

*Last updated 19 March 2019*

# **AOAC Standard Operation Procedure**

## **For access to store at Avon Valley Park**

### **Address**

Pixash Lane, Bath Road, Keynsham, BS31 1TP

### **Access hours**

Main park gates are open at 8.30 daily.

AOAC members can only gain access to the container **before 10am and after 6pm**.

Event organiser or coach would open gate (which is padlocked with security code) and is responsible for locking it at the end of the event. Obtain current security code from [equipment@aoac.co.uk](mailto:equipment@aoac.co.uk)

Between 10am and 6pm, members would need to access via the public entrance meaning queuing with public and demonstrating proof of membership. This is likely to be onerous and therefore we do not expect to use this option, unless there are exceptional circumstances.

### **Vehicle access and parking**

Unless a member needs to transport equipment with a vehicle, members should park in the main public car park and walk to the container. If you park near to the container, ensure you leave space for emergency vehicle access along the track.

Do not park in front of SUP (Stand Up Paddleboard) shed.

### **Respecting other users**

Members must be aware it is a family park and respect other users e.g. no changing in public.

Other groups use the area such as scout groups so be courteous when using the slipway and other facilities.

### **Use of field**

AOAC can use the field in which the container is located. The park has a licence to midnight and so members can bring alcohol. After midnight there must be no noise. We can have BBQs and use marquee if available.

### **Rental to Avon Valley Park**

AOAC pays a rent of £20 per month whilst kayaks are stored (i.e. 6 months = £120 to be paid in one sum). Email Sue in accounts to request invoices [Accounts@avonvalley.co.uk](mailto:Accounts@avonvalley.co.uk)

### **Informing Avon Valley Park of AOAC use**

The park owner is Doug ([Douglas@avonvalley.co.uk](mailto:Douglas@avonvalley.co.uk)). He has a google calendar for us to add our use allowing Doug's staff to know when to expect people and for us to avoid a scout camp or other activity in the same area. The calendar would be made available to relevant AOAC members e.g. coaches.

### **Contacts for Avon Valley Park**

Ops manager [emily.newing@avonvalley.co.uk](mailto:emily.newing@avonvalley.co.uk) Tel. 07794403125  
(Deputy is Kim)

### **Health and Safety Risk assessment**

See separate document

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