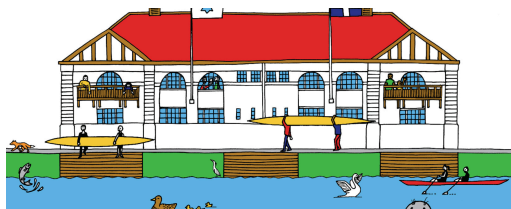


WEST BOATHOUSE



INDUCTION DOCUMENT

This document contains a summary of essential information about the West Boathouse. It must be read and understood prior to using the building.

WEST BOATHOUSE VALUES

- The West Boathouse is focussed on being a centre of excellence of rowing for the community.
- We are home to three distinct rowing clubs, working in collaboration to deliver amazing opportunities for our members and guests.
- We will have the ability to harness our unique building and skills to provide opportunities for, not only our members, but for the wider community. The communities which surround our location - The Gorbals, Calton, Bridgeton, Dalmarnock, Rutherglen, and wider can all benefit from the work we will do. Enabling us all to thrive together should be a driving force behind our ambitions, decisions, and actions.
- As a user of the West Boathouse you will be expected to promote a culture of community in which every member is treated with dignity and respect, regardless of age, disability, gender, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief, sex and sexual orientation or any other relevant factor. All staff, members and visitors will be valued for their contribution.
- Be kind! Any form of harassment, bullying, discrimination or victimisation will not be tolerated.

CHILD PROTECTION

- As West Boathouse users, we will strive to create a nurturing and safe environment for children and young people.
- All three clubs within the West Boathouse adopt the Child Wellbeing and Protection Policy of our governing body, Scottish Rowing. The policy is available via their website: <https://www.scottish-rowing.org.uk/wellbeing/cwp>
- Please report any concerns to the relevant Child Wellbeing and Protection Officer (CWPO). Each of the resident clubs in the West Boathouse has a nominated CWPO.
- If there is an issue of immediate concern, police should be contacted in the first instance. (Non-emergency: 101. Emergency: 999)
- Scottish Rowing also has a CWPO, Mark Senter, who is available for advice.
Email: childprotection@scottish-rowing.org.uk **Tel:** 07852 947907
- Anyone who will be carrying out regulated work with children or young people is required to be a member of the PVG (Protection of Vulnerable Groups) Scheme. Child Protection Training will be available to all staff and members.

WEST BOATHOUSE CODE OF CONDUCT

Personal:

1. Demonstrate positive behaviour at all times. No swearing or inappropriate behaviour in any public environment.
2. Treat visitors, fellow members, athletes, coaches and staff with respect. Derogatory statements about individuals will not be tolerated.
3. As we occupy a shared space, please be respectful of club training times, and arrive/leave on time.
4. Participate within the rules of the sport, respect decisions of coaches and officials and demonstrate respectful behaviour towards all fellow athletes and opponents.
5. Smoking, and recreational drug use are not allowed. Alcohol must only be consumed as part of a pre-arranged event. It must be consumed responsibly and is prohibited for anyone under the age of 18.
6. Follow the instructions of coaches and staff. If you are given instructions you don't understand or agree with, challenge these in a calm and respectful manner.
7. The use of mobile phones in changing areas is prohibited, please only use in communal areas or outside.
8. Demonstrate respectful behaviour in all areas of your life including on social media. Remember that what you post, like or share reflects on you as a person and as a member of a club within the West Boathouse.

Building:

1. Always return sports equipment to where it belongs after a session.
2. Treat all sports equipment with respect and keep it clean and in good condition.
3. Those using the gym should be competent to do so, and do so entirely at their own risk.
4. Inappropriate use of the gym facilities may result in restriction of access.
5. Gym users who are under 18 should be supervised by an appropriate adult.
6. No 'crashing' or dropping of weights. Always control the descent to avoid damage to the flooring and structure.
7. Adhere to the West Boathouse Cleaning Rota.
8. Leave toilets and changing areas clean and tidy at the end of a session.
9. Leave the kitchen clean and tidy after use.
10. Always follow correct procedure to keep the building safe and secure. (See 'Access')
11. Always follow Fire Safety policy and procedure. (See 'Fire Safety')
12. Make yourself aware of where safety equipment and First Aid Kits are located.

