



HEALTH, SAFETY & SECURITY ANNUAL INSPECTION

Completed on:

.....

Conducted by:

.....

Number of corrective actions found:

.....

Uncontrolled When Printed



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1. CONTROL PAGE

Control Record

Version	Date of Issue	Description of Change	Page Amendment	Date	Reason for Change
1	Apr 2024	Updated format / Re-write	All	14 Mar 2024	Initial Issue

2. INSTRUCTIONS FOR USE

- All questions should be answered and marked either Yes or No, if No, then a Risk Score of Low, Medium, or High should be entered in accordance with the Risk Matrix attached below.
- Once completed, any corrective action(s) should be communicated to the relevant person(s) for closure as soon as possible.
- Any corrective actions scoring **"High"** should be mitigated immediately and or brought to the attention of the Club Chair & Health & Safety Officer.
- Once this form is completed, the report must be kept for a **minimum of 5 years**.



Question	Response Y / N / NA	Details/Comments If N – Score Low , Medium or High
3 Health & Safety Information		
3.1 - Has the last inspection been reviewed?		
3.2 - Are there any outstanding actions?		
3.3 - Club Public liability Insurance displayed?		
3.4 - Is the Health and Safety at Work Act 1974 Law Poster displayed and accessible to all?		
3.5 - Is the Club Health & Safety Policy displayed so all members and contractors can access it?		
3.6 - Are all Club Building Risk Assessments in place, cover the day to day and have they been reviewed and / or updated (within the last 12 months)?		Access / Egress COSHH Fire / First Aid Lone Person / Working
3.7 - Are the latest Club Safety Meeting Minutes displayed on the H&S notice board or accessible online?		
4 Fire Prevention		
4.1 - Evacuation plan displayed at all relevant points?		
4.2 - Evacuation procedures / Fire drills carried out / explained prior to external users using the club?		
4.3 - Extinguishers in place, clearly marked for type of fire?		
4.4 - Extinguishers serviced and in-date?		Basic check monthly - annually Professional check 5 yearly
4.5 - Extinguishers clear of obstructions?		



4.6 - Extinguisher no more than 1200 mm max height & base not lower than 100 mm?		
4.7 - Indicator signs 2.1 m above floor level?		
4.8 - Adequate direction notices for fire exits?		
4.9 - Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?		
4.10.- Fire doors operating correctly?		<ul style="list-style-type: none"> • firstly, open the door fully, then let it go. • Then open the door to around 15 degrees and let it go. – Both times doors should close fully
4.11 – Escape routes and fire exits clear of obstructions including external routes.		
4.12 - Fire alarm system functioning correctly?		
4.13 – Weekly / Annual record of fire alarm tests carried out? 1. Fire detection and warning system – <i>Weekly test. Full engineer check / clean and batteries changed annually)</i> 2. Emergency lighting including self-contained units / torches: <i>weekly test. Monthly all systems. Annually engineer check)</i>		
4.14 - Firefighting equipment installation and including hose-reels. - weekly for correct function. Annually full engineer check.		
4.15 - Fire Safety Risk Assessment in place for all buildings, in date and reviewed periodically as per recommendation?		
5 General Lighting		

5.1 - Good natural lighting?		
5.2 - Light fittings clean and in good condition. Internal / External?		
5.3 - Emergency exit lighting operable and charging indicators visible?		
6 Building Safety		
6.1 - Floor surfaces even and uncluttered?		
6.2 - Entry and walkways kept clear?		No Boxes, bikes or other obstacles.
6.3 - Walkways adequately and clearly marked?		
6.4 - Stair and risers kept clear?		
6.5 - Are liquid spills removed quickly?		
6.6 - Are railings in good condition?		
6.7 - Are footpaths in good condition?		
6.8 - Furniture in sound condition?		
6.9 - Legionella Risk Assessment in place and regular water test records for mains and water features available?		
6.10 - Is there any Pest control in place?		
6.11 - Are all stairs in good condition and safe to use?		
7 Tools		
7.1 - Are tools serviceable and listed on the tool register?		
7.2 - Tools not in use kept in a safe place?		
7.3 - Are those who use tools competent in their use?		
7.4 - No personal power tools kept on site?		
8 Rubbish		

8.1 - Bins located at suitable points around site?		
8.2 - Bins emptied regularly?		
8.3 - Are there hygiene disposal services in place?		
9 Storage Design and Use		
9.1 - Boats stored on racks and accessories stored safely to prevent falling?		
9.2 - Storage designed to minimise lifting problems?		
9.3 - Floors around racking clear of rubbish?		
9.4 - General condition of racks and pallets?		
10 Paddling / Fitness Equipment		
10.1 - Are they kept clean?		
10.2 - Are the floors around the machines kept clean?		
10.3 - Guards in good condition?		
10.4 - Adequate space between equipment?		
10.5 - Are users shown through an induction / displayed instructions how to use the equipment safely?		
10.6 - Are PUWER assessments carried out and in-date? <ul style="list-style-type: none"> • <i>Safe System of Work (SSOW)</i> • <i>Hazards</i> • <i>Maintenance schedule in place?</i> 		
11 Electrical Safety		
11.1- Electrical Maintenance records up to date? (e.g 5 yr fixed wire testing)		



