



Please ensure that your leadership team reads this carefully and passes on relevant information to members of the group.

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Bernard's Acre Information for leaders

Booking and Payments

Bernard's Acre Moorland Centre is a Christian Centre offering Self catering and Self organized accommodation for up to 24 people.

We are unable to accommodate people with major mobility issues.

Payments should be made in response to invoices sent from bookings@bernardsacre.org.uk.

Payment by bank transfer is preferred details for which are below.

Account name: Bernard's Acre

Sort: 40-52-40

Account: 00018924

Please give your invoice number as reference. If you are unable to pay by bank transfer, cheques should be made payable to Bernard's Acre. As most groups do not need a receipt for cheques one will not be sent unless requested at the time of payment, either of deposit or balance.

% Saffron Court,
Station Hill
Chudleigh
Newton Abbot
TQ13 0EE

Bernard's Acre Information for leaders

Directions:



Often over the winter the track surface can get scoured out by the rain or snow. This is reinstated in the spring but is still only a gravel track at the best of times, take care. Vehicle drivers are asked to be careful that they don't 'bottom' when going over the humps.

Directions from A30 near Okehampton to Bernard's Acre

For GPS/Satnav users Bernard's Acre Car Park gate is:

- (a) OSGB grid reference: SX 6210 9262 or
- (b) Lat: 50.716803N Long: 3.954754W in Great Britain [Datum: WGS84] or
- (c) 50:43.00817N 3:57.28522W,

The postcode (EX20 1QZ) covers quite an area so will only give approximate results.

A. From Exeter

Turn off the A30 dual carriageway at the sign to "B3260 Okehampton".

The slip road is short, has a very sharp left hand bend, and ends in a T junction. Turn left signed to "Belstone" and "Sticklepath". Now follow the instructions at "C" below.

B. From Cornwall or Plymouth

Take the second exit from the A30 dual carriageway to Okehampton [B3260 -local signs also refer to Belstone]. At the end of the slip road there is a T junction - turn right. Shortly afterwards there is a sign to Sticklepath

(straight on) and Exeter (left). Take the Sticklepath route. This takes you over the A30. On the far side of the bridge you pass on the left a small services area. Then follow instructions below at "C".

C. Everybody

Shortly afterwards there is a right turn to Priestacott which you ignore. Then a crossroads where you turn right signed to "Belstone ¾ mile". You then reach Belstone which is announced by a road sign.

The road then winds and is narrow. You pass a left turn to Skaigh which you ignore.

Once in Belstone proper fork left at a stone pillar set in the point of a triangle of grass. The road leads along the end of a valley known as Belstone Cleave. The road then turns away from the valley and narrows with a sign "No turning beyond this point". You are now close to Bernard's Acre. Keep going.



There is a very sharp left bend, then a house on the left, often with elderly agricultural machinery parked outside it. Shortly after this there is a fork where the "main" track seems to go to the right - fork left there and pass Moorlands House. Keep going until you reach open moorland and a gate which has "Dartmoor code of conduct notices" on it.

Bernard's Acre Information for leaders

Go through the gate and up a rough track until you reach the top. Bernard's Acre has a slate sign and the car park is entered through a gate. There is plenty of room to turn (unless the car park is full)!

Instructions for Entry to the Property

About a week before your stay starts the Booking Secretary will email you the code (combination number) allocated for your stay.

You will need to have paid the balance of your rental fee before this information to be supplied.



The door key to the property is in a key safe like this located on the right of the entrance door.

THIS KEY OPENS BOTH EXTERNAL DOORS AND THE SHED

1. Open shutter door (black plastic) by pulling it down to reveal the dials and the release button.
2. Rotate dials to the allocated code (or combination) number
3. Press down on the release button, to the left of the dials, to open the door. You will see the key inside.

Closing the key storage compartment door

1. Close compartment door
2. Scramble the dials to lock the door and conceal your code/combination
3. Close the shutter door

Reminder:

- **The release button will open the lock until you scramble the dials.**
- **Keep the shutter door closed to increase weather resistance and to conceal the dials from view.**

Bernard's Acre Information for leaders

On arrival:

Friday 4.00pm – Sunday 6.00pm

Weekday 8.30 am- 4.00 pm

Evening 6.00pm – 10.00 pm



It is essential that someone from your group arranges to meet with a member of our welcome team to enable safety procedures to be undertaken.

