



TRIATHLON  
ENGLAND

# RISK ASSESSMENT FORM

**PLEASE NOTE: Only typed versions are now accepted, please do not submit hand written documents.**

EVENT NAME: MSTC Triathlon Festival

EVENT DATE: 28<sup>th</sup> August 2016

Number of Hard Copy Day Memberships Required: 0

(Electronic Day Memberships can be downloaded from the EOS once the event has been permitted)

**\*\*The codes and symbols required for completing the risk assessment can be found at the end of this document\*\***

Risk assessment conducted by:	Mark Jordan		
Date of original risk assessment:	May 2011	Date of last review:	7 <sup>th</sup> June 2016

Event:	MSTC Olympic			Date:	28.8.16		
Venue:	Ardingly Reservoir			Post Code:	RH17 6SQ		
Start Area Location:	Ardingly Activity Centre Rower's pontoon		Finish Area Location:	Ardingly activity Centre Adjacent to car park			
Style:	Triathlon	y	Duathlon	Adventure		Other	
Swim	OW	y	Pool	Distance	1500	Lake/Sea	y
Cycle Distance	40k	Run Distance (1)	10k	Run Distance (2)			
Detail Other Non - Standard Race Stage/Distances							
Promoting Club/Organisation:	Mid Sussex Tri Club						
Organiser/Promoter:	Steve Alden						
Mobile Telephone Number:	07711 781812						
Home Telephone Number:	01825 722788						
Email Address:	<a href="mailto:steve.alden@btinternet.com">steve.alden@btinternet.com</a>						
Race Website:	Midsussextriclub.com						
Organiser's Address:	Bridge Cottage						
	Town	Sheffield Park		Post Code	TN22 3QU		
Race Timings:	Start	07.30		Finish	11.00		
Local Authority:	Mid Sussex			Approval received:	N/A		
Police Authority:	Sussex			Approval received:	Awaited		
Safety Officer:	Steve ALDEN						
Safety Officer Email Address:	steve.alden@btinternet.com						
Route/Circuit/Venue Name:	Ardingly						
Senior Official on the Day:	Steve Alden						
Est. No of Participants	50						

The Medical provisions will be trained to the required standard. All marshals will be trained and briefed.

Signed : Steve Alden	(Event organiser/promoter)
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## RISK ASSESSMENT – SWIM STAGE OPEN WATER

Event:	Mid Sussex Olympic Triathlon		
Event Date:	28.8.16	Start Time:	07.30
Max number of entries:	50	Special Need Entries:	

### Safety Requirements and the action to be taken

Safety boat function:	At least one mechanised safety boat and two canoes will accompany the swimmers for the duration of the swim
Emergency procedure:	Safety craft, canoeists and land based spotters present to facilitate rescue and removal from the water
Transfer to notified hospital:	999 call if necessary, in an emergency
Doctor present:	No designated doctor

Hazard Description	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom
<b>Approach to/leaving the water:</b> <ul style="list-style-type: none"> <li>Access road at top of slope leading from/to car park and (eventually) College Lane</li> </ul>	All participants and attendees at risk of collision with vehicle	Minor/medium/serious injury possible	<ul style="list-style-type: none"> <li>Warning signs in place</li> <li>Reminder to all club members and attendees to take care at all times</li> </ul>	ALL

<p><b>Approach to/leaving the water:</b></p> <ul style="list-style-type: none"> <li>• People moving/removing/loading/preparing boats, canoes, windsurfing boards and sails and other equipment on access road and adjacent tarmac' areas</li> </ul>	<p>All participants and attendees at risk of collision</p>	<p>Minor/medium/serious injury possible</p>	<p>Warning to all club members to take care approaching and leaving the area</p>	<p>ALL</p>
<p><b>Approach to the water:</b></p> <ul style="list-style-type: none"> <li>• Mixed surface of concrete and unpaved path to rowers jetty</li> </ul>	<p>All participants at risk of:</p> <ul style="list-style-type: none"> <li>• slipping, tripping and/or falling</li> <li>• cuts and abrasions to feet</li> </ul>	<p>Minor/medium/serious injury possible</p>	<p>Warning to all members to wear shoes/flip-flops to the jetty</p>	
<p><b>Open water swimming</b></p> <ul style="list-style-type: none"> <li>• Drowning</li> </ul>	<p>All swimmers</p>	<p>Serious injury/fatality possible – unlikely</p>	<ul style="list-style-type: none"> <li>• No person will enter the water unless and until sanctioned by the session leader.</li> <li>• The route is no more than 5-15 metres away from the west bank of the reservoir</li> </ul>	

