

Regents Canoe Club

Risk Assessment - Equipment

Risk Assessment for:	Assessment undertaken:	Assessment next review:
Regents Canoe Club, 16-34 Graham Street, London N1 8JX	Date: April 2019 Signed: Mark Donaldson Post: Chairperson	Date: September 2019

Significant Hazards	People at risk from identified hazards	Existing controls / where information may be found Further actions necessary to control the risk
Moving, handling and storage of equipment	Club members, course participants, visitors	Offer advice on safe handling and movement of equipment (NMEs, IWWK courses) Store boats on side to prevent filling with water and becoming heavier Keep boat cage tidy to reduce strain of moving and handling boats Longer slimmer boats should be stored upside down on the top racks Open boats should be stored upside down on the very top of the boat storage cage and secured in place
Using equipment	Club members, course participants, visitors	Encourage new members to ask for advice from Equipment Officer or more experienced members on suitability of equipment for activity, safe use of equipment and correct fitting Advise members and course participants to put their personal safety first when using club equipment Make members aware that it is their responsibility to check that equipment is safe before use Encourage members to report any damage to equipment to Equipment Officer for repair
Loss of equipment	Club members	Booking out system with restricted access to equipment Charge for loss of equipment / late return Annual audit of equipment
Damage to equipment	Club members	Annual audit of equipment and ongoing maintenance Encourage damaged and/or faulty equipment to be reported to Equipment Officer Decommissioning of items in need of repair Disposal of items beyond state of repair Ensure equipment purchased meets any required safety standards
Theft of equipment	Club members	Limit access to equipment stores (currently 4 sets of keys) Use of boat locks when taking boats away from site (boat locks to be loaned free of charge on request) Duty officer to be present at club sessions or delegate to co-opted members Booking out system with restricted access to equipment Members advised of their responsibility to look after equipment