



Whitlingham Boathouse Induction

Whitlingham Boathouse is a community based centre for Rowing and Canoeing. The following guidance is for members and their visitors at the centre. Please respect this building and treat it accordingly.

The complex is split over three areas. Main building has two floors. The ground floor is for the housing of Rowing boats (West end) and canoes (East end). The first floor houses changing facilities, toilets, gym, club room and kitchen area. The third area (to the West of main building) has two wooden constructed boat sheds and compound. This is for extended storage of boats.

All areas of the club are free to access with the relevant pass codes apart from the kitchen, office and plant room. Juniors using the gym must be accompanied by a responsible adult.

The Whitlingham Boathouses Foundation (WBF) Operational Management Committee (OMC) will issue appropriate sanctions to those not utilising the building as designed or maintaining it to its appropriate standard. Responsible adults are accountable for juniors under their management.

Safety

Any incidents or accidents are to be reported to the relevant user group for action. A data base and means of investigation is operated by each section. Their relevant visitors should contact them. These will be reviewed by the WBF OMC.

The relevant contacts are:-

- WBF (land based) – Mike Burrows michael.burrows@carillionplc.com 07899 068958
- Norwich Rowing Club - Colwyn Thomas – colwyn.thomas@uea.ac.uk tel. 01603 765068
- Norwich School BC – Chris Williams – cwilliams@norwich-school.org.uk tel. 07903 856417
- Norwich Canoe Club – John Frankland – john.frankland1@hotmail.com
- Norwich High School – Martin Livesey m.livesey@nor.gdst.net 07931 869942
- UEA – James Raywood j.raywood@uea.ac.uk 01603 592595

Areas should be kept free of unnecessary obstructions that can cause slips trips and falls. Extra care should be taken when utilising wet areas in the club.

Security

The boathouses site is isolated and it is incumbent on all users to ensure that security is maintained at all times. In addition to the key codes on various doors, the roller shutter on the boathouse should be secured when the last person leaves the site. Before closing this shutter, please ensure that lights are switched off in the changing rooms, clubroom and corridors on the 1st floor.

The building and site are monitored by 24hr CCTV.



First Aid

There are two first aid points in the building plus a defibrillator on the outside wall to the left of the main lobby doors. The names of first aiders are on the WBF notice board. Most coaches have basic first aid skills. Please report any incidents to your relevant safety officer.

Fire Safety

If you discover a fire immediately raise the alarm by pressing the warning plate at one of the alarm points adjacent to each exit and call 999. There are two exits from the first floor. Through the main entrance lobby or emergency door in the SW corner of the club room. All emergency escape routes are labelled above the door and illuminated in an emergency. Make your way to the muster point at the Electricity Sub Station adjacent to the Outdoor centre. Wait at this location until advised otherwise.

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 and both exits are designated fire refuges. Familiarise yourself on the Whitlingham notice board with escape and extinguisher locations.

The fire alarm is an intermittent high pitch sound.

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 isolate the power and gas to the room. Activating the alarm pads adjacent to exits will engage the kitchen fire shutter. 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 main entrance doors should be utilised. In the main building exit can also be gained through the main lobby.

Do not leave combustible items around the 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 Boathouse 1 or adjacent to the south side of boathouse 2. They should be removed from launches after use.



Waste Management

Dispose of all waste in the designated bins. Be aware of general and recycled waste. Bins will be suitably marked. If they are not it may be assumed to be general waste. NOTE! Plastic bottles are recycled and should be disposed of accordingly.

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

Do not leave litter lying around the club complex. Especially drinks bottles which can also endanger wild life.

The waste bins are to be stored inside the boathouse and only placed outside on collection day, which is on Friday's by 6-30am.

Flood Plan

If notification of flood alert is received the complex will be evacuated to the muster point by the electricity substation by the Outdoor Education Centre. WBF is registered with the Environment Agency and receives Flood Alerts by phone and email. These will be circulated to club contacts on receipt.

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.

Users Individual Plans

Each group is responsible for developing their own plans that are specifically focused on their activity and how it integrates with Whitlingham Boathouse guidance. Risk assessments and methods statements are available from each party to underpin their activity and equipment. Please note these.

Contacts:-

Emergency Police, Ambulance, Fire, Coastguard - 999

Non-Emergency Police - 101

Local Hospital (N&NUH) 01603 286286

Nearest Land line (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

Whitlingham Boathouses (answerphone) – 01603 433588



House Keeping

DO's

- When entering the main lobby always ensure your footwear is suitable if going to the first floor. Muddy or excessively dirty footwear to be left in the boathouse area through right hand door as you enter the lobby. This includes the removal of heavily soiled shoes and boots. All members and guests to utilise the mats before ascending to the club, changing and gym rooms.
- Keep the showers and toilets tidy. Do not leave consumable items in these locations. Clothing needs to be removed from the changing rooms after each session. Left clothes will be removed to the lost property and disposed of after one month.
- Use the squidgy blades to wipe shower surfaces.
- Leave the lift on the first floor after use. This allows emergency escape even without power.
- Lock the building when leaving site, including shutter door.
- Respect your club and leave all weights and equipment tidy.
- Report any damage to WBH committee.
- Familiarise yourself with 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.

Don't

- Disrespect your club facilities
- Use the disabled toilet and shower; it is for people with disability only.
- Discard your empty bottles on the floor or surfaces in the building.
- Leave windows open. Always assume you are the last and close them.
- Turn off lights when leaving the site. If in doubt turn it off (the only automatic lights are in the changing rooms and toilets)
- Use the weights if a junior or unsupervised.
- Put waste in incorrect bins
- Leave the building unlocked when unattended.
- Alter the thermostats on the club 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 users of the Whitlingham Boathouses Foundation (WBF) site 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
- Respect the facilities on the site and other site users including their equipment
- Ensure that boats and equipment are correctly stored in their designated places
- Pick up all rubbish, including water bottles, and remove it from the site
- Remove all personal clothing and equipment from the site at the end of an outing
- 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 at an OMC meeting on 10 March 2014