



Health & Safety – Premises

Milton Keynes Rowing Club operates at the Watersports Centre, Monellan Grove, Caldecotte, Milton Keynes, MK7 8ND. The facilities consist of shared use of the clubhouse, boat compound, car parks, slipway and fixed pontoons (the Aquadock pontoon is for the exclusive use of MKRC). These facilities are shared with Milton Keynes Sailing Club and Milton Keynes Canoe Club and are used for social events as well as the relevant sporting activities.

Clubhouse

MKRC has exclusive use of the bay area adjacent to the men's changing rooms, although there is a right of way through this area on the car park side for members of the Sailing Club to access the shared facilities. This bay area is used to house the indoor rowing machines and other fitness equipment, together with blades, trestles, and maintenance equipment. All equipment must be stored in its appropriate racks and shelves, leaving access areas clear. The right of way must also be kept clear of obstructions.

There are separate changing/shower rooms for men and women, each accessible via a combination door lock. These rooms each provide a changing area, showers and lavatories. Bags and clothing should be left in the changing areas and placed on benches and/or hooks, leaving the access areas clear. Non-slip flooring is installed throughout, but any excess water from showers or spills of other liquids that could cause the area to become unsafe must be wiped up immediately.

The recreational area of the club house has an area for tables and chairs, and a kitchen area. In addition to the door from the corridor into the recreational area, there are two further exit doors which must be kept clear of obstructions. There are external shutters to these doors which must be opened when the recreational area is in use.

The kitchen area has two sinks; one on the water side of the clubhouse is for hand wash only. The sink on the car park side is for food preparation or washing up, using the plastic bowl provided. Each sink has a water heater, and the hand wash sink has a boiled water dispenser – take care when using this facility; it's hot!

When using the kitchen facilities, please observe the following:

- Note the position of the first aid box
- For burns, hold the affected area under cold, running water, and for cuts, go for immediate first aid.
- Do not place anything hot in the rubbish bins
- Do not leave glass items or knives in the sink
- When using the cooker hob, ensure pan handles are turned to the sides so they cannot be knocked off

- Wipe up all floor spillages immediately and warn others in the immediate area of a slip hazard
- Do not use damp tea-towels or damp cloths to handle hot items
- Carry knives with the blade pointing towards the floor
- Switch off water heaters when leaving the premises
- Ensure all electrical equipment is switched off (except the refrigerators), the refrigerator door is closed and food items are put away when leaving the premises.
- Any broken glass or china should be wrapped and disposed of separately

In the event of a fire in any part of the clubhouse, evacuate the premises immediately and marshal in the car park beyond the slipway. Emergency exits are to be found through the bay doors, main club entrance/exit and communal areas.

Control of Substances Hazard to Health (COSH)

Kitchen cleaning materials should be retained in their labelled packaging and stored in the cupboard under the sink, not with any food or beverage items. Any other materials used in the preparation and cleaning of boats, or other chemical substances, must be stored in clearly labelled packaging and kept in the MKRC bay area only.

Boat Compound

The boat compound is accessed from the car park adjacent to the club house. This access is intersected by a public footpath, so ensure that your way is clear before crossing this path, particularly when carrying boats, and be prepared to give way to pedestrians and cyclists. The boat compound is a shared facility, so ensure that you do not block any access areas. All boats should be correctly stored on their allocated racks or on the trailer if being prepared for an event. (See separate section on boat storage and handling.)

Car Park

When using the club at the weekend, MKRC members should park outside of the gated area in the car park adjacent to the road. If using the club during the daytime on weekdays, cars should be parked within the gated area. Although there is no designated speed limit, keep your speed to an absolute minimum when using the car parks, taking care when crossing the public footpath and being aware of equipment and pedestrians generally.

Water Access

Access to the lake is either via the slipway or the steps leading down from the clubhouse. There is a public footpath around the lake, so keep a lookout for pedestrians when carrying equipment and boating from the pontoons. Be prepared to give way to pedestrians and cyclists.