



RICHMOND CANOE CLUB MOTORBOAT & FUELLING POLICY



Motor Boat Refuelling Process

Give petrol due respect every time, and it will remain safe, but inattention and sloppy handling of petrol can put people and property at risk.

1. All refuelling of motorboat tanks is to take place in the open air outside club buildings on the paved area outside the canoe sheds. No refuelling is to take place on the club pontoon or club boat sheds.
2. New fuel will be supplied in approved containers only i.e. either a 20 litre metal petrol storage container (commonly known as a "jerry can") or a 5 litre plastic fuel container.
3. Before refuelling, check the air vent is working correctly on the fuel tank lid. Also check that the supplied fire extinguisher is to hand.
4. Then open the selected motorboat petrol tank. Remember that on hot sunny days, or where the container is warmer than the surrounding air, more petrol vapour may be released under pressure when you undo the cap or seal.
5. Using the supplied filter, fuel is to be poured from the main storage container to the selected boat fuel tank.
 - Do not overfill the funnel with fuel.
 - Do not use any other method to fill the petrol tanks (e.g. do not use any bowl, bucket or any other open container to carry or transfer petrol).
 - Never fill above the maximum mark.
 - Pour fuel slowly into the tanks – they fill up very quickly.
 - Don't overfill petrol containers, leave some expansion space.
6. Once completed fuelling, replace the fuel tank lip securely. If not immediately using a motorboat fuel tank, close the air vent and stow them securely upright and protected from pressurisation by siting them away from heat and out of direct sunlight. Ideally by placing back in the club fuel store.
7. If there's a strong smell of petrol whilst refuelling do not assume it is acceptable to carry on. Ventilate until the smell has gone and if the smell persists, investigate the source. In particular check whether there are any leaks in the petrol tank.
8. Petrol leaks and spills can readily vaporise and ignite in an instant. It is thus the responsibility of the motor boat driver to make sure filler caps are secure after refuelling. Clean up any loose fuel straight away using the supplied kitty litter and report the spillage using the fuel spillage process.
9. The club has deliberately taken the decision to store the petrol for motorboats separately. It is thus a breach of the use of motorboats for anyone to store any tools or any other items in the same locker as fuel that could cause sparks, damage the petrol containers or block the drains. Any motorboat user found to be in breach of this rule will have their right to use the motorboats taken away.
10. So that Richmond CC complies with UK law, we will only store a **maximum of 30 litres of petrol**. Thus, it is not allowed for any private fuel to be stored in the club fuel store or elsewhere in the club.
11. At all times take care to protect petrol containers; any that are subject to impacts, dropped or generally treated roughly could start leaking. Report any damage, weeping fuel or tell-tale signs of 'fuel' dampness to the House Steward as immediately as possible.



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Petrol Spillage Clean Up Process

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1. All spillages however small are to be cleared up.
2. Kitty litter has been supplied as per industry best practice as the clear up mechanism. To clean up a spillage, pour the kitty litter over the spilled fuel until all has been absorbed.
3. Leave the kitty litter in place for 30 minutes to absorb the petrol.
4. After 30 minutes sweep up the kitty litter using the supplied dust pan and brush into the supplied rubbish bags.
5. Repeat Steps 2 to 4 if any petrol residue is still in place.
6. Dispose of the used kitty litter directly into the main rubbish skips outside Blade House.
7. Make a report of the spillage in the fuel spillage accident book.



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Motorboat Use Process

1. To make sure that all motor boat drivers are covered by club insurance, motorboat drivers will need to have:

- Successfully completed a RYA Powerboat 2 course (or equivalent course agreed to by Richmond Canoe Club {e.g. RYA Day Skipper Practical Course}).
- Been approved by the club committee as a motorboat driver

The club will keep a register of members who are approved to use club motorboats. This register will include details of the course completed by the driver.

2. All new drivers are to be given a briefing on how the motorboats work and club motorboat processes by an approved user.

3. All motorboat drivers are to comply with the club refuelling and petrol spillage processes.

4. **All motorboat drivers are to wear a kill cord at all times.**

5. All motorboat drivers and their passengers are to wear a life jacket or a buoyancy aid when in a club motorboat.

6. When not in use, all petrol tanks are to be returned to the club fuel store.

7. When not in use, the motorboat driver is to moor the boat to the pontoon and to lock up the motorboat using the supplied club chain and lock.

8. When not in use, all motorboat keys are to be returned to the motorboat store.

9. A motorboat user must take a safety container with them when using the club Motorboat.

10. A motorboat user is to make sure that they always take paddles with them when driving a club motorboat to ensure they can control the boat should there be any loss of motor power.

11. Club Motorboats should only be used for club approved activities. These include accompanying club sessions, for the management of club races, for testing purposes and for special activities as directed by the committee. At no point should they be used for personal use.

12. Any faults with the motorboats should be reported to the House Steward as soon as possible, and within 24 hours of discovery.

13. Motorboat drivers should use the motorboats responsibly and in accordance with all relevant rules and regulations, including the PLA Tideway Code for Coaching Launches.

14. Any driver who is found to be in frequent or serious breach of these rules, will have the use of club motorboats removed from them.

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