THE BARMOOR MANUAL

INTRODUCTION

This manual gives important information, instructions and advice to parties using Barmoor. It is in three Sections:

SECTION A: Essential information for party leaders

SECTION B: Local Information (doctors, shopping, services etc.)

SECTION C: Guidance notes on Fire prevention and procedures

It is important that party leaders and their helpers familiarise themselves with the contents of the Manual, so that they know where to turn for the many items that are covered.

We have to go into considerable detail because Barmoor has no resident warden. The good order, cleanliness and informal welcoming atmosphere of Barmoor depends upon YOU, the visitors. We much appreciate your cooperation and welcome your suggestions. You may use the Log Book for this purpose - see the Log book instructions as to its use.

Thank you and have an enjoyable stay at Barmoor!

\*If you have problems: Practical issues

Philip Gospel 01751 430725

07749 813629

Housekeeping / Lettings Secretary

Anna Gospel 01751 430725

07753 799071

Revision February 2024 The Barmoor Trustees

Contents Page

Section A.

Accommodation 3

Arrival

Bedding

Breakages

Camping/Caravans

Catering

Cleaning 4

Complaints and Suggestions 5

Cooking

Day Visitors

Departure times

Directions to Barmoor

Disabled Visitors 6

Dogs

Fires

Fire Precautions

Fuel

Furniture and Fittings

Gates 7

Harvey Room/Garage Keys

Heating

Moor dangers

Notices

Numbers 8

Parking at Barmoor

Payment and arrangements

Personal Possessions

Refuse Disposal

Recycling

Security

Services 9

Smoking

Toilets and Drains

What to bring

Water Supply

Young People under 16 10

Section B.

Local Information 11

Section C.

Fire Precautions 12

**ACCOMMODATION**

Full details of Barmoor’s accommodation and facilities are found on the Barmoor website which is [www.barmoor.org.uk](https://www.barmoor.org.uk/)

**ARRIVAL**

* **Have your torch** **handy** [on your phone?] if you expect to arrive in the dark, to find and operate the keysafe that is located behind the porch, and to enter the building.
* Turn on the gas at tap above main kitchen door.
* Check that the refrigerators are turned on.
* Check that the clock on the cooker is set to the time.

 [The electricity is no longer turned off between different users.]

**BEDDING**

**Please bring your own personal towels and bed linen.** Each bed has a mattress protector, a pillow and a single duvet. There are a handful of blankets which are kept in chests on the first floor and top landings.

If there is a risk of wet beds [children away from familiar home?] please bring your own waterproof sheets.

If you want to hire bedding packs, please contact The Yorkshire Laundry on 01751 431285. Please note that bedding hire is to be organised direct not through the Barmoor lettings secretary.

**BREAKAGES**

Minor breakages of crockery or glass will happen. Please report on your departure check list or logbook so that we know to get replacements. We accept fair wear and tear but of course anysmall sum in the Payments Box in the kitchen will not be refused!

**Urgent** repairs and breakages should be reported to Phil Gospel\* straight away, so that repair or replacement can be done before the next group. Record it as well on the clipboard in the back kitchen and logbook. Any payment will be negotiated.

**CAMPING & CARAVANS**

These activities are not allowed. There are sites available locally.

**CATERING**

Barmoor is a self-catering property. However, if you want to have caterers during your stay then there is a local company from Kirkbymoorside called 'Simply Delicious' [www.simplyd.co](http://www.simplyd.co) Telephone number 01751 433014. You must make your arrangements well beforehand.

**CLEANING**

The charges to use Barmoor are kept low on expectation that users leave the buildings clean and tidy. Good cleaning reduces the chance that you leave something behind!

There is a ‘Henry’ vacuum cleaner kept on each floor, and in the Harvey Room.

Our expectations are:

All rooms

* Leave furniture tidy.
* Close and lock windows.
* Set the radiators on the \* frost protection setting.
* Empty waste basket.
* Properly vacuum clean the floor.

Bedrooms

* Beds left as found with a pillow and duvet on each.
	+ **[Please** if there should have been a soiled mattress **report it to Anna Gospel** and leave it without bedding, so that we can change it before the next user.]
* Check and empty any drawers or cupboard you have used.

