

BBSC – ANNUAL SAFETY INSPECTION AND GENERAL REVIEW – JANUARY/FEBRUARY 2026

[FULL REPORT]

AREA (EXTERNAL)	ITEM	COMMENT/UPDATE	ACTIONS/COMPLETE
Clubhouse (external & environs)			
Safety	Propane / Calor tanks	No signs of leaks or damage. Access & visibility clear. Training buoy crates are mobile and moveable for gas deliveries. New surplus plastic wheely bin easily moved for access. NB: Uneven concrete near tank / boiler room requires attention / investigation / correction although not a high traffic area.	INVESTIGATE UNEVEN CONCRETE FOR REPAIR
Safety	Fire escape & escape route	Sometimes slippery with algae. Jet wash completed November 2025. Egress route cleared of plastic wheel hubs. Review stairs condition periodically.	NFA WHEEL HUBS & JUNK REMOVED FROM EGRESS ROUTE
Safety	Egress route from fire escape	Red fuel vault, repaired & now empty. Moss on path reduced. Cabinet & metal junk removed from premises Nov 2025.	NFA METAL JUNK REMOVED & RECYCLED KEEP AREA CLEAR OF JUNK AND BRAMBLES
<i>General</i>	Waste bin compound	In fenced compound but accessible No rat bait present. Plastic bin replaced with steel. Newly supplied bin surplus to requirements. Gates require new top rail.	REPLACE WOODEN TOP RAIL TO GATES FOR EASIER CLOSING
<i>General</i>	Waste bins stored in hedge	Bins not required and moved to de-contamination shed.	NFA
<i>General</i>	Hull No.2	Resting on tyres, inverted. No obvious risks.	NFA

Safety	Outside lights	Timed, automatic activation and working. Fishermen's toilet light requires replacement.	REPLACE FISHERMEN'S TOILET EXTERNAL AUTOMATIC LIGHT
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Page 2	Clubhouse, continued		
<i>General</i>	Fishermen's room	Untidy. Not Club responsibility. Recommend re-site during development works.	NFA
<i>General</i>	External toilet	Relatively clean and tidy. Refurbished. Fishermen are main users.	NFA SEE LIGHT REPLACEMENT
Safety	Electricity cupboard	Locked & no access to Club members	NFA
Safety	Boiler room	Locked & no access to Club members	NFA
<i>General</i>	Ken's storage room	Not accessible to Club members	NFA
<i>General</i>	New shed adjoining Calor tank	Shed assembled & in use for training kit. Routinely locked. Would benefit from internal light.	COMPLETE SHED DETAILING & ADD INTERNAL LIGHT. NOT URGENT
<i>General</i>	Ground tackle / training marks	Mobile metal cages (3no.) containing training marks stored here. No hazard. Damaged marks disposed of & 3 new Club training marks purchased. One crate requires new base but still in use.	NFA SEVENOAKS SCHOOL ADVISED TO DEAL WITH DAMAGED CAGE BASE
Safety	Grassed areas inc Oppy Hill	Wet, slippery & muddy in winter. Rough areas, bramble trip hazard largely eliminated by mowing. New mower very effective on vegetation. Area rarely accessed.	MAINTAIN REGULAR GRASS & BRAMBLE CUTTING
Safety	Dangerous litter, sharp, trip hazards	Assorted waste / debris around Clubhouse building completely cleared 3 skip loads of scrap metal removed Nov 2025. 2 further skips for general rubbish and abandoned boats removed. Members to keep pathways clear of junk and litter.	VIGILANCE FOR JUNK & LITTER ETC (ALL MEMBERS TO ACTION) SURPLUS METAL AND GENERAL SCRAP REMOVED NOV / DEC 2025 ADDITIONAL SKIP JAN 2026

