

# DEVIZES CANOE CLUB (DCC)

## FACILITIES MANAGEMENT (FM) POLICY

### INTRODUCTION

#### General Statement of Policy

DCC is committed to ensure that an effective estate and facilities management system is in place to ensure:

- The availability of suitable facilities that enable members and visitors to enjoy participating in club activities in a safe and pleasant environment;
- Maintenance of the buildings, utilities, facilities systems and site infrastructure which comprises the built estate at Lower Wharf;
- Minimal disruption to the Club's operations;
- An efficient and cost effective estate management plan adopting good practice and meeting minimum statutory standards that minimise risks to any person on DCC's site;

#### PURPOSE:

##### Policy Objectives

The objective of this Facilities Management Policy is to outline the principles and practices that will ensure, so far as is reasonably practicable:

- The cleanliness, condition, appearance, maintenance of the site and built estate remains satisfactory.
- Long term maintenance needs are identified and addressed to ensure that the site remains fit for purpose and minimises financial risk to the Club.
- Fire safety is maintained incorporating fire training, fire risk assessment and review.
- Club facilities, private and club equipment are secured to agreed levels when the Club is unoccupied.
- Access and car parking arrangements are managed to minimise disruption to neighbouring residents and are effectively managed at all times when the Club is in use.
- Minimisation of waste and the costs associated with energy and water consumption, waste disposal.
- Compliance with any contractual requirements for the occupation and management of leased land and property.

#### SCOPE

This FM policy applies to the Lower Wharf Estate only. The Operating Policies for the Club are contained in DCC's comprehensive Canoe Club Safety & Operating Policy document which includes:

- DCC's framework for Health & Safety and Risk Assessment
- First Aid
- Prevention of aquatic disease

- Emergency procedures

## **DUTIES AND RESPONSIBILITIES**

Members of the Club's management committee and coaches have a common law duty of care to club members, parents, visitors and volunteers to ensure a safe and appropriate working environment, so far as is reasonable. This is completely consistent with the standards that the Club has put in place to ensure Clubmark accreditation.

- The CIO Trustees

The Committee of Trustees has ultimate responsibility for the management and maintenance of the built estate including land and property leases held by the CIO, investment in the estate and long-term maintenance plans

- The Club's Management Committee

The CIO Trustees delegate the responsibility for the management and maintenance of the estate to the operational management committee who appoint the Deputy Chair as the 'responsible person' for Facilities Management.

- Deputy Chair

The Deputy Chair has day to day responsibility for the management and maintenance of the estate and will be supported by an informal group consisting of:

- The CIO Treasurer
- The senior coach or a nominated representative from the coaching team
- A suitable experienced fire adviser
- The H&S officer
- Club officers or volunteers organising events or sessions at Lower Wharf.
- Club Treasurer
  - Responsible for management of Club running costs and budgetary planning to make adequate provision for the approved facilities management programme.
  - Responsible for ensuring proportionate income recovery from club users including boat storage, events, membership fees and shower use.
  - Responsible for arranging adequate insurance cover for the built estate including third party liability and replacement value.
- All Adult Members

All Club members using the Club's premises have a responsibility as a condition of membership to:

- Recognise their responsibility to take reasonable care for their own safety and the safety of others at all times;
- Be familiar with the contents of this policy and supporting policies, where relevant, e.g. Safety & Operating Procedures, Fire Safety etc.
- To report to the Deputy Chair or available committee member any concerns about maintenance or functionality of the built estate.

## Competent Persons (CP)

CP will be appointed to carry out specific maintenance tasks on the built estate. They will have responsibility for delivery of specific services and may be professionally qualified contractors or suitably experienced volunteers. They will be authorised by the Facilities Manager organisation and be able to demonstrate competence to provide a maintenance service based on experience, specialist skills and the ability to provide appropriate record keeping. CP are to ensure that work is carried out safely and that they fully assess the risk to themselves and others before starting work.

### **PROCESSES & PROCEDURES**

Annexes to this policy provide separate processes and procedures for:

- Maintenance of the built environment;
- Fire prevention and safety;
- Security Management;
- Management of access and car parking;
- Asbestos management;
- Waste management;
- Energy management;
- Kitchen use.

### **TRAINING REQUIREMENTS**

Detail of any specific training requirements are contained within supporting separate Club policies.

