

# Guest Safety Briefing

Art Safari *Windmill in the Reeds with Julia Cassels*

12<sup>th</sup> to 16<sup>th</sup> May 2025



On an Art Safari our guest safety and well-being are of paramount importance to us, please help us to look after you by following this briefing.

To help you prepare for a safe trip we would like to share with you some of the proactive measures you can take to look after your well-being.

## Travel Insurance

- Take out comprehensive travel and medical insurance before you travel.

## Accommodation

- Remember to read the evacuation procedures in *Cley Windmill* to ensure you are familiar with the appropriate escape route from your room and how to raise the alarm should you see smoke or fire.
- Report any faulty electrical appliances or heaters within rooms to the Cley Windmill team or Julia Cassels.
- Cley Windmill was built in the early 19<sup>th</sup> century and has been extensively renovated between 2007 and 2014. It is now a beautiful Bed & Breakfast, but please keep in mind that it was not originally built as a hotel- and due to the age of the building guests may encounter various hazards such as worn steps, uneven floors and other hazards that come with characterful old buildings!
- Guests staying in The Wheel Room should take care when using the ladder to access to room and shower room. The ladder is very steep, and guests should have good balance, be nimble, and not be fazed by heights.
- Parking at the Windmill – due to Cley being a small coastal village, there is limited parking at the Windmill. The Car Park adjacent to the Windmill belongs to Cley Parish Council and guests are very welcome to park there for free. However, we would ask you to park with due care and consideration and as close to the next car as possible in order that Cley residents and visitors also have room to park there. We would ask that the slipway remains totally clear at all times for safety reasons as this is an important turning area. There is also a free car park at Cley Village Hall which has a pedestrian thoroughfare to the Windmill.

## General safety issues in accommodation and at locations being visited

- Premises / site / activity safety procedures / instructions to be followed at all times.
- Any safety equipment provided by staff at premises must be used as directed.
- Familiarise yourself with the location of fire escape routes.
- Be mindful of the security of your personal belongings during painting sessions/excursions.
- Please observe smoking regulations

## Weather

- Pack a variety of clothing in case of sudden weather changes; warm and waterproof clothing as well as a sunhat and sunglasses.

- If it is sunny wear a hat with a brim wide enough to shade your face and protect yourself from the sun with a high factor sunscreen (SPF 25+).
- Keep hydrated, drink lots of water at regular intervals throughout the day.
- Avoid excessive alcohol consumption.

### Terrain – walking/painting excursions

- Our sketching days take us to coastal locations, due care is to be exercised at all times, the terrain may be wet and slippery.
- Coastal paths can be steep and uneven, with no handrails in some places, so please take extra care here.
- Follow directions on warning signs.
- Be mindful of foot placement when walking on sand or shingle, especially sand dunes.
- Please be vigilant in carparks and watch out for vehicles reversing.
- Please make sure that you have suitable footwear for walking.

### Swimming

- Should guests choose to swim in the sea, please follow local advice about where and when it is safe to swim. Always go with someone, or, let someone know when you are expected to return.
- Follow any warning signs, adhere to instructions from lifeguards and observe the flag indicators on beaches.
- Beware of wet slippery surfaces that may also be muddy.

### Group separation

- Meeting points will be pre-arranged by the tour leader.
- Daily directions and instructions will be provided by the tour leader.
- Please keep tour managers' mobile number to hand – **Julia 07972 188130**

### Accidents/illness

- Alert the tour manager if you are feeling unwell
- Report any accidents to the tour manager.

<b>Art tutor/tour leader:</b>	<b>Julia Cassels</b>	<b>07972 188130</b>
<b>Office Hours emergency contact:</b>	<b>Art Safari Ltd</b>	<b>(01394) 382235</b>
<b>Out of Hours emergency contact:</b>	<b>Mary-Anne Bartlett</b>	<b>07780 927 560</b>