Page 3	Clubhouse internal, continued		
Safety	Life Rings in cabinet(s) #1 foreshore near slipway #2 wall of Clubhouse facing reservoir	#1 Available for use. Cabinet sound. Recommend replace life ring and rope due to age & add 20m throwing line. #2 Available for use, Cabinet sound. Recommend replace life ring and rope due to age. UPDATE: Two lifebuoys & cabinets are now Club responsibility under terms of new Lease. Two new life rings, with 30m lines and a separate 20m throwline purchased	CLUB IS NOW RESPONSIBLE UNDER NEW LEASE NEW KIT PURCHASED JAN 2026 & INSTALLED EXISTING CABINETS SOUND SURPLUS LIFERING TO BE DEPLOYED AT POND ON ACCESS ROAD, BY AGREEMENT WITH FISHERMEN
Pontoon/jetty		COMMENT/UPDATE	
Safety	Ironwork & structure	Not generally visible below water. Pulled out & inspected 29Oct25. Bolts on sub-structure checked. Missing bolts & washers on non-slip decking (Fibregrid) replaced. Replacement wheels (10 no.) machined to size and fitted by volunteers Oct 2025. Woodwork, broken mooring ring & fendering replaced as necessary during 2025. N.B. Jetty structure dates from early 70's i.e. 50+ years old !	NFA VIGILANCE FOR ANY VISIBLE DETERIORATION MEMBERS TO REPORT DEFECTS PLEASE
Safety	Decking	Inspected 29Oct25. In good general condition. Fibregrid grating bolt replaced. Grating in good condition. Broken & missing fendering replaced during 2025. Suggest jet wash goose poo if slippery, as necessary.	KEEP FIBREGRID SURFACE GOOSE POO FREE AS FAR AS POSSIBLE

Page 4	Pontoon, jetty continued		
Safety	Ramp to jetty	Lower section of folding access ramp broken off by wave action (07Dec20). Folding ramp heavy & finger trap potential. Repairs being sought. No unreasonable risks.	RE-DESIGN, FABRICATE & ATTACH LOWER RAMP SECTION (PROBABLY SHORTER AND WITH SKIDS TO PREVENT EROSION OF HINGES ON CONCRETE) £500 ALLOWANCE IN WANTS & NEEDS FOR 2026
Slipway		COMMENT/UPDATE	
Safety	Rubbish and debris	Next to race buoy area/old wood fish cage & associated materials removed by Working Party (Autumn 25). Keep tidy as required. Temporary home for SES W floating pontoon	NFA RACK FOR RACING BUOYS RECOMMENDED FOR TIDYNESS & LONGEVITY OF RACING BUOYS SES W PONTOON TO BE REMOVED
Safety	Signage e.g wear buoyancy aids (PFD)	No PFD signage present.	'PFD REQUIRED' SIGN FOR TOP OF SLIPWAY AND NEAR JETTY RECOMMENDED
Safety	Signage e.g. no cars on slipway	Aim to minimise Members' cars on slipway when people & children in vicinity. Use Club's new electric tug, available to all members at weekends. Explanatory posters for tug use in boathouse. Mainly SB crews use.	POSTERS FOR TUG OPERATION IN BOATHOUSE. MORE MEMBERS FAMILIAR WITH ELECTRIC TUG USE NOW. TUTORIAL AVAILABLE ON REQUEST.
Safety	Concrete access path for SB's to slipway	Concrete surface in good condition. Ruts either side have appeared due to position of Training Cabin. Ruts require monitoring and filling as required. Suggest Type 1/gravel as interim fill material. Proposal to widen concrete to avoid ruts and/or re-site Training Cabin. Potential trip or slip hazard from ruts.	MONITOR AND FILL RUTS BESIDE PATHWAY AS REQUIRED DEVELOPMENT PLAN MAY INCLUDE RE-SITE OF TRAINING CABIN

