

# AOAC Store and Equipment Standard Operating Procedure

## 1 Storage

The club equipment is stored in three containers

Store 1 White water kayaks and associated kit, including associated kit for those stored on the trailer.

Store 2 Kayak trailer garage and dry store.

Store 3 Long canoe and kayak store.

## 2 Roles

Equipment Officer

Committee post responsible for all club equipment (whether stored in the store or stored by event organiser) including management of safety inspections, purchase and replacements, hiring and security of the store.

Store Keeper

To open up the store on a rota basis to allow access for persons hiring any equipment.

Specific Event Equipment Assistant

This is a similar role to the store keeper but only for weekly events such as Salford canoeing.

To maintain security and safety only persons with these roles will be permitted keys to the store. The keys must not be passed around and anyone undertaking these roles must be trained in store security and safety.

The precise location of the store should not be widely advertised as keeping the knowledge this facility to only members who need to access the store will add a further layer of security.

Safety: There must be two or more people present when using the store after dark.

Please note that AOAC does not have exclusive use of this building, we rent the space in bays 1 & 2 (only the foot print of the containers) from Bristol City Council. Bristol Parks staff and authorised contractors may need access through our section to gain entry the depot space beyond, this will normally be during the working week.

### 3 Accessing the store building

Gate: When the gate is open please ensure that the padlock is locked to the post and the gate tied into the open position. Please lock the gate on exit. There is a spare lock in the dry store - spares box.

If the gate is obstructed by a vehicle and the owner can not be located you can contact Avon and Somerset Police to remove the obstruction on their non emergency number 0845 456 7000.

Personnel Door:

This is the initial point of entry to the large garage building and is located on the front side of the building. The door can expand in hot weather making locking / unlocking difficult, you may need to press on the door to assist with this.

When locking please check you have actually locked the padlock (rather than just locating it) by shaking the lock and moving the lock barrel at the base of the lock.

Vehicle door:

The roller shutter doors can be opened to permit vehicle entry or to increase the light in the building.

To open, unlock the two side locks on the door and pull the uphall chain slowly to avoid the chain jumping off the pulley.

Safety: Make sure raise the door well above head height to avoid any walking into it without seeing it.

To close, use the downhall chain to slowly lower the door, lock the two side locks.

### 4 Accessing the containers

Locks: The front doors have padlocks that are located in the padlock shield and for container three an additional lock is located in the door bar arm.

Safety: When removing or replacing the large padlocks on container 1 & 2 please ensure you keep you legs apart to avoid a broken foot in the event that you drop the lock. When locking shake the lock to ensure it locked rather than just located.

The dry store is accessed by the personnel door to the rear side of container 2. The top and bottom locks have keys that are colour coded.

Front Doors: a) Open the right hand side door by use of the door bar handles.  
b) Release the top and bottom pad bolts on the inside of the left door.  
c) Open left door.

When closing please ensure that you have correctly orientated the door bar top and bottom lugs, this particularly applies to container 3.

## **5 Equipment Hire**

Storage: Please ensure all kit is returned to the correct storage positions and where appropriate spread out to assist drying.

Hiring: Please list hirer's contact details and items taken on the white boards in container 1 for all canoeing items and in the dry store for all other items.

## **4 Equipment Defects**

Please report all equipment defects or problems with the store to the Equipment officer.

Equipment: If a defective item is found please remove it from use by putting it in the dry store and attaching a defect item label, for canoe and kayaks put label in cockpit / attach to boat with canoe tape.  
This is a pink A4 label located in the dry store, tools box.

## **5 Building Defects**

Ownership: The building is owned by Bristol Parks, Bristol City Council. If there are defects please contact the Equipment Officer or Keith Chant on 0117 9391427 (home) or 0117 9222113 (work).

Emergency: If there is a defect that affects the security of the store or safety of the public that you can not isolate or secure (please put replacement padlock on personnel door and let us know) and the above people are not available please contact below. However out of working hours please only do so as a last resort as repair call outs are expensive.

Work days 8.30am - 4.30pm - Area Park Manager - Central on 0117 9223719, please state location as Purdown Open Space, Tackley Road Garages.

Outside working hours: Emergency Control on 0117 922 2050. Please ask for message to be passed to on call staff at Bristol Parks. Please state location as Purdown Open Space, Tackley Road Garages.

Asbestos: The store garage building has asbestos cement roof sheeting, it may become damaged by vandalism. Please avoid any fragments that may fall from the roof. The pipe lagging is made of cardboard not asbestos.