

THANK-YOU for offering to help, and welcome to these Induction notes for new and returning Orchard Barn Volunteers

The current focus at our Centre for Environmental Education in Ringshall, Mid Suffolk is to collectively reinstate the 1580 Suffolk Long House using traditional methods and locally sourced trees and earth. The extra education and guest rooms will illustrate how we 'walk our talk' and enable our range of Traditional Building and Rural Craft courses to be more fully accessed by the wider community.

I look forward to working with you. Sarah Partridge Centre Manager (Volunteer)



Volunteer Refresher/Induction

About us

- OBee CIC
- Our social channels
- Objectives
- The early days of OBee - Restoration, ruins, reinstatement
- Demonstrating self-reliance – human energy, water, warmth (wood), 'waste'

Volunteering at Orchard Barn

- What OBee can offer you
- The role of Volunteers in OBee CIC
- When, what, how, (and records)
- Volunteer training funded by
- Guidelines for working on site – TOOLS and YOU!

Site map, policies

- ✓ What's where, and why!
- ✓ Health and Safety, PPE, Risk Assessments
- ✓ Insurance, First Aid, in an Emergency, What 3 Words, Grid ref
- ✓ Fire Procedure
- ✓ Construction, Design + Management (2015) F10
- ✓ OBee CIC Policies Equality and Diversity, Data Protection, Safeguarding +++
- ✓ Getting to Orchard Barn

Finally



OBees CIC – about us

- **O**rchard **B**arn environmental education centre (OBees) was established as a not-for-profit Community Interest Company (CIC) in Autumn 2007. Registered at Companies House. Regulated by the CIC Regulator.
- It has the use of a 1.7 acre site at Far Ringshall, Mid-Suffolk comprising a formerly ruined C15th farmstead, a derelict (now restored) C17th C Suffolk barn, an ancient orchard and moat
- OBees's main objective has been to create a centre focussed on teaching traditional building techniques and environmental education using natural and sustainable methods
- Produce [Annual Reports](#) and Accounts

Our social channels – please subscribe

- Web site orchardbarn.org.uk
- Facebook [OrchardBarnorg](https://www.facebook.com/OrchardBarnorg)
- Instagram [OrchardBarnorg](https://www.instagram.com/OrchardBarnorg)
- Twitter [OBeeCIC](https://twitter.com/OBeeCIC)
- YouTube [Orchard Barn Traditional Building](https://www.youtube.com/OrchardBarnTraditionalBuilding)

OBeC CIC - Our Objectives

YouTube [video](#)

- 1) Provide environmentally sustainable indoor and outdoor facilities and structure for community activities.
- 2) Increase participation in heritage activities.
- 3) Provide opportunities for learning traditional skills through practical participation.
- 4) Employ, and encourage through education, the use of natural resources and organic techniques.
- 5) Conserve and enhance the historic features of the local landscape, including traditional orchards.
- 6) Develop community-supported vegetable plots, orchards, and woodland.
- 7) Encourage existing wildlife, and aim to increase biodiversity, by improving the habitat.
- 8) Provide increased access to, and opportunities for exercise in, green space.
- 9) Increase, through a holistic educational programme, community awareness and understanding of the effect the individual has on the environment – and the vital interconnectedness between the health of the environment and the health of the individual.

In the early days



The site had been disused since the 1930's and was well on the way to fully reverting to natural habitat

Restoration, ruins,
reinstatement?
Building Historian –
Leigh Alston's 2007 [reports](#)
can be read on line!



Orchard Barn Volunteer Induction notes revised March 2023
Sarah Partridge Centre Manager

OBee CIC

Demonstrating self-reliance – human energy, water, warmth (wood), ‘waste’

- Orchard Barn is established as an exemplar “off-the-grid” centre...i.e. no mains electric, sewage or water connections
- Traditional hand tools and human energy
- Rainwater and solar energy harvesting
- Grading and harvesting ALL wood ‘by-products’ from shingle making process!
- Masonry stove in Meeting Room (made from clay lump) fuelled with ‘off-cuts’ from building products

AND our water-free 'earth-fast' accessible compost toilet



Instructions for using the compost toilet

The toilet is situated at the end of the board walk

- Use sanitiser before and after use (to prevent Weil's disease)
- Please keep liquids and solids separate by using the relevant seat (they are labelled)
- After use put a handful of our best sawdust into the bucket as a soak
- Place used toilet tissue into pedal bin

Uses for urine; activator for our compost, diluted as plant food for courgettes, French beans, tomatoes etc (not salad crops)

Uses for solids; matured for 2 years then placed round base of fruit trees and covered with a sheet mulch (wet newspaper held in place with sawdust). The mulch encourages worms to take nutrients down into the soil where the fruit tree can utilise them.

