



EQUIPMENT INVENTORY & SAFETY

HORSHAM CANOE CLUB



Horsham Canoe Club Equipment Inventory and Safety Policy

1. Purpose

This policy outlines the procedures for managing Horsham Canoe Club's equipment, conducting annual safety audits, maintaining an inventory, performing regular equipment checks, and ensuring that first aid kits are fully stocked and compliant. It also includes guidelines for the safe storage of canoes and kayaks. The aim is to ensure that all club equipment is safe, functional, and properly maintained to reduce the risk of accidents or injuries.

2. Equipment Inventory Management

The Quartermaster is responsible for maintaining the club's equipment inventory, including canoes, kayaks, paddles, buoyancy aids, helmets, throw lines, trailers, and storage equipment.

Procedure:

- An inventory check is to be completed twice a year—at the beginning of the paddling season and at the end.
- New equipment is added to the inventory list immediately upon acquisition.
- All repairs or replacements should be documented, including the nature of repairs, date, and any costs incurred.

3. Annual Equipment Safety Audits

An annual safety audit will be conducted on all equipment to ensure it is in good working condition and meets safety standards.

Key Audit Areas:

- Kayaks/Canoes: Inspect for cracks, punctures, deformities, and leaks.
- Paddles: Check for cracks, chips, and splinters.
- Buoyancy Aids: Check weight test in water annually, tears, fraying, or broken straps.
- Helmets: Inspect for cracks, dents, and missing padding.
- Throw Lines: Check ropes are in good condition.
- Storage Racks: Inspect racks for structural integrity and stability, ensuring all kayaks/canoes are securely stored.
- Trailers: Ensure lights, brakes, and tires are functional.

Documentation:

- Complete an audit form for each item, noting its condition, any repairs needed, and actions taken.
- The Quartermaster will sign off on each audit and report findings to the General Committee.
- Records of the audit will be stored digitally for future reference.

4. Canoe/Kayak Storage Setup and Safety Features

Proper storage of canoes and kayaks is essential to ensure they remain in good condition and reduce safety risks.

Storage Guidelines:

- Canoes and kayaks should be stored securely on designated racks inside the storage hut.
- Ensure all canoes/kayaks are properly strapped in place using ropes or secure tie-downs to prevent them from falling.
- When removing or storing kayaks/canoes, use caution to prevent injury or damage.
- Use the wheel ramps when moving the trailer in and out of the hut to avoid accidents.
- Ensure adequate space around the storage area to allow safe access and movement of equipment.
- Regularly inspect racks for structural integrity, looking for any signs of wear, rust, or instability.

Safety Features:

- Use appropriate safety signs to highlight storage hazards (e.g., "Mind the Step," "Caution: Stored Kayaks").
- Keep the storage area clean and free from obstruction to avoid tripping hazards.
- Wheel chocks must be used on trailers parked outside the hut to prevent movement.
- Ensure the petrol generator is cooled down before being stored.
- Check fire exits are accessible and not blocked by equipment.

5. Annual Canoe/Kayak Storage Audit

An annual audit of the canoe/kayak storage setup will be conducted to assess its safety and condition.

Audit Areas:

- Structural Integrity of Racks: Ensure racks are stable and capable of holding the required load.
- Rope and Strap Conditions: Inspect securing ropes or straps for fraying or wear.
- Storage Hut Safety: Check for any obstructions or unsafe conditions in the hut.
- Access Areas: Ensure pathways to and from storage areas are clear and easy to navigate.
- Trailer Safety: Ensure wheel chocks are functioning and that the trailer is safely stored.

Documentation:

- Record findings from the annual audit, noting any necessary repairs, replacements, or adjustments to the storage system.
- Share findings with the General Committee and document improvements made.
- Keep digital records for insurance and liability purposes.

6. Equipment Checklists

Before each club session or event, the following equipment checklists must be completed:

- Personal Equipment:

- Kayaks/Canoes: Check for damage or leaks.
- Paddles: Inspect for cracks or splinters.
- Buoyancy Aids: Ensure proper fit and functionality.
- Helmets: Inspect for visible damage.

- Group Equipment:

- Throw lines: Ensure ropes are in good condition.
- First aid kit: Ensure it's stocked and accessible.

Horsham Canoe Club

Southwater Country Park, Cripplegate Lane, Southwater, West Sussex, RH13 9UN

www.horshamcanoecub.co.uk | info@horshamcanoecub.co.uk

- Safety bag (spare paddle, whistle, and emergency communication device): Check for necessary items.

Pre-Session Procedure:

- Coaches or safety officers must inspect equipment prior to use.
- Remove and report any damaged or unsafe equipment.
- A checklist should be signed off by the responsible person before the start of each session.

7. First Aid Kit Contents and Checks

First aid kits must be fully stocked and regularly inspected. Kits are located in the hut, on the safety boat, and at every off-site event.

Contents:

- Adhesive bandages (various sizes)
- Sterile gauze pads
- Sterile eye dressings
- Crepe bandages
- Safety pins
- Alcohol-free cleansing wipes
- Disposable gloves
- Scissors
- Tweezers
- CPR face shield
- Thermal blanket
- Burn dressing
- Plasters
- Antiseptic cream
- Triangular bandages
- Eyewash solution

Inspection Procedure:

- Inspect first aid kits annually and after each use.
- Replenish any missing or expired items immediately.
- A checklist must be completed after each inspection and signed off by the designated first aid officer.

8. Evidence of Safety Audits

To ensure transparency and accountability for equipment safety:

- Audit Forms: Completed for each annual equipment and storage audit.
- Incident Reports: Any incidents involving equipment must be logged, noting the issue and corrective action.
- Checklists: Pre-session checklists completed by coaches or safety officers before each session.
- Digital Records: All forms, audits, and checklists should be stored digitally, with access available to the General Committee.

9. Training and Awareness

All members involved in the maintenance and safety of equipment, including coaches, Quartermasters, and safety officers, must:

- Receive training in equipment inspection procedures.
- Be familiar with the club's safety policies.
- Complete safeguarding and first aid training if necessary.

By adhering to this Equipment Inventory and Safety Policy, Horsham Canoe Club ensures that all equipment, including kayaks, canoes, paddles and paddle boards are stored and maintained safely reducing the risk of accidents and injuries.