

Equipment Checks and Maintenance Procedure

HCC aims to provide and maintain suitable, fit-for-purpose club equipment, however it can be expected that due to significant regular use, or from deliberate or accidental misuse, the club equipment can become faulty and require attention.

Use of HCC equipment requires the same (or better) respect and care as that taken with personal equipment.

1.0 Responsibility

Primary responsibility to look after club equipment and to report faults lies with **every club member**. There is a process in place at HCC to assist the identification and reporting of problems with equipment. If the equipment cannot be suitably and safely repaired then it will be retired from service and carefully destroyed.

The **HCC Gear Steward** is responsible for organising appropriate maintenance on damaged equipment, and can recommend retirement and disposal of equipment to the committee.

2.0 CHECKING of Club Equipment

Club Equipment should be checked regularly by ALL users and faults reported to the Gear Steward – if in doubt users should remove the item and identify it as retired from service until it has been assessed.

Kayaks – all kayaks should be checked before use to ensure that no faults have developed in their everyday use,

- Bungs - All kayaks should have a bung in the bung hole.
- Footrest – if the kayak has a footrest or pedals, if adjustable they should work and all screws etc should be in place, If footrests are broken, they should both be removed and any exposed parts made safe.
- Seat and Backrest – both should be clean and clear of any damage that would make their use uncomfortable or hazardous
- Main Body – the body should be free of large holes, or splits or sharp edges etc
- Skeg and/or rudders when fitted – all rudders should work & skegs should work in both the up and down position. The mechanism should work and be easy to use by the kayaker.

Canoes – all canoes should be checked before use to ensure that there are no .

- Thwarts and Gunwales – all should be clean and free from sharp edges, splinters, cracks and etc some minor damage from usage is normal and permissible.
- Seats – where canoes have seats, the seat should be in a good working order and have all connections to the hull in place, no sharp or protruding edges/splinters and if the cover is wicker, it should be in a good state of repair.
- Handles – all handles should be in place and securely attached to the hull
- Painter Lines – any ropes attached to the canoe must be floating rope of 8mm thickness or more and should not have any knots, taped or covered section, or surface damage

Kayak and Canoe Paddles – all paddles should be clean of splinters and other sharp edges.

- The shaft should be straight (unless it is a crank design)
- The shaft should not display any signs of buckling or splitting
- The connection of shaft to paddles not have any cracks or signs of splitting,
- Canoe paddle handles should be clean from splinters or other damage and should be properly and securely attached to the shaft.

Buoyancy Aids (PFD) – all Buoyancy aids should carry the club identification, if there is no club or HCC ID it should not be used,

- There should be clear HCC (wristband) and Size markings on the BA

- All straps, zips and buckles should work with normal application
- Straps should not have any cuts, or damage that could cause the strap to split or break
- The front and back (Inside and out) of the BA should be clean of any cuts or obvious damage to the outer fabric,
- Foam buoyancy should not be visible anywhere on the BA

Helmets –

- Surfaces should be clean and free from large dents, scratches or splinters
- When squeezed in all directions a helmet should show no signs of cracks, rippling or other surface defect that could compromise the helmets ability to withstand impact
- All straps should be free from damage and all clasps should be intact and should not be able to be pulled apart without deliberate operation of the clasp in the correct fashion,
- All internal adjustments should be intact and able to be moved and hold position when adjusted

Throwlines and Towlines –

- Throwlines should be checked for rope damage along their length
- Lines should be properly secured inside the bag,
- Bags should be clean and free from surface damage,
- Rope or straps at the bottom of the bag should follow the 'clean-line' principle and be fit-for purpose
- Towlines should be clean and free from signs of damage to the lines, connections and metal or plastic clips inside
- Towline belts should have no damage to fabric or clasps, and clasps should be able to be released quickly and safely with one hand (i.e. toggle should be in place and undamaged)

Other non-personal Equipment – the club has items of equipment including buoys, balls, canoe poles, whistles, hoops, goals and etc – if any items is obviously showing signs of wear that requires repair – the item should be retired from service and assessed.

RETIREMENT / DISPOSAL - If it is agreed on recommendation by the Gear Steward that items of equipment must be retired from use and 'destroyed', the item must:

- be deliberately damaged so that it can not be used by others,
- be retained in a separate and secure area so that it can not be re-used once the decision has been made to retire the item,
 - have all HCC logos and other identification removed
 - be disposed of responsibly, this can include careful disposal of plastic kayaks and equipment *for shredding and recycling*.
- Any item identified for disposal **MUST NOT** be given to any paddler or non-paddler (HCC could be held liable for any accident or damage incurred from that item after it leaves HCC) All items marked for destruction must be made impossible to use before removal from stock e.g. damaged kayaks should be cut in half! Faulty Buoyancy Aids should be cut in half and straps cut.

4.0 ANNUAL STOCKTAKE - It is expected that before the Spring/Summer Season starts, a thorough equipment

stocktake is carried out. The stocktake should:

- consolidate all records of equipment owned by HCC
- identify where equipment needs to be purchased to shore up supplies,
- re-tag or replace identification stickers, tags or markings
- Clean all equipment,
- Arrange safe and careful disposal of any equipment that is to be permanently retired

Reminder – ALL club members are responsible for the correct and careful use of club equipment. The Gear Steward is the appointed committee member to facilitate the club equipment process and ensure appropriate compliance with Health and Safety practice, and considerate disposal of equipment.