



## Equipment Maintenance Policy

### Purpose

To ensure that all NSPC equipment, including personal protective equipment (PPE) and trailers, is safe, functional, and compliant with Paddle UK standards. Regular inspections, maintenance, and record-keeping minimise risks and prolong equipment lifespan.

### Scope

Applies to all NSPC-owned equipment, including:

- Boats (kayaks, canoes, SUPs)
- Paddles
- Personal Protective Equipment (PPE): buoyancy aids, helmets, spray decks
- Safety equipment (throwlines, first aid kits, rescue gear)
- Club trailers and storage facilities

### Responsibilities

- Equipment Officer: oversees inspections, maintenance, records, and authorises repair/replacement.
- Committee: allocates budget and ensures compliance.
- Members: report any faults and follow safe usage guidance.

## Equipment Inspection Procedures

### 1. Pre-Use Checks (Before Every Session)

- Members must check all PPE before use, including:
  - Buoyancy aids: straps, buckles, fit, no tears or punctures
  - Helmets: shell integrity, chinstrap secure
  - Spray decks: no rips or holes, fastening mechanisms working
- Boats and paddles: cracks, holes, loose fittings, or damage
- Trailers: visual check of tyres, wheel bearings, lights, and hitch connections before towing
- Any defective equipment must not be used and reported to the Equipment Officer immediately.



# North Somerset Paddlesports Club

## 2. Six-Month Thorough Inspection

- Conducted by the Equipment Officer or delegated qualified member.
- Checks include:
  - Buoyancy aids: buoyancy, integrity, wear & tear
  - Helmets: full inspection for structural damage
  - Boats: hull integrity, fittings, seats, footrests
  - Paddles: shaft and blade integrity
  - Rescue/safety equipment: condition of throwlines, first aid kits, radios
  - Trailers: full inspection including tyres, wheel bearings, chassis, lights, hitch, tie-downs, and load security
- All inspections must be recorded in the Equipment Logbook. Any equipment or trailer failing the check is taken out of service until repaired or replaced.

## 3. Repairs, Replacement, and Storage

- Minor repairs performed promptly by Equipment Officer.
- Unsafe equipment or trailers clearly labelled “OUT OF SERVICE” and removed.
- Equipment or trailers reaching end-of-life replaced according to budget and club needs.
- Store PPE and other equipment in a dry, ventilated area away from sunlight and chemicals.
- Members are encouraged to follow manufacturer care guidance: [Palm Equipment – Care for Your Gear](#)

## Record-Keeping

- Maintain an Equipment & PPE Logbook with:
  - Inventory of all PPE, equipment, and trailers
  - Dates of pre-use checks and six-month inspections
  - Details of repairs or replacements
  - Notes on retired equipment

## Member Responsibilities

- Conduct pre-use checks before every session, including trailers
- Report damage immediately
- Use equipment safely and as instructed
- Do not attempt unauthorised repairs



# North Somerset Paddlesports Club

## Review

- Reviewed: August 2025
- Next Review: April 2026