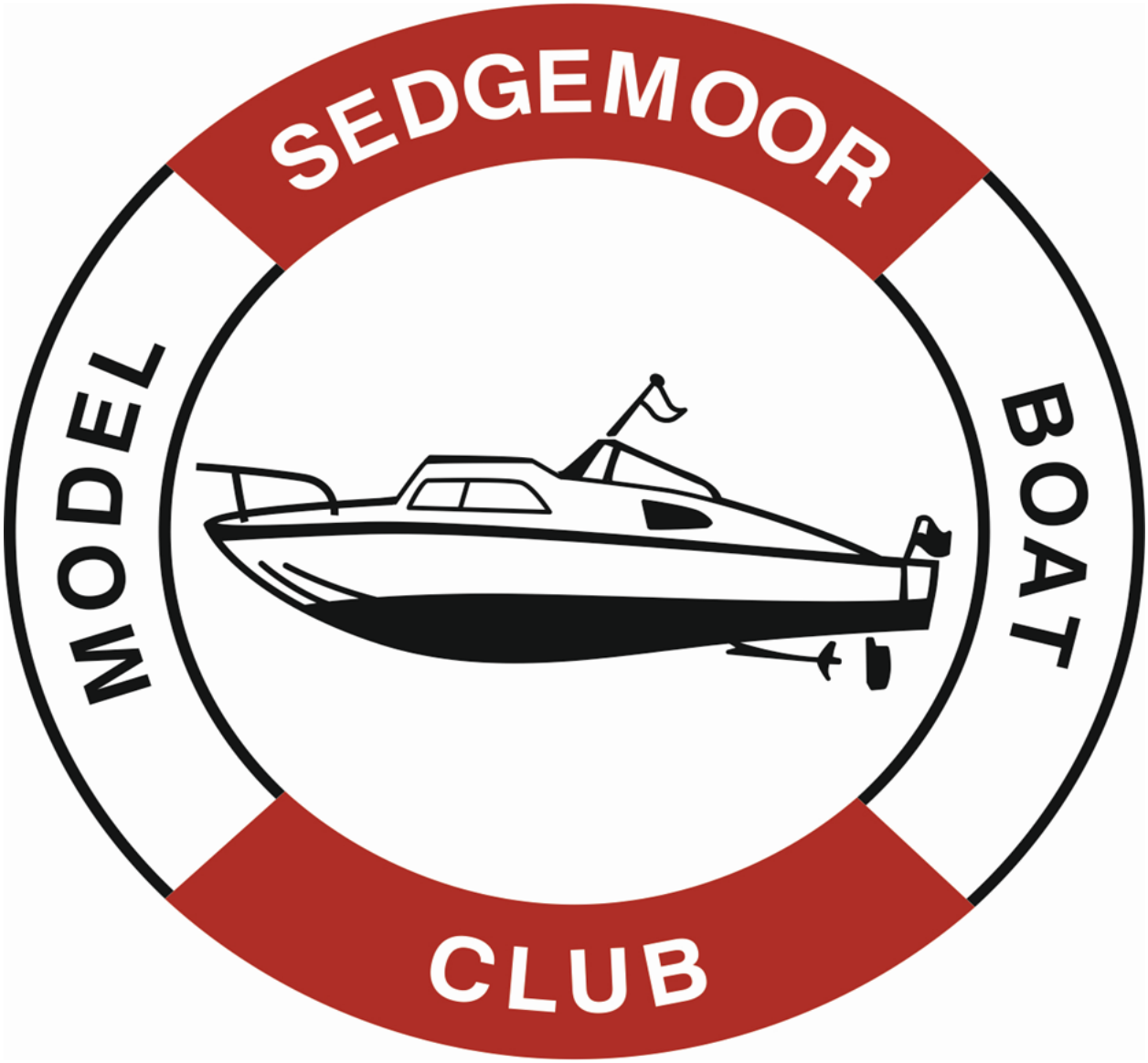

SEDGEMOOR MODEL BOAT CLUB CONSTITUTION AND RULES

(revised October 2026)

