



Operating Procedure: Scrabster

Revision History

This Issue 3 Operating Procedure of the Pentland Canoe Club for Paddlesport activities based from Scrabster Harbour.

The formal review date for this Operating Procedure is no later than **30 April 2027**.

Issue	Date	Summary of Revision
Daft	April 2022	Draft for Comment (to Scrabster Harbour Trust)
1	May 2022	Initial Issue
2	April 2023	Main revision: Paddlesport Activities section
3	April 2024	Minor Revision. Names of national governing bodies revised

Scope

This document details the operating protocols for paddlesport activities from Scrabster Harbour.

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

Emergency Procedures

In the event of the emergency being called, Scrabster Harbour Trust must also be informed (Telephone 01847 892779) and give details of the emergency.

Fire

In the event of an emergency telephone 999. Give detail of the emergency and location. Postcode for Scrabster is KW14 7UJ

Medical:

In the event of a medical emergency telephone 999. Give details of the emergency and location. The Postcode for Scrabster is KW14 7UJ



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 first aid
- First aid kit: This is available in the Club storage facility. Additionally, coaches and leaders will also have a first aid kit.

General Safety

- All Canoe Club participants are to comply with the **Scrabster Harbour 2003 Byelaws**. They can be accessed on their website www.scrabster.co.uk
- At start of the Summer Paddling season (normally April to October), the Canoe Club will notify the Harbour Master of the intended Club evening(s) sessions. This will take account of the Pentland Firth Yacht Club activity.
- During Club activities, equipment must not be left in areas where this could cause a tripping hazard to other harbour users or a hazard to vehicles.
- At the end of a Club paddlesport activity, all equipment is to be stored away and the area left tidy
- The speed limits within Scrabster Harbour must be adhered to.
- 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.

- Pedestrians must use the footpaths where provided.

Environmental/Health

- All rubbish is to be taken home or disposed of in an appropriate bin.
 - Evidence of vermin in the close proximity to the kayak storage should be reported to a member of the Club Committee who will notify Scrabster Harbour Trust.
 - To prevent bacterial Infections (such as Weils Disease), Club members should:
 - Cover all cuts and abrasions with waterproof plasters
 - Always wear footwear to avoid cutting the feet
 - Avoid capsize or rolling practice in suspected poor water quality (sewage, hydrocarbons, algae blooms).
 - Where possible shower soon after the activity
 - As a minimum always wash your hands after paddling and before eating or drinking.
- If within 3–19 days after paddlesport a participant feels ill with a temperature, influenza-like illness and/or joint and muscle pain and possibly jaundice, they should see your doctor immediately and inform the doctor that they have been taking part in water sports and where they have been paddling and mention that Weils Disease / Leptospirosis is suspected.

Water Safety

General

Water safety is very important whilst using Scrabster Harbour. Most of the harbour water-side areas have high piers and deep water. Life rings are positioned around the harbour piers.

- During Club activities, members are restricted from the commercial quaysides
- Trip Leaders / Coaches to obtain weather forecasts prior to paddling activities. Activities should be designed to take account of the weather and to ensure activities do not drift into areas where there could be marine traffic.



Paddlesport Activities

- During paddling activities, a personal floatation device is to be always worn unless instructed by a coach for a specific supervised coaching activity.
- Canoe Club **land-based** activities are restricted to the areas immediately adjacent to the Pentland Firth Yacht Club building. Activities in other locations can only take place with the approval of the Harbour Master.
- Launching or landing is only from the Scrabster beach area or the slipway adjacent to the Pentland Firth Yacht Club.
- Paddling is prohibited within the Harbour Basin area (see Figure 1) unless permission has been given by the Harbour Master



Figure 1: Prohibited areas for paddling

- The preferred course for kayaks to take when departing/arriving Scrabster beach is given in figure 2 - shown by the yellow arrow. This will depend on tides and weather conditions to ensure safety of the group.
- Should it be necessary to enter the main approach area for harbour berths (marked by the yellow circle in figure 2) then contact with the Harbour Master (VHF Channel 12; telephone 01847 892779) must be made. The main approach area being a circle with a radius of approximately 150m centred upon Ola Ferry Berth. **Only on gaining permission** can the



area be entered and crossing the area should be treated as a shipping channel and crossed quickly.

- No coaching or capsize/rescue practice is to take place in the main approach area.



Figure 2: Main harbour approach area & preferred route for kayaks



- Beginners/novices are not to be taken near areas which could have shipping traffic and should be kept away from the main approach area of the harbour as shown in figure 2.
- When in the Scrabster seaward harbour limit (see figure 3), a member of the group is to monitor the Scrabster Harbour VHF Channel (Channel 12) for marine harbour traffic information.



Figure 3: Scrabster Harbour Limit

- Paddlers are to keep clear of the Queen Elizabeth Berth during departure and arrival times of the Scrabster/Stromness ferry. Trip leaders are to ensure they are aware of the timetabled arrival/departure time.
- There should be no capsizing /rescue practice in areas where:
 - There is obvious poor water quality
 - This could present a hazard to shipping
 - There is a risk of entrapment/entanglement (eg ropes / fishing nets)

Incident Reporting

All incidents and accidents are to be reported to a member of the Committee and notified to British Canoeing in accordance with their requirements.



If the incident occurs in an activity that is covered by **Paddle UK** 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 **[Paddle UK Incident reporting system](#)**¹

Club Equipment

At the end of each Paddlesport activity, all equipment is to be stored in the appropriate facility.

The coaches and trips leaders attending will

- Check the surrounding area to ensure that all equipment has been put away
- The storage facility is locked

¹ Incident Reporting Form: <https://paddleuk.org.uk/online-incident-reporting/>