

Hollowell Sailing Club

RISK ASSESSMENT SCHEDULE version 1.4		SCHEDULE No: Membership Committee	
		Sheet 1 of 1 Sheets	
Hazard	Current Control Measures	Further Controls to reduce risk	
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.		
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.		
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	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.		
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		
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. 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.		
Uninsured damage to people or property	All members required to insure their boats for at least 3 rd 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.		
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.		
Blue algae	Display clear notices warning when advised it is present		

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REVIEW DATE	24 th March 2021	This schedule is to be reviewed annually or after a significant change to the process or activity	Issue History		Approved By	
ISSUE	V1.1		Name	Date	Signed	Name
DATE	6/4/18		I P Hall Mike Pipes Mike Pipes Elaine Coulton Elaine Coulton Ruth Cross Ruth Cross Ruth Cross	29/04/04 issue A 31/10/05 issue B 13/4/06 issue C bird flu added 14/4/09 reviewed -D 23/04/13 reviewed-E 1/4/14 reviewed-F 6/4/18 reviewed-G 26/6/19 reviewed – G 24/3/2021 reviewed		
Reviewed Date 24 th March 2021	Version 1.1		Reviewed by General Committee		Approved By:	Next Review due: June 2022

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Reviewed Date 30 th March 2022	Version 1.2					
Reviewed Date 22nd March 2023	Version 1.3					
Reviewed Date 20 th March 2024	Version 1.4	Alcoholic drinks; amended to include Committee Members take responsibility to ensure the bar is run sensibly Children Playing in Bay: removed	Reviewed by General Committee		Approved By: General Committee	Next Review due: tbc