

MINUTES - HSC MAINTENANCE COMMITTEE – Wednesday June 7th 2017

1. Safety Walk Round - 5.00 pm

Attending the walk round were M Playle, D Bunting and P Betts

The check list is appended to these minutes

There were no major deficiencies.

Actions arising are listed at section 5.

2. Attendance and Apologies 7.30 pm

Attending were M Playle, D Bunting, P Betts, D Holyoak.

No flag officer being in attendance it was observed that the meeting was not quorate and thus no significant new business could be finalised.

Apologies were received from Mike Pipes, Simon Bickers, David Blackburn

3. Minutes of Previous Meeting

As a record : The minutes were accepted as a true record by those present.

Arising : There were no arising which would not be covered by the action list and the items on this agenda.

4. Historic Action List

Actions arising from previous minutes were reviewed –

Action	by	Status
Canoe rack	M Playle	Still waiting decision on future of canoeing. This item is now 3 years old and will be dropped at the next action list unless revitalised.
Operating instructions and equipment lists in power boats	Chief Power Boat Instructor	Outstanding. Need a PBI to adopt this and keep it up to date.
Make proposals for new stainless fuel cans	M Playle	Done – new cans purchased and marked to satisfy transport and storage regulations.
Roads and tracks: obtain material, hire plant and undertake work.	P Betts	Done
Supports for volley ball net	M Playle	Done. Socket for net upright provided on sailboard rigging area. Tree provides second upright.
Make proposal for improving wheelchair access	M Playle	Action superceded by possibility of major club development
Make proposal for moving lobby opening	M Pipes	Action superceded by possibility of major club development
Make proposals for winter power boat storage	N Wilkinson P Betts	Removal of boat engines renders this unnecessary
Make proposal for foreshore sand	M Playle	Done, purchased and spread
Make proposal for French Drain	M Playle	Done – and executed in parallel with roads - but satisfactory completion requires more material
Ask Harris's to correct boat 6 stall	M Pipes	Harris seem to have no answer. Engine 2 similar.
Determine where to site possible new boat shed	All	Removal of boat engines renders this unnecessary
Source low force self closing taps.	M Playle	Done. One set each fitted to ladies and gents hand basins
Check Pico mast pins	TWP	Done

5. Action List Outstanding after this Meeting

Action	by	Status
Canoe rack	M Playle	Still waiting decision on future of canoeing. This item is now 3 years old and will be dropped at the next action list unless revitalised.
Operating instructions and equipment lists in power boats	Chief Power Boat Instructor	Outstanding. Need a PBI to adopt this and keep it up to date.
Ask Harris's to correct boat 6 stall or explain why not possible	D Bunting	Open: Engine 2 similar.
Investigate rot in pontoon timbers and discuss with supplier.	P Betts	Open:
Order type 3 granite chippings	P Betts	Open:
Replace gravel with type 3 chippings	TWP	Open:
Warning sign on Laser Slipway	D Blackburn	Done
Re-issue Hazard and Risk Review	M Playle	Open:
Determine extent of rot problem on Naseby Pontoon and talk to supplier	P Betts	Open:
Consider options for lighting in race office	D Bunting	Open:
Blade Box sharp corners	Rowers	Open:
Broken glass hazard – Make warning sign	D Blackburn	Open:
Floor seal in gents showers	P Betts	Done
Repack rocking two slabs on the water side of the clubhouse	TWP	Done
Generate Fire Risk Assessment	M Playle	Open:

6. Hazard and Risk Review

A version of issue L was tabled, formatted to remove quantification of probability and severity as stipulated at the RYA inspection. The document has been renamed to “Review” as now being a more accurate description than “Assessment”.