Safety	Paving to flagpole	Grass evident between paving slabs. Potentially slippery for OOD. Ruts from Training Cabin delivery filled in & seeded.	NFA MONITOR SLIP HAZARD
Page 5	Slipway, continued		
Safety	Flagpole	Wood on extremity of yard/cross tree in poor condition removed Oct25 and whole flagmast re-painted. Now 5 hoists rather than 7. Flagmast raised by manual method. Rope hoists & pulleys removed, cleaned and refitted. Hardwood button fabricated by a member and fitted. Flagmast base painted by member. N.B. lowered by contractor in Feb 24	NFA
Safety	Life Rings, Clubhouse wall and water frontage	Life rings are now Club responsibility. See comment above in page 2, Clubhouse (external & environs). Cabinets sound & useable but need cleaning. NB 3 new life rings and cabinets ordered by SESW at Club request have not been delivered.	2 NEW LIFE-RINGS AND ROPES ADDED TO EXISTING CABINETS IN JAN 2026, CABINETS CLEANED JAN 26 20M THROWLINE ALSO PURCHASED JAN 2026
Bosun's workshop		COMMENT/UPDATE	
Safety	Hazards	Numerous hazards within locked workshop. General access restricted. Generally kept locked.	NFA
Safety	Around building	Rubbish and brambles cleared by mower and by hand during working party.	CONTINUE GRASS & BRAMBLE CUTTING REGIME
Training Cabin		COMMENT/UPDATE	
General	Access currently for Training purposes only	Training Cabin well used now. Generally locked. Dedicated First Aid box for Training added in 2024. Lost property for sale or hire added. Electricity supply connected for sockets, heating & lighting.	NFA N.B. 5 YEAR TEMPORARY PLANNING PERMISSION EXPIRES IN FEB 28. CONSIDER OPTIONS BY FEB 27 & APPLY FOR RENEWAL OR NEW CABIN

Page 6			
Clubhouse shed (small)		COMMENT/UPDATE	
Safety	General hazards/clutter	Untidy, general storage. Originally intended for Clubhouse materials storage. Mr P, the electric workboat & its charging equipment located here. De-cluttered Dec25. Electricity supply installed. Lighting recommended.	ONGOING VIGILENCE REQUIRED TO MAINTAIN TIDY INTERIOR MR P, ELECTRIC WORKBOAT, WILL MOVE TO NEW BOATSHED (TBC)
Main boat park		COMMENT/UPDATE	
<i>General</i>	General review	Generally clear of hazards. Estates Officer regularly reviews & actions as necessary. More frequent working parties in 2025 beneficial. Wobbly shallow rooted trees removed by contractor. More trees (willow) to be removed in Feb26.	ACTION AS REQUIRED REPORT ANY DEFECTS TO ESTATES OFFICER (ALL MEMBERS) CONTINUE FREQUENT WORK PARTIES
<i>General</i>	Obstructions/surfacing	Tarmac surfacing OK but some defects. Members must keep their boat spaces clear of hazards, weeds, moss and brambles.	MEMBERS TO CONTINUE TO KEEP THEIR BOAT SPACE CLEAR OF BRAMBLES, MOSS AND VEGETATION
<i>General</i>	Containers	Accessed by authorised users. Heavy doors kept locked.	NFA
<i>General</i>	Unsecured boats	Estates Officer inspects periodically & advises relevant members	CONTINUE INSPECTIONS
<i>General</i>	North end area beyond tarmac (Schools & waiting area etc)	Slippery & muddy surface when wet (astroturf in places). Consider options to re-surface with gravel or non-slip surface in 2026.	CONSIDER GRAVEL SURFACING OPTIONS IN 2026

Page 7			
Petrol store/shed		COMMENT/UPDATE	
Safety	Fuel shed and fuel	Shed and fireproof fuel vault secure. Fuel canister barrow should be present in shed. Remote location of shed for safety. Kept locked. Fuel cans are heavy so use fuel barrow to transport. Number of cans stored should be minimised. Access by SB crews & Instructors only. Warning signs for fire risk added inside. Fire blanket added inside door. Wasp nest	NFA
Safety	No fuel cans left out	All fuel cans, empty or full, should be stored inside fuel vault in fuel shed on access drive.	REMIND SB & PB USERS CREWS AT REGULAR INTERVALS
Safety	Fuel can barrow	Fuel cans are heavy, hence barrow. Keep barrow in shed.	REMIND SB CREWS TO USE DEDICATED BARROW & NOT CARRY BY HAND
Safety	Signage (internal)	Members accessing the fuel shed know that only fuel is stored within and will require Club key for shed door and also fireproof fuel vault.	NFA KEY MUST BE RETURNED TO CLUBHOUSE KEYS LOCKER AFTER USE !
Decontamination shed		COMMENT/UPDATE	
Safety	Dilapidation	Roof damaged & breached by falling tree in 2025. Water ingress damaged floor. Interior probably sound but roof sags. Use of head torches inside recommended for regular users. Kept locked. Useful storage should be maintained. Consider structural repair or full replacement. Maintain for planning precedent.	CLEAN AND REPAIR ROOF IN 2026 OR CONSIDER REPLACEMENT (REPLACEMENT COSTED DEC 25 @ CIRCA £20k FOR EQUIVALENT)

