



Safety Induction

Newbury Canoe Club

	Y		Y
Health and Safety policy		Boat shed familiarisation	
Operational Procedures		Outdoor boat storage	
Organisation – Key Roles & Responsibilities		Small shed	
Site access / egress including water's edge		Types of craft available to use	
Accident reporting procedures		Membership forms issued if not already	
Safety signs and notices		Security of Newbury Canoe Club premises	
Asbestos awareness if required (<i>Poss boat</i>		COSHH storage	
Names of first aiders. (<i>Where to find</i>)		Issue access codes once membership	
Emergency Action Plan (EAP)		No Smoking Policy	
Fire Action Plan (FAP)		Access to WhatsApp Group once a Club	
Club house familiarisation			
Lone working / Use of gym equipment			
Generic Risk Assessments			
Location of specific risk assessments			
Reporting health & safety concerns			
Unauthorised access			

Add additional specific items above as necessary.

Induction Training Record

This record confirms that the detailed above has been delivered in accordance with Newbury Canoe Club Safety & Operations policy. – Keep on record

New Member Name (Block Capitals)		New Member Signature	
Date	/ /		
Club Member Name Delivering		Club Member Signature	
Club Member delivering the induction to complete.		Scheduled Date	Completed Date
Topics not yet completed list below			
A	<i>e.g – Boatshed not covered due to time available</i>	/ /	/ /
B		/ /	/ /
C		/ /	/ /
D		/ /	/ /
E		/ /	/ /
F		/ /	/ /
Club Member Name (Block Capitals)		Club Member Signature	