Contents

Name and Object of the Club 3

Membership 3

Finance 3

Meetings 4

Committee 4

Duties 4

General 5

By-Laws 5

Child Protection and Vulnerable Adults Policy 6

Code of Conduct 7

General Data Protection Regulation (GDPR) Privacy Policy 7

How do we collect information about you? 8

What type of information is collected about you? 8

How is your information used? 8

How long do we retain your information? 8

Who has access to your information? 8

What are your rights? 9

Contacting Us 9

Appendix 1 : Risk Assessment for Sedgemoor Model Boat Club 10

Appendix 2 : Blue-Green Algae Outbreak Policy 13

Risk Assessment for Blue Green Algae Outbreaks 14

Appendix 3 : Covid-19 Policy 15

Risk Assessment for Covid-19 16

Name and Object of the Club

1.1 The name of the Club shall be the Sedgemoor Model Boat Club.

1.2 The object of the Club shall be to promote fellowship between members and encourage members in the pursuit of model boating in all its forms.

1.3 Hereafter the Sedgemoor Model Boat Club (and all the members of the club) shall be referred to as SMBC.

Membership

2.1 Full Club membership will run from the 1st February until the 31st January the following year. The subscription fee will be half the annual fee for any person joining after the 1st August.

2.2 A person can join the club for Day Membership for a maximum of two single days between 1st February until 31st January the following year. This will allow the person entry into club competition meetings held at the Apex Lake only and they must adhere to all club rules.

2.3 Any officer of the Club can receive an application for membership, together with the appropriate subscription fee, to be forwarded to the Membership Secretary.

2.4 The committee may expel any member who shall offend against any of the Club Constitution, and rules or whose conduct shall in the opinion of the Committee render that person unfit to continue membership.

2.5 In conjunction with rule 2.4 the penalty shall be carried out in the following way:-

(a) Verbal warning from any Committee member or Officer of the Club.

(b) Should any further infringement occur a written warning shall be issued by the Committee. The member concerned may be asked to appear before the Committee.

(c) If a further infringement occurs then the Committee reserves the right to withdraw membership and cancel the offender's boating permit.

(d) No member shall be expelled without first having the opportunity of appearing before the Committee.

Finance

3.1 The subscriptions fees for Full and Day Membership shall be payable in advance, the amount will be agreed at the clubs Annual General Meeting (hereafter A.G.M).

3.2 Every withdrawal on the Club's account shall be signed by the Treasurer and one other officer of the Club.

3.3 Any expenses which has not been annually for at least the previous two years, in excess of £250, requires prior approval by a quorum (see rule 5.3).

3.4 The accounts for the Club shall be made up to the last day of September and presented at the AGM for scrutiny.

3.5 At any point during the year an audit of the accounts can be requested by a quorum, and duly completed by a quorum approved person.

3.6 The Committee reserves the right to use Club funds up to a maximum total of £500 for any improvements of facilities it deems necessary. This can only be authorised with a quorum.

Meetings

4.1 The A.G.M of the Club shall be held during the month of October for the presentation of accounts, the election of Officers and Committee and any motions and amendments which have been received by the Secretary and included in the notice of the meeting sent to all members.

4.2 Motions for the A.G.M must be submitted to the Secretary in writing in time for publication immediately prior to the A.G.M.

4.3 Only those motions which have been accepted can be discussed at the meeting.

Committee

5.1 The Officers of the Club shall consist of a Chairman, Vice Chairman, Secretary and Treasurer.

5.2 The affairs of the club shall be managed by the Committee consisting of Officers of the Club, Competition Secretaries and Membership Secretary, plus any ordinary member to make a maximum of 9 persons on the Committee, who shall be elected at the A.G.M. This Committee shall also act as the Safety Committee and shall have the powers to co-opt members to the Committee as required.

5.3 A quorum for a Committee meeting shall be a total of 5 members at least 2 of whom shall be Officers.

5.4 Any Officer or member of the Committee may resign by giving no less than one months' notice to the Secretary.

5.5 Nominations for Committee members are to be made at the A.G.M. Members unable to attend may send their nominations to the Secretary, duly proposed and seconded at least two weeks before the A.G.M.