			<ul style="list-style-type: none"> <li>• 1 mechanised safety boat will accompany the swimmers for the duration of the swim. It will be crewed by RLSS qualified lifeguards carrying VHF radios</li> <li>• There will be at least 2 land based spotters carrying VHF radios</li> <li>• All participants will wear wet suits</li> <li>• All participants are reasonably competent open water swimmers and</li> </ul>	
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			<ul style="list-style-type: none"> <li>All swimmers will comply with MSTC Open Water Swimming Policy.</li> </ul> <p>Session leader will regulate the swim.</p> <p>Safety craft, canoeists and land based spotters as above to facilitate rescue and removal from water</p> <p>Members made aware of the risks and action to take in event of an incident.</p> <p>Warning to all members to be aware of risk, to try to maintain swim line discipline at all times. To spot frequently and to be aware of other swimmers.</p>	
<p><b>Open water swimming:</b></p> <ul style="list-style-type: none"> <li>Swimming related physiological</li> </ul>	All swimmers	Minor/medium injury – possible -	All swimmers will wear wet	

conditions, e.g., cramp, dehydration, tiredness, exhaustion.		unlikely	suits  Water temperature will be within BTF advised temperature tolerance levels  On water safety available throughout session as set out above	
<b>Open water swimming:</b>  Other swimmers swimming action and/or swim line indiscipline	All swimmers may be hit by the arm and/or leg action of other swimmers	Minor injury – possible	Warning to all members to be aware of risk, to try to maintain swim line discipline at all times. To spot frequently and to be aware of other swimmers	
<b>Open water swimming:</b>  Swimming into/hitting buoys	All swimmers may swim into/hit the buoys	Minor injury - possible	Warning to all members to be aware of risk, to try to maintain swim line discipline at all times. To spot frequently and to be aware of other swimmers	
<b>Open water swimming</b>  Other users of/on water	Collision with other water uses – rowers, canoeists, sailing vessels	Minor/medium/serious injury – unlikely	Swim will be held before other users are scheduled to be on the water.  Swimmers will remain within the designated swim route – way from other	

			<p>users of the water</p> <p><b>Water safety craft with Marshal</b> and session leader/safety coordinator will monitor any other activity and advise accordingly.</p>	
<p><b>Open water swimming:</b></p> <p>Hypothermia</p>	All swimmers	Minor/medium/serious injury – unlikely	<p>All swimmers will wear wet suits</p> <p>Water temperature will be within BTF advised temperature tolerance levels</p> <p>On water safety available throughout session as set out above</p>	
<p><b>Water condition/quality:</b></p> <p>Ingestion of/ immersion in polluted water</p>	All swimmers	Minor/medium injury – remote	<p>South east water advise that South East Water advises that current count of blue green algae in the water is about “600 cells per ml, and is stable, showing no significant increase”.</p>	



			<p>This is a very, very low risk as set against the WHO assessment. A check will be made before swimming that there is no visible algal scum in the designated swimming area.</p>	
<p><b>Medical conditions of individual members:</b></p> <p>Asthma, diabetes, anaphylaxis</p>	<p>Individual members suffering from medical conditions</p>	<p>Minor/medium/serious injury/fatality – possible.</p>	<p>Before entering the water, all swimmers will:</p> <ul style="list-style-type: none"> <li>• Complete the pre-swim entry in the session register. This includes the person's name, address, an emergency contact telephone number and information about any medical condition</li> <li>• Those with a medical condition will inform the session leader/coo</li> </ul>	