Bathroom toilets and showers

* Empty the bins.
* **No need to clean bath, shower and toilets**, as we include this in the hygiene clean.

Landings

* Vacuum clean floor.

Hall

* Tidy tables and stacking chairs to the area below the stairs.

Dining Room

* Clean fireplace.

Quiet Room

* Clean fireplace.

Kitchen, pantry and scullery

* Wash up.
* Replace kitchen equipment and crockery to its proper place.
* Empty and clean refrigerators and freezer. Switch off and leave open.
* Clean cooker hob and oven.
* Clean down surfaces.
* Sweep/vacuum clean floor.
* Wet mop throughout the ground-floor vinyl.

Entrance lobby

* Put used tablecloths and dishcloths through the washing machine and leave on the drying rack.

Harvey Room

* Stack and tidy away chairs, tables or table-tennis table you have used.
* Clean the closed stove.
* Sweep/vacuum clean floor.

Garden

* Bring in any balls or other play equipment. It will have to go in the cupboard under the front stairs before you tidy away the hall tables and chairs!
* Clean up barbecue.
* Dispose of any litter.

Your booking fee includes a specific element for us to do a hygiene clean after you have left. This is to reduce the risk of transmission between groups of infectious disease, such as covid or norovirus gastroenteritis. This extra step is focussed on kitchen, bathroom, toilets and frequent-touch areas – doorhandles and light switches.

If your group will be unable to achieve the basic tidy and cleaning as above, it may be possible to book a full clean at additional charge. Contact the \*lettings secretary well beforehand.

**COMPLAINTS & SUGGESTIONS**

Please enter any complaints/suggestions into the logbook. Anything major please send to the \*Lettings Secretary

**COOKING**

**Stove** The cooker runs on gas from a bulk tank. Instructions are in a nearby drawer.

When leaving, gas must be turned OFF at the tap above main kitchen door.

**Microwave** **and food mixer** availablePlease leave clean.

**Extractor Fan** Switch to left of cooker. Please use it whenever cooking.

**DAY VISITORS**

There is now no additional charge for day visitors. A donation is always acceptable!

**DEPARTURE TIME**

* Parties with weekend bookings may leave any time on the Sunday.
* Those leaving Barmoor on any day other than Sunday are asked to leave **no later than 11am,** so that Anna Gospel acting for the Trustees, can check the building before noon.
* Please note that basic cleaning is the responsibility of the outgoing party unless you have already arranged to pay for a full clean. You will need to allow time for this!
* Please contact Anna Gospel if your departure will not fit with these times

**DIRECTIONS TO BARMOOR**

Barmoor is located just north of the village of Hutton-le-Hole, which is situated near the market town of Kirkbymoorside.

You need to turn off the A170 (Thirsk-Scarborough road) at the Hutton-le-Hole signpost. Follow this road through the village and out over the cattle grid. After the cattle grid take the first left turn signposted ‘Gillamoor’ then immediately again on your left you will see the white sign for Barmoor.

Please make sure you take the right hand fork of the track as the other lane leads to our neighbour’s property ‘Barmoors’. The postcode to enter into a sat-nav is YO62 6UE.

**DISABLED VISITORS**

Leaders of parties bringing disabled people should be aware of particular hazards in a house of this nature, where only limited modifications for access are possible. More information is on the website.

In particular, leaders are responsible for planning and organizing escape in the case of emergency. If the leader is unfamiliar with Barmoor, it is strongly advised that a personal visit is made before making a commitment. Please arrange with the Lettings Secretary.

**DOGS**

Any dogs brought to Barmoor **must be under strict control** and not left unattended. Dogs running loose on fields or moor may be **legally shot** if suspected of sheep worrying.

Please do not allow dogs on any of the furniture.

**FIRES**

There are 2 open fires in the house and a log burner in the Harvey room if you want a real fire. Logs are provided.

Please note that there are to be NO fires lit outside, except on the barbecue site. A small spark is enough to set off a moor fire!