5.6 The Committee reserves the right to make any amendments to the Club's By-Laws.

5.7 The Committee shall form Sub-Committees as so required.

Duties

6.1 The Secretary shall call meetings, keep minutes of all meetings, conduct correspondence, be responsible for the books and papers appertaining to his office and perform such other duties in connection with the affairs of the Club which from time to time arise. Shall be responsible for obtaining any necessary permits and make available the Clubs Constitution and Rules to the members.

6.2 The Treasurer shall receive and on authority of the Committee disburse all monies due to or from the Club. Shall prepare all financial statements and be responsible for the books appertaining to his office.

6.3 The Membership Secretary shall keep a register of the names and addresses of all members, ensure all members receive his or her Boating Programme/Membership Card.

6.4 The Competition Secretaries or Officer of the Day shall be responsible for deciding course, duration and such duties in connection with their relevant sections. This includes upholding the Clubs Risk Assessment.

General

7.1 All members must abide by the Clubs Constitution and Rules.

7.2 The Club will insure all members for Public Liability Insurance cover when boating on the Apex Lake, away venues, fetes and displays. (Not for steam or I/C Powered models)

7.3 The boating programme for the following year shall be agreed by the Committee.

7.4 When the club holds open meeting any non-club members are required to have their own Public Liability Insurance and abide by the same rules as a member.

7.5 Only UK Legal radio control equipment and frequencies are to be used.

7.6 Members operating any model on the Club's waters must respect any other member so doing and must respect all wildlife at all times.

7.7 All members will act in an orderly manner and will be responsible for their own equipment.

7.8 The local By-Laws will be observed at all times. A copy available on request from the Secretary.

7.9 Any club activities will be instantly suspended should any member(s) of the club or public become into any difficulty (ie; sudden illness or falling into the water). In all circumstances the Officer of the Day (OOD) or person in charge of the meeting should be informed.

7.10 Rescue Boat Safety Policy

a) Any person using the boat must have been instructed in its use by a representative of the Clubs Safety Committee and deemed to be competent to use it safely. They must be over the age of 18 and must confirm themselves to be a competent swimmer.

b) A Lifejacket or Buoyancy Aid must be worn.

c) A second person must be present at all times.

d) Do not stand up in the rescue boat or overreach while it is afloat.

e) The electric outboard motor must be isolated when not in use.

f) The trailer must be moved from the ramp area and left clear of any public footpaths or tarmac areas.

g) A representative of the Clubs Safety Committee may ban any member from using the boat, should they be seen using in in any way which is deemed to put either themselves or others at risk.

7.11 If/when required the Club will enforce the Blue-Green Algae Outbreak Policy. Copy attached

By-Laws

8.1 No I/C powered models are to be used on the Club's waters.

8.2 Members participating in Club competitions must abide by the specification held by the Club Competition Secretaries.

8.3 The Competition Secretaries are responsible for the tidiness of the Club storage hut at Apex and for making sure the equipment is secured and the access doors are locked at all times.

8.4 All live steam powered models must have current certification and proof of Third Party Public Liability Insurance.

8.5 There will be no racing on the Apex Lake for any fast electric boat classes that are expected to discharge in excess of 30 amps on 4S Lipo cells or above.

8.6 The Committee will nominate a person to carry out an annual inspection of all the Clubs equipment.

8.7 No empty tins or litter to be left on the lakeside or river banks in the adjacent fields.

8.8 The ramp at the Apex Lake and access to it must always be kept clear for emergency vehicles.

8.9 Radio transmitter with telescopic aerials must have a suitable end protection device.

8.10 The course should be set out to give the largest safety margin to spectators, and competitors with the distance between the water's edge and the spectators.

8.11 The officials will keep strict control over the radio frequencies and will note them.

8.12 All Fast Electric race boats will have a safety isolation loop fitted to break the electrical circuit between motor and battery to make the boat safe, a radio kill switch is NOT acceptable.

