

DALGETY BAY SAILING CLUB
MINUTES OF RAFT USERS MEETING



Meeting Held on Tuesday 17th March, 2009

Members Present:

Andy Marshall	John Spruce	Donald Adrain
Matt Thomas	Glenn Scott	John Sargent
Wilf Monteith	Gordon Marshall	Val Valiant
Ken Allan		

Minutes:

All members are welcome to use the raft and must understand that they do so at their own risk. Members at this meeting have been brought together to agree a guide to safe working practice of the raft and it's equipment. All those present hold either academic qualifications / practical experience which have helped produce a useful guide to raise awareness of safe working practices for members.

IF all members follow the guide and read the risk assessments carried out on the use of the raft then it is felt that we are demonstrating a good and safe practice for the benefit of members who use this asset.

For safety reasons no modifications (different winches and double block tackle) are to fitted to the raft without their suitability both in the narrow and wider sense being assessed by those assembled at this meeting.

All those present agreed that the guide and supporting Risk Assessments along with the winch manufacturers manual should be made available to the membership. Anyone not following the guide may be reported to those identified below.

- Commodore
- Rear Commodore Sail
- Keelboat Rep (The keelboat rep may wish to pass responsibility for booking and co-ordinating the use of the raft to one of his supporting officers OR a member with experience in using the raft.)

IF at a time in the future the raft guide OR any accompanying documentation is required to be updated it should be done so by convening those present at this meeting in the first instance and should include the relevant office bearers at that time.

Actions Raised

	Action	Date Raised	Member Responsible	Date Completed
1	Update the Users Guide post discussions in the meeting.	17/03/2009	John Spruce	18/03/2009
2	Risk Assessment to be re-evaluated and updated where required.	17/03/2009	Donald Adrain	Expected end Mar 09
3	Conduct Risk assessment for planned trip to Aberdour	17/03/2009	Donald Adrain	Expected end Mar 09
4	Safety Gear in Guide to be bought / provided by the club.	17/03/2009	Matt Thomas	Expected end Mar 09
5	Load Test Raft to confirm max load.	17/03/2009	All	Sometime during 2009
6	Publish the Guide & Supporting Documentation on the DBSC Website.	17/03/2009	Andy Marshall	25/03/2009
7	Raft Access shall be controlled by a calendar located in the basement. The Raft Log should be checked before use and completed after use.	17/03/2009	Glenn Scott	25/03/2009