**FIRE PRECAUTIONS**

Please study carefully in advance the detailed notes about the Fire Alarm System, to be found in SECTION C of this Manual.

On arrival at Barmoor ensure that all members of the party are aware of the procedures, especially the assembly point on the bottom lawn and escape routes through the Quiet room and fire doors in the main hall.

Fire Extinguishers must not be tampered with or moved. Emergency Exits must be kept clear (including the one from the main hall to the veranda). Fire Doors should never be wedged open.

There must be **NO SMOKING** anywhere in the house or the Harvey Room.

**CANDLES and open-flame night-lights are not allowed in the house.** Individuals should bring their own electric torches for use in an emergency.

**FUEL**

Logs are in the log store at the side of the Harvey Room.

When bringing wood for the fires, please put at a safe distance from the fires/log burner, as they can pose a fire risk if too close.

Please leave a supply of fuel and kindling inside the house, ready for the next party.

**FURNITURE & FITTINGS**

* Please report at once to Philip Gospel any outside doors, windows or private cupboards found open on arrival.
* Please take care of the furniture and fittings, to preserve the atmosphere of a home rather than a hostel.
* **Please don’t move beds, tables etc.** from room to room – it damages both furniture and paintwork, and causes expense for the Trust.

**GATES**

Please leave gates **closed at all times** to keep out sheep. They should be closed with the bolt.

**HARVEY ROOM (GARAGE)**

There is a small kitchen area for making drinks and a disabled toilet as well as the main studio. There are stacking chairs and some folding tables. There is also a table tennis table, and an upright piano. The room is heated by a log burning stove. Please clean up after use.

**HEATING**

**Hot water.** The Boileris programmed to provide daily hot water from a stored cylinder throughout the year. It heats at the following times: 7.00 - 9.30am; 12.00 - 1.30 pm; 4.30 - 10.00pm.

**Radiators** The radiators are programmed to operate only in colder weather as in Spring, Autumn & Winter: 6.00-8.30am; 12.00-2.00pm; 5.30-8.30pm (or other times by agreement and perhaps at an extra cost). Temperature in each room is controlled by the radiator thermostats. Please do not alter the room thermostat in the hall.

**E**l**ectric fire** Supplementary heat for the hall comes from a radiant/blower heater in the fireplace. It has a remote controller or concealed controls on the unit itself.

**KEYS**

The entry keys are kept in a coded key box on the side of the property. The group leader will be given the code, but it is asked that only the leader has access to the code. Please ensure that the keys are placed back in the box and securely fastened at the end of your stay. The 2 keys open the outer porch door and the inner door.

The other keys for the house are on a set of separate key-rings hanging by the clock in the kitchen. Please ensure that these are hung on the rack when you leave.

**MOORS: POSSIBLE DANGERS**

Though not common **ADDERS** may be encountered on the moors near Barmoor. They are not aggressive, but will bite if frightened, so **do not** **walk barefoot.**

**Ticks** are present in the bracken and might carry Lyme Disease. Check if you, dogs or children have picked up a tick after an expedition. Further advice is on the notice board and on the website.

In the 1940s the moors were used as a **firing range** and were not systematically cleared.There have not been incidents, but do not pick up strange metal objectson the moors. Report their position to the police. {Fragmented or intact clay pigeons around the nab are not hazardous.]

**NOTICES**

Noticeboards at the foot of the back stairs and in the main kitchen are provided for use by visiting groups. Please do not affix notices to walls or paint work.

**NUMBERS**

Resident numbers must not exceed 26.

**PARKING**

**Please do not park outside the gate,** which is not our land; you may offend our neighbour, G Winn Darley, Lord of the Manor of Spaunton.

**There is no room for coaches to turn at Barmoor.** To disembark passengers, they must stop on the road at the end of our lane.

**PAYMENT ARRANGEMENTS**

Payment is to be made 1 month prior to your stay, with any extras to be paid after your stay. Cheques are payable to **Barmoor 1982 Trust** sent to the Lettings Secretary within 24 hours of leaving Barmoor.

**PERSONAL POSSESSIONS**

We cannot forward your possessions, so please check that you leave nothing behind. Lost property goes to charity.