13. Always adhere to your allocated session times, and if you wish to use the building or equipment out-with these times please book in advance.
14. Check your allocated changing room prior to sessions. In general, 'West' will be reserved for Women's Squads and 'East' for Men's Squads, but this is subject to change.
15. Lockers are only available on a 'per session' basis. They must be emptied and the key left in place for the next user. If keys are retained, the locker will be emptied and the user may be sanctioned.
16. Wide access toilets MUST be reserved for those who may require their use, and MUST NOT be used for any alternative purpose; e.g. for storage, or as a private changing area.
17. Always report maintenance issues or damage to the Boathouse Management Committee (BMC)
18. Treat the West Boathouse with respect and keep it clean and in good condition.

Boating:

1. Only move or handle boats if you are trained and 100% competent to do so, or, if you are learning under the supervision of a qualified coach.
2. Make yourself aware of the racking positions of boats, and always return boats to their allocated position.
3. Take great care when moving or handling boats.
4. Wear appropriate footwear (e.g. avoid flip-flops or sliders) while handling boats.
5. Always ask for help to move a boat, even a single, particularly during busy times.
6. Always report any damage to the relevant member of your club's committee; e.g. Clubmaster or Captain.
7. Always ask for help to launch from the steps or pontoon, and to land, if you require it.

ACCESS

1. The boathouse now has a **security alarm system** as well as a **secure door entry system**.
2. Clydesdale ARC will require to store your information on an access database. Clydesdale ARC will be the data controller for this information and conform to GDPR regulations, as required.
3. If you require to become a key-holder, and are deemed suitable after completing the induction process, you will be issued with the **alarm code** and **swipe card** to open the roller shutters, front door and boat bay doors.
4. The front door MUST be locked after entering the building, as otherwise it remains open, and is therefore insecure.
5. If you are a key-holder, or if you are the last person to leave the boathouse it is YOUR RESPONSIBILITY to ensure that the boat bay doors are locked the alarm is set and the roller shutter is closed.
6. Any issues with closing the boathouse and setting the alarm MUST be reported to a member of the BMC.

FIRE SAFETY

1. To comply with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 The Boathouse Management Committee have nominated **Fraser MacIntyre** as the individual with overall responsibility for fire safety within these premises.
2. All members are reminded of their responsibilities in respect of fire safety and the need to practice good housekeeping and report any defects which may contribute to increased fire risk.
3. An appropriate number of Fire Wardens will be available when the building is occupied.
4. Please see the Fire Safety Policy for full details.

West Boathouse - Fire Emergency Plan

IF YOU DISCOVER A FIRE:

1. Operate the nearest alarm point.
2. Leave the building by the nearest exit
3. Go to the designated assembly point and inform the Fire Warden / Fire & Rescue Service where and why you sounded the alarm.

THE FIRE ALARM IS A SIREN, WHEN IT SOUNDS:

Fire wardens:

1. Ensure windows are closed in the room you are in
2. All electrical equipment is turned off and secured
3. All dangerous processes made safe
4. All personnel are evacuated from that room

All other building users:

