



Risk Assessment Form - Cycling Session

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		Horseshoe Lake Activity Centre		Venue Contact Name & Contact Details:	Hannah Barrow - Lead Coach Mobile: 07977099356 Aidan Housecroft - Centre Manager Mobile: 07853941884 Office: 01252 871808
Address: (Include postcode)		Horseshoe Lake Activity Centre Mill Lane Sandhurst Berkshire GU47 8JW			
Group:		Horseshoe Half Day Triathlon Camp		Location of first-aider:	Lead Coach/Reception
Date:		08/04/2019		Location of Defibrillator	St Johns School
Time:		09:00-12:00		Location of telephone:	Main Building - Reception
Participants:	Number:	10 Max		Location of toilets:	Main Building
	Age:	8-14		Location of changing rooms:	Main Building
	Ability:	Beginners		Location of first-aid kit:	Reception/main building/one to be carried by lead coach
Lead coach name:		Hannah Barrow		Stocked and maintained:	Yes
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: Yes		Additional notes:	Additional equipment needed: *High vis vests *Cones for marking courses/hazards *Bicycle repair kit and pump *Registers *Whistle
		Health and safety policy: Yes			

	Emergency action plan (EAP): Yes
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Name of person conducting risk assessment:	Signed:	Date:
Hannah Barrow	Hannah Barrow	08/04/2019

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Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Grassed areas - Fall off bike - cuts, grazes and bumps	Athletes	Likelihood: Med Impact: Med	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure athletes are given safety brief *Ensure athletes are shown marked course and stay to it *Ensure a check of the bike is performed before the start of session *Ensure athlete is wearing a helmet *Ensure athlete to coach ratio is upheld in order to safely run session *Ensure athletes have no injuries or illnesses before start of session *Ensure a warm-up and cool down is carried out at the beginning and end of the session 	Lead Coach - Hannah Barrow	Likelihood: Low Impact: Med	08/04/2019

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Carpark/tarmac areas - Falls off bike - cuts, bumps and grazes	Athletes	Likelihood:Med Impact:High	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure safety brief is given to athletes *Ensure centre staff know exact plans of session *Close main car park to public *Athletes to wear high vis vests *Ensure helmets are worn *Ensure bikes are safe to ride before start of session *Ensure athletes know the marked course and stick to it *Ensure coach to athlete ratio is upheld to control session safely *Ensure athletes are aware of correct cycling etiquette 	Lead Coach - Hannah Barrow	Likelihood:Low Impact: High	08/04/2019
Grassed areas/tarmac areas - Collision with other lake users	Athletes/ coaches	Likelihood: Med Impact:Med	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure that athletes are given safety brief *Course to be marked out with cones *Line of communication via radio with centre staff so everyone is aware of activities happening *Athletes to be reminded of safe cycling etiquette *Helmets to be worn *Bikes to be checked for safety 	Lead Coach - Hannah Barrow	Likelihood:Low Impact: Med	08/04/2019

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Whole venue - Athletes getting lost	Athletes	Likelihood:Low Impact:High	<input type="checkbox"/> No	*Athletes to be given safety briefing *Athletes to wear high vis *Athletes to stick to marked course *Athletes to coach ratio to be upheld in Orr to carry out safe and controlled session *Constant radio contact with centre staff	Lead Coach - Hannah Barrow	Likelihood: Low Impact: High	08/04/2019
Grassed areas/tarmac areas - Collision with other cyclists	Athletes	Likelihood:Med Impact:High	<input type="checkbox"/> No	*Athletes to be given safety brief *Athletes to be reminded of cycling etiquette *Athletes to keep a safe space between each other *Athletes to keep to marked course *Athletes to wear helmets *Plan session and activities for space	Lead Coach - Hannah Barrow	Likelihood: Low Impact: High	08/04/2019
Whole venue - Extreme weather (heat or cold)	Athletes	Likelihood: Med Impact:Med	<input type="checkbox"/> No	*Ensure athletes are given safety brief *Ensure athletes have the correct sportswear to suit the activity and weather that day *Athletes to bring water (will also be provided on site and regular breaks given)	Lead Coach - Hannah Barrow	Likelihood: Low Impact: Med	08/04/2019

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Whole venue - Dog Walker	Athletes/ coaches	Likelihood: Med Impact: Med	<input type="checkbox"/> No	*Ensure athletes are given safety brief *Ensure athletes stay within marked course *Ensure coach and athlete ratios are upheld in order to carry out a safe controlled session *Coach to deal with any loose dogs	Lead Coach - Hannah Barrow	Likelihood: Low Impact: Med	08/04/2019
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	

Add more pages as required

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