Uses for used toilet roll; fed to Red Brandling worm colony for conversion into further plant food.

The toilet was constructed by students and volunteers from earth fast sweet chestnut poles infilled with wattle and daub. The building has been passed by Building Control, and is wheel chair accessible.



Volunteering at Orchard Barn

What OBee CIC can offer you

- FREE training (minimum commitment of 5 days per quarter year)
- Skills development
- Friendship
- Fun
- Fitness
- Access to the great outdoors
- Direct action - Being part of the bigger picture to combat climate change

Volunteering at Orchard Barn

The role of Volunteers within OBee CIC

- Site development (and site maintenance when less busy with shingles!)
- Tool care and sharpening Chris T.
- Management Team of 4 Directors Sarah, Chris T, Carole and JP, Company Secretary Claire, Treasurer Jez and Members Secretary Jean
- Volunteer Co-ordination Carole
- Fund raising, PR and Centre Manager Sarah
- Courses organisation Sarah and Courses Admin Ginny
- OBee Members x 39



Volunteering at Orchard Barn

WHEN – WHAT - HOW

(and what we need from you – for our records)

- Weekly working parties on Wednesdays, Thursdays and Fridays
- Throughout 2023 monthly working parties on Saturdays stepping up to 3 Saturdays/month from April
- Shingle making, dressing and fitting until complete!
- Light clay straw insulation making and fitting from March – September 2023
- Hand tools, local materials, traditional techniques, working together
- Regular help needed (please let Sarah know when you can come/can't come), take responsibility for your own, and others health and well-being, look after the site, the tools and help spread the OBee Word!
- Help at events like Weird and Wonderful Wood, Heritage Open Barn, Pakenham Open Day, village fetes, OBee's 16th birthday celebration

Grant awards – pay for Volunteer Training



SUFFOLK
Community
Foundation

Alfred Williams Charitable Trust



THE RADCLIFFE TRUST

Stowmarket Lions



Volunteer days

1.10.20 - 30.9.21

- 803.5 (up from 624) practical days
- 331.5 (up from 303) semi-skilled days
- 286 (up from 147) skilled days

1.10.20 - 30.9.22

- 298 practical days
- **739 semi-skilled days (up 393.5)**
- 251 skilled days

Guidelines for working on site

TOOLS and YOU

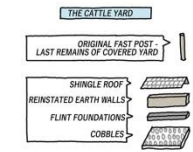
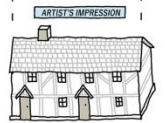
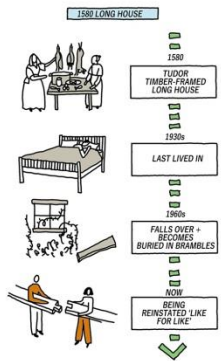
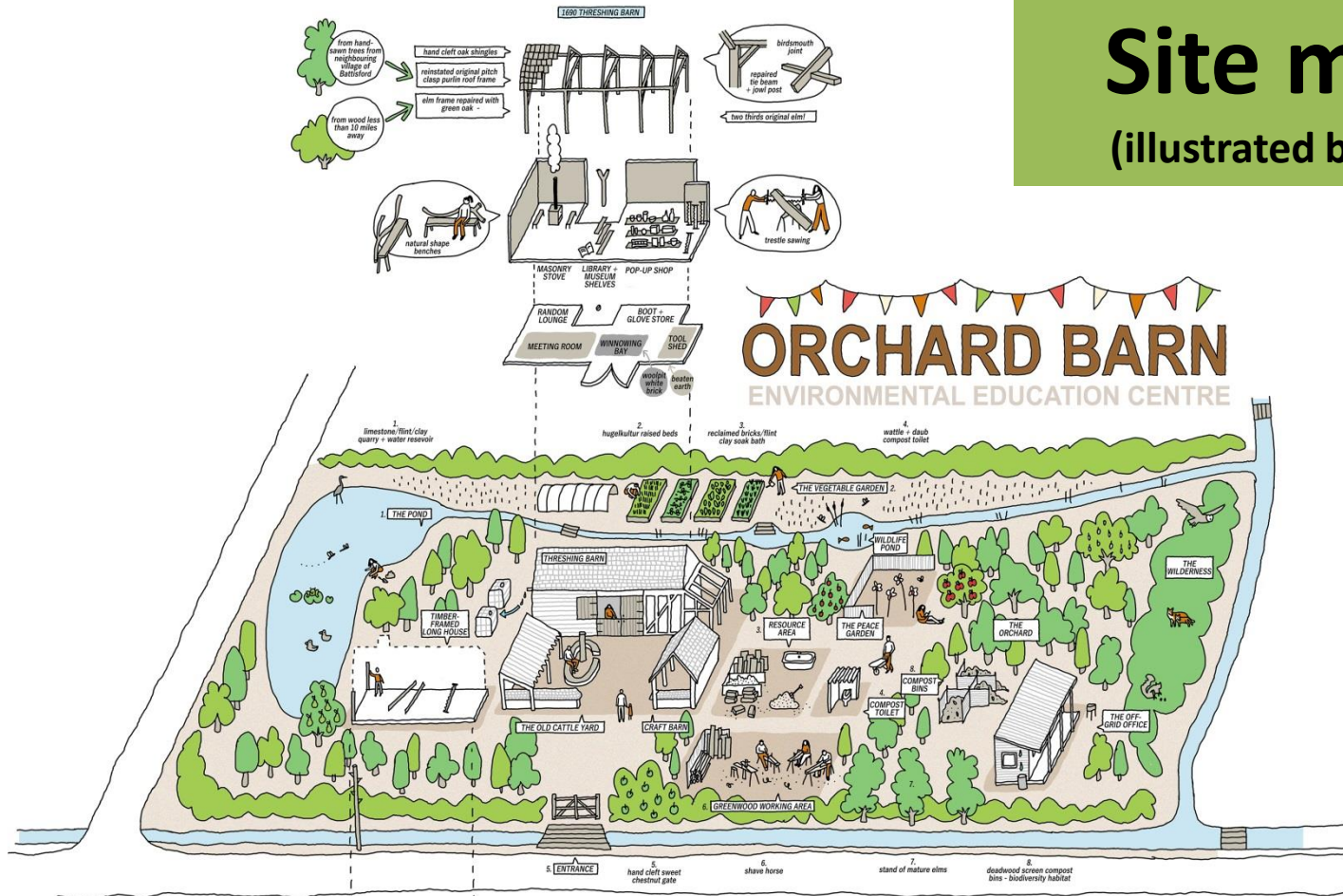
- Let Centre Manager know you are coming
- Arrive in good time and take time to arrive – leave the outside world behind you when you come through the gate
- Use appropriate hand tool for the job (if tool is new to you please ask Volunteer Supervisor or Tools Person for instruction using it)
- Return tool(s) to where you found it (cleaned and sharpened where necessary)
- Work collectively
- Respect others and their work space
- Put cover on sharp tools after use

Guidelines cont.

- Keep 'by-products' of shingle making and other processes separate (so they have further useful uses)
- Check with Centre Manager before using timber from any of the many wood stores (what looks like firewood may be someone else's 'work in progress'!) Label a 'work in progress' and take responsibility for completing it.
- Leave work area clean and tidy when finished
- Let us know of any breakages
- Use water sparingly
- Put organic matter in Worm Palace for conversion into plant food
- Please take other recycling and landfill home with you!

Site map

(illustrated by Izzy)



Health and Safety

It is our aim to prevent accidents and provide a safe working environment

- Risk Assessments will be carried out on each task occurring on the OBee site by Sarah Partridge, or appointed Volunteer Supervisor. The Centre Manager will be open to suggestions that improve on each risk assessment as and when it is produced.
- Volunteers to be asked to bring/wear their own safety boots, gloves. Where necessary additional personal protective equipment /clothing will be provided for use as needed.
- All tools provided will be correctly and safely maintained for use.
- Any substance will be handled safely in accordance with manufacturers instructions and safety data sheets (probably only Lime).