Soon after arriving please brief your group as to the **Safety Rules** as well as the **Fire Emergency Procedures** for the property. You will also need to carry out your own risk assessment for the premises, your group members and the activities you will be carrying out; and brief your group accordingly.

Utilities:

Water: the main water is turned on and off on by turning the blue lever in the entrance conservatory - inline with the water pipe is on and turn to right angle to switch off. The water supply is mains so is drinkable from all taps but the is filter fitted to the taps and water boiler in the kitchen.

LPG Gas supply: The LPG Gas supply is turned on and off by turning the Gas Shut Off valve located next to the cylinders. **PLEASE DO NOT close any other levers than the one clearly marked.**

Electricity: will be on and is no longer turned off at any time. The only things that should be switched off are the dishwasher, fridge and freezer (if used). **Otherwise leave everything turned on at is was when you arrived.**

Hot water and background heating:

Room Heating:

1. The room heating is by remotely controlled oil filled radiators. The thermostat will turn them off automatically if it is too warm to require heating. Should it get too hot in a particular room, **adjust them using the radiator temperature dial**, but **do not turn them off.**
2. The log burner in the communal room is the intended main source of heating for the centre.
3. Heat transfer system: the lower end of the centre (Oke, Rowtor, Steeperton, Watern and shower rooms) has warm air ducted from the communal room. This will operate automatically during the afternoon and evening only.

Bernard's Acre Information for leaders

Hot Water:

This is supplied by remotely programmed immersion heaters in three hot water tanks. One is in Belstone Room nearest the kitchen, one in the Rowtor Room Ensuite, and the other for showers rooms in the lower part of the building is outside Watern Room. **Hot water** is programmed to heat from 5am to 10.30pm

The cost of water, gas and electricity used is included in the tariff.

Electrical Appliances:

Bernard's Acre has an extremely limited electrical supply so it is important that NO additional electrical kitchen appliances are brought in for use at Bernard's Acre. The recent rewire does mean there are a great many more electrical sockets for use in the bedrooms and communal areas, but they are intended for low wattage use such as recharging phones, and running computer equipment and vacuum cleaners. You are advised that using heated appliances in the bedrooms such as hair dryers, tongs or straighteners may cause the overload switch to cut out.

An energy meter is installed so you can monitor the electric usage at any time. The danger level is reached when the coloured indicator is showing red and the top number marked 'NOW' reaches 19 or above as in the photo:



Should the electricity cut out, in all or part of the building, the procedure is:

1. Check whether it is due to a power cut in which case the emergency lighting will have come on.
2. Check the main switchboard and identify which of the circuit breakers has cut out.
3. Check that all electrical equipment in that zone has been turned off or disconnected.
4. Reset the breaker switch.
5. Should use of particular equipment cause a recurrence of supply break, please refrain from any further use of the item. Should the item belong to Bernard's Acre, please report the issue to Paul on 07977 590471 or via email to paul@bernardsacre.org.uk.
6. If none of the above restores power, or if you are unsure what has happened, then please call Paul on 07977 590471.

Bernard's Acre Information for leaders

Accommodation:



The Centre has accommodation for up to 24 people with 6 bedrooms for between two and five people. Beds are a mixture of bunks and single beds, each supplied with 1 blanket and 1 pillow with a pillowcase.

Inside there are five shower rooms, a further WC, a living and dining area and a well equipped kitchen. There is parking for up to 6-7 vehicles in the car park + 2 outside.

Pets



We regret that pets cannot be accommodated for residential at Bernard's Acre with the exception of well behaved dogs with specific permission. Please contact the Bookings Secretary if you would like to bring a dog with you. Please be aware that there are sheep on the moor which frequently wander into the garden. All dogs must be supervised at all times outside ensuring that they do not worry sheep and that their fouling is immediately cleared up.