			<p>ordinator of the condition and the type and whereabouts of any medication</p> <ul style="list-style-type: none"> <li>The coordinator/coach will inform the RLSS OWLQ about any swimmers who have a medical condition and the type and whereabouts of any medication</li> </ul> <p>Note: Club members have been informed that individual members remain responsible for self-administering any medication.</p>	
<p><b>Leaving the water:</b></p> <p>Steep concrete sloped slipway leading from water</p>	<p>All participants at risk of:</p> <ul style="list-style-type: none"> <li>slipping, tripping and/or falling</li> <li>minor cuts and</li> </ul>	<p>Minor/medium/serious injury possible</p>	<ul style="list-style-type: none"> <li>Warning to all club members to take care and leaving the water</li> <li>Slip way will be</li> </ul>	

	abrasions to feet from uneven surface and debris		checked for debris and swept <b>Marshal</b> to assist swimmers leaving the water	
<b>Movement from water to transition area:</b>  People moving/removing/loading or preparing boats, canoes, windsurfing boards and sails and other equipment on access road and adjacent tarmac' areas	All participants and attendees at risk of collision	Minor/medium/serious injury possible - unlikely	<ul style="list-style-type: none"> <li>• <b>Marshal</b> to supervise participants crossing</li> <li>• Warning signs in place</li> <li>• Reminder to all club members and attendees to take care at all times</li> </ul>	
<b>Movement from water to transition area:</b>  Steep grass slope from reservoir to transition area	All participants at risk of slipping, tripping and /or falling	Minor/medium/serious injury possible	Reminder to all club members and attendees to take care at all times	

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Additional Risks Identifies List	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom

### **RISK ASSESSMENT – SWIM STAGE OPEN WATER**

Event:	Mid Sussex Olympic		
Event Date:	28.8.16	Start Time:	07.30
Max number of entries:	50	Special Need Entries:	

**SAFETY REQUIRMENTS:**

Emergency procedures in place:			
Transfer to notified hospital:			
Doctor present:	N/A		
POOL RISK ASSESSMENT CHECKED FOR COMPLIANCE BY:	N/A		
Adequate lifeguard cover is planned & check on the day by:	Steve Alden		
Competitors are made aware that no diving is permitted:	Race briefing		
Lanes Swim Clockwise/Anticlockwise alternately:	Race briefing		
Wave Size*:	Max 50		



\*Please consider the number of cyclists on the road together at the start of the cycle section to determine the size of the wave.

Hazard Description	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom


Additional Risks Identifies List	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom

### **RISK ASSESSMENT – CYCLE STAGE**

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider of participant error, and such incident may result in serious personal injury.

Course ID		Cycle Route		A	B	C	D
Whole event codes (1 – 8)				Risk level H/ M/ L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
ID No	Mile/ K from start	Detail Hazard					
		Symbol	Description				
1		ARDINGLY RESERVOIR car park access road to junction with COLLEGE ROAD	Uneven and poor road surface  Multiple speed humps   Short but steep hill  Keep left	L	All cyclist		
2		Right turn from reservoir access road into COLLEGE ROAD	 DANGER – stop – foot down to ensure no oncoming traffic from	M	All	Marshal	

		towards HAYWARDS HEATH  <b>MARSHAL HERE</b>	both sides				
3		COLLEGE ROAD leads into HIGH BEECH LANE	Initially down hill then s bend into short steep hill.  Steep downhill slope adjacent to golf club. Visibility potentially affected by density of overhead trees.  S bend at bottom of hill  Right hand junctions from: golf course, Roundwood Lane and Brook Lane.  BY SUNTE (opposite Brook Lane)	L	ALL		
4		Left turn at slip road just before roundabout from HIGH BEECH LANE into SUNTE AVENUE	Slip road has give way markings to traffic from right. Approach to roundabout has good line of sight ahead (PORTSMOUTH LANE) but limited line of sight from right	M	ALL	Clearly signposted	