Page 8	Dec'on shed, continued		
<i>General</i>	Contents	Old sails, debris, mouse evidence removed Dec25. Affiliates clothing store unaffected but needs urgent review due to hygiene issue. Windsurfer group to advise on sails & wishbones currently stored. Potential to re-purpose when roof & general structure repairs needed.	RENOVATED FOR PRACTICAL USE IN 2023 BUT DAMAGED IN 2025. STUCTURAL REPAIRS NEEDED. OPTIONS TO BE CONSIDERED IN 2026
<i>General</i>	Roof (leaks)	Roof damaged but could be repaired	TBA
<i>General</i>	Windows	Small and high up. Provide little light inside	NFA
Safety	Lighting/visibility	Visibility very poor inside. Advise head torches for regular users	NFA
<i>General</i>	Usage	Continue temporary Affiliates storage ? TBC. Limited access to users only. Shed is routinely padlocked. See above for re-purposing.	NFA
Approach road		COMMENT/UPDATE	
<i>General</i>	Signs in place & generally clear	Signs in place but grimy & obscured. No Dogs. Private etc, 15mph speed limit, restricted access routinely ignored. Growing number of inquisitive visitors straying from footpath. Recommend OOD to continue to advise random visitors. No further action needed. Advise SESW if confrontation.	CONTINUE TO RE-DIRECT RANDOM VISITORS TO FOOTPATH WP TO CLEAN SIGNS & REMOVE OBSTRUCTIONS. CLEARER 'NO DOGS ON PREMISES' SIGN NEEDED

Safety	Deep ruts in concrete (service crossings)	Service crossings tarmac fill slumped. SESW responsible for repairs before new lease but now Club will maintain. Assessed as professional task rather than Club/Working Party task. Warning signs may slow traffic down. No damage to vehicles reported.	CONSIDER ERECTING TEMPORARY WARNING SIGNS FOR DIPS COSTING TO PROFESSIONAL REPAIRS BEING SOUGHT JAN 2026 N.B. 15 MPH SPEED LIMIT IS ALREADY IN PLACE BUT ROUTINELY IGNORED
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Page 9	Approach road, continued		
Safety	Overhead electricity cable	Warning height bar & signs in place. No max clearance signs indicated. 4.2m clearance measured under bar. Electricity lines at least 1m higher.	NFA
Car park		COMMENT/UPDATE	
Safety	Signage	In place. "No car access beyond here" routinely ignored. Perhaps signs should be moved ? 'No cars on slipway' sign could be added, most importantly at weekends when more Members are present.	CONSIDER TEMPORARY SIGNAGE/CONES AT BUSY TIMES E.G. OPEN EVENTS NEW SET OF CONES PURCHASED 2025
<i>General</i>	General condition	Brambles and trees encroaching in places. Periodic working parties have reduced or removed tree overhangs in 2025. Recommendation for Fitting Out and Laying Up Working Parties, annually recommended.	2 WORKING PARTIES PER YEAR PLANNED PLUS IMPROMPTU WP'S CHAINSAW ON POLE FOR JAN 2026 FOR ESTATES (RESTRICTED USE). SAFETY GEAR ON SITE
Topper park		COMMENT/UPDATE	
<i>General</i>	General condition	Muddy, grass cover established in places. Trees trimmed at lower levels but retained	BOATS MOVED BY WORKING PARTY AND GRASS MOWN & KEPT TIDY
Safety	Hazards e.g. o/h power lines	Boats without tall masts only allowed in Topper Park due to o/h HT electricity cables nearby	NO TALL MASTS ALLOWED IN THIS PARK
<i>General</i>	South end	Dumped Club boats and piles of rubbish cut up and removed by skip in 2025. 5 Toppers recycled under Topper International scheme for re-use in Africa Nov25.	BOSUN-SAIL IDENTIFIED CLUB BOATS FOR SALE. ESTATES OFFICER UNDERTOOK DISPOSAL PROCESS FOR ABANDONED BOATS. 5 TOPPERS RECYCLED TO AFRICA.
Club compound		COMMENT/UPDATE	