## ANNEX A

### MAINTENANCE OF THE BUILT ENVIRONMENT

#### Overview

The objective of this Facilities Maintenance Policy is to outline the principles and practices that will ensure that the cleanliness, condition, appearance, maintenance of the site and built estate remains satisfactory and that long term maintenance needs are identified and addressed to ensure that the site remains fit for purpose and minimises financial risk to the Club.

#### Roles & Responsibilities

- Facilities Manager:
  - Responsible for the overall maintenance programme of the built estate. The built estate is to be subject to quarterly inspection by the FM who will maintain a log of issues and take responsibility for arranging maintenance. The FM will report to the committee periodically as agreed and may co-opt additional support from the Committee or volunteers as necessary.
  - Supervises work carried out on the built estate including ensuring that Competent Persons (CP) are appointed to carry out maintenance tasks.
- Club Treasurer
  - Responsible for budget planning for facilities maintenance based on an agreed maintenance programme.
- Duty Keyholders, Coaches and Activity Supervisors
  - Duty staff (coaches, keyholders and others) are to note any defects or issues as they become apparent and pass to the FM for action.

#### Building and Facilities Maintenance Procedures

The issues log is to be reviewed at least every three months by the Management Committee. Urgent items are to be reviewed monthly.

Maintenance will be carried out by competent or suitably qualified people (including club members) as and when required and authorised by the FM.

#### Servicing Schedules

The FM is responsible for ensuring regular servicing is carried out on central heating and kitchen equipment as follows:

- Central heating. The boiler is to be serviced annually by a qualified Gas Safe Registered Engineer and a record maintained of inspection and service.
- Kitchen. The HSE Officer or a nominated person is to ensure that grease filters are cleaned monthly and carbon recirculating filters changed every 6 months or more often if necessary.
- Appliances. PAT testing is to be carried out annually on all appliances by a suitably qualified person.

#### Cleaning Schedules

The Club Secretary and Volunteer Coordinator will manage and monitor regular cleaning schedules for the Club to ensure the facilities remain clean and fit for purpose:

- After Club Sessions/Events (D): Responsibility: Duty Coach and member volunteers
- Monthly Clean Up (M): Responsibility: Volunteer Coordinator and member volunteers

Task / Area	Outside areas	Boat store	Shower Block	Clubhouse	Kitchen
Mop floors			D		D*
Sweep/vacuum floors				M	M
Remove litter/waste to bin	D	M	D	D*	D*
Remove lost property to box	D		D		
Rinse shower trays			D		
Clean shower screens			M		
Clean toilets			D/M	D*/M	
Restock lavatory paper			D	D	
Clean sinks			D	D	D*
Hang up/store equipment	D	D			
Stack chairs/ergos				D	
Clean fridge					M
Clean oven					6M
Clean windows				3M	3M
Cut Grass/trim bank to side of landing stage	M				
Hose away loose mud/grit	M				

\* Indicates that cleaning task required if the area is in use at the session/event

### Long-term Maintenance Plan

The aim of the long-term maintenance plan is to ensure that the fabric of the built estate remains fit for use over the longer-term and reduces unexpected running costs. The FM will develop a long-term maintenance programme for approval annually by the Trustees/Club Committee who will be responsible for agreeing priorities, identifying suitable grant funding and allocating a maintenance budget. The long-term maintenance plan will be developed using a suitable template to identify specific tasks, priorities and costs:

Time Period / Area	Outside areas	Boat store	Shower Block	Clubhouse	Kitchen	Estimated Costs
Within 3 months						
Within 6 months						
Within 1 year						
Within 3 years						
Within 5 years						
> 5 years						

## **ANNEX B**

### **FIRE PREVENTION AND SAFETY**

#### **Overview**

The Fire Risk Assessment for Lower Wharf provides the basis for the Club's Fire Prevention & Safety Policy. This policy must be read alongside the Club's general operating procedures and HSE policies.

#### **Roles & Responsibilities**

The 'responsible person' at DCC for fire safety and prevention will be the Club Committee member designated as Facilities Manager (FM). They are to assist the HSE officer to ensure that the Club's facilities and operational practices are safe at all times.

The Facilities Manager will be supported at all times by members of the Club Committee, keyholders and coaching staff to ensure that Fire Prevention & Safety policy is complied with.

#### **General Risk**

The fire risk is assessed as LOW based on the low occupancy of the site, minimal risk factors and measures taken to prevent fire and facilitate quick evacuation.