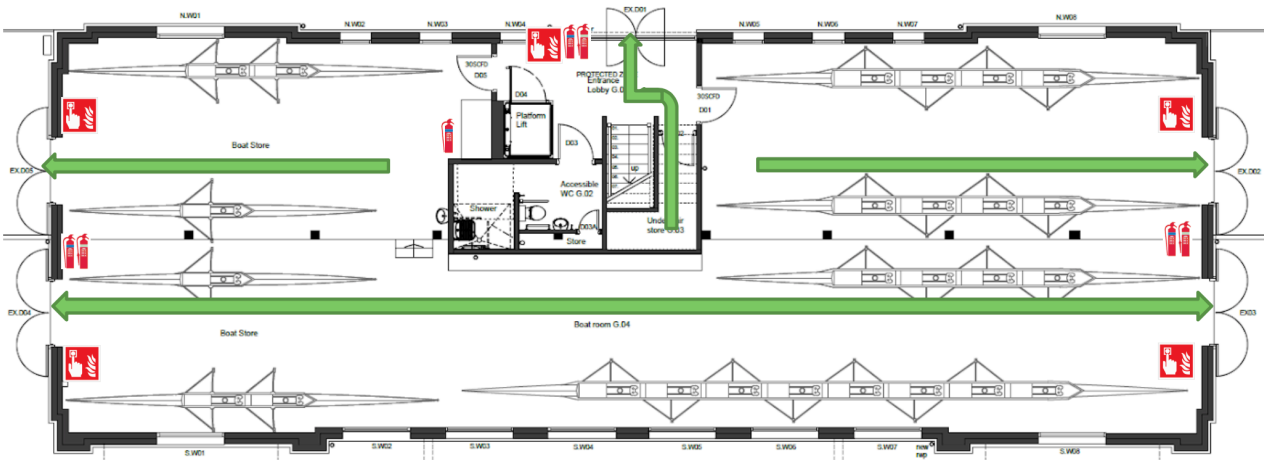
1. Leave the building by the nearest exit
2. DO NOT stop to take personal belongings.
3. DO NOT use the lift. An EvacChair is provided for assisting disabled persons traversing down the stairs. Training will be available in its use.
4. Proceed to Assembly Point
5. Remain at Assembly Point following instructions from the Fire Warden.
6. Only return to building when the Fire & Rescue Service gives the All Clear to do so.

WHILE YOU ARE VISITING: Please remain with, and follow the instructions of your escort at all times.

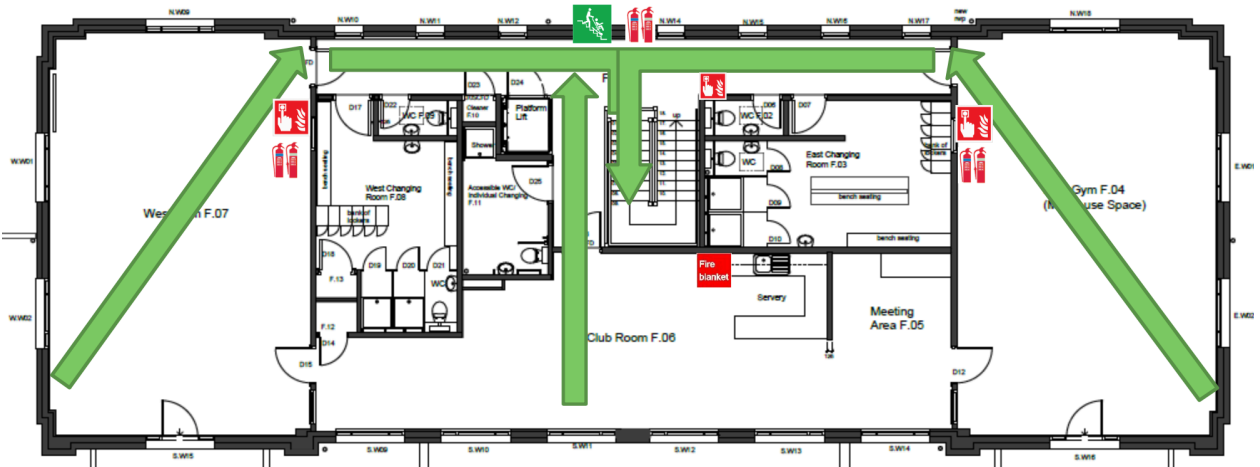
FIRE ASSEMBLY POINT: The fire assembly point is located at the Commonwealth Games monument.



FIRE PLAN GROUND FLOOR



FIRE PLAN FIRST FLOOR



KEY:

-  - Fire Alarm Call Point
-  - Fire Extinguisher Point
-  - Fire Blanket
-  - EvacChair

DECLARATION

I agree to adopt the values of the West Boathouse, and; I agree to adhere to the Codes of Conduct ('Personal', 'Building', and 'Boating') included in this induction document.

NAME:

SIGNATURE:

DATE:

I WILL/WILL NOT REQUIRE TO BECOME A KEYHOLDER (delete as appropriate)

AUTHORS: REBECCA TOAL, FRASER MACINTYRE & GRAHAM GIBB

DATE: JANUARY 2023

REVIEW DATE: JANUARY 2024 |