8.13 A first aid kit will be made available at every meeting, but unless administered by a person qualified in first aid the responsibility falls to the individual.

8.14 Any decision made by the officer of the day on any matter is final whether it is a health and safety or other matter.

8.15 The model boats used by Sedgemoor members may be electrically powered. The radio control systems used with model boats will also be electrically powered. The electrical power may be derived from:
a) Primary Cells
b) Secondary Cells otherwise known as rechargeable cells or batteries

8.16 Fast Electric (FE) boats may only be operated on Apex Lake during club-organised FE meetings or pre-arranged FE test sessions. At least two club members must be present at all times.

Child Protection and Vulnerable Adults Policy

9.1 For the purposes of this policy anyone under the age of 18 should be considered as a child (as defined in the Children Act 1989). Persons under the age of 18 and/or Vulnerable Adults are only accepted into the SMBC with the permission of their Parent(s), Carer or Legal Guardian who must sign the relevant section on the SMBC Membership Form. Persons under the age of 18 years who are accepted into the SMBC will be known as Junior members.

9.2 Junior members or Vulnerable Adults (as classified in section 1) will not be permitted to attend any meetings, organised events without the presence of their Parent(s), Carer or legal Guardian. (For this purpose a legal guardian will be accepted as an adult who has the written permission with him/her of the parent to look after the junior member and who has signed to accept legal responsibility for that junior member whilst in his/her care. This being a private childcare agreement and not the responsibility of the SMBC)

9.3 Everyone who participates in SMBC is entitled to do so in an enjoyable and safe environment. The SMBC have a moral and legal obligation to ensure that, when given responsibility for a Junior member and/or vulnerable adult, members take all reasonable steps to safeguard their welfare. At all times they must adhere to all the SMBC Constitution/Rules and the SMBC Code of Conduct.

9.4 Any SMBC member who suspects that a Junior member, Vulnerable Adult or any persons under the age of 18 years has been treated inappropriately, shall have a duty to report the incident immediately to the relevant local authority. Such inappropriate behaviour includes: -
(a) Physical harm of any kind.
(b) Threatening behaviour
(c) Bullying.
(d) Any form of discrimination due to race, cultural differences, gender, disability or sexuality.

9.5 The SMBC recognises that from time to time some individual members may choose to take part in organised events run by outside organisations such as Schools, local Authorities or Groups. Should this be the case it is the responsibility of the individual member to ensure that the organisers have a set policy on the inclusion of young people under the age of 18 years and Vulnerable Adults plus appropriate insurance to cover the event. The SMBC will not be liable for any accident or incident occurring during such activity.

Code of Conduct

10.1 In your role as a member of the SMBC shall have regard for the public health, safety and the environment. This is a general responsibility, which may be governed by legislation, convention or protocol. If in doubt over the appropriate course of action to take in particular circumstances, you should seek the counsel of a fellow SMBC member or Official.

10.2 You shall have regard to the legitimate rights of third parties. The term 'Third Party' includes all SMBC members, or competitors, or members of 'the public' who might be affected by your actions without their being directly aware of the events.

10.3 You shall ensure that within our section you have knowledge and understanding of relevant legislation, regulations and standards, and that you comply with such requirements. As examples, relevant legislation could, in the UK, include the Child protection Act, Disability Discrimination Act, Data Protection or Privacy legislation, and you should ensure that you are aware of any legislation relevant to your SMBC responsibilities. In the international context, you should be aware of, and understand, the requirements of law or legislation such as EU law and regulation.

10.4 You shall conduct your activities without discrimination against SMBC members, other competitors or the general public. Grounds of discrimination include, but are not limited to race, colour, ethnic origin, gender, sexual orientation, age and disability All persons have a right to be treated with dignity and respect. You should adhere to the relevant law within the jurisdiction where you are and, if appropriate, the European Convention on Human Rights. You are encouraged to promote equal access by all groups in society, and to avoid and reduce 'social exclusion' wherever opportunities arise.