#### **Control Measures**

The following control measures are to be applied:

##### **Smoking**

There is to be no smoking within the site perimeter at any time

##### **Supervision**

All persons authorised by the Committee to supervise activity within the Club Building including but not limited to committee members, coaches and volunteers are to read the fire evacuation procedures before starting any activity and to ensure that fire prevention measures are understood and applied. This includes:

- Ensuring that adult supervision is available at all times within the Club building, especially in the kitchen area;
- Ensuring that building users are aware of the emergency evacuation procedure;
- Knowing the location of fire extinguishers and fire blankets;
- Ensuring fire doors are closed when not in use;
- Preventing any unsafe activity that could lead to fire;
- Ensuring fire exits remain accessible at all time; and
- That the building is properly secured after use.
- Duty coaching staff and people responsible for functions in the building shall read and sign a briefing sheet (attached)

##### **Escape Routes**

Escape routes are limited to the two main access doors. These are signed as exit route with emergency lighting and are to be kept clear at all times.

Maintenance of fire detection and prevention equipment

Fire detection equipment and emergency lighting are to be checked annually and maintenance recommendations carried out within one month of being made.

### **Support to Disabled People**

Disabled occupants (or anyone with limited mobility) must be accompanied at all times when in the building. They may need additional assistance in the event of evacuation.

### **Boat Maintenance**

Under no circumstances is any boat maintenance to be carried out in the Club building. There are no exceptions to this rule which is designed to minimise fire risk and preserve the building for the purpose intended.

### **Storage of inflammable materials.**

Combustible materials are not to be allowed to accumulate within the Club building

Inflammable materials are only to be stored in secure storage areas. These are limited to sealed containers containing paint and decorating materials in use and shall not contain hazardous substances controlled by COSHH regulations including fuel, acetone or similar highly inflammable substances.

### **Kitchen Use**

In practice kitchen use provides the highest risk of fire. The following control measures are essential

- The kitchen is only to be used by persons authorised by the operating committee
- Kitchen users are to check that suitable extinguishers are available at all times when the kitchen is in use. These are located by the cooker hob and at the kitchen entrance and include fire blankets and a CO2 extinguisher.
- In the event of a fire shut down the electrical supply to the hobs and ovens from the isolator switches if safe to do so.
- If safe, a single attempt to suppress the fire should be made using the extinguisher located by the kitchen door. If unsuccessful no further attempt should be made and the kitchen should be evacuated immediately.
- The fire door is to be closed immediately the kitchen has been evacuated

### **Fire procedures**

The only identified fire risk is when people are in the Club Building itself. In the event of fire in or near the Club Building members are to evacuate the building by the nearest available fire exit and move safely to the assembly area:

- The fire assembly point is outside Wadworth & Co's cellarage building and in front of the Dundas Court flats;
- If safe to do so paddlers on the water should be advised to disembark at the steps before making their way on foot to the assembly area
- No member or visitor is to leave the assembly area until all people present at the session are accounted for.
- A Club officer will coordinate a roll call and decide on the appropriate action to be taken in line with the Club's incident procedures.

### **Procedures for evacuation of the Lower Wharf Site**

DCC has published instructions to be followed in the event of an emergency. These are to be displayed on the Club notice board and laminated copies are to be available at all times for the convenience of people supervising activity within the Club building.

These instructions are to be brought to the attention of building occupants at organised events at the Club site:

## **IN THE EVENT OF EMERGENCY**

### **INSTRUCTIONS FOR EVACUATING THE BUILDING**

**1. The signal for evacuating the building will be:**

- Hearing the fire alarm, discovery of fire or someone shouting FIRE! FIRE! FIRE!

**2. If you discover a fire:**

- Raise the alarm by shouting FIRE! FIRE! FIRE!
- Do not attempt to fight the fire unless safe to do so and you are familiar with the fire equipment located in the main room and kitchen.
- If the fire is located in the kitchen, small meeting room or boiler room attempt to shut the door if safe to do so.

**3. On hearing the fire alarm:**

- Leave the building immediately using the nearest signed safe exit.
- Close windows and doors if safe to do so.
- Report to the designated Fire Muster Point.

**4. Further information**

- The Fire Muster Point is outside Wadworth's Cellar Building opposite Dundas Court.
- Walk, do not run.
- Never enter a smoke filled area.
- Do not re-enter the building until told to do so.
- Do not leave the Fire Muster Point until told to do so by a club official.
- If you are with a visitor escort them to the muster point and inform a club official.

