

## Regents Canoe Club Risk Assessment - Equipment

Assessment to follow the 5 step process as recommended by the HSE and set out below.  
Further information can be found online: <http://www.hse.gov.uk/risk/controlling-risks.htm>

- 1) Identify any hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risk and decide on precautions
- 4) Record your findings
- 5) Review and update as necessary

**Assessment undertaken:** June 2019

**Signed:** Kate Balderson

**Post:** Chair

**Next review due:** June 2020

Significant Hazards	People at risk from identified hazards	Precautions taken to minimise the risk
<b>Personal injury when moving or handling equipment</b>	Club members, club guests, course participants	<p>Advice on safe handling and movement of equipment is part of brief given to new members (NMEs, IWWK courses)</p> <p>Boats are stored on their side where possible to prevent filling with water and becoming very heavy</p> <p>Boat cage to be kept tidy to reduce strain of moving and handling boats</p>
<b>Personal injury when using equipment</b>	Club members, club guests, course participants	<p>New members are encouraged to ask for advice from kit officer or more experienced members on suitability of equipment for activity, safe use of equipment and correct fitting (e.g. during NME and IWWK briefing)</p> <p>Members and course participants are advised to put their personal safety first when using club equipment (e.g. during NME and IWWK briefings, and on beginner trips such as MEM) and in particular not to try to hold on to equipment if swimming</p> <p>Make members aware that it is their responsibility to check that equipment is safe before use</p> <p>Regularly encourage members to report any damage to equipment to Kit officer for repair</p> <p>Equipment officer and kit hire helpers are empowered to refuse to hire kit to members if they are not convinced that the member is competent to use the equipment in the planned environment</p>
<b>Failure of equipment leading to personal injury</b>	Club members, club guests, course participants	<p>Annual audit of all equipment to take place alongside regular ongoing maintenance</p> <p>Members to be regularly reminded to report damaged and/or faulty equipment to the Equipment Officer</p> <p>Items in need of repair to be clearly marked as unsuitable for use</p> <p>Items which are beyond repair to be removed from the club and</p>

		disposed of All equipment purchased to meet required safety standards
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