking Form” subject to this hire agreement. “Booking” means the contract between the Hirer and Laughton Greenwood CBS as detailed and on the terms of this agreement (the “Booking Form” of which these conditions form part). “Period” means the time or times reserved under these conditions and “the Event” means that described and authorised by the Booking. If the Hirer is in any doubt as to the meaning of any of the conditions, the Booking Coordinator should immediately be consulted.

Hiring agreement

In consideration of the Hire Fee detailed on the Booking Form, the Laughton Greenwood CBS agrees to permit the Hirer to use the Premises for the Event and for the Period(s) described in the booking form. All details inserted in the booking form are part of this Agreement. This Hiring Agreement includes these Standard Conditions and Special Conditions set out below.

Standard conditions and Special Conditions of hire

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstructions. To avoid any overlap with other groups/activities within the woods, please ensure that your group is aware of the site area being utilised for hire and the possibility of coming into contact with the general public and dog walkers within the woodland.

See [map and public access areas](#) which include the main gate walking in; please add this to your own risk assessments.

3. Payment

Payment is due in full 30 days before the event. If your event is within 30 days of booking, full payment is due upon booking.

We only accept payment by bank transfer. Details of which will be on the invoice sent to you at the time of booking. We do not accept cash or cheques. The Hirer is responsible for any costs incurred by Laughton Greenwood in the event of any bank charges being levied.

Members of Laughton Greenwood Community Benefit Society receive a 20% discount on the rental price. Members are those people who have bought one share or more. If you would like to become a member of Laughton Greenwood CBS, please see the membership form on our [website](#).

4. Cancellation

If the Hirer cancels the booking at least four weeks before the date of the event, Laughton Greenwood will return in full any fees already paid. If the Hirer cancels the booking between two and four weeks before the date of the event, Laughton Greenwood will return 50% of any hire fees already paid. If the Hirer cancels the booking less than two weeks before the date of the event or fails to proceed with the booking thereafter, Laughton Greenwood will retain any hire fees already paid. Laughton Greenwood reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- a. the management committee reasonably considering that
 - i. such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - ii. unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- b. the premises becoming unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a full refund of any hire fees already paid, but Laughton Greenwood shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

5. Use of premises

The Hirer shall not use the premises (including the car park if any) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

Laughton Greenwood is a private facility managed by Laughton Greenwood CBS and is made available for use by the public. The Hirer should be aware that in the event of any accident occurring to themselves or their guests during the period of hire, no claims can be made against Laughton Greenwood CBS.

If you are an organisation/charity hiring the wood, Laughton Greenwood assumes you have all the appropriate insurance, first aider and risk assessments in place to bring groups of people into the woods.

If you are a small group of friends, hiring the wood for a social occasion, you are using the wood at your own risk.

Laughton Greenwood Community Benefit Society has Public Liability Insurance for general public use of Laughton Greenwood woodland.

6. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

7. Insurance and indemnity

- a. The Hirer shall be liable for:
 - i. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises.
 - ii. all claims, losses, damages and costs made against or incurred by Laughton Greenwood, their members, volunteers, or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer, and
 - iii. all claims, losses, damages and costs made against or incurred by Laughton Greenwood management committee, volunteers, or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Laughton Greenwood management committee and, volunteers, and invitees against such liabilities.
- b. Laughton Greenwood shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Laughton Greenwood shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Laughton

Greenwood management committee and, volunteers and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

- c. Where the Laughton Greenwood does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Booking Coordinator. Failure to produce such policy and evidence of cover will render the hiring void and enable the committee to rehire the premises to another Hirer.

Laughton Greenwood is insured against any claims arising out of its own negligence.

8. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Laughton Greenwood management committee with a copy of their DBS check and Child Protection Policy on request.

Any activities provided to children by the Hirer are done at the Hirer's discretion, and offered with appropriate supervision and risk management.

Lost child considerations; please ensure that you have agreed and communicated a meeting place and procedure for any lost child within your group and staff. Laughton Greenwood will provide the emergency action plan for emergency services but you are responsible for considering this with your group.

9. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Local Authority, the Licensing Authority, or otherwise best practice, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is provided or which is attended by children. The Hirer shall also comply with best practice in terms of Health and Safety.

10. Fire

We have guidelines for how we would prefer you to make and manage fires on site. If you choose to light a fire, please let us know beforehand and only make fires in the designated areas. We have a fire bowl and fire gloves available which the Hirer may use, but these remain the property of Laughton Greenwood and should be returned after use. Please ensure that you limit any impact made by fires and ensure you have your own risk assessment in place, ours are provided as a guideline only.

Please refer to the Laughton Greenwood Fire Risk Assessment.