**5. Call the fire brigade from a mobile telephone**

- Dial 999.
- Give the operator your telephone number and ask for FIRE.
- When the Fire Brigade replies give the message clearly and distinctly:

Devizes Canoe Club

Lower Wharf

Northgate Street

Devizes

SN10 1JP

DO NOT DISCONNECT UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE



## ANNEX C

### SECURITY & ACCESS MANAGEMENT

#### Overview

The Club owns a valuable estate, stores over 100 kayaks and canoes including club and private craft. Acts of vandalism, theft and even arson have been carried out against community clubs in the past, and whilst the risk is relatively modest, appropriate security precautions will make the premises safe and secure for everyone's enjoyment.

The Club accepts no responsibility for damage to personal property including boats and vehicles brought to the site or stored at the site. The club has adequate insurance for Club property and individuals remain responsible for arranging adequate insurance cover for their own property.

The site relies on several levels of security that are appropriate to the threat. This includes:

- A medium security fence to deter physical access to the site
- Deterrent CCTV and signage
- A combination padlocked access gates
- Combination locked boat storage with separate bays for private and club equipment
- Electronic key fob access to the changing rooms for members only
- Combination and key security to the club building and restricted areas within the building
- Multipoint locks on windows

These security measures will only work if Club officials, activity supervisors, members and volunteers are vigilant and ensure that the site is fully secure at the end of each session or when people are out on the water if no-one remains at the Club on bankside.

This policy sets out our approach to Club security and access, including management of access to Club facilities.

#### Roles and Responsibilities

- **The Club Committee**
  - Responsible for developing and enforcing an appropriate security policy for the Club covering the built estate, member access and the protection of private and club property stored at the site.
  - Approve members requiring access to the club and issue combinations/keys as appropriate.
  - Review of security policies periodically to ensure that they remain effective.
- **Facilities Manager**
  - Responsible for installing and maintaining physical security, access control and deterrent measures at the site to meet the Committee's security policy with the intention of minimising security risks so far as it is possible.
  - Sponsor for this policy
  - Responsible for holding a master set of keys off-site in case of an emergency.
- **Club Secretary**
  - Responsible for changing security combinations on a regular basis and publishing them to people authorised to access the site
  - Responsible for the control and management of electronic key fobs for accessing the changing rooms.

- **Duty Coach/Duty Keyholders**
  - Responsible for supervising access to the Club and securing the club during and after organised sessions.
  - Responsible for reminding members and guests at club sessions to take personal responsibility for the security of their own possessions.
- **Individual Members**
  - Responsible for taking personal responsibility for the security of their own possessions at all times and for having suitable insurance for any possessions, including boats, stored at or brought to the site.
  - Every member is responsible for locking combination locks and doors so that access to club facilities is limited to approved members with permitted access.

## **GENERAL CONTROL MEASURES APPLYING TO ALL MEMBERS**

### **Personal Property and Controls**

There is a small risk to personal property (valuables) whilst club members and guests are out on the water. All members are advised:

- Not to bring large amounts of cash and valuables to the Club
- Not to leave cash and valuables unsecured in the changing rooms: lock it in your car or ask a coach to secure it in a locker for the duration of your session
- Not to share their key fobs or access codes with anyone that is not a registered member unless they have the specific permission of a coach or committee member.
- Coaches and duty keyholders are to control access to the 'master' keys and fobs when the site is in use.

### **Site Access and Controls**

Access to the site and boat storage is protected by combination locks. The combination will be issued to members 'approved' by the club committee. When persons on the 'approved' list cease to have a need, or permission, to access the club's facilities combinations will be changed.

No approved person is to share combination numbers with anyone else.

The private boat storage combination number will be provided to committee members and private boat owners who have a valid boat storage agreement in place.

The main gate combination number will be provided to all adult members and changed for each new membership year.

All members must 'scramble' combination numbers when locking up.

Club boat and paddle storage combination numbers will be provided to committee members and coaches.

Combination numbers will be changed on at least an annual basis but sooner if it is necessary (because, for example, control measures have been compromised).

### **Shower/Changing Room Access and Controls**

Access will be provided by digital key fobs. Fobs are only available to members who have paid their club fees in full and a £5 refundable deposit per fob.

Unpaid club fees will result in key fobs being de-activated until club membership fees have been paid.

