

CHALET HANDBOOK 2024



CONTENTS

1. WYTHAM WOODS SITE RULES	3
2. THE WYTHAM CHALET	3
2.1 GENERAL INFORMATION	3
2.2 RULES	3
2.3 LIST OF ROOMS	4
3. RISK ASSESSMENT	5
4. CONTACT INFORMATION	6

1. WYTHAM WOODS SITE RULES

Below are the key points to consider when entering the Woods to ensure your safety and compliance with site regulations.

- No dogs are allowed on site.
- Stick to the paths and rides when making your way around the Woods.
- Vehicles are not allowed off the rides unless permission is given by the Conservator or forestry staff.
- Any equipment or personal belongings left in the Chalet must be labelled with your name. Anything left lying around may be thrown away by Woods staff.
- Do not touch other people's equipment.

2. THE WYTHAM CHALET

2.1. GENERAL INFORMATION & RULES

The Chalet is available for use by researchers within the Woods, in addition to groups which may hire out space for activities such as Away Days or educational workshops. Basic facilities such as toilets and a kitchen are readily available. Other amenities such as accommodation, research rooms and meeting spaces are available upon request, and have associated costs. Booking and enquiries should be directed to Debbie Steyl (see Section 4). Entrance to the Chalet and its rooms are controlled by access codes. The external door code may be provided upon acknowledgement of a research application or room booking, and thereafter any code changes will be communicated by an email to the Research Mailing List. Interior door codes are changed regularly and will be communicated with any room bookings you make.

Any issues with the building should be reported to Debbie.

If you do not have eduroam access and therefore require a guest WiFi account, please contact Debbie.

General Rules

Respect other Chalet users. There are often researchers or visiting groups staying overnight in rooms on all floors. If using the building at night, please keep noise to a minimum, wherever you are in the building.

Accommodation check-in / check-out

Check-in is between 2pm and 4pm on your day of arrival. You will be met by a member of the Woods team and given a short building induction. If you arrive outside of this time window, or on a weekend day, you must inform us. You will be given access codes and we will arrange to meet you the following weekday morning.

Check-out is by 10am on your day of departure. Before leaving you are required to strip beds of sheets and pillowcases and leave them on the floor of your room.

Kitchen

The kitchen is available to all researchers using the Woods, for the purpose of making refreshments. Sole use of the kitchen as a meeting space is not permitted – a suitable room must be booked for this purpose, or the breakout room (Weigall Room) may be used if available.

The fridge units in the kitchen are a shared facility. Please label your items clearly, and be aware that all out of date items left in the fridge will be thrown away.

You are responsible for your own washing up, drying, and putting clean items away. Dishwasher tablets can be found in the cupboard under the sink. Please put the dishwasher on if there are dirty items in it. If it has clean items, please unload it and put things away.

Toilets

Toilets within the Wytham Chalet are available to all researchers using the Woods, and all those who have booked rooms in the building. Please leave the toilets in the state in which you would like to find them.

There are two disabled toilets, one by the front door, and one by the back door. In addition, there is a unisex toilet on both floors.

Bins

The bins outside the Chalet are for domestic waste. Lab waste must be disposed of by your respective departments.

Fire safety

The fire alarms are tested each week. The fire assembly point is by the beech tree opposite the Chalet.

Laboratories

The Hazel Laboratory at the rear of the Chalet is for the use of Wytham Woods researchers. If you are not an active researcher please do not enter the lab space. The refrigeration room accessed via the Hazel Lab is for the sole purpose of temporarily storing lab samples. Space in the Hazel Lab can be booked by contacting Debbie Steyl or by writing on the noticeboard on the door to the lab. More than 50% of the lab cannot be booked by any one research group at any one time.

If your research group has hired a lab room, you may also use the Hazel Lab for no additional charge. Otherwise, a daily rate applies of £25 per day.

Please note that the Hazel Lab cannot be used for storage.