There is rainwater available for extinguishing fires on site, but we also recommend having a clean bucket of water available for any immediate burns. Please bring this with you as there are no taps on site.

Hirers must ensure that all precautions are taken against risk of fire and damage to the premises. Please ensure you have a mobile phone in good working order with you. The best signal that we have found is in the car park areas, but do check all mobiles on site when you arrive to ensure that you have a designated person with a phone signal. For bigger groups it may be worth considering bringing walkie-talkies.

The Fire Service shall be called (999) to any outbreak of fire, however slight, and details shall be given to the Booking Coordinator immediately. Please refer to the Laughton Greenwood Emergency Action Plan for all details and telephone numbers.

- a. The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in the event of a fire. This includes calling the Fire Service and evacuating the wood.
 - The location and use of fire safety equipment and fire guidelines.
 - We are providing a small burns kit that is stored with the fire kit in the toilet and would appreciate any use of fire/burns first aid to be reported back to us to enable us to replenish.
- b. In advance of any activity whether regulated entertainment or not, the Hirer shall check the following items:
 - That all escape routes are free of obstruction and can be safely used for instant free public exit; Keepers Gate or Chestnut Gate are the main entry and exit points. See [map](#).

11. Consideration of others

We endeavour to limit our impact to the land and to the wildlife within the woodland and so staying on obvious pathways and walkways is requested and encouraged.

Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Please ask your guests to leave quietly at the close of your event. Car doors banging, horns sounding and loud talk in the car park are a disturbance for local wildlife.

Ideally, we do not want electronic music happening in the woods as it disturbs the animals and neighbours. Please inform us if you have plans to make noise in this way.

Drumming and singing; we want to limit the noise made by humans in the woods. If you are intending to drum and sing please be mindful of how the sound carries within the woods and mindful of the impact it can have on animals and other visitors.

12. Litter

There are no bins in Laughton Greenwood and no rubbish collections. Please take all of your rubbish and food compost home with you.

The Hirer shall ensure no litter, as defined under the UK Department for Environment, Food and Rural Affairs (2006), is left in Laughton Greenwood woods after their use of the premises.

The Hirer shall ensure that anyone wishing to smoke disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

Take all your rubbish with you. Leave no trace.

13. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to Laughton Greenwood and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

14. Health and hygiene

Toilets

There is a compost toilet on site and this will be stocked up, cleaned and ready for you to use. Sawdust is kept in the toilet area. We will provide alcohol gel. It is the responsibility of the Hirer to bring your own hand wash and clean water for washing your hands. There is no access to clean water on site.

Please follow the instructions for how to use the toilet appropriately via the Toilet Notice guidelines.

Hirers using the site for longer than 1 session at a time will be shown how to dispose of their toilet waste and where it needs to go. All cleaning products and gloves etc. are provided.

Water

There is rainwater on site for fire use only. Please bring all other water/drinking water with you.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

15. Electrical appliance safety

There is no electricity or potable water source in Laughton Greenwood.

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

16. Stored equipment

There is a shed and storage area on site, but all items left are at the Hirer's own risk. Any items stored on-site need to be approved by one of the committee members.

17. Accidents and dangerous occurrences

Any failure of equipment belonging to the Laughton Greenwood or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the management committee as soon as possible and complete the relevant section in the accident book. Certain types of accidents or injuries must be reported on a special form to the Incident Contact Centre. The Booking Coordinator will give assistance in completing this form and can provide contact details.

18. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

19. Opening and closing the Laughton Greenwood

If this is your first visit to the wood you will need to be shown the facilities by our Woodland Ranger. Our Woodland Ranger at the time of writing is Hayley Coote.

Arrangements for site visits and access to Laughton Greenwood should be made 4-5 days before your hire – please contact Hayley or info@laughtongreenwood.co.uk a week before your event. Please note, Laughton Greenwood is run by volunteers and the email is not checked every day.

Any relevant access codes will be disclosed upon hiring and are not to be shared publicly.

Please ensure that any outside caterers and/or contractors are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises within fifteen minutes of the end of the hire period.

Upon hiring the areas, you will be given a code for the toilet key; this is situated on the front of the toilet wall. Please ensure that this is returned when you leave.

20. End of hire

The Hirer shall be responsible for leaving the premises and surrounding areas in a clean and tidy condition, we endeavour to always encourage a 'leave no trace' policy. Leaving the areas properly secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. Laughton Greenwood shall be at liberty to make an additional charge which may be deducted from the deposit if this is deemed unsatisfactory.

If you need to report back to us anything that has been used, needs our attention, is damaged or faulty, etc. please let us know as soon as possible by emailing info@laughtongreenwood.co.uk.