

Policy on Lone Usage of the Canoe Barn by CVCC Members

Introduction

East Sussex County Council and the Children's Services Department have a responsibility to assess the risks to CVCC members using The Canoe Barn on their own and to take steps to avoid or control the risks where necessary.

CVCC members have responsibilities to take reasonable care of themselves if they are in The Barn on their own and abide by the policy.

It is rare however that CVCC members use the facilities on their own. This could happen outside the Club Season or briefly when a member is the last person to leave the building.

Scope

This document refers to the Canoe Barn including

- the office upstairs,
- the training room,
- changing rooms, entrance corridor,
- equipment storage area and loft,
- the Canoe Barn car park and boat storage container
- the concrete slipway adjacent to the Cuckmere Meanders.

Hazard Identification and Risk Assessment

Please refer to the CVCC Site Risk Assessment Document found on the CVCC website.

Personal Safety and security of the Canoe Barn

If possible CVCC members should avoid being in the Canoe Barn on their own.

If a member is going to be in the Barn on their own then they should ensure that a family member or colleague knows where they are and their likely return time.

The last person to leave the premises must ensure

- all breakages of equipment damage are recorded in the correct file
- all heaters and lights are turned off
- all exits are locked
- the boat container in the car park is padlocked
- the carpark is padlocked and the padlock keys returned to the training room

Contact Lists

In case of a medical emergency then the emergency services can be summoned using the phone in the training room by dialling 999.

In the case of other emergencies for example the discovery of a break in, flood or electrical fault the Centre Manager must be informed on 01323 417032