

## Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Use of premises
Revision & date	Rev 1, 12/11/25
Owner	
Purpose	Ensure that premises used by the club are used appropriately, securely and with suitable safeguarding.
Lead BCAB qualification level	not applicable
Risk assessments for this activity	not applicable
Example locations	Berwick Sailing Club River boat container at the Junction Pool, Kelso Kelso swimming pool
Procedure	<ul style="list-style-type: none"> <li>• Berwick sailing club access is through a combination key code, used only during club activities</li> <li>• The key-code is for use only by BKCC activity leaders.</li> <li>• There are separate changing and toilet facilities in the sailing club</li> <li>• The water in the sailing club is turned off over winter. Toilets must not be used during this period.</li> <li>• The sailing club premises and boat yard access gate must be locked after use and the key returned to the combination key box</li> <li>• Club rules state that children must be accompanied by a parent / guardian at all times at all club events including the use of the sailing club, at pool and river sessions</li> <li>• The river boat container at the Junction Pool is a public place. There are no changing facilities or toilets. Personal privacy can be achieved with changing robes etc. Children must always be accompanied by a parent/ guardian.</li> </ul>
Activity briefing	Covered in club event briefing.