			(GANDER HILL)  Parked cars both side of road				
5		Turn left from SUNTE AVENUE into HICKMANS LANE	T-junction. Poor visibility right. Be careful of cars from right coming from bend. Numerous left hand junctions – ROOKWAY, FINCHES PARK ROAD, FINCHES LANE & THE WELKIN  Hickman’s Lane narrows as it nears T-junction with (Linfield) High Street – slow down.	M	ALL		
6		Turn left from HICKMAN LANE into (Linfield) HIGH STREET  HIGH STREET leads into ARDINGLY ROAD and	Vehicles parked both sides of road  Uphill to right hand bend.  Left hand bend and short but steep downhill with sweeping right and then more gentle left hand bend.  Road surface may be slippery because of	M	ALL		

		then (as it nears Ardingly) LINDFIELD ROAD	washed debris  Long slow section leading to Ardingly village				
7		LINDFIELD ROAD (Ardingly) leads into SELSFIELD ROAD/ARDI NGLY ROAD (B2028) towards TURNERS HILL	Junction left with COLLEGE ROAD and then, very quickly, with STREET LANE  Narrow road - Cars parked on both sides and particularly left, near side. Be careful of on- coming vehicles within village and cars from minor road junctions and drives within village.  Road widens just outside of village as it approaches SOUTH OF ENGLAND SHOWGROUND. Good road surface.  4 left hand junctions from/to showground but all with good visibility.  2 left hand junctions to/from	L	ALL		



			<p>WAKEHURST PLACE with good visibility.</p> <p>pot-holed and uneven road surface just after WAKEHURST PLACE close to left hand edge of road. Visibility may be affected by overhanging trees on both sides of road.</p> <p>Uphill incline. Note right hand junction with SELSFIELD ROAD at crest of incline and as road bends left.</p> <p>Downhill incline with left and then right hand bends towards mini-roundabout at WITHPITS and then short uphill incline towards crossroads at TURNERS HILL</p>				
8		TURNERS HILL – NORTH STREET/TURNERS HILL ROAD (B2028) towards	Crossroad at crest of hill. Be aware of traffic from left ((CHURCH ROAD), oncoming vehicles seeking	L	ALL		

		<p>DUKES HEAD ROUNDABOUT</p>	<p>to turn right and traffic from right (EAST STREET).</p> <p>Steep downhill incline. Left hand sweeping bend. At bottom of hill, road bends to right.</p> <p>(WALLAGE LANE) just after bottom of hill.</p> <p>Vehicular and pedestrian traffic through CRAWLEY DOWN</p>				
9		<p>DUKES HEAD ROUNDABOUT - Turn first left onto COPTHORNE COMMON ROAD (A264) heading towards CRAWLEY</p>	<p>Be careful at this junction and on this section of road Fast travelling vehicular traffic.</p> <p>Good flat road surface. This is a potentially fast section.</p> <p>Wide road. Keep left and where possible, stay inside gutter lane.</p> <p>Be aware of traffic from left at Texaco garage and pedestrians seeking to cross road at</p>	M	ALL		

			COPTHORNE GOLF COURSE				
10		COPTHORNE HOTEL ROUNDABOUT (A264) take second left onto COPTHORNE ROAD (A2220) towards THREE BRIDGES/CRAWLEY	DO NOT turn into hotel &/or industrial estate (1 <sup>st</sup> turning left)  Poor and uneven road surface up to bridge over M23.  (OLD HOLLOW) shortly after turning from roundabout and then a number of house/drive junctions after M23 bridge as approach the roundabout.	M	ALL		
11		COPTHORNE ROAD (A2220) junction with BALCOMBE ROAD (B2036) - turn left onto BALCOMBE ROAD (B2036) towards WORTH/MIDENBOWER	Good visibility of traffic from left and ahead  Multiple junctions left and right along BALCOMBE ROAD (B2036). Uphill incline towards mini-roundabout  CRAWLEY LANE junction with TURNERS HILL ROAD. Straight ahead - BE AWARE of traffic coming from CRAWLEY LANE. This roundabout is quickly followed by another.	M	ALL		

