



WHITLINGHAM BOATHOUSES INDUCTION

INTRODUCTION

Whitlingham Boathouse is a community based centre for rowing and canoeing operated by Whitlingham Boathouses Foundation (WBF)(Registered Charity No 1133063).

The WBF Operational Management Committee (OMC), which includes representatives from each of the user groups, is responsible for managing the facilities on behalf of the Trustees.

This induction guidance is for members and visitors to the centre so that they can get the best out of the facilities in a safe and respectful manner. Users should bear in mind that the facilities are used by a number of clubs and that each user expects to find it in good order with all the equipment in a serviceable condition and stored in its correct place.

GENERAL

The complex is split over three main areas:

- The ground floor of the main boathouse is for storing rowing boats (west end) and canoes (east end)
- The first floor comprises changing facilities, toilets, gym, club room and kitchen area
- The third area (to the west of main building) has two wooden boat sheds and an outdoor compound.

All areas of the club are free to access, with the relevant pass codes/key fob, apart from the kitchen, office and plant room which are restricted areas.

All users come under the jurisdiction of their club, school or other user group when using the facilities. It is the responsibility of each user group to carry out their own risk assessments for their own members and manage their own use within the bounds of WBF policies.

JUNIOR MEMBERS AND OTHERS UNDER 18

All Junior members and visitors under 18 years of age must be supervised when using the building. In particular, no Junior member may use any part of the gym or the rowing/canoeing machines unless supervised by an appropriately qualified responsible adult. Responsible adults are accountable for the Junior members under their supervision at all times.

SAFETY

Any incidents or accidents are to be reported to the relevant user group for action. A data base and means of investigation should be operated by each user group. Events will run under their own safety organisation. Visiting user groups, including training camps, will



remain under their own organisation's systems. The WBF OMC will review safety, including any incidents, as a standing agenda item.

All corridors and fire exits should be kept clear at all times. The foyer area should be kept clear of all boots and shoes in order to give unobstructed access for disabled users to the lift and doors. Extra care should be taken when the stairs and/or changing room floors become wet.

The relevant safety contacts are:

Area	Name	Email	Mobile
WBF land based	John Frankland	john.frankland1@hotmail.com	?
WBF water based	Colwyn Thomas	colwyn.thomas@uea.ac.uk	07773 611730
WBF building management	Clive Kilbourn	cakcarpenters@hotmail.co.uk	07711 409753
Norwich RC	Anita Davies	anita.davies@team-energy.co.uk	?
Norwich CC	John Frankland	John.frankland1@hotmail.com	?
UEA BC	James Raywood	j.raywood@uea.ac.uk	07775 878416
Norwich School	Doug Barrell	dbarrell@norwich-school.org.uk	07519663085
Norwich High School	Helen Middleton	h.middleton@nor.gdst.net	07748 964813

SECURITY

The boathouse site is isolated and it is incumbent on all users to ensure that security is maintained at all times. In addition to the key pads/fobs on various doors, the roller shutter on the boathouse should be secured when the last person leaves the site. Before closing this shutter, users should ensure that all windows are closed and lights are switched off in the changing rooms, clubroom, gym and corridors on the 1st floor. The building and the site are monitored by 24hr CCTV.

FIRST AID

There are two first aid points in the building plus a defibrillator. The names of first aiders are displayed on the WBF notice board and most coaches have basic first aid skills. Please report any incidents to your relevant safety officer and complete the accident forms in the first aid kits.

There is a defibrillator to the left of the front door as you look at the building. The code for the defibrillator is C159X; it is designed to be used by anyone regardless of their medical knowledge. The recommended method is to dial 999 and keep the mobile phone line open on speaker while using the equipment. Full instructions are in the machine.



FIRE SAFETY

If you discover a fire, immediately raise the alarm by pressing the warning plate on one of the red break-glass unit alarm points, which are adjacent to each exit, and call 999. There are two exit routes from the first floor:

- Down the stairs and out through the main entrance lobby or
- Via the emergency exit door in the SW corner of the club room, down the stairs and out of the building

All emergency escape routes are labelled above the door and illuminated by emergency lighting. On evacuation, make your way to the muster point by the gate on the track to the Outdoor Education Centre (see maps at all fire exits). Wait at this location until advised otherwise.

The fire alarm is an intermittent high pitched sound.

Unless specifically trained and competent, do not attempt to fight a fire with an extinguisher. Raise the alarm at one of the emergency points leave the building and dial 999. If your exit is blocked, utilise the relevant fire extinguisher to escape. These are at exits and designated key locations; both exits are designated as fire refuges with associated call buttons. Familiarise yourself with escape and extinguisher locations which shown on the Whitlingham notice board.

