



Operating Procedure: PFYC Clubhouse Use

Revision History

The formal review date for this document is April 2024

Issue	Date	Summary of Revision
Draft 1	January 2023	Draft for Comment (Pentland Canoe Club)
Issue 1	April 2023	Initial Issue

Scope

This document details the operating protocols for the Pentland Canoe paddlesport activities using the Pentland Firth Yacht Club facilities (PFYC) at Scrabster Harbour.

This **does not cover** Paddlesport activities of non-club members or non-club activities.

Permitted Activities

The PCC has permission from The PFYC for all year access to use their club house facilities (eg toilets, kitchen, training area) at Scrabster to support Club activities. This includes:

- Evening sessions (normally a Thursday evening during the Summers months late April to late September)
- Classroom training
- Club meetings
- Equipment maintenance and cleaning

Any other activities needs to be agreed with the PFYC

Building Access

The PFYC provides the Club with an access code for the building and keys for the garage.

Main Building:

Entry into the building is via the main entrance which is controlled by an access code



The Access Code is held by the PCC Committee members and the lead coaches/leaders of water based activities.

The code must not be given to other individuals (members or non-members) of the Club. [Some members may already have access to the code through individual membership to the PFYC].

Garage:

Access to the Garage is controlled by a key. 3 Keys are held by the Club

- Two of the keys will normally be kept by the Secretary and the Chair.
- The third key will be kept in a locked security container in our equipment store. Access to this container is controlled.

Access to the garage area will normally only be for access to the freshwater tap.

Emergency Procedures

General

When using the building for training, the group leader should maintain a register of attendees and inform those of the facility emergency procedures at the start of the activity.

In the event of the emergency services (police fire, ambulance) being called to the building, the following must be informed and provided with details of the emergency

- Pentland Firth Yacht Club
- Scrabster Harbour Trust must also be informed (Telephone 01847 892779).

Fire

If a fire is discovered the

- Alert all other individuals within the building by shouting (Note: There are no fire alarms in the building)
- Telephone 999 and ask for the Fire Brigade. Give detail of the emergency and location. Postcode for Scrabster is KW14 7UJ [What3words location: ///shrug.figs.eyepieces]
- Only, if you believe it is safe to do so, use a fire extinguishing equipment to put the fire out. Be careful while doing this and do not attempt if yours or others safety is at risk or on large fires. [Note: the only fire extinguishing equipment in the building is a fire blanket in the kitchen area.



- Leave the building by the nearest exit
- Assemble by the in the car parking area in front of the building. The person in charge and complete a roll call

If you are informed of a fire,

- Leave the building by the nearest exit
- Assemble in the car parking area in front of the building The person in charge and complete a roll call

Medical:

Administer first aid if trained to do so or instructed by someone who is trained.

- **Life threatening, seriously ill, seriously injured:** Telephone 999. Give details of the emergency and location. The Postcode for Scrabster is KW14 7UJ.
- **Or all other medical emergencies where assistance is required:** Telephone 111. Give details of the emergency and location. The Postcode for Scrabster is KW14 7UJ.

Defibrillator Location

The nearest defibrillators, with 24/7 public access, at Scrabster is:

- RNLI Lifeboat Station Ferry Pier, KW14 7UJ
Public Access 24/7 (What3Words Location: ///mouth.opened.salad)

Other defibrillators, with limited public access are located at:

- Jacobs UK Ltd Scrabster Business Centre, Suite A
KW14 7UJ (Access Mon - Fri 8am - 5pm) (What3Words Location: ///pillow.awakening.vertical)
- Ferry Terminal, Queen Elizabeth Pier KW14 7UT
(Two AEDs on the ferry) (What3Words Location: ///racked.straying.huddling)
Mon – Sat: 07:15am - 08:45am; 11:00am - 13:15pm; 17:00pm - 19:00pm
Sun: 10:00am - 12:00pm; 17:00pm - 19:00pm

First Aiders and First Aid Kits:

- First aiders: All SCA coaches and trip leaders are trained in at least emergency first aid



- Location of First Aid Kit: Kitchen area. During paddling activities coaches and leaders will also have access to a first aid kit.

Police

if the premises appear to have been broken into, Club members should Telephone 999 and ask for Police. Give details of the incident and location. The Postcode for Scrabster is KW14 7UJ. Do not enter as this may destroy evidence.

General Safety

- All Canoe Club participants are to comply with the **Pentland Firth Yacht Club** house rules for using the facility. These being:
 - Keep the facilities tidy and lean up after use
 - Keep the building secure when leaving
- At start of the Summer Paddling season (normally April to October), the Canoe Club will notify the PFYC Commodore of the intended Club evening(s) sessions.
- The parking of vehicles must be confined to designated areas only. All vehicles parked on-site are the responsibility of the owner/driver. Scrabster Harbour Trust and the Pentland Canoe Club accepts no liability for any damage to, or caused by, any vehicle parked or being driven on Scrabster Harbour property.
- The PFYC facilities are only to be used for Club activities. This will normally be led by a responsible person (coach / instructor / leader or committee member)
- When using the building, club and personal equipment must not be left in areas where this could cause a tripping hazard or block emergency routes.
- If electrical equipment is being used, this should be used as per the manufacturer's instructions. Electrical equipment inspected prior to ensure it is safe to use. Any electrical equipment showing evidence of damage is not to be used.
- At the end of a Club activity the responsible person for the activity (coach / instructor / leader or committee) or delegated individual
 - the building left tidy
 - If used, the kitchen area should be cleaned, and all utensils put away
 - Toilets and showers, if used, are clean
 - all electrical equipment turned off including heaters and lights
 - Ensure that no taps or showers are left running



- Ensure no one is left in the building
- Windows should be closed and the building locked

Environmental/Health

- All rubbish is to be taken home or disposed of in an appropriate bin.
- Evidence of vermin within the building should be reported to a member of the Club Committee who will notify Pentland Firth Yacht Club.

Damages

- Any damage is caused or found within the building should be reported to a member of the Club Committee who will notify Pentland Firth Yacht Club.

Incident Reporting

All incidents and accidents occurring in Pentland Firth Yacht Club facility are to be reported to

- a member of the Committee and notified to British Canoeing in accordance with their requirements (See <https://www.britishcanoeing.org.uk/guidance-resources/safety-1/incident-reporting>).
- The Pentland Firth Yacht Club accident book is to be completed. This is normally kept in the kitchen area.

If the incident occurs in an activity that is covered by BC insurance, it is important that you register the incident through this system as a record of the incident that took place at this time.

- If an incident has occurred which resulted in: -
- An injury to a person
- Medical assistance being provided or an ambulance called
- Damage being caused to property, equipment, vehicles etc

Then the incident **must** also be reported to [**British Canoeing Incident reporting system**](#)