Lost/mislaid fobs will be deactivated and may be replaced upon a further £5 payment but members will not be able to access the changing rooms until their individual fob has been replaced.

### **Club Building Access and Controls**

Access to the club building outside club sessions is a privilege NOT a right of membership. Security will be maintained by combination locks and controlled keys. Control of keys (internal or external) is restricted. Only three sets of keys exist:

- An operational set for access to the front door of the club building. Stored in the main door key-safe located immediately outside the building's front door and protected by a combination lock.
- A spare set of numbered club keys are held on-site in a protected combination key safe in the office. Access to this safe will only be provided to committee members.
- A back-up set will be held by the Facilities Manager to facilitate contractor or emergency services access.

The combination for the main door key-safe will be issued to 'approved' adult members and coaches only. A list of 'approved' persons is to be held by the Club Secretary.

Combinations to protected areas (office and boiler room) will be provided to committee members and club coaches only.

No keys are to be copied without the Facilities Manager's written permission

Combination numbers will be changed on at least an annual basis but sooner if it is necessary (because, for example, control measures have been compromised).

### **Security Breaches**

All members are responsible for reporting concerns about security to a Club Committee member as soon as identified so that appropriate action may be taken.

Should any approved person or member be unable to secure the club building or site because keys or combination locks are lost, mislaid or malfunction, they should secure the building as far as possible, ensuring the outer gate is secure as a top priority, and contact a committee member. Club contact details are on the website.

In the (hopefully unlikely) event of a member's behaviour putting the security of the Club or other Club members at risk the Committee will deal with it as a misconduct issue and will take appropriate action to prevent recurrence.

Date: 30th November 2017

Date to be reviewed: 1st December 2018

## ANNEX D

### MANAGEMENT OF VEHICLE ACCESS AND CAR PARKING

#### Overview

The Club's planning approval required control of our access and parking arrangements. Access and parking at Lower Wharf is restricted and consideration should be given at all times when accessing or leaving the site to courtesy and consideration to local residents and businesses. DCC has an exemplary reputation and we urge all members to maintain it.

The club's operating plan intends that members should park in off-site public car parks or use on-street parking where permitted.

The Club urges all members to travel to the site on foot or by bicycle.

#### Roles and Responsibilities

- Facilities Manager
  - Sponsor of the Access and Car Parking Policy
- Club Secretary
  - Ensures that this policy is to be brought to the attention of all Club users annually.
- Committee members/Supervisors and Coaches
  - To ensure that this policy is complied with when the Club is in use for organised sessions and report non-compliance to the facilities manager recording time, car numbers and names.
  - To report to all complaints by members of the public regarding access and parking to the Facilities Manager.

#### Control Measures

Control measures apply to all site users, whether members or family/supporters of Club members.

- THERE IS NO PARKING AT CLUB on a Tuesday, Wednesday, Thursday evening session, Saturday or Sunday morning session for anyone other than the duty coaches and those individuals who have sought and obtained permission from the committee.
- Members allocated private boat storage are not permitted to bring cars to Lower Wharf unless delivering or collecting their boat.
- Members (and adults in the case of junior members) are not permitted to bring cars to Lower Wharf at all if using club boats. They must use off-site public car parks.
- Members (and their families/supporters) are not permitted to drive to the site at Lower Wharf before 09:00am on Saturday or Sunday mornings. Pedestrian access is acceptable before this time.
- The access road is narrow and privately owned but has adequate passing spaces at intervals if used with care and common-sense. When you are bringing a vehicle to the site remember:
  - Take care turning into and out of the Lower Wharf access road. The pavement is well used by pedestrians and cyclists and you will need to pull forward to gain a clear view of the junction in both directions.

- There are only 4 parking spaces at Lower Wharf. These are reserved for the Duty Coach and members who have sought permission from the Club Committee or have a Blue Badge permit and accompanied by the person to whom the permit was issued.
- If parking spaces are full members are not permitted to park at Lower Wharf and must move to a public car park.
- Outside normal working hours Club members may use the private car park at Wansborough's Solicitors provided that parking at all times is considerate and in marked car parking spaces.
- The club restricts loading/unloading time of 5 minutes to each car arriving with a boat after which time it is to move off the site. No exceptions!
- When turning your vehicle to leave the site take care and only use the club's marked turning space.
- Club members have no right to park elsewhere at Lower Wharf in space privately owned by Dundas Court residents or Canal Forge or to block the access road or designated turning area at any time.
- Always look before setting off to ensure that you can see clearly ahead and let other vehicles past.
- Always restrict your speed on the Lower Wharf access road to 10mph or below at any time.
- Always give way to a vehicle leaving the main road and turning into Lower Wharf.
- Be especially vigilant at the Club's peak movement time on Tuesday and Thursday evenings and Sunday mornings.
- The Club Committee will take action against repeat offenders if necessary.

