

Hollowell Sailing Club

RISK ASSESSMENT SCHEDULE version 1.5		SCHEDULE No: Membership Committee	
		Sheet 1 of 1 Sheets	
Hazard	Current Control Measures	Further Controls to reduce risk	
1	New members not aware of health and safety procedures	All new members are invited to an induction session at Hollowell led by an experienced member of the club.	
2	Adult and Child safeguarding risk	Junior and student members under 16 are required to have a parent or guardian in membership and available at the club whenever they are involved in a club activity. DBS process in place and governed by a Safeguarding Policy approved by the General Committee, for people who are involved in youth courses and training.	
3	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. Add tick box on membership form to confirmation member is fit and healthy for duty.	
4	Unsupervised Children	Junior and student members under 16 are required to have a parent or guardian in membership and available at the club whenever they are involved in a club activity. Rule 70 requires children under 14 years to be under the direct supervision of a parent or designated responsible adult at all times.	
5	Children playing in water in Bay area	Notices require buoyancy aids to be worn on and near the water. Rule 70 requires children under 14 years to be under the direct supervision of a parent or designated responsible adult at all times.	
6	Alcoholic Drink	No alcohol served to Under 18s, Bar Open as per our licence. Committee members take responsibility to ensure the bar is run sensibly.	
7	Drugs	Committee members vigilance for occurrence of substance abuse	
8	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. All database administrators to confirm that they are familiar with the GDPR policy. Review GDPR training for relevant committee members to ensure the club is compliant with GDPR legislation.	
9	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	
10	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.	
11	Weils 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.	
12	Blue algae	Display clear notices warning when advised it is present	

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	REVIEW DATE	ISSUE	Change comments: This schedule is to be reviewed annually or after a significant change to the process or activity				
		24 <sup>th</sup> March 2021		Issue History		Approved By	
		V1.1		Name	Date	Signed	Name
	DATE	6/4/18		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		
				Elaine Coulton	14/4/09 reviewed -D		
				Elaine Coulton	23/04/13 reviewed-E		
				Ruth Cross	1/4/14 reviewed-F		
				Ruth Cross	6/4/18 reviewed-G		
				Ruth Cross	26/6/19 reviewed – G		
					24/3/2021 reviewed		
	Review Date	Version	Changes	Reviewed by		Approved By:	Next Review
	24 <sup>th</sup> March 2021	Version 1.1		General Committee			June 2022
	30 <sup>th</sup> March 2022	Version 1.2					

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	22nd March 2023	Version 1.3				
	20 <sup>th</sup> March 2024	Version 1.4	<p>Item Numbers Added Governance table amended</p> <p>Item 3 – Tick box added to membership form.</p> <p>Item 5 Red Flag comment removed</p> <p>Item 6. Committee members to take responsibility for ensuring bar run sensibly</p>	Membership committee.		20 <sup>th</sup> March 2025
	25/03/2025	Version 1.5	Reviewed, no changes made	Membership and social committee		25/03/2026

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