<i>General</i>	General condition	Untidy storage within tree line. Compound tidied and re-surfaced with gravel in early 2024. Area now slightly expanded.	ROUTINE TIDY & BRAMBLE REMOVAL RECOMMENDED WORK PARTY FEB26 TO TACKLE TREES
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Page 10	Club compound		
<i>General</i>	Hazards e.g. hedges, fencing	Club boats and affiliate boat storage plus 3 sea containers.	NFA MAINTAIN TIDY COMPOUND
Safety	Security	Compound gates are routinely locked. Boats cannot be removed easily by potential joyriders. Gates replaced in 2024. Tow brackets removed, Solo trailer & other trailers, where feasible.	NFA
Safety	Containers	Containers have heavy doors. Equipment on racks. Internals of container very ordered and tidy. Bosun-Sail reviews periodically. Useful secure storage.	NFA CONSIDER SOLAR POWERED VENTILATION TO PREVENT MOULD
Rigiflex	Covers / supports	Fibreglass poles & leaf covers replaced due to splinters. New covers fitted. Best support for new covers is a plastic garden chair !!	NFA
Rigiflex	One heavy launching trolley	Heavy duty trolley for one Rigiflex, replaced with road trailer matching other Rigiflex. Easily moved now.	NFA
AREA (INTERNAL)	ITEM	COMMENT/UPDATE	ACTIONS/COMPLETE
Clubhouse (internal, upstairs)			
Main club room		COMMENT/UPDATE	
<i>General</i>	General condition	Non slip flooring throughout. Continue weekly cleaning. Spray head for jet wash plus vacuum effective for changing room floors. Cobwebs evident. Some windows require cleaning. One set of patio doors inoperative & due for replacement during Development Plan implementation.	CONTINUE CLEANING REGIME BALCONY & CLUBHOUSE WORKS WILL INCLUDE NECESSARY REPLACEMENTS

<i>General</i>	Tables & chairs	Tables and chairs generally in good condition. Checked and cleaned where appropriate, weekly.	REVIEW AS REQUIRED
<i>General</i>	Comfy sofa	Internal structure has been repaired. 4 bar stools added to bar area.	BETTER SOFAS & COFFEE TABLE FOR BAR AREA RECOMMENDED
Page 11	Main club room, continued		
Safety	AED No.1 cupboard & contents	AED flashing green light checked routinely. Cupboard contents complete. Groundsheet and ancillaries are now in grab bag. Replacement batteries for AED and checked Dec25.	OOD & CLUBHOUSE OFFICER TO CHECK AED LIGHT FLASHES GREEN
safety	AED No.2 cupboard & contents	AED added to Fishermen's room Dec 25	CHECK OPERABILITY FROM TIME TO TIME
Safety	Fire Safety Certificate (Electrical)	Electrical certificate obtained by Vice Commodore and issued to Club insurers. Insurers have reinstated cover for electrical safety.	NFA INSURANCE RENEWAL ANNUALLY. PERIODIC INSPECTION & REPORT IS CLUB RESPONSIBILITY UNDER NEW LEASE
Control room		COMMENT/UPDATE	
Safety	Clutter	Control room cluttered from time to time. No need to store surplus chairs here post Covid. Remove to external sheds. Clear out periodically needed. Draughtsman chairs added for RO's.	ONLY CONTROL ROOM RELEVANT MATERIALS AND EQUIPMENT TO BE KEPT IN CONTROL ROOM