Bedding:

All accommodation is either in bunk-beds or single beds with one pillow and a blanket provided for each bed. Guests will need to bring a sheet (or liner) and pillowcase with a duvet or sleeping bag.

Communication/ IT

The telephone has been reconnected to Bernard's Acre and the phone number is **01837 849166**. There is no charge for use of this line for outgoing calls.

The WiFi connection name is **BernardsacreDartmoor** and the password is **Bernard1968** for both connections.

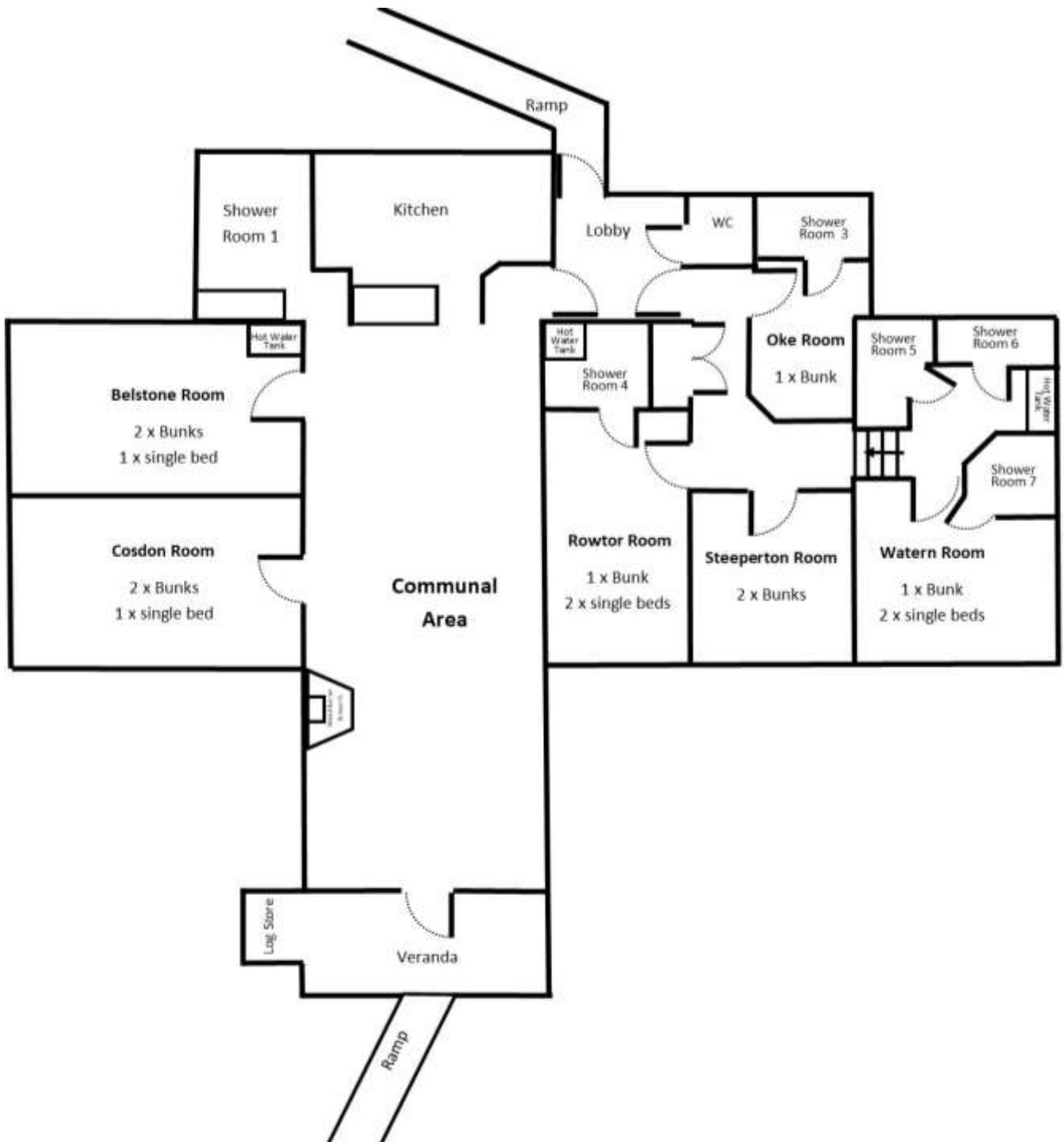
TV monitor:- there is a 32" colour TV installed over the log burner, with remote control. There is a DVD player connected to this TV from the cupboard beside the fireplace or alternatively cables to connect a laptop (RGB or HDMI). Music CDs can be played on the DVD player.

