

Leeds University Union Canoe Club

Use of the Chapel Storage Facility

(Jerusalem Chapel)

Last revised by Jacob Ward
September 2010

General Storage of Equipment

All equipment stored in the chapel by LUUCC has a designated storage area. All equipment must be stored in its designated area at the end of every club trip, pool session, polo session and any private hire of equipment.

All equipment must be stored in a safe and secure manner in accordance with the risk assessment within this document.

No LUUCC property is to be removed from the chapel without the approval of a committee member and all removal of LUUCC property from the chapel except for club use is subject to the LUUCC equipment hire terms and conditions.

Overall responsibility for the storage of equipment is held by the Gear and Safety Secretary and the Captain. On receipt of the Chapel key, the member who signed the chapel key out is responsible for the storage and moving of equipment at that time.

Any activity in the chapel related to trip or pool session will be supervised by the trip leader or a river leader (designated by the trip leader).

Storage of specific items

All canoes and kayaks must be stored securely in the racks provided wherever this is possible. Failing storage on the rack, they must be stored as neatly and as close to the rack as possible so as not to disturb other chapel users. Craft marked with a plastic bag have been deemed to be unsafe by the gear and safety secretary.

All paddles must be stored safely in the paddle store (standing on one blade with as little risk of falling as possible).

Spraydecks are to be hung on the hooks on the inside of the paddle store and BA store provided.

Club cags are to be hung up using the hangers provided.

Buoyancy aids are to be hung up in the BA store using the ropes and hangers provided.

Helmets are to be hung up in the BA store using the hooks provided or stored in the helmet box in the BA store.

Throwlines are to be stored outside of their bags on the hooks in the BA store.

All first aid kits and emergency shelters are to be hung on the hooks in the BA store

Any tools, repair equipment, spare parts etc. to be stored in the boxes in the corner of the paddle store.

Use of equipment

Following any Surf/Sea use, all equipment must be rinsed thoroughly before storage in order to prevent damage due to salt water.

Prior to any pool use of equipment stored in the chapel, the equipment must be rinsed thoroughly to prevent contamination of the pool. (The edge swimming pool will provide a hose when necessary)

All kayaks and canoes will be emptied of water BEFORE entering the chapel.

Once out of the chapel, the equipment is the responsibility of those outlined in the LUUCC safety documentation (generally the trip leader or river leader) and must be used in accordance with the club safety procedures.

All equipment is to be inspected in accordance with the LUUCC safety documents. Any club equipment not stored in its designated place has been removed from service in accordance with safety procedures and should not be used.

Any vehicles used to transport equipment will be parked considerately for loading and moved to a designated parking area when loading is complete.

The road and car parks surrounding the chapel will be kept clear at all times to allow other traffic to pass safely.

Pavements will be left clear at all times for pedestrians to pass safely.

Equipment will be moved carefully in a manner that does not endanger any passing pedestrians or vehicles.

Appendix 1: Contacts

Any issues or questions can be raised in the following ways:

- Email: either thecaptain@luucc.co.uk or thegearsec@luucc.co.uk
- By leaving a note in the purple gear and safety folder in the chapel (checked at least once a week by the gear and safety sec)
- At any committee meeting
- At any river leaders meeting
- On the forum at luucc.liquidsatisfaction.com/forum
- By phone at +44 (0)7881627755

Appendix 2: Further information

Safety documentation:

<http://luucc.liquidsatisfaction.com/documents/LUUCC%20Safety%20Documents.pdf>

Equipment hire terms and conditions:

<http://luucc.liquidsatisfaction.com/documents/LUUCC%20Information%20for%20Hiring%20Cub%20Equipment.pdf>

Appendix 3: Definitions

Trip Leader: The person with overall responsibility for the trip. They need not be the most experienced or able paddler, if this is the case it is likely that they will delegate each of their various responsibilities to more experienced persons.

River Leader: Any person who has the experience and ability to lead on a given river. River Leaders will vary from river to river. Being a river leader on one river does not automatically imply that the person is a river leader on all rivers. River leaders must also hold a valid and up to date first aid certificate.

Trip: Any canoe club event. For the purposes of this document a trip maybe, but is not limited to, a weekend away, a day event or any session in a swimming pool.

BA store: The small room on the left hand side approaching the double doors in the chapel.

Paddle store: The small room on the right hand side when approaching the double doors in the chapel.

Appendix 4: Use of the Chapel Risk Assessment

Hazard	Risk (L=Low, M=Medium, H=High)		Control Measures
	Chance of occurring	Possible level of harm	
Collision (Negotiating road or car park)	L	H	The highway code must be followed. On campus speed limits must be followed. Drivers should not drink alcohol prior to driving. Seatbelts must be worn
Manual Handling injury	M	M	Ensure all members are familiar with good lifting practice
Slips and trips	M	M	All members should wear suitable footwear in the chapel. The chapel is to be kept as tidy as possible to reduce risk of tripping.
Injury due to poor storage of equipment (falling boats, paddles etc.)	L	M	All equipment should be stored in a manner which is as secure as possible. All equipment stored in its designated area. Storage of equipment to be checked by the responsible member before leaving the chapel
Fire	L	H	Ensure all members are aware of the exits. Ensure a clear path to both exits exists at all times. Ensure all members are aware of the position of the fire extinguisher
Injuries to pedestrians or damage to passing vehicles	L	M	All equipment will be moved carefully. Equipment must not block any roads or pavements. Extra care must be taken when moving larger craft.
Injury due to storing craft a height	L	H	All craft should be stored as low as possible on the rack. The top level of the rack should be reserved for unused/rarely used craft. Multiple persons should be present when handling craft stored on the top level. All persons present in the chapel must be made aware when high level craft are moved. Members are prohibited from climbing on the rack.