<p>Safety/First Aid</p>	<p>First aid boxes review and updates</p> <p>NB out of date contents still usable offered to Members and some retained for training.</p>	<p>All First Aid boxes reviewed 03Jan26 and out of date contents removed. Contents updated.</p> <p>Now includes trauma bandages. New FA kit (1-9 persons) for Committee Boat purchased Feb 23. Up to date FA kits required for RYA inspections. Box seals required by RYA. Updated in 2026.</p>	<p>UPDATED FIRST AID BOX CONTENTS 03JAN26</p> <p>NEW AED & UPDATED FIRST AID BOX INSTALLED IN FISHERMEN'S ROOM</p> <p>DISCIPLINE TO MAINTAIN SEALS ON FIRST AID BOXES</p> <p>MAIN FIRST AID BOX IN CONTROL ROOM. SIGN PRESENT ON DOOR</p> <p>ORANGE FIRST AID BOX RESTOCKED AND MOVED TO FISHERMENS ROOM 03JAN26 TO REPLACE 'TIRED' BOXES</p>
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Page12	Control room, continued		
Safety/First Aid	First Aid stock items	<p>Out of date contents replaced in main boxes. Sealed items can still be used. Other items can be used for First Aid training. Plaster box kept separately in Control Room. New AED battery purchased 2024 (3-5 year life)</p> <p>Out of date but sealed contents offered to members and cleared.</p>	AS ABOVE
Safety/First Aid	IMPORTANT NOTE ON FIRST AID 'EXPIRY' & 'USE BY' DATES	<p>Many of the spares in stock are wrapped and sealed and are still usable even after 'expiry' date, based on advice by experienced First Aiders and Ambulance crew. Rather than throw these away it is recommended to store these items on the premises and in some case offer to members for domestic use FOC.</p> <p>Members and First Aiders should be confident using any of the First Aid materials available. The First Aid box (green) contents should be kept up to date for annual RYA inspection purposes & sealed.</p>	<p>SEE NOTE ON EXPIRED FIRST AID ITEMS</p> <p>PLASTER BOX SEPARATE</p>
Accident reporting	Green Accident Sheet post box	<p>Accident forms to be posted in the green box and reviewed annually or more frequently as required. Flag Officer to report to AGM.</p>	<p>NFA</p> <p>GREEN BOX CONTENTS ARE CONFIDENTIAL FOR CLUB OFFICER ACCESS ONLY</p>
Safety	Electrical equipment	<p>Remains live 24hrs/day but no unsafe cables etc. Limited access, only by Club officials</p>	NFA

Page 13	Control room, continued		
<i>General</i>	CCTV	Control box locked in cupboard. Access by Clubhouse Officer. CCTV warning signs in place. After serious concerns about CCTV in Clubroom, camera was de-activated. CCTV debated by GC 27.02.22. External CCTV advice sign repositioned to front entrance. No update on wider CCTV coverage.	EXTERNAL CCTV ADVICE SIGN RESTORED AT CLUBHOUSE ENTRANCE RECONSIDER CCTV & ALARM SYSTEM IN LINE WITH CLUB DEVELOPMENT PLAN
Balcony		COMMENT/UPDATE	
<i>General</i>	Surface	Poor state of repair of roofing which leaks into rooms below. Some stanchions are loose on railings & unsafe. Some tiles broken & require replacement. Full refurbishment planned to start Feb2026 as part of Development Plan.	FULL REFURBISHMENT OF BALCONY/ ROOF COSTED AND PLANNED FOR EARLY 2026 AS PART OF DEVELOPMENT PLAN CONTRACTOR METHODOLOGY & RISK ASSESSMENT TO BE REVIEWED (RAMS) BY CLUB OFFICERS AND LANDLORD.
Safety	Railings	Railings rusted at base in centre of balcony. Warning sign erected. Must ensure children cannot climb on tables near railings Water leaks through roofing felt into building below	FULL BALCONY REFURBISHMENT COSTED AND SCHEDULED FOR EARLY 2026, REPLACE SAFETY NOTICE AS NECESSARY
Bar		COMMENT/UPDATE	
<i>General</i>	Access	Low access under bar top from Clubroom. Likely bashed heads. Not going to change.	NFA
	Shutters	All in good working order, manual operation	NFA
Galley		COMMENT/UPDATE	