First Aid, Insurance

- All registered and fully inducted volunteers are covered by an insurance policy whilst working as OBee Volunteers. We are insured through Cass- Stephens www.cass-stephens.co.uk.
- **First Aid kit and Accident Report book in back of barn – all accidents must be recorded.**
- **First Aiders are JP Lodge, Claire Jones, Roger Heard, David Morton, Chris Clarke, Calvin Craske, William Clement-Smith, Mike Taylor, Joss Flinn, Sarah Partridge, Chris Turland** (thanks to MSDC Council Locality Budget for funding First Aid training Spring 2022)
- The nearest defibrillator is on Straight Road Battisford CONFIRM WHERE

In an Emergency phone 999

- **Nearest Doctor**
- **Needham Market Health Centre, 01449-720666 Sat 9-12 only, after this time call 01473-299622 Suffolk Doctors on Call,**
- **Nearest Hospital**
- **Ipswich Accident & Emergency Hospital, Heath Road, Ipswich, IP4 5PD**
- **Tel: 01473 712233**

Getting to local Health Centre and/or Accident and Emergency Hospital

Right out of Orchard barn gate.

First right down Mill Road.

Right at T junction. Down Battisford Straight. Turn right at end.

Down Valley Road till end, turn right. Follow road into Barking.
Turn left.

Needham Market Health Centre is on left in approx 2 miles.

For Ipswich A&E, take 2nd right after Needham HC. At staggered junction turn right and immediately left.

Turn right at next junction, go under low railway bridge.
Follow road to A14 and take Ipswich turning.

Follow signs to A&E hospital

What three words, location and grid reference

What three words for Orchard Barn gateway are
STEMS OBSERVE ISSUES

Orchard Barn, Bildeston Road, Ringshall, Suffolk
IP14 2LY - **located on the southern outskirts of
Battisford,
NOT in main part of Ringshall village**

GPS Latitude 52.141526N - Longitude .949617E

Fire Procedure

- In the event of an unscheduled fire please raise the alarm by repeatedly blowing the whistle (on the tool shed wall near door to yard) loudly, at least six times. Leave the building and congregate in the disabled parking bay near main gate.
- Appointed Fire Officer (JP Lodge) to assess the situation and either use sand to put fire out, or if serious call 999. Ensure all volunteers and/or trainees that day are accounted for.
- Fire buckets containing sand are available near main barn doors
- Fire practices held monthly

Construction, Design and Management (2015)

- Work on Long House
- F10 - Construction site registered with Health and Safety Executive (Gov UK)
- Method Statements
- Lifting Plan
- Risk Assessments

OBeC CIC Policies

Policies available on our [About](#) web page

Updated every 2 years

- [Complaints procedure](#) revised Feb 23
- [Data Protection Statement](#) revised April 21
- [Equality and Diversity](#) revised March 23
- [Expenses policy](#) revised March 23
- [Grievance procedure](#) revised Feb 23
- [Health and Safety](#) revised March 23
- [Payment Policy](#) revised March 23
- [Safeguarding policy](#) revised Feb 23
- [Volunteer policy](#) April 21

Getting to Orchard Barn

Orchard Barn, Bildeston Road, Far Ringshall, (adjacent to Battisford), Suffolk, IP14 2LY is on [Google Maps](#)

Leave the A14 at J51 Coddendam junction (the junction where the A140 heads north to Norwich). Follow the B1078 to Needham Market (it won't be signed to Needham, but will tell there's a very low bridge with a height restriction). Before you get into Needham, you'll go past the Vets on your right, then Needham Lakes, then you go under the low bridge.

Turn immediately LEFT, then at staggered crossroads go RIGHT and immediately LEFT.

At T junction, go LEFT. Follow B1078 out of Needham for about 2 miles, just as you come into Barking watch out for Barking Forge on your left. Take the RIGHT opposite the forge (signed Battisford), follow road for another couple of miles and take LEFT down Valley Road.

At end of Valley Road, turn LEFT into Battisford Straight Road and follow the road about a mile till Mill Road is on your left (by pink thatched cottage, just before Punch Bowl pub).

Turn LEFT down Mill Road and continue to T junction. Turn LEFT, and about 200 yards later you'll come into Ringshall. Orchard Barn is a further 200 yards, on the left, opposite the large concrete pad.

Parking is either on the concrete pad opposite (please take care not to block entrances to fields) or in our car park.

Please do not park, or pull into the lane at Nine Elms Farm as this is in constant use by farm machinery and Orchard Barn CANNOT BE ACCESSED FROM THIS LANE.

If you are lost, please call our mobile number 07766 054042

Sharing lifts is encouraged - Please ask Sarah if you need a lift

Finally

- Have fun being here and getting involved
- Learn new skills (probably very old ones, but hey)
- Enjoy the great outdoors, birds, nature
- Make friends
- Get fitter
- Contribute to the bigger picture – the Orchard Barn Centre for Environmental Education – one shingle at a time!