10.5 You shall reject and shall not make any offer of bribery or inducement.

10.6 You shall not misrepresent or withhold information to a member of the SMBC, or take advantage of the lack of relevant knowledge or inexperience of others.

10.7 You shall uphold the reputation and good standing of the SMBC in particular, and the SMBC in general, and shall seek to improve SMBC standards through participation in their development, use and enforcement. As a Member of the SMBC you also have a wider responsibility to promote public understanding of the SMBC and its benefits and, whenever practical, to counter misinformation that brings or could bring the SMBC into disrepute. You should encourage and support fellow members in their development and, where possible, provide opportunities for the development of new members. Enlightened mutual assistance between SMBC members furthers the reputation of the SMBC, and assists individual members.

10.8 You shall act with integrity in your relationships with all members of the SMBC and with members of other clubs or general public with whom you have contact.

10.9 You shall have due regard for the possible consequences of your statements on others. You shall not make any public statement in your capacity as member of the SMBC unless you are authorised to do so. You shall not purport to represent the SMBC unless authorised to do so. The offering of an opinion in public, holding oneself out to be an expert in the subject in question, is a major personal responsibility and should not be undertaken lightly. To give an opinion that subsequently proves ill-founded is a disservice to the SMBC.

10.10 In addition to this Code of Conduct, you shall observe whatever clauses you regard as relevant from the SMBC **statute and any other relevant standards, and you shall encourage your fellow members to do likewise.**

General Data Protection Regulation (GDPR) Privacy Policy

11.1 We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but the Club Secretary has overall responsibility for data protection compliance in our club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

11.2 This notice explains when and why we collect personal information about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

11.2.1 We may change this notice from time to time so please check the website at; www.sedgemoormbc.org.uk or request a copy occasionally to ensure that you are happy with any changes from the Club Secretary. By becoming a member of the club, you are agreeing to be bound by this notice.

How do we collect information about you?

11.3 We obtain information about you when you apply to become a member of the Club and complete a Membership Form.

What type of information is collected about you?

11.4 The personal information we collect might include your name, address, email address, telephone number and gender, plus any medical conditions, allergies or medication as well as an emergency contact name and phone number which you have provided to the club.

11.4.1 The legal bases for the processing of your personal data is to enable the club to fulfil our contractual obligations and provide membership services.

How is your information used?

11.5 We may use your information to:

- Process your membership
- To carry out our obligations arising from your membership;
- Seek your views or comments on matters relating to the club
- Notify you of changes to our services;
- Send you communications which you have requested and that may be of interest to you. These may include information about club events and contests and other club related matters, also information from other organisations that may be of interest.
- Maintain an "Emergency Contact list" only to be accessed should a member require emergency medical help during a club event, when the affected individuals details may be given to the emergency services should they request it.

How long do we retain your information?

11.6 We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person's club membership lapses your information will be securely kept for a period of 2 years, after which your information will be deleted.

Who has access to your information?

11.7 The Club Committee Officers and all Club Section Secretaries

11.10 Key Holders, to the storage container at Apex Park, will have access to the printed copy of the "Emergency Contact list" which is retained in a sealed, tamper evident, envelope.

11.11 We will not sell or rent your information to third parties.

11.12 We will not share your information with third parties for marketing purposes.

11.13 Some members of the club may also be members of the MYA, by joining the MYA through the club you give consent for your personal data to be shared with the MYA to enable provision of MYA membership services. Please see the MYA privacy policy at https://mya-uk.co.uk/privacy-policy

11.14 Please be reassured that we will not release your information to third parties beyond the club unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

What are your rights?

11.15 The right to access;

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. You can access your personal data by visiting your members dashboard when logged into our website.

11.16 The right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

11.17 The right to erasure;

In some circumstances, you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a club member and wish the data not to be held for our standard 2 year period.

Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the club to fulfill its obligations.