**PROBLEMS**

\*Practical Contact Philip Gospel 01751 430725 or 07749 813629 (with answering machine)

\*General Contact Lettings Secretary, Anna Gospel 01751 430725 or 07753 799071

**REFUSE DISPOSAL**

This should be supervised by a responsible adult.

**All** our rubbish goes in the big wheelie bin.

It is then commercially separated by North Yorkshire and they recycle a wide range of materials.

Allow fire ash to cool in a metal bucket before putting in the dustbin. Food remnantsshould be bagged.

The wheelie bin is emptied weekly on a Tuesday. Please keep well organised so that you and the group following does not run out of space.

(*Owing to the danger, through misuse, of encouraging vermin, the provision of a compost area is not considered practical*).

**RECYCLING POINT**

The nearest recycling point is in Kirkbymoorside. Explanation of this is posted on the kitchen noticeboard.

**SECURITY**

Please lock the house and Harvey Room at night and when you are out.

**SERVICES**

**Electricity** The main switch is in the kitchen near the refrigerators. The distribution board trip-switches are in meter cupboard above.

**LPG Gas** for boilers and cooker comes from the bulk tank. There is an isolation tap for the cooker above the kitchen door and for the whole system on the tank.

**Mains Water** There is an isolation stopcock for the rising main by the old pump handle in the utility room, and the water board cock is under an inspection cover outside the back door.

The water boiler in the Harvey Room should NOT be turned off. The stop tap is located in the cupboard under the sink in case of an emergency.

**Sewerage** Our drains run to a septic tank in the field. Please do not use chlorine bleach in any quantity, as it kills the processing. Please do not put anything down a toilet that has not been in your gut, except toilet paper.

**Telephone** (Barmoor) Payphone No 01751 417397.

*This number is ex-directory so your party need to be informed. No Directory Enquiry or International calls are available from this phone. There is limited mobile phone signal available at Barmoor!*

**Wi-Fi** Barmoor has Wi-Fi in much of the house. The router is situated by the payphone. It is your choice if you want to share the password or would rather switch it off and escape from technology!

**SMOKING**

There must be NO SMOKING OR VAPING anywhere in the house or Harvey Room.

**TOILETS AND DRAINS**

If blocked, these are very expensive to clear. Barmoor is not on mains drains and has therefore a private septic tank. To prevent blockage, **all tampons, disposable nappies etc. should be wrapped and put in dustbins. Please remember to bring toilet roll as this is not provided.**

**Please do not use chlorine bleach in kitchen or bathrooms as it stops the septic tank working.**

**WATER SUPPLY**

This is metered, and we have to pay accordingly. **Please do not be wasteful.** During drought conditions we have experienced failure of the supply. If the cold tap in the back kitchen ceases to function, please conserve water and inform Phil Gospel immediately.

**Drinking water** – the safest water comes directly from the rising main. Use from the main kitchen or washing-up room or the middle shower room on the first floor.

**WHAT TO BRING**

We provide cleaning materials, hand rub gel and detergents.

You will need bedding (see section above).

Bring the food you will need (Supermarket delivery?) including toilet rolls and black bin bags.

**YOUNG PEOPLE**

Parties that include under-16s should be staffed at the ratio of **at least one** **responsible adult to every five under 16s**. Good oversight is essential ensure good care of the property and good local relations.

**Note** that any activities for children and young people should comply with current child protection legislation. It is your responsibility, as the Hirer to ensure that all necessary Child Protection checks have been undertaken before the Hire Period commences. Barmoor Trustees cannot accept any responsibility for the Hirer’s failure to comply with this requirement.

**Local Information**

DOCTOR Kirkbymoorside Surgery,

 Old School, Tinley Garth, Kirkbymoorside,

 Tel 01751 431254

Hospital Malton 01653 693041 (Minor Injuries)

Hospital Scarborough 01723 368111 (A&E)

 York 01904 631313 (A&E)

DENTIST Alpha Dental, Kirkbymoorside 01751 432418

VET Grace Lane Vets, Kirkbymoorside 01751 432777

MARKET DAYS Monday in Pickering,

Wednesday in Kirkbymoorside,

Friday in Helmsley,

Saturday in Malton.