If a fire is found in the kitchen area press the emergency shut off button (red button on yellow housing) adjacent to the entrance door, inside the kitchen. This will engage the emergency shutter and isolate power and gas to the room. There is a dry powder, CO2 extinguisher and fire blanket in the room by the exit. Do not leave the hob unattended whilst in use.

For exits from the boat/canoe houses the boat bay doors should be used. In the main building, exit can also be gained through the main lobby. Do not leave combustible items lying around on floors or tables.

There are three types of fire extinguisher on site:

- Dry Powder – suitable for any fire type
- CO2 – suitable for electrical fires
- Foam – suitable for paper and materials

Fuels and other hazardous substances should be stored in the relevant lockable fire proof cabinets in the centre of the Boatshed 1 or adjacent to the south side of Boatshed 2. All fuel cans should be removed from launches after use. A maximum of 50 litres is permitted to be stored on site in each boatshed.



WASTE MANAGEMENT

Dispose of all waste in the designated bins separating it into general and recycled waste. The bins are outside the building and are marked. Pick up all of your litter and dispose of it correctly; plastic bottles should be recycled.

For detail of waste protocols see WBF management procedure on the notice board.

FLOOD PLAN

WBF is registered with the Environment Agency and receives Flood Alerts by phone and email. These will be circulated to club contacts on receipt. If notification of a flood alert is received the complex will be evacuated to the muster point. The flood plan and evacuation route is displayed on the noticeboards and the flood evacuation muster point is the same as the fire muster point.

DISABLED ACCESS

All areas of the boathouses are fully accessible including a lift, toilets and showers. An individual risk assessment and induction should be carried out for anyone who needs to access these facilities. The risk assessment should include the method of evacuation in the event of an emergency. The disabled lift should always be left on the first floor when not in use. In the event of a fire, it will therefore always be available for one descent even if the power has failed.

USERS INDIVIDUAL PLANS

Each users group is responsible for developing their own plans that are specifically focused on their activity and how it integrates with Whitlingham Boathouses guidance. Risk assessments and methods statements are available from each user group to underpin their activity and equipment. All users should be aware of these.

CONTACTS

Emergency Police, Ambulance, Fire, Coastguard - 999

Non-Emergency Police - 101

Local Hospital (N&NUH) 01603 286286

Nearest landline - WBF office (or Whitlingham Outdoor Education Centre 01603 632307)

Environment Agency Floodline 0345 988 1188

Broads Authority (Broads Control) 01603 756056

Whitlingham Country Park (through Broads Control) 01603 756056



HOUSEKEEPING

DO

- Remove muddy and wet footwear before going up the stairs and leave them in either the rowing or canoeing storage bays
- Brush footwear thoroughly before going up the stairs
- Keep the entrance foyer clear at all times for disabled users
- Keep the changing rooms, showers and toilets tidy
- Remove clothing and consumables from the changing rooms after each session
- Left clothes will be removed to the lost property and disposed of after one month
- Use the squeegee blades to wipe shower surfaces after use
- Put waste into the correct bins
- Leave the lift on the 1st floor after use; this allows emergency escape even without power.
- Keep all corridors and fire escape routes clear at all times
- Respect your club facilities and leave all weights and equipment tidy
- Train in the designated areas of the gym, clubroom and ergo areas only
- Familiarise yourself with emergency plans and escape routes
- Make necessary arrangements when cleaning or maintaining the boats, canoes and site to safe guard fire detectors from inadvertent activation (red dust caps are available for temporary isolation)
- Close the front door behind you at all times
- Turn off lights when leaving the site; if in doubt turn them off (the only automatic lights are in the changing rooms and toilets)
- Lock the building when leaving site, including shutter door
- Report any damage to a WBH OMC member

DO NOT

- Disrespect your club facilities or allow others to do so
- Use the disabled toilet and shower; it is for people with disability only and for school staff when their schools are on site.
- Discard your empty water bottles or any other rubbish anywhere on the site/buildings
- Take food or drink, other than water, into the gym
- Leave windows open; always assume you are the last and close them
- Use any of the gym equipment or ergos/paddlers if you are a Junior member unless supervised
- Leave the building unlocked when unattended
- Alter the room thermostats on the walls from their set points
- Leave boats, canoes and equipment on trestles or blocking access in boathouses
- Leave valuables lying around
- Leave doors with codes wedged open if building unattended; if in doubt close doors, those who have legitimate access have the means to gain entry



