

Hollowell Sailing Club

RISK ASSESSMENT SCHEDULE version 1.1		SCHEDULE No: Membership Committee	
		Sheet 1 of 1 Sheets	
Hazard	Current Control Measures		Further Controls to reduce risk
Adult and Child safeguarding risk	All Junior Members are required to have a designated responsible adult with them. Self-declaration and DBS process in place and governed by a Safeguarding Policy approved by the General Committee.		
Duty role assigned to unsuitable person	Assessment by membership secretary/ Dutyman following information given on membership form. All members offered powerboat courses followed up with safety boat course. Members' competence and fitness for specific duties is evaluated by the Dutyman. Membership form seeks confirmation of competence and ability.		
Unsupervised Children	Requirement of membership for parent or designated responsible adult to be on site at all times for children		
Children playing in water in Bay area	Notices require buoyancy aids to be worn on and near the water. Rule 69 requires children under 14 years to be under the direct supervision of a parent or designated responsible adult at all times. Red flag alert to be used by Duty Officer for non-sailors to vacate the bay area when dinghies approaching/leaving the shore in strong winds..		
Alcoholic Drink	No alcohol served to Under 18s, Bar Open as per our licence		
Drugs	Committee members vigilance for occurrence of substance abuse		
Security and Data Protection of Members database and DutyMan system	Distribution and access limited to authorised persons. Members authorise use of details for club business alone within membership and course application. Anonymity feature within Dutyman system. Appointment of GDPR Officer responsible for overseeing implementation of GDPR policy.		General data Protection Regulations Policy to be implemented
Uninsured damage to people or property	All members required to insure their boats for at least 3 <sup>rd</sup> party cover. All members implicitly declare compliance with the Rules as a condition of Membership. People entering open events are required to declare they have valid insurance cover		
Foot and mouth, bird flu and similar	Members are kept informed via club notices, signs and other forms of communication about guidelines and byelaws issued by DEFRA and Anglian Water and adherence is strictly monitored by Club Officers or delegated officials.		
Weills disease	A notice is posted on the clubhouse board at all times to inform members of practical measures to protect themselves from risk and especially with regard to children and young people.		
Blue algae	Display clear notices warning when advised it is present		
REVIEW DATE	24 <sup>th</sup> June	This schedule is to be reviewed annually or after a significant change to the	Issue History
ISSUE	V1.1		
			Approved By
			Signed
			Name

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DATE	6/4/18	process or activity	I P Hall 29/04/04 issue A Mike Pipes 31/10/05 issue B Mike Pipes 13/4/06 issue C bird flu added Mike Pipes 14/4/09 reviewed -D Elaine Coulton 23/04/13 reviewed-E Elaine Coulton 1/4/14 reviewed-F Ruth Cross 6/4/18 reviewed-G Ruth Cross 26/6/19 reviewed – G			
Reviewed Date 24 <sup>th</sup> June 2020	Version 1.1.		Reviewed by General Committee		Approved By: Graham Smith 24 <sup>th</sup> June	Next Review due: June 2021