MILK Can be ordered in advance from Evergreen Dairy.

Tel 01751 432674 or 07933 058330. *Please pay them directly.*

LAUNDRY The Yorkshire Laundry Tel 01751 431285.

SHOPS **Hutton-le-Hole** has no general store, only gift and tea shops with

 ice cream and confectionery.

 **Kirkbymoorside** (4 miles away) has Wednesday market

 SPAR open 7am -10pm every day

 CO-OP open 7am-10pm Mon – Sat 10am – 4pm Sunday

**Nearest other supermarkets** are CO-OP & Lidl at Pickering orMorrisons in Malton open daily

 **Early Closing** Kirkbymoorside and Malton Thursday

 Pickering, partial, Wednesday

FOLK MUSEUM in Hutton-le-Hole is highly recommended.

TRAVEL INFORMATION BUS - Scarborough to Helmsley along A170

 TRAIN - nearest station Malton (12 miles): York – Scarborough line

HIRE – minibuses – Nigel's, Kirkbymoorside Tel No. 01751 432795

Bus and Train Times Traveline Tel No 08706 082608

TOURIST INFORMATION Kirkbymoorside The Community Office as above

 Pickering Eastgate Square Tel No 01751 473791

 Helmsley Town Hall Tel No 01439 770173

 Malton Market Place Tel No 01653 600048

**Guidance notes for Fire prevention and Fire procedures at Barmoor**

In August 2023 there was a night-time fire in a two-storey holiday home in northern France. The building had a fire alarm and the fire crew attended within 15 minutes. Despite this 11 out of 28 people died, people described at the time as having ‘mild mental disabilities’. Those who died were mostly on the first floor. While the results of investigation are yet to be published, this event does remind us how important effective fire procedures are.

Barmoor has no resident warden. Responsibility for fire precautions and evacuation must be taken, personally or by delegation, by your group leader, and shared with the group.

In the event of a fire, you will need an evacuation plan for the house that meets the particular needs of your group.

**What we have done to make Barmoor safe**

The 5 commonest reasons for house fires in the UK are:

1. Cooking appliances [almost half, and 10% of deaths]
2. [Electrical distribution](https://www.morganclark.co.uk/about-us/blog/uk-house-fire-statistics/)
3. [Domestic appliances](https://www.morganclark.co.uk/about-us/blog/uk-house-fire-statistics/)
4. [Smoking-related materials](https://www.morganclark.co.uk/about-us/blog/uk-house-fire-statistics/)
5. [Matches and candles](https://www.morganclark.co.uk/about-us/blog/uk-house-fire-statistics/)

For 1,2, and 3, we have 1-5 yearly professional checks. For 4, smoking is not allowed on the premises [and is against English law]; For 5, candles and tealights are not permitted. Matches are only in use for lighting fires in the grates. Annual chimney sweeping.

Fire extinguishers are provided in all areas and a kitchen fire blanket.

An automatic fire alarm system will respond to any smoke, and to heat in the kitchen. Bells will ring throughout the house with emergency lighting. There are also break-glass points on all floors and by each exit door.

The house is compartmentalised by fire doors, such that each area has two alternative fire escape routes. Fire doors are glazed to allow a visual inspection before opening them.

From each floor there are two alternative exit routes as follows

* from the second floor down the back stairway, with an alternative route by the internal fire-escape stairs to the first-floor landing
* from the first floor down the main front stairs, or down the back stairs
* on the ground floor, fire exits are:
	+ from the hall and front stairs - through the veranda doorway towards the lower lawn; and
	+ from the dining room, kitchen and back stairs - through the scullery and the quiet room to exit to the front of the house.
* both of these exits lead towards the fire assembly point on the lower lawn

Neither the main back door entrance nor the front door of the house is designated a fire exit. Both have double inward-opening doors and might have been locked overnight.

It is best to avoid passage through the kitchen area as a most likely place for fire to arise.

