

DCC site orientation for Responsible User – Barrow Docks Canoe Base

(this is NOT a site specific training for taking groups on the water)

Responsible User Name :- _____ Orientation Date:- _____

Role of Responsible User

Opening up

- Key location and lock replacements
- Locks fixed to doors/gates
- Water stop tap location
- Consumer units locations
- Gas location and shower operation
- Use of white board

Equipment

- Kit & Boat store – storage location for size and type of kit
- Wet kit – rinse off salt water
- Hang wet kit to dry in blue box trailer
- Return dry kit from blue box trailer to store
- Boats to be replaced in correct location

Safety

- First aider to be on site and named (written on whiteboard)
- First aid kit location
- Incident / accident report forms –use of
- Incident / accident procedure
- Unsafe or damaged equipment
- Report in 'Repairs' book
- Remove from use, red/white tape, "isolation" area
- Emergency evacuation – assembly point.

Recording use

- Fill in day sheet; names of all paddlers, restrictions, etc
- Identify Coach(es) and responsible user on day sheet
- Outline session plan(s) on whiteboard
- Port authority:
 - Ring BEFORE getting on the water
 - Areas of permitted use
 - Proximity to other craft
 - Ring when OFF the water (if requested / agreed)

Closing up

- Leave changing areas, containers and compounds tidy.
- Complete any reporting if required.
- Ensure services are off as required.

I have had the role and duties of Responsible User explained to me and understand what is expected of me in that role.

Name: _____

Date: _____

Signature:

The above named person has completed site orientation as a Responsible User and may carry out the role on behalf of Duddon Canoe Club

_____ for DCC

Date: _____