11.2 - Safety switches tested every 6 months. Results recorded?		
11.3 - No double adapters in use?		
11.4 - Portable equipment tested and tagged? <i>Kettle, cooker, toaster, tv, heaters, hoover etc</i>		
11.5 - No broken plugs, sockets or switches?		
11.6 - No power leads across walkways?		
11.7 - No frayed or damaged leads?		
11.8 - No strained leads?		
11.9 - Where required are emergency shut-down procedures in place?		
11.10 - High Voltage AC present? (Normally >600V ac between conductors & 1000V ac between phases)		
11.11 - Electrical panels labelled with voltage outside and labelled inside, and outdoor sockets / panels covered?		
12 Chemical Safety		
12.1 - Are COSHH materials stored within the Club premises, club house or boatshed?		
12.2 - COSHH Register complete and available?		
12.3 - Safety Data Sheets (SDS) available for all chemicals?		
12.4 - Risk assessments completed for hazardous substances?		
12.5 - All containers labelled correctly?		



12.6 - Unused substances disposed of?		
12.7 - Club members & contractors trained in the use of hazardous substances?		
12.8 - If required is PPE available as per the Safety Data Sheet (SDS)?		
12.9 - Is adequate ventilation provided?		
12.10 - Are eye washes and showers easily accessed?		
13 First Aid Facilities		
13.1 - Are First Aid Kits available and positioned to allow easy access?		
13.2 - Are contents regularly checked? Including paddling first aid kits.		
13.3 - No contents past their expiry date?		
13.4 - Club members aware of location of first aid equipment?		
13.5 - Is there a list of first aiders displayed on the HSE board?		
13.6 - Is the Emergency Response Plan displayed?		
13.7 - Eyewash / Shower station present?		
13.8 - First Aid Needs Risk Assessment in place?		
13.9 - Is there a defibrillator nearby and is it easily accessible?		
14 Club Furniture		
14.1 - Is the furniture in a good state of repair?		
14.2 - Is any shelving secured in place?		

15 Security		
15.1 – Is CCTV signage displayed and current?		
15.2 – Is CCTV access to key personnel only?		
15.3 – Is the perimeter fence in good condition with no signs of damage?		
15.4 – Is the access gate locking mechanism serviceable?		
15.5 – Is the main club access door working correctly?		

RISK ANALYSIS MATRIX

		Severity				
		1. Negligible	2. Minor	3. Major	4. Hazardous	5. Catastrophic
Effect on Operations		No Effect on Safety	Slight reduction in safety margin or functional capabilities	Significant reduction in safety margin or functional capability	Large reduction in safety margin or functional capabilities	Full loss or Catastrophic failure
Harm to People		Inconvenience	Possible First Aid or physical discomfort	Possible Injury (RIR) or physical distress	Serious Injury to small number of People	At least one fatality
Business Disruption / Reputation (Company & Client)		Slight to Moderate impact on reputation / Business	Moderate impact to reputation at community level	Significant Impact to reputation at regional level	Significant Impact to reputation at state level	Sever Impact to reputation at national level
Environmental Impact (To Water, Land or Air)		Non-Reportable	Reportable without fine	Physical damage and fine	Considerable damage to people – facilities – equipment - significant fine and cost	Loss of people facilities or equipment highest fine and cost
Cost of Loss / Impact / Damage		<£4100	>£4100 to ≤£20,500	>£25,000 to ≤£82,000	>£82,000 to ≤ £820,000	>£820,000
Likelihood	5. Very Likely Almost Inevitable, at least once per week	LOW - 5	MEDIUM - 10	MEDIUM - 15	HIGH - 20	HIGH - 25
	4. Likely Not Certain, additional Factors May result in more than once per month	LOW - 4	MEDIUM - 8	MEDIUM - 12	HIGH - 16	HIGH - 20
	3. Possible Could Happen When Additional Factors are Present. Twice per year	LOW - 3	LOW - 6	MEDIUM - 9	MEDIUM - 12	MEDIUM - 15
	2. Unlikely Rare Combination of Factors Required. Once per year.	LOW - 2	LOW - 4	LOW - 6	MEDIUM - 8	MEDIUM - 10
	1. Very Unlikely Freak Combination of Factors Required for Undesired Event to Occur.	LOW - 1	LOW - 2	LOW - 3	LOW - 4	LOW - 5
		LOW Work / activity may continue; risk reducing controls must be maintained.	MEDIUM Work / activity may continue provided risk control measures identified in the Risk Assessment are implemented.	HIGH Work / Activity must NOT proceed where there is potential harm to people or environmental impact. ALARP must be demonstrated for all other consequences and authorisation to proceed must be given by Senior SFS Management.		