



Risk Assessment Form - Running Session/Transition Games

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
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		Normal operating procedures: Yes		Additional notes:	
(please ✓ appropriate box):		Health and safety policy: Yes			
				Additional equipment needed: *High Vis vests *Cones for marking courses/hazards *Bicycle repair kit and pump *Registers *Whistle	

	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 area - Other athletes/venue users - Crashing/bumping into other people using the space	Athletes and venue users	Likelihood: Low Impact: Med	<input type="checkbox"/> No	*Ensure athletes know the exact working space they will be using *Ensure athletes are given a safety brief as to where they are able to go and places to be aware of *High vis vests to be worn by all athletes *Appropriate coach to athlete ratios to ensure groups are carefully controlled	Lead Coach (Hannah Barrow)	Likelihood:Low Impact: Medium	08/04/2019
Grassed Area - Collisions/injury with other athletes - Especially during group running sessions or transition games	Athletes	Likelihood: Med Impact: Med	<input type="checkbox"/> No	*Ensure athletes are given an appropriate safety briefing *Ensure high vis vest are worn *Ensure athletes know the correct etiquette while running in groups *Appropriate coach to athlete ratios to ensure groups are carefully controlled	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: Low	08/04/2019
Grassed Area - Dog Walkers - Collisions or potential attacks	Athletes and coaches	Likelihood: Med Impact: Med	<input type="checkbox"/> No	*Ensure athletes are given safety brief *Ensure athletes stay within the marked course in which they will be training *Ensure that coach to athlete ratios are controlled	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: Medium	08/04/2019

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 Area - Trips and falls/cuts and grazes	Athletes and coaches	Likelihood:Low Impact: Medium	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure correct warm up is performed and suitable for planned session *Ensure session is planned for the environment in which athletes and coaches will be working *Ensure athletes are given an appropriate safety briefing *Appropriate coach to athlete ratios to ensure groups are carefully controlled *Ensure athletes are aware of any hazards or holes in the ground *Ensure any hazards are marked out (cones) and the athletes are made aware *Perform sack of entire area before session takes place 	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: Medium	08/04/2019
Entrance/steps to main building - Trips/slips and falls	Athletes and coaches	Likelihood:Med Impact: Med	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure safety brief is given to athletes *Ensure warning signs are placed on wooden entrance areas and steps to the main building (after rain fall or bad weather/cold weather) *Advise athletes to exercise caution when walking within these areas *Correct foot wear to be worn 	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: Medium	08/04/2019

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
Waters edge - Falls or slips/drowning	Athletes	Likelihood: Med Impact: High	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure athletes are given safety briefing *Athletes to stay within group with coaches at all times *Athletes to wear high vis vests at all times *Athletes not to approach water without coach or permission to do so *Ensure appropriate coach to athlete ratio *Athletes to stay within marked training course 	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: High	08/04/2019
Grassed area - Extreme weather. cold/ overheating	Athletes and coaches	Likelihood: Med Impact: Med	<input type="checkbox"/> No	<ul style="list-style-type: none"> *Ensure safety brief is given *Ensure athletes bring correct clothing to suit weather and spare clothing if necessary *Ensure correct coach to athlete ratios *Ensure athletes take on enough water to stay hydrated *Ensure enough rest and refreshment time *Have constant radio contact with centre staff to ensure the appropriate notice for extreme weather concerns (i.e thunderstorms etc) 	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: Medium	08/04/2019

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
Whole venue - Athlete getting lost	Athletes	Likelihood: Low Impact: High	<input type="checkbox"/> No	*Ensure safety brief is given *Ensure athletes know exactly where they should be training at all times *High vis vests to be worn *Coach is constant radio contact with centre staff *Appropriate coach to athlete ratios *Register taken	Lead Coach (Hannah Barrow)	Likelihood: Low Impact: High	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:	

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):

