

- 1) Opening up – Unlock containers/compound and secure locks to doors/gates. Return compound key to hook and secure container doors open with rope loops.

Spare locks are located in the security box on the wall past the BA rails.

- 2) Services - Power: - each container has an INDEPENDENT power supply via its own consumer unit.

Water:- the mains stop tap is located by the boundary fence behind the kit store container. This should be turned off if frost is forecast and the tapes opened.

Gas :- the shower runs off bottled gas which is located next to the changing room entrance. NB the shower temperature can become very hot if other water is used so take care esp. of juniors.

The water for the shower is turned on/off at a valve* on the pipe near the outside tap (screw driver in gas 'cupboard'). Water and gas are controlled on the shower unit. The Gas is normally left on. Normally nothing should need adjusting –just use the shower.

If frost forecast turn off water at valve* and drain the shower heater unit via the knurled adjuster at the base of the unit,(you will need to press the shower button to release the air lock .)

- 3) Equipment – equipment has set locations for storage. BAs, cags , wetsuits etc are rinsed in fresh water after use and hung in blue box trailer to dry. Dry kit is returned to the main store. Cags and BAs have marked areas for sizes and should ' face' the door so sizes can easily be seen. Paddles are colour coded.

- 4) Safety – accidents /incidents :-

first aid kit is located on the inside of the kit container door.

Incident / accident report forms are on the office notice board and should be completed for ALL incidents and accidents that result in any injury or have the potential to do so – this includes whenever the first aid kit is used.

Any accident requiring treatment off site should be reported to the club Chairperson.

First aiders will be identified on the daily session sheet.

Damaged / incomplete equipment :- should be withdrawn from circulation if it is not possible to fix it at the time. The problem will be recorded in the repairs / damage book located on the office notice board. Red and white Zebra tape will be attached to the item withdrawn from circulation and it will be moved to an 'isolation area'.

Emergency evacuation procedure – assembly point at dock launch point- sound whistle and if safe take signing in list to check off. Ring 999.

- 5) Recording use :- all those going on the water will record their names on the daily session sheet BEFORE going on the water. In addition to being a safety measure this is also a requirement of Associated British Ports.
- 6) Notification of intention to paddle:- The port authority MUST be contacted before any one gets on the water. If more than one group on the water the white board will be used to indicate what, if any, restriction there are or 'no restriction'.

At all times paddlers must keep clear of commercial craft and not go past the high level bridge.

- 7) End of session :- Ensure all kit is put away correctly and boats are put back in the correct locations . Record as required in repair book etc.

Ring docks, if asked to, to report all off the water. Check all water and electrical appliances are turned off. If frost is expected turn off water at stop tap and drain shower (as above). Leave changing areas, containers and compounds tidy. Lock compounds and hang up key. Lock up containers.