11.18 The right to restrict processing;

In some circumstances, you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defense of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defense of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

11.19 The right to object to processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

11.20 The right to data portability;

To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

11.21 The right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office. *https://ico.org.uk*

11.22 The right to withdraw consent.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

11.23 You may exercise any of your rights in relation to your personal data by written notice to us.

Contacting Us

12.0 Club Secretary; Mr Russell Chilcott, 6 The Crescent, Worlebury Hill, Weston-s-Mare, Somerset BS22 9SR

Appendix 1 : Risk Assessment for Sedgemoor Model Boat Club

Date; October 2026 **Names of Assessors;** Chris Locke (Vice-Chairman); Russ Chilcott (Secretary)

Club organised events at the Apex Park Lake, Marine Drive, Burnham-on-Sea.

Risk Level; S = Severity (1 to 5) L = Likelihood (1 to 5) P = Priority (Low, Medium, High)

Area of concern	Hazards found	Precautions already in place	Risk Level			Measurers to reduce or eliminate the risk
			S	L	P	
Slips, trips and falls	Slipping, tripping or falling risks due to uneven ground close to the lakeside. Bird droppings or leaves near the water's edge.	Members are made aware of the risks especially when carrying boats from their vehicle to prepare or launch into the water.	**2**	**2**	**L**	Care should be taken when crossing the pathways area especially when carrying boats. Care should also be taken when launching to ensure sufficient consideration has been given to loss of balance caused by the weight of a boat. Boats to be placed well away from the water edge for setting up purpose. Where boat stands are placed near the water for launching, then the stands to be moved away from the water's edge to avoid tripping over them.
Lakes (Drowning)	The large ramp area slopes into the lake to approximately 4 metres to a depth in the water of approx. 2 metres. The vertical depth of the water from other areas around the lake varies from approx. 0.5 metre to 1 metre. Towards the centre the lake is approx. 3 metres deep.	Members are informed of the risks and made aware of the positions of the life rings situated around the park.	**5**	**2**	**L/M**	Members are made aware of the water depth and changes in its level around the lake. At all club organised events the rescue boat is available with a buoyancy jacket. All members must wear the life jacket when using the rescue boat and at least one other member must be in attendance. Members are reminded there is a life ring attached to the rescue boat trailer.
Risk of injury by a rotating propeller	This risk applies to any motorised boat	Members are reminded to always keep third parties or spectators away from a boat when preparing them.	**2**	**1**	**L**	All members to ensure that when retrieving, launching or recovering boats fingers are kept clear of the propellers. Care should be taken should the propellers spin due to a 'glitch', or the throttle lever is inadvertently pushed on the transmitter.
Being struck by an out of control boat	Risk to members of being struck by a boat while launching or retrieving.	Modern RC boats have failsafe units as standard which stops the model if there is a loss of signal. 2.4G RC has also reduced this	**1**	**1**	**L**	The Officer of Day must keep a note and inform all those present at the meeting who are not using 2.4G radio control units. If required a frequency control system must be used to avoid any possible frequency clashes.

		risk as it is impossible to get radio interference from another user.				
Falling out of the rescue boat	Risk to a member of falling from the boat especially when retrieving a boat from the water	Any member using the boat must comply with Rule 7.10 “Rescue Boat Safety Policy” and must have been given prior instruction on its safe use. The boat must only be used by a member who confirms themselves to be a competent swimmer.	**2**	**2**	**M**	A copy of the Rescue Boat Safety Policy is attached to the boat seat. The Officer of Day must remind all members present to wear a buoyancy jacket when using the boat. If required member(s) will be given instructions on the safe use of the boat. No member under 18 years of age is permitted to use the boat.
Tripping over the rescue boat trailer	Risk of a tripping or falling over the rescue boat trailer	The trailer must always be moved from the ramp once the rescue boat has been launched or retrieved. The trailer must be left clear of any public footpaths or tarmac areas.	**1**	**1**	**M**	The Officer of Day must ensure if the rescue boat is used that the trailer is immediately removed from the ramp and left clear of the public pathways or any areas where it could be considered a hazard.
Injury to eyes by transmitter aerials	Eye injury due to the extended telescopic transmitter aerial	It is a club rule that members using telescopic type transmitter aerial must have a protector fitted to the end of the aerial. Practice golf ball or similar device must be fitted.	**1**	**1**	**L**	Any member using a transmitter with a telescopic aerial without protection to the end of the aerial will be asked to fit a protection device or stop using it immediately. This is becoming less of a risk as only 27mhz and 40Mhz transmitters require this kind of aerial. All modern transmitters now use 2.4G which have only a very short stubby aerial that presents no risk of an eye injury.
Vehicle movement	Injury due to collision with moving vehicles	Club members are to park only within the confines of the car park area. There will be no parking on the paths or access/egress used by the public. Members are asked not to exceed 5mph when entering or leaving the car park.	**5**	**2**	**L/M**	Members are reminded on busy days at the park to take great care when parking or reversing; potential for a possible accident. Drivers to ensure that the area is clear before manoeuvring. In view of the park being used at all times members must be constantly vigilant when driving into and out of the park that no accidents occur.