Bernard's Acre has a TV Licence so it is OK to stream TV programmes through a laptop.

Bernard's Acre Information for leaders

Site plan 2018

Please note the changed layout for the bedrooms and shower rooms for 2018.



Bernard's Acre Information for leaders

Communal Area Lighting:- all the main lights in the communal area are controlled by one master switch at normal level located near the entrance from the porch. There are two switches and a dimmer at the higher level to enable control of the pendants and uplighters separately. Should no lights come on when operating the master switch, check the amber indicator is on, then adjust switches as required at the higher level.

External Lighting:-

Do not leave external lights on all night and cause light pollution

Main path lights switched from inside.

Veranda light switched from inside veranda door at higher level.

In case of evacuation, the external lighting will be activated whilst the alarm is sounding.

On normal entry it is advisable for each person to carry their own torch for their personal safety.



Bernard's Acre Information for leaders

Catering:

Bernard's Acre Moorland Centre is self-catering. As well as food, you will need to bring your own supplies of tea-towels and black bin liners. You will also need to bring your own supplies of hand-towels and toilet rolls for the bathrooms.

Groups should ensure that they comply with all applicable food safety regulations for the size of their group.

Kitchen Equipment:

The kitchen is equipped with two four burner LPG gas cookers with double ovens and grills, a toaster, a large fridge/freezer and a commercial dishwasher.

The electric kettle and urn have been replaced with a 5 litre wall mounted water boiler, which should be sufficient for all your needs. You are advised to leave the boiler on during the day, but there is an eco button, which when will reduce the volume of water kept hot but should be sufficient for the needs of groups of 10 or less.



Cooking outside:

Two barbecues are provided which are stored in the shed along with tools and pans for use with them. Please do not use the metal tools in the non-stick pans in the kitchen or the large cooking pans on the cookers. You will need to bring your own charcoal for use on the barbecues.

NOTE: It is not safe to light barbecues on the veranda!

Rubbish and Recycling

We now have an onsite rubbish bin which can take all refuse EXCEPT glass bottles. Please separate your rubbish into the bins provided:

1. **Clean** plastic bottles and cans for recycling should be placed in a CLEAR polythene sack and tied up before putting in the main rubbish bin.
2. Paper and cardboard can be burned in the log burner or in the fire pit.
3. Raw vegetable peelings and waste can be added to the compost pile in the garden.
4. All other rubbish should be placed in a BLACK plastic sack and tied up before putting in the main rubbish bin.

Please leave clean glass bottles in the designated bin in the shed – they should NOT be included with other recycling in the main rubbish bin.

Thank you

Bernard's Acre Information for leaders

Cleaning

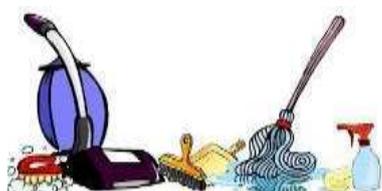
The drainage of the property is via septic tank which relies solely on Micro organism digesters to break down the waste

It is important that only the provided cleaning products are used and that sanitary products are not disposed of down the toilets.



End of your STAY....

CLEANING MATERIALS ARE IN THE CLEANING CUPBOARD IN THE CORRIDOR



Bedrooms

Ensure each bed has a pillow & blanket
Strip pillowcase from used pillows and leave on one the beds
Clear room, vacuum carpet
Close and latch window
Check the Heater dial is set to medium and the wall switch is left ON.