Date: 30th November 2017

Date to be reviewed: 1st December 2018

## ANNEX E

### ASBESTOS MANAGEMENT

#### Overview

The club was subject to a full asbestos survey under previous ownership. A detailed report was raised by Asbestos Consultancy & Management Services Limited (AC&MS) for Wiltshire Council dated 10<sup>th</sup> October 2014. This remains the authoritative document and provides a full summary and register of asbestos products in the Club building.

Construction work completed by the Club since taking over the site has changed the internal layout of the building and replaced the cement roof sheet used on the lean-to section of roof with concrete tile. No ACMs were used in the new construction work.

#### Roles & Responsibilities

- Facilities Manager
  - Sponsorship of Asbestos Management Policy
  - Briefs CPs before any work is carried out on site.
  - Arranging safe disposal of ACM where necessary.
  - Updating the AC&MS report if deemed necessary to do so.
- Competent Persons
  - Familiarise themselves with the Asbestos Register before starting work
  - Take appropriate safety precautions based on the report
  - If further concerns are identified to stop work immediately and seek advice from the FM

#### Control Measures

The AC&MS Report and Asbestos Register is held in the Club Office. It is to be kept readily available and shown to/consulted by any CP who is about to do work on the building fabric of the services.

It contains details of Asbestos Containing Materials (ACM) in the building and it is therefore essential that it is consulted before work commences in order that risks can be correctly assessed and the correct precautions are planned and taken. Failure to do so puts people at risk and creates a legal liability for the Club and the Club's Officer.

In summary the AC&MS report recorded no excluded areas and only a single incidence of ACM consisting of 4m<sup>2</sup> of unsealed 'Crysotile' asbestos cement tile used as external underclanking on the East and West elevation of the building under the eaves. This was assessed as VERY LOW RISK and will be subject to annual inspection to ensure that it remains in good condition and continues to pose a low risk to safety.

In the event that works are required that will disturb ACM the FM is to consult with professionally qualified and experienced contractors to arrange for the safe removal and replacement of ACM before work starts.

## ANNEX F

### WASTE MANAGEMENT

#### Overview

The club generates a small amount of household waste and, currently, no controlled waste. The Club has an exemption from business rates and as a consequence does not pay for a waste bin removal service from Wiltshire Council. The Club must therefore take responsibility for minimising waste and for collecting and disposing of waste at the local Council recycling centre.

Waste disposal is a collective responsibility. Everyone will need to be prepared to do 'their bit' as waste bags will not remove themselves from the site. The only viable alternative is to subscribe to a waste collection service which will cost the Club £00s every year and remove funding from other things that we value!

#### Roles & Responsibilities

- **Club Committee**
  - Responsible for developing and enforcing an appropriate waste management policy for the Club and ensuring that waste is not allowed to accumulate at the site.
- **Facilities Manager**
  - Responsible for providing appropriate waste bins and waste bags at the site and taking action to ensure that waste is not allowed to accumulate.
- **H&S Manager**
  - Responsible for recommending policies to the Club Committee including any additional control measures as required.
- **Club Secretary**
  - Responsible for informing people running events at the site about our waste management policies and producing a volunteer roster (if necessary) to ensure that waste is taken to Council facilities for disposal.
- **Duty Coach/Duty Keyholders/Kitchen Users**
  - Responsible for day to day control measures to ensure that waste is suitably bagged and that waste bags are removed from site by volunteers and disposed of at the end of activities.
- **Individual Club Members**
  - Responsible for taking personal waste with them and disposing off it appropriately off site.

#### Control measures

- Generation of waste at the site is to be minimised
- Green waste resulting from tree/hedge clearance should only be stored outside the fenced site, bagged and disposed of at suitable Council facilities
- People responsible for organising specific events at the Club will be held responsible for the removal and disposal of waste generated by the event.
- No flammable waste is to be stored in the club building at any time
- The FM is to be informed immediately of the existence of hazardous waste of any description.
- CPs doing work at the site are expected to remove their waste from site at the end of the working day
- Waste generated at the site (cardboard, recyclables and black bin waste) is to be segregated and bagged in suitable waste bags so that they may be removed from the site as soon as possible.