			<p>WORTH ROAD. Straight ahead - downhill incline towards another roundabout</p> <p>MAIDENBOWER DRIVE. Straight ahead – vehicles from right have STOP requirement at roundabout but be careful.</p> <p>LUCERN DRIVE/M23 slip road. Road divides into 2 lanes – take right hand lane into roundabout to go straight ahead over M23. Uphill incline towards another roundabout at M23 junction 10a.</p>				
12		<p>Stay on BALCOMBE ROAD (B2036) across M23 junction 10a roundabout towards WHITELY HILL/COWD RAY ARMS PUBLIC</p>	<p>Uphill section with traffic from left, coming from M23 slip road. BE CAREFUL.</p> <p>Uphill incline – this may well be a slow part of the course. Visibility may be</p>	M	ALL		

		HOUSE & BALCOMBE	<p>affected by overhanging trees. Forest both sides of road</p> <p>(PADDOCKHURST ROAD, B2110) at COWRAY ARMS followed by short uphill incline .</p> <p>Note the junction right (HIGH STREET, B2110).</p> <p>The road then slopes downhill on a potentially fast section.</p> <p>(STONEY LANE) &amp; (BOUNDARY ROAD) as road sweeps right and then left into BALCOMBE.</p> <p>Horridly steep section leading up through bollards. Keep left.</p>				
13		Turn left opposite BOLNEY SCHOOL into HAYWARDS HEATH ROAD	<p>Still slightly uphill and some speed bumps.</p> <p>Be careful cycling through the village. Cars parked on both sides and numerous driveways to</p>	L	ALL		

			and from houses.				
14		At T-junction with BRAMBLE HILL & STOCKCROFT ROAD carry straight on - HAYWARDS HEATH ROAD	Be aware of traffic from left at junction  Downhill section to mini roundabout	M	ALL		
15		Continue on HAYWARDS HEATH ROAD – straight across mini-roundabout at junction with Mill LANE (left)	Good visibility of traffic from ahead. Poor visibility of traffic from left (MILL LANE).  Uphill gradient leading out of village.  Initially level and then fast downhill section once out of village. The road sweeps right and then left.  Be aware of uneven and potholed road surface along this whole section up to BORDEHILL	M	ALL		

			<p>Numerous small left hand junctions. Note STONEHALL</p> <p>Over UPPER RYELANDS BRIDGE and into short, sharp uphill section. Visibility potentially affected by density of overhead trees. Very poor road surface.</p> <p>Be careful of bend under bridge and particularly on coming traffic</p> <p>Left hand junctions (NALDRED FARM &amp; COTTAGES and then COPYHOLD LANE)</p>				
16		Turn left into COPYHOLD LANE	<p>STEEP uphill section at junction – low gear!</p> <p>Be careful of other road users on what is a narrow, undulating and meandering road. Poor road</p>	L	ALL		

			<p>surface</p> <p>Uphill gradient as road approaches junction with HIGH BEECH LANE/ COLLEGE ROAD.</p>				
17		<p>Turn left into HIGH BEECH LANE/ COLLEGE ROAD</p>	<p>Take care – vehicles from righty.</p> <p>Gentle left hand sweeping bend on downhill gradient and then right hand turn as road changes to HIGH BEECH LANE</p> <p>Uphill gradient towards HANSON AGGREGATES at the old RAILWAY STATION</p>	M	ALL		
18		<p>Left turn into RESERVOIR ACCESS ROAD</p>	<p>Keep left.</p> <p>Speed bumps</p> <p>Uneven road surface</p> <p>Uphill gradient approaching transition</p>	L	ALL		
19							
20							
21							
22							



23							
24							
25							
26							
27							
28							
29							

## RISK ASSESSMENT – RUN STAGE

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider of participant error, and such incident may result in serious personal injury.