Bathrooms

Close window
Clean sanitary ware
Wet mop floor
Close door
Empty bin

Communal area

Close and latch windows
Lock veranda door
Ensure emergency torch is on hook
Clear excess ash in wood burner to ash bucket
Leave fireplace area clean
Games are put back together into dresser
Tablecloths and benches wiped down clean
Waste bins emptied

Vacuuuming

At the end of use please empty each vacuum into a plastic bag and dispose in the Biffa Waste Bin.

Bernard's Acre Information for leaders

Kitchen

Washing up of crockery, appliances and utensil completed and put away where found.
 Fridge/freezer cleaned turned off and door propped open
 Dishwasher emptied and cleaned including strainer and filter and switched off at the wall
 Please ensure the cookers are NOT turned off so their clocks are still showing the correct time.
 Switch Water Heater off.

Shed

Clean glass bottles left in marked bin.

Entrance lobby

Hoover carpet and cleaned of boot mud etc.

Cleaning Equipment

All brushes, mops & hoovers to be stored in cupboard opening out of the corridor.

FINALLY as you leave

SWITCH OFF WATER AT STOP COCK IN THE CONSERVATORY ENTRANCE LOBBY

CLOSE GAS SUPPLY AT SHUT OFF VALVE, next to the cylinders

ENSURE ALL WINDOWS ARE SHUT AND LATCHED BUT NOT LOCKED

LOCK BOTH DOORS AND RETURN KEY TO KEY SAFE

SHUT THE ENTRANCE GATE to the car park



Feedback:

Any comments about your stay are welcome as this helps us to improve the property and the experience of guests. There is a Visitors Book provided in the dresser for comments and feedback.

In particular please report to the Booking Secretary any defective equipment or materials at the property so that we may quickly replace them. Please also use this opportunity to discuss dates for a future visit.

We are keen to raise the profile Bernard's Acre, so would ask you to post on the Bernard's Acre Facebook page and put reviews on Trip Advisor ([Link](#)) and Google maps ([Link](#)).

Bernard's Acre Information for leaders



WE HOPE YOU HAVE ENJOYED YOUR STAY AT Bernard's Acre Moorland Centre and hope to see you again.

Thank you for taking the time to clean up ready for our next guests.

The team at Bernard's Acre all volunteer their time free of charge in order for people to enjoy this small part of God's Creation.

Thank you

Bernard's Acre Information for leaders

APPENDIX 1: Local Activities

Walking. Bernard's Acre Moorland Centre is situated amongst extensive moorland and is ideal for hiking. However apart from very local walks, due to the many hazards of open moorland walking, we would not recommend expeditions other than those led by an individual qualified in Mountain Leadership. This is an area where local experience is helpful and the ability to map read is essential. You cannot do this with a Smartphone as there is no signal once you get away from the roads. If in doubt stick to the valley and the many signposted footpaths.



Eating out

The Tors Hotel is a small family-run pub and restaurant in the nearby village offering good value food and drink. In the summer there are Tea rooms at the old Methodist Church.



Okehampton Adventure based in nearby Okehampton offers a wide range of outward bound activities including high ropes, gorge-scrambling and abseiling. They also hire bikes to pick up the local Sustrans routes.

Web: <http://www.adventureokehampton.com> Tel: 01837 53916.

Finch Foundry, a National Trust property in nearby Sticklepath is the last remaining water-powered forge in England, giving a unique insight into village life in the 19th century. Web: <http://www.nationaltrust.org.uk/finch-foundry> Tel: 01837 840046

The Dartmoor Railway is a 15.5-mile long railway based on Okehampton with steam trains operating regularly through the year. <http://www.dartmoorrailway.com> Tel: 01837 55164.

Local



You may well be self-contained in your worship arrangements for your time at Bernard's Acre. However if you wish to engage in worship in the locality there is an Anglican Church in Belstone (St Mary the Virgin - www.northmoorteam.org.uk for service times) and others in nearby villages. The Local Vicar is Paul Seaton-Burns (paulsburn@btinternet.com) who can let you know which services are taking place and where, during the period of your stay.