Safety	General hazards	No general access to galley. Controlled by galley personnel. Access by children must be strictly controlled by qualified galley personnel due to hazards present i.e. hot products, sharp implement, gas and other hazards.	REGULAR CLEANING REGIME MUST BE INTRODUCED AND ADHERED TO CHILDREN SHPOULD BE GENERALLY EXCLUDED FROM GALLEY
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Page 14	Galley, continued		
Safety	Shutters and doors	All in good working order	NFA NEW OVEN / HOB INCLUDED IN WANTS & NEEDS FOR 2026
Safety	Appliances	Reasonable condition. No faults reported. Some new modern appliances recommended for early 2026	SEE COMMENT ON CLEANING ABOVE PROFESSIONAL OVEN CLEAN JAN 2026
Safety	Knives, scissors, cleaning materials etc	Used by adult galley personnel only. Much equipment tired and dumped.	REPLACEMENT OF 'TIRED' EQUIPMENT REQUIRED
Stairs		COMMENT/UPDATE	
Safety	General condition	Non slip flooring cracked in places but still effective & secure. Occasionally muddy. Cleaned weekly. Keep condition under review. In daily use.	REVIEW FLOORING CONDITION AS NECESSARY MOPPING DURING EVENTS IN WINTER
Clubhouse (internal, downstairs)			
Male changing		COMMENT/UPDATE	
<i>General</i>	General condition	Reasonable condition. Cleaned weekly. Ceiling cobwebs should be removed.	MAINTAIN CLEANING REGIME
Safety	Egress from Boatshed to changing room	Remote chance for heads banged on high racks opposite door in men's changing room. Foam padding added to high racks opposite door.	FOAM PADDING ADDED TO RACK
<i>General</i>	Boot washing in basins	Boot wash and boot scrubber with signage installed outside near main entrance. Notice to stop members emptying boots in basins but use bucket for this purpose.	MORE EFFICIENT EXTERNAL BOOT WASH PROPOSED IN 2026
Female changing		COMMENT/UPDATE	

<i>General</i>	General condition	Reasonable condition. Cleaned weekly. Continue weekly clean and inspection.	MAINTAIN CLEANING REGIME TAPS TO BE REPLACED FLOOR DRAINAGE TO BE INVESTIGATED
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Page 15			
Safety	Escape window	Keep clear of storage/spare toilet rolls/clutter	NFA
Accessible facilities		COMMENT/UPDATE	
<i>General</i>	General condition	Clean but not tidy. Recommend remove items just stored there. Used by Affiliate staff for changing separate from pupils.	REMOVE UNRELATED ITEMS INDIVIDUAL CHANGING POSSIBLE WITH CLUBHOUSE IMPROVEMENTS
<i>General</i>	Signage	May need to change to gender neutral accessible etc	CHANGE AS LAW REQUIRES
Lobby		COMMENT/UPDATE	
<i>General</i>	General condition	Clean and tidy. No trip hazards.	NFA
<i>General</i>	General comments	Freezer and floor cleaning machine located here. Lock added to freezer. Cleaning materials and products must be accessible to cleaners only and preferably stored out of sight.	CLEANING MATERIALS MUST NOT BE ACCESSIBLE TO MEMBERS OR CHILDREN NOW STORED UNDER STAIRS
Boathouse (Bay 1)		COMMENT/UPDATE	
<i>General</i>	Houses Tornado & changing benches for Icicle & flag hoists for Dory	Bay 1 can double as Icicle Open Event changing overflow. Not required in 2024/25/26. Battery charging in progress. Fire blanket added.	NFA REMOVE BATTERY CHARGING IF USED FOR CHANGING DURING ICICLE
Safety	Basket stretcher & transfer sheets (3no.) now wall mounted. Fire blanket added.	Basket stretcher and transfer sheets now mounted on wall for immediate access if needed. SB Skippers aware.	NFA

Safety	Blue wall mounted SB helmet cabinet	Head and shoulder injury likely. Moved to Bosun's Workshop. Helmets unpopular with SB crews.	NFA
Safety	Other hazards stored here	Other hazards include petrol (in RIBs) & batteries which could be stored safely elsewhere. New remote 4 bay Boatshed planned for 2026, subject to planning permission under Club 5 Year Development Plan. Fire blanket added.	NEW REMOTE BOATSHED PLANNED FOR 2026 FIRE BLANKET AVAILABLE IN BAY 1