2.3. LIST OF ROOMS

Ground Floor:

The Hope Room

The Weigall Room

The Kitchen

The Hazel Laboratory

The William Room (Chalet Office)

The Ellen Room (Research Lab 1)

The Vera Room (Research Lab 2)

First Floor:

The Raymond Room (Seminar Room)

The Schumacher Room (Single bunk)

Ffennell Bunkroom 1

Ffennell Bunkroom 2

Second Floor:

The Attic Meeting Room

The Attic Kitchen



3. RISK ASSESSMENT

Please read through the following risk assessment before starting your activities.

HAZARD	RISK	MEASURES REQUIRED
Uneven, unstable, rough or sloping terrain	Slips, trips and falls Strains and sprains	Choose sensible footpaths/route. Wear appropriate clothing and footwear.
Dense, spiny vegetation	Cuts, grazes, splinters, stings	Wear appropriate clothing and footwear. Avoid entering dense vegetation where possible.
Water - ponds, ditches, streams, flowing water	Waterborne diseases Hypothermia Drowning	Avoid contact with water sources. Thoroughly wash hands before eating. Exercise care if navigation of water if necessary.
Lone working	Lack of aid in event of injury	Utilise lone working system to ensure whereabouts are known in case of emergency.
Adverse weather - heavy, sudden rainfall, gales, lightning, extreme heat	Hypothermia, slips, falling debris, injury, burns, death, dehydration	Check the weather forecast, avoid working in these conditions, take adequate supplies such as water and extra layers. Don't shelter under lone trees. Join the 'Woods Weather' WhatsApp group to keep up to date with adverse conditions.
Dead animals, animal faeces	Diseases such as leptospirosis, Weil's Disease	Avoid contact. Cover existing wounds or abrasions to minimise risk of infection. Wash hands before eating.
Ticks	Lyme Disease	Wear protective clothing. Check for ticks after visits. Remove ticks correctly. Monitor symptoms if bitten.
Mosquitoes, horse flies, other biting or stinging invertebrates	Bites, stings, rashes, allergic reaction	Carry insect repellent. Wear protective clothing. Carry medication for known allergies.
Hostile individuals	Verbal and physical abuse	Avoid confrontation. Withdraw from the situation if threatened. Contact site staff for support.
Vehicles and machinery	Injury and death	Be vigilant when working close to vehicles and machinery. Drive slowly around site to prevent injury of pedestrians. Stay on roads and rides.
Dangerous or concealed equipment	Injury	Avoid contact with unknown equipment. Be aware of others' equipment.

4. CONTACT INFORMATION

Initial points of contact for members of staff at Wytham Woods are provided below. Staff are normally in during the week from 7.30am until 4.30pm. In most cases, your first point of contact should be Nigel Fisher, the Conservator of the Woods - especially after hours.

The Woods are open to the public from 10am until dusk on weekdays, and dawn until dusk on weekends.

For research purposes the Woods are usually open 24 hours a day, every day, however the Woods may be shut and therefore off limits to everyone if woodland management needs to take place. Research cannot be carried out on these days. Prior notice will be given via text or email depending on the contact details which you have provided. There is also a WhatsApp group including the forestry staff where researchers can be notified when shooting will be taking place, and which areas of the Estate should therefore be avoided.

Name	Role	Contact
Nigel Fisher	Conservator	nigel.fisher@admin.ox.ac.uk +447774 627305
Debbie Steyl	Administration (Chalet / General)	deborah.steyl@admin.ox.ac.uk +447774 336064
Kevin Crawford	Forester (Research Liaison)	kevin.crawford@admin.ox.ac.uk +447721 365672
Nick Ewart	Forester (Deer management)	nick.ewart@admin.ox.ac.uk +447714 099524

The Conservator's Office: 01865 614459 or 01865 614460

The Chalet Office: 01865 619023

The Foresters' Office: 01865 613650

Emergency number for the University Security Services: 01865 289999

Estates Services
WYTHAM WOODS

T: 01865 614459
E: wytham.woods@admin.ox.ac.uk
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