Other local churches include Sticklepath Community Church

(<http://www.sticklepath.org/>)

Okehampton Baptist Church

(www.okebaptists.org.uk)

APPENDIX 2: HEALTH AND SAFETY



When returning the completed booking form you will be asked to confirm that you have read and will comply with these instructions.

Introduction

The directors of Bernard's Acre recognize and accept their responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for their guests.

Any persons using the property have a duty to take reasonable care of their own health and safety and that of other users who may be affected by their acts or omissions. This includes the need for each group using the property to carry out their own risk assessment appropriate to their group members and activities.

Safety Rules

Please note the following:

- The river at the far end of the garden is unfenced so extreme caution should be taken in that area, and children and youth must not be left unattended.
- The dry stone walls to neighbouring fields should never be climbed on or over, as this causes long term damage and they are the property of our neighbour, not ours.
- Many of the stone steps around the property are uneven, and can be slippery. Care should be taken when outside especially when wet.
- The dry stone wall around the circular lawn is not intended to be climbed or walked on and could cause injury to anyone who does so.
- Group leaders must ensure that all group members comply with the fire evacuation procedure detailed in this information document.
- Smoking or the use of E- cigarettes are not permitted on the premises or in the grounds
- The use of candles and any other naked flames are prohibited in the building.
- The wood burning stove must not be touched when it is alight except by an adult using the appropriate tools which are provided. Nothing must be placed on top of the stove.
- Do not cover the heaters with any object.
- All equipment and facilities provided are to be used in a safe manner and in accordance with any instructions provided.
- Users must not introduce other equipment or materials onto the property that are unsafe or present a hazard to other users. Where possible Electrical equipment should carry a current PAT test label
- The windows in the Communal Area room, kitchen and bedrooms are designated as SECONDARY MEANS OF ESCAPE and should not be obstructed.

Bernard's Acre Information for leaders

- A KEY CUPBOARD is located on the wall by the entrance to the Communal Area from the lobby and houses all the keys required for the building.

Be tick aware

- you could be exposed to ticks whenever you are outdoors and enjoying the countryside
- ticks attach themselves to animals to feed and sometimes this can include people you can prevent tick bites by walking on clearly defined paths, using insect repellent and performing regular tick checks
- some tick bites can result in infection so it is important to remove ticks as soon as possible
- ticks can be removed safely with tweezers or a tick removal tool
- if you have been bitten or recently spent time outdoors and start to feel unwell, contact your GP

There is more information about what to do if you find a tick in the House Information Book kept in the rack in the communal area.

Group Safety Procedures

- Groups should bring and use their own First Aid kit.
- In the event of an emergency, the casualty is to be treated by a qualified first aider, and other adults present must then ensure the safety of the rest of the group.
- For major accidents emergency services should be called on 999, the location for emergency service access is BERNARD'S ACRE BELSTONE OKEHAMPTON EX20 1QZ. OR SX
- The nearest Accident and Emergency is at Royal Devon & Exeter Hospital at Barrack Rd, Exeter, Devon EX2 5DW (approximately 30 miles away).
- The nearest Minor Illness Unit is at Okehampton and District Hospital (check opening hours) 01837 658008.
- Okehampton Medical Centre is at East Street, Okehampton, Devon EX20 1AY Tel: 01837 52233.
- NHS Direct (24 advice) can be contacted on 0845 4647.
- Relevant details should be recorded as soon as possible after the incident and in the case of incidents requiring medical attention the Booking Secretary should also be informed.