New hazards were identified as follows:

- Broken glass in the bottle recycle bin could result in cut hands. The mitigation has yet to be determined.
- Slipping on the steep edges of the Laser Slipway. Mitigation will be a warning sign.
- Dead Tree in the rowers area could fall. This was inspected and pronounced safe by the AW tree contractor in February but is now shedding bark. AW have been informed and the Ranger has said that he will assess it (June 2017).
- Sharp corners on the rowers “blade store”. Mitigation can be to bend or cover the corners.
- Failure of grid over drain on approach road
- Slip on aluminium wheelchair ramp

It had been noted by the chairman that several sailing clubs were publishing Fire Risk Assessments for their premises as part of documentation visible on their websites. This appears to be a requirement where an organisation employs more than 5 persons. Where this is not the case it remains as a recommendation. An assessment for the main club house was tabled based on a format published by Leicestershire Fire and Rescue Service.

Post meeting note:

M Playle examined the grid. It is distorted to a considerable degree but there is no indication that it is about to fail catastrophically under the weight of a car. Recent deliveries of heavy plant, gravel and sand have effectively proof loaded it with no apparent worsening of its condition. It will not be added to the risk assessment at this point.

AW have been approached a number of times to re-engineer the grid but have stated that it has no priority. Without some measurable evidence that failure is imminent it is doubtful that AW can be persuaded to act.

The aluminium ramp was placed in position on a very wet Thursday and TWP attendees invited to try and slip on it. No one managed to do this wearing a variety of different footwear. The aluminium surface has fine anti slip features as part of the extrusion. This hazard will not be included on the risk assessment.

7. Document Reviews

- Review near miss record: One occurrence recorded a slip on mud near the rowers racks. This area has since been surfaced with stone. None of the other occurrences recorded could be influenced or mitigated by material changes under the control of this committee.
- Review of the accident book: Booms on heads is the predominant issue - as ever. Other than noting this, and drawing it to the attention of the Training Committee by this minuted item, the Maintenance Committee intend taking no further material action.
- Galley Instruction Book: This appears to contain some out of date documentation.

8. Grounds

Rowers plans: The rowers request for road modifications to suit the long trailers have been provided and are appreciated. The overall advantage is that long trailers should not now clutter the car park. Their wishes for a blade store and a low pontoon are not funded and remain as wishes.

Drainage: Drainage has been extended to the wettest area above the Topper parking area and the car park. In assessing the car park drain arrangement the 4" pipe from the grating on the car park was found to be severed and blocked. This has been corrected by the TWP. Gravel procured for the French Drain across the car park was found to be of "the wrong kind" and easily displaced by car wheels. This led to a significant claim for damage to a car on the open day. A laborious hand grading of type 1 stone has provided enough large pieces to fill three sections of trench but a significant length remains still filled with gravel and barriered off

There is sufficient budget remaining for the purchase of type 3 granite to replace the gravel. This will be purchased and an attempt made to fill the trench by hand. However: Peter Betts is doubtful that the type 3 stone can be shovelled by pensioners and machinery may be required.

The General Committee will be asked to approve £125 for hire of a small machine for one day.

9. Play equipment

There are no recorded issues.

10. Signs

As recorded elsewhere a sign is needed to warn of the slippery slipway edge. Action D Blackburn

11. Buildings

D Holyoak requested better lighting in the duty box, he having spent some time there on IT problems.

The "walk round" identified a gap in floor sealing near the gents showers.

Gas and electrical inspections are noted as being up to date.

12. Pontoons

One of the Naseby pontoon main timbers has started to rot. The timber was purchased as fully Tanalised so should be rot free for decades. [The steel tank pontoon timbers are still sound after nearly 25 years] This is a significant problem which initially needs to be taken up with the supplier. Action P Betts.

13. Power Boats

Review of status: Boat 6 and boat 2 are reported as prone to stall when put into gear after a period of idling. Messrs Harris will be asked if there is a solution. They have been asked before but the definitive answer is not known.

14. Club Sailing Boats

No significant issues

15. Boat Houses

No issues

16. Radios

Status : One Doro radio has been fitted with new high capacity batteries. One Doro charger had a bent contact which has been reshaped to restore function. Two Kenwood radios have received new batteries.

17. IT equipment

The club network has become intermittent in its function. D Holyoak is attempting to identify the cause. A need for some expenditure may be anticipated.

18. A.O.B.

No other business was identified.