**What we think you should do** [Groups vary, so not all will apply]

* Give someone the role of Fire Marshal, to be fully up to speed with this. Do you need a deputy?
	+ That person should be known to be ‘in charge’ for fire.
* Enquire when they book if any group member has a vulnerability that might complicate evacuation.
	+ Think about mental health issues, learning difficulty, dementia, people with restricted movement, or who are significantly overweight, injured or heavily pregnant, or children - to name a few.
* Consider complicating scenarios.
	+ Will all of your group be onsite at all times? If not, how will you know who is away?
	+ At night everyone will evacuate from upstairs.
	+ At night will sleeping people rouse easily [if medicated?] or be confused?
	+ Does it help to have a supervising fire marshal in a room on each floor?
	+ What sort of help might someone with a frailty need?
* Hold a briefing on fire precautions early in your visit.

**Prevention**

* + No smoking.
	+ No candles.
	+ Do not wedge doors open. The door stops on 5 ground-floor doors release automatically in response to the alarm bell.
	+ Never obstruct the exit routes.
	+ Burned toast or frying might trigger smoke alarms in the rest of the house if the kitchen doors are set open. Use the extract fan.
	+ Designate someone to check that the three open fires [Dining room, Quiet Room, Harvey Room] are safe every bedtime.

**If a fire did happen**

* + Only fight a small fire if it is safe to do so.
	+ Getting everyone out speedily is the first priority without collecting belongings. Leave doors and windows shut. Smoke inhalation the greatest danger. Life is more important than stuff.
	+ Everyone to gather on the lower lawn for a roll call.
	+ No one may re-enter the house until the Fire Officer/Leader permits.
	+ **Only if it is safe to do so**
		- Check Control Panel on kitchen wall near larder:
			* If cause is on ground floor, Position 1 shows RED
			* If on 1st or 2nd floors, Position 2 shows RED
	+ Someone to PHONE 999 immediately (unless you are positive that the activation was accidental and there is no fire.) If our phone is disabled, the nearest is next door at Barmoors. **Mobile phone signal at Barmoor is variable** but often better across the moor above the house towards the Gillamoor road.
	+ Consider vacating cars from the carpark after roll call.
* Consider having a fire practice from people’s rooms to physically familiarise everyone with the procedure and exit routes, and allow you to spot difficulties.
	+ As the designated fire exits would perhaps not be the instinctive exit for people who are not familiar with the building, we feel it important that this be clearly emphasised.

**How to manage a fire practice**

The purpose of the practice is to familiarise all your group with the layout of the house and physical operation of the plan, and to spot potential issues for yourselves or others. You might find it helpful to appoint someone as observer of the process. And/or to role-play the fire! Measure how long it takes for everyone to get out. [Timer on your phone?]

A fire practice may be announced or set as a surprise. In your situation, announced is probably best to minimise its impact on your core activity.

Please give us a report on your fire practice so that the Trustees and other users can learn from your experience.

**How to set off the alarm bells for practice:**

The fire alarm control panel is on the kitchen wall near the larder. It should always be kept locked and the key in the metal box which is inside the larder door.

1. Move the control switch which is to the right of the fridges to POSITION 0 (“Test”)
2. Use the plastic key from the Fire System Control Box to insert in bottom right-hand side of any red break-glass box (officially called Manual Call points). **This will set off alarm bells*.***

There are manual call points by the fire exit doors in the main hall and the Quiet Room and in the rear kitchen.

1. **To stop the bell,** with the key, turn to RESET, then to SYSTEM ENERGISE.
2. Move the control switch back to POSITION 1 (“House occupied”)
3. **Always return the key and plastic call-point key to the box after use!**

The same procedure for deactivation applies if there is a false alarm triggered by kitchen smoke. But it will be good to take the opportunity for an evacuation practice anyway!

*We trust that you will never have a fire emergency, but if you do, knowledge and speed will be essential.*



More information can be found in [Fire Drills In The Workplace from cpdonline.co.uk](https://cpdonline.co.uk/knowledge-base/health-and-safety/guide-for-fire-drills-in-the-workplace/#:~:text=Here%20are%20some%20general%20steps%20to%20follow%20when,monitoring%20centre%20...%207%20De-brief%20and%20feedback%20) for which this is a QR code