Bernard's Acre Information for leaders

APPENDIX 3: Fire Emergency Procedures

COMPLIANCE WITH THIS NOTICE IS REQUIRED TO SATISFY THE FIRE SAFETY REGULATIONS RELATING TO THIS BUILDING

There is a copy of Fire plan located under Alarm panel



<p>Responsible Person</p>	<p>Each group should have one person who is known as the responsible person.</p> <p>The responsible person will make themselves aware of the fire fighting and alarm equipment, the operation of external doors, the location of protected routes of escape. The site location details, Occupants details and contacts. The location of the Assembly point</p>
<p>Leader awareness and their roles in an Emergency</p> <p>Fire Drill</p>	<p>Ensure all group members are aware of evacuation and emergency procedures and nominate particular leaders to do particular tasks in the event of an emergency.</p> <p>Ensure at least one mobile phone has reception in case of emergency.</p> <p>Analyze your group and conduct a fire drill as necessary. This should include ensuring footwear, coats and torches are readily available, where to assemble and advising that personal belongings should be left behind.</p>
<p>In the event of the fire alarm sounding</p>	<p>Identify the assembly point to all occupants, which at Bernard's Acre is in the car park marked "Assembly point".</p> <p>The responsible person should wear the 'Fire Marshal' hi-vis vest located in the holder above the communal room fire extinguishers and have the Fire Torch, if available. It is their responsibility to collate the evacuation, ensure the building is empty, the fire brigade has been called and the gate at the end of the road has been opened.</p>
<p>In case of FIRE</p>	
<p>1st Response</p>	<p>If a small fire, Kitchen pan fire:- use Fire blanket or Foam extinguisher If small household use:- Foam extinguisher If an electrical equipment fire:- use the CO2 extinguisher.</p> <p>In the event of an incident notify Bernard's Acre Team</p>
<p>Fire alarm sounds/ Fire</p>	<ol style="list-style-type: none"> 1. Identify Location of fire 2. Evacuate building to Assembly point in the Main Car Park 3. Call emergency services 4. Account for all occupants 5. Advise Bernard's Acre team: Paul 07977590471 6. Do not re enter the Building until safe to do so
<p>Identify the occupants</p>	<p>The leaders must have a list of all occupants and their emergency details Name, Medication, Next of Kin.</p> <p>This should be taken to the assembly point in the event of an emergency The Bernard's Acre emergency contact is Paul Sowden 07977 590471 Location and Emergency contact details are listed at the assembly point on the post box.</p>
<p>Final Exit Doors</p>	<p>Ensure all final exit doors can be easily and immediately opened</p>

Bernard's Acre Information for leaders

	<p>These doors have a "Turn Button Lock" for emergency exit Turn anti clockwise to unlock</p>								
Escape Routes	<p>The marked safety of escape routes should be maintained at all times They should NOT BE OBSTRUCTED:- Shoes, boots coats, clutter Please check that all safety routes are clear each night before lights out</p>								
Fire Doors	<p>Do not wedge fire doors open or obstruct them, they are for your safety</p>								
Fire Extinguishers/ Fire Blanket	<p>Group leaders should familiarise themselves with the location of fire extinguishers and fire blankets at the property.</p> <p>DO NOT REMOVE THE EXTINGUISHER FROM ITS LOCATION HOOK OTHER THAN FOR ITS INTENDED USE</p>								
Combustibles Emergency Procedure	<p>Reduce hazardous materials which may cause a fire, store them safely not within escape routes and away from likely sources of fire Inform all group members of the procedure to be followed in the event of an emergency.</p>								
Check the occupants	<p>Take the occupants list outside to the assembly point in the event of an emergency and the responsible person should check everyone is present.</p>								
Post-Incident	<p>Do everything possible to reduce post-incident deterioration of guests e.g. a leader is to take coats or other suitable means of keeping warm when leaving the building.</p> <p>Contact and speak to one of the following Bernard's Acre representatives: Paul Sowden 07977590471, Rosemary Sowden 07814690485 or Alistair Heron 07534119306</p>								
Fire Alarm sounds/ no fire	<ol style="list-style-type: none"> 1. Identify the location of the fire/ Likely cause setting off alarm 2. Evacuate building 3. Confirm and document cause of alarm: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;">Room</th> <th style="text-align: center; width: 25%;">Cause</th> <th style="text-align: center; width: 25%;">Time</th> <th style="text-align: center; width: 25%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="padding-top: 10px;"> <ol style="list-style-type: none"> 4. Call Bernard's Acre Admin for instructions to silence alarm: Paul 07977 590471 </td> </tr> </tbody> </table>	Room	Cause	Time	Action	<ol style="list-style-type: none"> 4. Call Bernard's Acre Admin for instructions to silence alarm: Paul 07977 590471 			
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