WHITLINGHAM BOATHOUSES FOUNDATION CODE OF CONDUCT

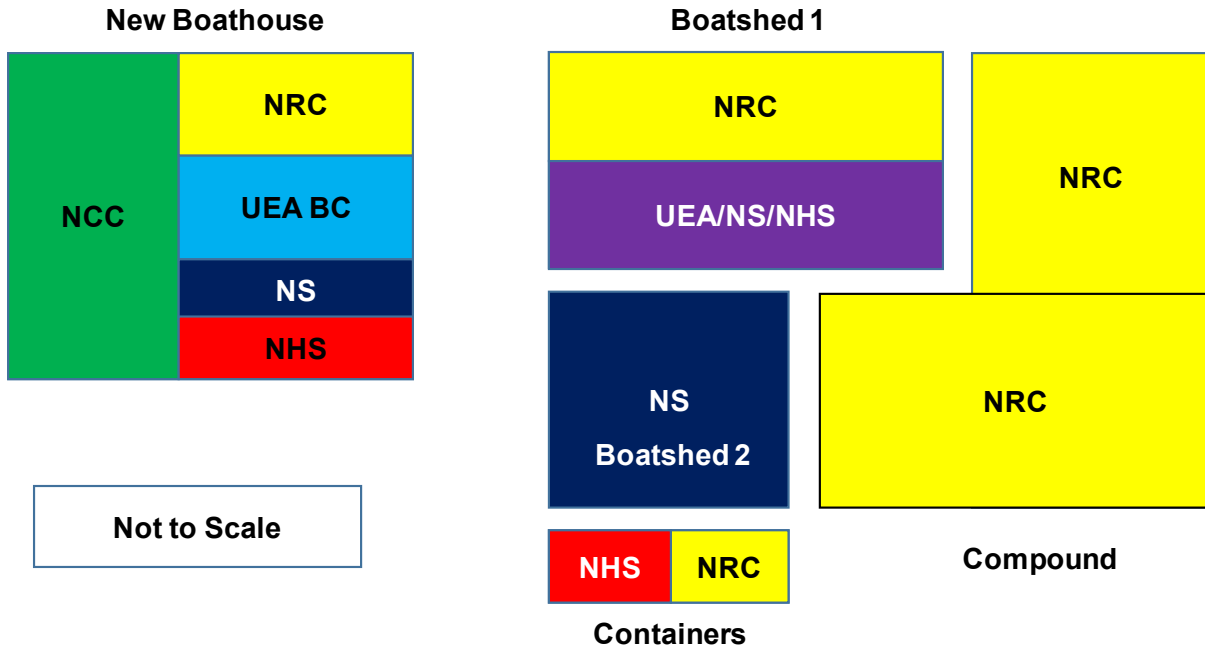
All Whitlingham Boathouses Foundation (WBF) site users are required to:

- Abide by the space, rack and time allocation for the facility as determined by the WBF Operational Management Committee (OMC)
- Abide by all British Rowing and British Canoe Union/Canoe England policies as laid down by the respective National Governing Bodies
- Abide by all respective Club policies and procedures
- Abide by the policies and direction of the Broads Authority concerning the waterways and navigation byelaws
- Familiarise themselves with all building, site and water safety policies, including the Flood and Fire procedures, and follow the advice given
- Train only in the designated areas: gym; clubroom; ergo area
- Ensure that all equipment is placed back in its designated place after use
- Keep all corridors and fire escapes clear at all times; close all fire doors
- Keep the boathouse entrance lobby clear of footwear and equipment at all times
- Respect the facilities on the site and other site users, including their equipment
- Pick up all rubbish, including water bottles, and remove it to the appropriate bins
- Remove all personal clothing and equipment from the site at the end of a session
- Secure all boathouses and sheds during outings and when leaving the site
- Close the roller-shutter door on the new boathouse, if last to leave the site
- Close the gate into the NRC yard, if last to leave the site; if in doubt, close it
- Close the main gate onto Whitlingham Lane, if last to leave; if in doubt, close it
- Assist, when requested, with site maintenance activities
- Park all vehicles in designated Whitlingham Country Park car parks
- Report any damage to the facilities or to the Explore Rowing boats to their Club OMC representative

This Code of Conduct was agreed by the 5 Founder Clubs on **xx October** 2016

CLUB AREAS OF RESPONSIBILITY FOR CLEANLINESS

SOUTH – LITTLE BROAD



NORTH - RIVER

Notes:

Cleaning should include all areas between and behind racks as well as the boat bays.

New boathouse:

- NHS to clean all Rack A area up to the north wall
- NS to clean centre of bay and all Rack B area
- UEA to clean from Rack B through to and including space between Racks D and E
- NRC to clean area from centre of Racks D and E to the south wall including Rack F

Boatshed 1

- NRC to clean left hand bay from south wall up to centre line between Racks I and J
- NS/UEA/NHS to clean right hand bay up to centre line between Racks I and J