Page 16	Boathouse, bay 1, continued		
Safety Boats	Equipment carried & available (applicable to all 3 safety boats)	Safety Boat Squad managed separately by Chief Safety Boat Coxswain. Advice offered from time to time by RYA. Dry bags and First Aid pads added to SB rescue canisters. Fire extinguisher on board.	NFA BUT KEEP UNDER REVIEW
Safety Boats	First Aid Training	All SB Skippers are First Aid trained and re-trained every 3 years, with certificate issued. Chief Safety Boat Coxswain maintains records of first aid training.	CONTINUE FIRST AID TRAINING FOR SB SKIPPERS AND DI'S
Boathouse (Bay 2 & 3)		COMMENT/UPDATE	
General	Houses Ribcraft (2 no.), orange console and white console	Fuel present in Ribcraft tanks. Much floor clutter. Roof storage reduced significantly in 2025. Houses electric tug. Must reduce unrelated storage generally. Retained equipment could possibly go to new shed. Safe & secure place to recharge electric tug in new boathouse in future.	RECOMMEND CLEAR CLUTTER TO NEW SHED OR DISPOSE

Safety	Stored outboards on trolleys. New outboard for Club RIB (Avon) stored in crate prior to fitting.	Fuel tanks for Affiliate outboards now removed to fuel store/vault. Minimal fuel stored in outboards on trolleys. Added fire blanket from 12.02.23	FIRE BLANKET AVAILABLE IN BAY 2&3 FUEL FOR AFFILIATE & CLUB O/B REMOVED TO FUEL STORE/VAULT
Safety	Stored fuel cans	Fuel storage for affiliate and training outboards largely removed.	FIRE BLANKET AVAILABLE IN BAY 2&3
Safety	Fuel stored in Safety Boat integral tanks	Integral fuel tanks on board not easily accessible. SB's will relocate to new remote Boathouse in accord with Development Plan.	ONGOING STORAGE OF FUEL IN RIBS BUT WILL RELOCATE TO NEW BOATHOUSE UNDER DEVELOPMENT PLAN

Page 17	Boathouse bays 2&3, continued		
Safety	Stored ground tackle & rescue kits on the floor	6 or more ground tackle tubs plus rescue packs are a trip hazard. Rescue kits now remain within Safety Boats but lids removed to 'air'.	NFA
Safety	Rescue packs	Contents may be out of date or inoperative. Review periodically. Dry bags added for First Aid items on board. Occasional check for water ingress to rescue kits, especially space blankets.	ROUTINE INSPECTION REQUIRED BY SB COXSWAIN & SB SKIPPERS
Safety	Ceiling storage rack	Masts, lighting boards and other miscellaneous stuff on overhead rack reduced to minimum in Dec 2025. Lighting improved.	ONGOING CLEAR OUT MUST NOT OBSTRUCT CEILING LIGHTING
Safety	Electric Tug	Electric Tug (battery powered, 3 tonne capacity, 375Kg weight). Key held in keys tray/box in main clubroom. Tutorial available & information sheets on wall in Bay 2/3. Battery cover now secured to avoid unauthorised access. Notice added to unplug charger before moving tug. New tow bar attachment allows towing dinghies on trolleys with or without jockey wheels.	NFA NEW TOW HITCH ATTACHMENT FOR DINGHY TOWING AVAILABLE

GENERAL			
<i>See comments above marked General</i>			
SAFETY			
<i>See comments above marked Safety</i>			
<i>Rev 000</i>	04.02.22		
<i>Rev 001</i>	09.02.22 17.02.22 07.03.22	AED & 1 st Aid comments added Life Ring info added General update	Prepared by Philip Moppett
<i>Rev 002</i>	07.02.23 & 23.02.23 & 09.03.23	Review leading to 2023 Annual Safety Report Minor corrections (09.03.23)	Prepared by Vice Commodore, Philip Moppett, with assistance from other members.
<i>Rev 003</i>	23.11.23 – 28.02.24	Minor updates	Prepared by Hon Secretary, Philip Moppett, with assistance, as previously.
<i>Rev 004</i>	01.01.25 – 01.02.25	Minor updates	Prepared by Hon Secretary, Philip Moppett, with assistance as previously
<i>Rev 005</i>	01.12.25 – 26.01.26	Minor updates & clarifications	Prepared by Hon Secretary, Philip Moppett, with assistance as previously