Risk of water borne disease	Potential for stomach related problems, or infection through open cuts or abrasions when handing boats from the water.	Evaluated as low risk based on past history, however there is contamination of the water by wildlife or naturally occurring organisms. Hand washing facilities are provided in the clubs storage unit which are available during all club meetings. Refer to Appendix 2 Blue-Green Algae Outbreak Policy	**1**	**1**	**L**	Members are reminded of the risk of Weil's Disease, Blue-Green Algae and the importance of personal hygiene at all time. Especially during all day events when they are more likely to be handing food. For many all day events the Officer of Day will provide additional handwashing facilities available from his or her vehicle.
Public (non-club member) using the lake	Potential for interference between activities of the club and public use of the lake.	In the case of models, the majority of Club members use modern 2.4Ghz transmitters which will not result in a device interference. Should a member of the public be using the water in any other way the OOD will be aware of the activity and adjust the clubs use of the lake accordingly.	**1**	**2**	**L**	Members are asked to introduce themselves to any public utilising the lake and enquire if they foresee any impact to club activities so that all parties may fully enjoy the facilities. Club activities may be suspended if deemed necessary.
Public (non-club member) use of footpaths	Potential that a number of club members may cause an obstruction on the footpath especially where they narrow.	Any club members should always endeavour to allow members of the public unobstructed access to the paths at all times.	**2**	**3**	**M**	Members are reminded that they are within a public park and that they should always allow free passage to any members of the public, taking care not to unnecessarily obstruct walkways.

Appendix 2 : Blue-Green Algae Outbreak Policy

13.1 This will only come into effect once SMBC have been given official confirmation of an outbreak of Blue-Green Algae (also known as Cyanobacteria) at Apex Park Lakes, Burnham-on-Sea.

13.2 On occasions, growth of the blue-green algae becomes excessive and can cause blooms and scum. Bloom and scum-forming algae are capable of producing toxins which can be harmful to people and fatal to animals.

13.3 Once the club is informed of an outbreak of Blue-Green Algae as per 13.1 we will inform all club members via the clubs' standard communication channels.

13.4 Club members are advised to wash and thoroughly dry all models and any other items that have been in contact with the water. Items should not be stored wet or damp.

13.5 For all club meetings held at Apex Park we will provide hand wash dispensers for use by our members plus a fresh water container for cleaning models.

13.6 We will also have warning signs on display by the launch areas being used, attached to the rescue boat, and with the hand wash dispensers.

13.7 Launching and recovery should only take place in areas away from thick aggregations of algae or scum.

13.8 This policy will remain in place until SMBC have been given an official confirmation of the all clear.

13.9 To run in conjunction with Appendix 1 Risk Assessment

Risk Assessment for Blue Green Algae Outbreaks

Date: October 2026 **Names of Assessors;** Chris Locke (Vice-Chairman) ; Russ Chilcott (Secretary)

Risk Level; S = Severity (1 to 5) L = Likelihood (1 to 5) P = Priority (Low, Medium, High)

Area of concern	Hazards found	Precautions already in place	Risk Level			Measures to reduce or eliminate the risk
			S	L	P	
Risk of water borne disease from Blue-Green Algae	Potential for stomach related problems, or infection through open cuts or abrasions when handing boats from the water.	All Club members will be informed of the potential risk as soon as an outbreak is discovered.	5	2	H	At all club meetings held in the park during an outbreak warning notices will be on display at the launch areas being used, attached to the rescue boat and on the rescue boat trailer. Hand wash dispensers will be provided.
Member falling into the lake or accidently ingesting water from the lake	Potential for infection from the Blue-Green Algae.	Members are continuously warned of the hazards from slips or falls into the water.	2	1	H	The member concerned will be told to immediately seek medical advice.