Course ID		Run Route		A	B	C	D
Whole event codes (1 – 8)							
ID No	Mile/ K from start	Detail Hazard		Risk level H/ M/ L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
		Symbol	Description				
1		From transition head north along path towards the gate at LITTLE SAUCELAN DS. <b>MARSHAL HERE</b>	Water/feed station in transition Make sure you have sufficient hydration/gels/nutritional supplements with you. Slight uphill gradient	L	All	Marshals	
2		LITTLE SAUCELAN DS gate Go through the gate and follow the path northwards.  Path meanders alongside the reservoir	This is a swing gate. The path is gravel and mud. Uneven surface – tree roots and stones Short, slight incline just through gate Otherwise fairly flat until short, uphill gradient as the path approaches SANDHOLE WOOD gate	L	ALL		

3		Turn left at SANDHOLE WOOD gate onto causeway (BALCOMBE LANE/WEST HILL)	This is a swing gate It leads out onto the path across the causeway. The path is tarmac and in reasonably good state of repair Narrow path because of overgrown shrubbery Keep left.	L	ALL		
4		Turn left at end of causeway through gate onto public bridle path at ROWLETTS WOOD gate	This is a gate that needs to be closed. We may have a marshal at the gate but, if not, please close it. This is a bridle way – horses & MTB cyclists Short downhill section on uneven gravel and mud surface. Follow this path until turn round point	L	ALL		
5		TURN-AROUND POINT <b>MARSHA</b> <b>L</b>	Simply go to Rowletts Wood Gate - retracing the way you came.	L	ALL		
6		Turn right through gate at ROWLETTS WOOD, onto the causeway (BALCOMBE LANE/WEST HILL)	This is a gate that needs to be closed. We may have a marshal at the gate but, if not, please close it. It leads out onto the path across the causeway. The path is tarmac and in reasonably good state of repair Narrow path because of overgrown shrubbery	L	ALL		

			Keep right.				
7		Turn right at SANDHOLE WOOD gate onto footpath heading back to LITTLE SAUCELAN DS gate & transition.	This is a swing gate Short downhill gradient before path levels out. Uneven, mud and gravel surface, with some tree roots. Short uphill section just before gate	L	ALL		
8		At LITTLE SAUCELAN DS gate, turn around and do another lap. MARSHA L	This is a swing gate. Slight downhill gradient Water/feed station in transition.	L	ALL		
		After another lap – the finish will be in the transition area		L	ALL		


### RISK ASSESSMENT – TRANSITION

Course ID:		Transition		A	B	C	D
Whole event codes (1 – 8)				Risk level H/M/ L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
ID No	Transition Point	Detail Hazard					
1	Route from swim Exit to Transition	Other people	Risk of collision	L	ALL		
2	Grass slope down to transition	Can be slippery when wet	Risk of slipping	L	ALL		
3	In transition area	Other competitors	Risk of collision	L	ALL		
4	From T1 to bike mount	Uneven terrain	Risk of falling	L	ALL		
5	From bike dismount in to T2	Uneven terrain	Risk of falling	L	ALL		

**To be used in case of any additional risk that is identified before event.**

Course ID:		A	B	C	D
Whole event codes (1 – 8)		Risk	Persons	Measure	Additional measure

ID No	Race Aspect	Detail Hazard		level H/M/ L	at risk A - H	to reduce risk 9 to 30	to reduce risk to LOW NAME & ROLE
1							
2							
3							
4							
5							
6							
7							
8							

If you have any queries or need any assistance to completion of your risk assessment please do not hesitate to contact the events team on 01509 226161 or [events@britishtriathlon.org](mailto:events@britishtriathlon.org)

Please return all completed Risk Assessment to [events@britishtriathlon.org](mailto:events@britishtriathlon.org)