- Kitchen users are to maintain kitchen cleanliness at all times after use and remove waste from the kitchen (and site) before leaving.
- Under no circumstances is food waste to be left, bagged or otherwise, at the site due to the associated hazards of rats that are known to frequent the canal bank.
- The FM will arrange a suitable waste skip in the event that large amounts of waste are likely to be generated.
- This waste management policy will be reviewed by the H&S manager periodically to ensure that it remains effective.



## ANNEX G

### ENERGY MANAGEMENT

#### Overview

Energy management is environmentally responsible as well as helping the Club to manage costs of energy. Where possible the building design, when complete, will help minimise energy usage.

This Energy Management Policy must be read alongside the Club's general operating procedures.

#### Roles & Responsibilities

- Club Management Committee
  - Responsible for ensuring that Club policies for energy management are robust and that adequate plans are in place.
- Club Treasurer
  - Monitors energy usage and cost recovery through shower charges and any charges raised for building use. Reports to the committee on running costs including energy costs.
- Facilities Manager
  - Responsible for planning and delivering measures designed to reduce the Club's energy consumption and environmental footprint in line with budgets approved by the Club Committee.
- All Committee Members, Coaches and Activity Supervisors
  - All people supervising activity at Lower Wharf site are responsible for energy management and ensuring that the day to day use of Club facilities reduces energy usage wherever possible.

#### Control Measures

- People authorised to supervise activity at the Club (keyholders, volunteers, committee members and coaches) are to ensure all Internal lights are to be turned off when the building is not in use and when ambient light levels are adequate to operate effectively.
- External lights are designed to provide minimum safe lighting levels and are switched to operate only in low light conditions. They have IR movement sensors fitted so that they will come on for a limited duration. This is a requirement of our planning approval and is intended to minimise the light radiating from the site so that we minimise our environmental impact on wildlife and local residents.
- Lighting in the shower/changing block is switched to turn itself off after an interval when the building is not being used.
- Coin operated showers tend to regulate the time people spend in the shower and are designed to ensure that energy costs are fully recovered from Club users.
- Central heating in the shower/changing block and main building is thermostatically controlled. Controls have been set to provide a comfortable working temperature and should not be tampered with. Wear extra clothing if you need to be warmer!
- No additional heaters are to be used on site.

## Annex H

### KITCHEN OPERATION AND USE

#### Overview

Only authorised people should use the kitchen. Adult supervision is required at all times within the Club building, especially in the kitchen area.

#### Roles and responsibilities

- Health and Safety officer:
  - Ensure that maintenance procedures are carried out (see Annex A).
- Volunteer co-ordinator:
  - Ensure that Food Hygiene Safety Certificates are current.
- People Authorised to Use the Kitchen:
  - Ensure control measures are complied with as a condition of use.

#### Control measures

##### Flooring

- Check regularly for trip hazards,
- All spills to be mopped up promptly. Cleaning equipment easily accessible
- No trailing cables
- Floors are to be kept clean and dry.

##### Kettle/boiler

- The kettle/boiler will only be used in the kitchen, and only by authorised people.
- The kettle must not be carried from the kitchen when it is full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere.
- Volunteers should take extra care when carrying hot drinks.
- The boiler is to be turned off and left unplugged at the end of the session

##### Fridge/freezer

- Regular checks should be made on the fridge and freezer temperatures to ensure is in working order
- Ensure appliance doors are properly closed during use after use
- Regular cleaning of the fridge/freezer is to be included in the monthly kitchen deep clean.

##### Knives

- Knives should be handled with care and suitably stored when not in use.
- Kitchen knives should not leave the kitchen under any circumstances

##### Food Preparation

- Good food hygiene practices must be followed, including protection against contamination and, in particular, pest control.
- Food should be stored at an appropriate temperature.
- Washbasins for cleaning hands must have hot and cold running water, soap and materials for hygienic drying.

- Surfaces where food is handled should be regularly cleaned and when necessary, disinfected.
- Every person working in a food-handling area must maintain a high level of personal cleanliness.

#### **Waste**

- Refer to the waste management policy at Annex F.
- Kitchen users should maintain kitchen cleanliness at all times and remove waste from kitchen on leaving.
- No food waste is ever to be left at site.