Appendix 3 : Covid-19 Policy

(revised January 2026)

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems including cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness which may ultimately result in death.
The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

UK Government guidance on Covid-19 can be found here:
https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance

At all times information on the above link takes precedence should there be any conflict with the following SMBC club actions.

1.0 All club members will be made aware of this policy document and associated risk assessment.

2.0 All club members are expected to make their own assessment of the current risk to their individual health as well as their potential impact on others health that attendance at a club event may incur before entering any event.

3.0 All members at a club event will be required to follow all current government guidance on Covid-19 at all times.

4.0 Members attendance at all club events will require pre-entry to the club secretary to ensure government guidelines on gathering sizes are not exceeded. In the event that government guidelines permit gatherings larger than the known club section size the requirement for pre-entry will cease for that section.

5.0 Attendance at a club event without pre-entry, while 4.0 applies, is forbidden and any individual club member doing so will be asked to leave Apex Park immediately.

6.0 Any member that has Covid-19 symptoms, or any reason to believe they may have been exposed to anyone with symptoms or a positive test, must not attend any club event even if pre-entry has been completed.

7.0 The club secretary, or other designated official, will keep a record of individuals, and their contact details, who have attended each event, for a minimum of 28 days, should it become required by NHS Test and Trace.

8.0 For all club events held at Apex Park the club will provide WHO approved hand sanitiser for use by all club members as and when required.

9.0 All club members are strongly advised to use the hand sanitiser provided before and after any consumption of food and/or drink whilst participating in a club event.

10.0 When necessary a cordoned off area will be provided for club members to occupy whilst operating models to aid social distancing from members of the general public.

11.0 Moving the dinghy from storage container to lakeside shall be undertaken by a maximum of two people Wherever possible one of these two people will then be the designated dinghy user for the event. Only one person should ever enter the storage container.

12.0 Where it becomes necessary for a member, other than the designated dinghy user, to touch any club equipment hand sanitiser should be used before and after doing so.

13.0 Disposable masks and gloves will be available if required by any club member during a club event. After their use the club member will be responsible for their safe disposal following the governments guidelines.

14.0 No event will count towards any SMBC Trophy competition whilst there is potential for any club member to be excluded as a result of UK Government guidelines.

Risk Assessment for Covid-19

Date: October 2026 **Names of Assessors:** Chris Locke (Vice-Chairman), Russ Chilcott (Secretary)
Nigel Clarke (Treasurer)

Risk Level; S = Severity (1 to 5) L = Likelihood (1 to 5) P = Priority (Low, Medium, High)

Area of concern	Who may be affected	Additional Control measures required	Risk Level		
			S	L	P
Catching / Spreading	• SMBC Members • General Public	• Any event to be in line with the current UK Government recommended size for gatherings of individuals. • It will remain the individuals decision to decide if they feel it safe to attend a club event. • Club members to maintain UK Government recommended social distance at all times. • Cordoned Area to be set up and utilised where necessary to aid separation of SMBC members and the general public • Covid-19 effective Hand Sanitiser to be provided for Club Members to use. • Members contact details to be made available to NHS Test and Trace if requested.	**4**	**3**	**H**
Lack of awareness	• SMBC Members • General Public	• Club members to be reminded of current UK Government recommended distancing guidelines at each event. • Cordoned Area to be used as appropriate to mitigate general public not maintaining appropriate distance from club members. • Signage to be displayed to emphasise current social distancing guidelines.	**3**	**3**	**M**

Guidance Notes

SEVERITY						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.