



Safety/Defect Reporting Form

Anyone that finds a health and safety issue or a defect with any of our buildings, in the grounds, with the club dinghies or the safety boats, should notify PSC Boats Officer, or any member of the Committee immediately. Members can do this either face to face or by emailing committee@perthsailingclub.org.uk. This reporting form can be used to record the issue or defect, but a plain email will suffice. Full details of the issue should be provided, where and what it is, when it was found and if any action was taken at the time to mitigate/resolve the issue, and what remains to be done.

Nb. Any issues with the buildings, grounds, club boats and safety boats are raised at Committee meetings where records of issues, action taken, agreed actions and resolution of the issues are recorded in the minutes.

Area of concern/defect:

(please be as specific as possible)

Suggested Action to be taken:

Reported to: **Date:**

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Action taken: **Date:**

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By whom: