



# Risk Assessment Form

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:		CLAIR PARK		Venue Contact Name & Contact Details:	START & FINISH POINT:  DOLPHIN LEISURE CENTRE PASTURE HILL ROAD HAYWARDS HEATH RH16 1LY
Address: (Include postcode)		THE RUN VENUE IS AT:  CLAIR PARK PERRYMOUNT ROAD HAYWARDS HEATH WEST SUSSEX RH16 3DN			
Group:		MID SUSSEX TRIATHLON CLUB		Location of first-aider:	DOLPHIN LEISURE CENTRE (MEETING POINT FOR RUN)
Date:		THURSDAY EVENINGS		Location of Defibrillator	RECEPTION - DOLPHIN LEISURE CENTRE (MEETING POINT FOR RUN)
Time:		7.30PM - 8.30PM		Location of telephone:	<ul style="list-style-type: none"> <li>• COACH HAS MOBILE</li> <li>• CLAIR HALL (ADJACENT TO PARK)</li> <li>• DOLPHIN LEISURE CENTRE</li> </ul>
Participants:	Number:	5-12		Location of toilets:	DOLPHIN LEISURE CENTRE (MEETING POINT FOR RUN)
	Age:	ADULTS (18-65)		Location of changing rooms:	DOLPHIN LEISURE CENTRE (MEETING POINT FOR RUN)
	Ability:	MIXED - FROM NOVICE TRIATHLETES TO EXPERIENCED TRIATHLETES		Location of first-aid kit:	RECEPTION - DOLPHIN LEISURE CENTRE (MEETING POINT FOR RUN)
Lead coach name:		NEIL GILES - 07725 656950		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood  (please ✓ appropriate box):		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Additional notes:  The session will take place in a public park and is therefore not a managed venue and has no facilities of its own.	
		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Name of person conducting risk assessment:	Signed:	Date:
NEIL GILES		29.10.16

## Risk Assessment Form

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
LONE RUNNING	RUNNERS	Likelihood: MEDIUM Impact: LOW	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• All athletes to be in sight of Coach at all times</li> <li>• Athletes briefed to run with similar abilities</li> <li>• New runners to be have a nominated buddy</li> <li>• Group advised to keep to designated route as briefed</li> <li>• All participants recommended to carry mobile phone</li> </ul>	LEAD COACH	Likelihood: LOW Impact: LOW	
GETTING LOST	RUNNERS	Likelihood: LOW Impact: LOW	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• All athletes to be in sight of Coach at all times</li> <li>• Athletes briefed to run with similar abilities</li> <li>• New runners to be have a nominated buddy</li> <li>• Group advised to keep to designated route as briefed</li> <li>• Re-group location identified in session briefing</li> <li>• All participants recommended to carry mobile phone</li> </ul>	LEAD COACH	Likelihood: LOW Impact: LOW	
SLIPS, TRIPS AND FALLS	RUNNERS	Likelihood: LOW Impact: MEDIUM	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Group advised of risks in briefing</li> <li>• All participants recommended to carry mobile phone</li> </ul>	LEAD COACH	Likelihood: LOW Impact: MEDIUM	
BROKEN PATH DUE TO TREE ROUTE GROWTH	RUNNERS	Likelihood: MEDIUM Impact: MEDIUM	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Group advised of the condition of the path as part of briefing</li> <li>• Specific areas or concern pointed out</li> <li>• Use cones to make particularly bad areas visible</li> </ul>	LEAD COACH	Likelihood: LOW Impact: LOW	

<b>Location &amp; Description of Hazard:</b>	<b>People at Risk:</b>	<b>Level of Risk</b> (High/Medium/Low):	<b>Advice Required:</b> (from whom)	<b>Action(s) to Mitigate/Remove Risk:</b>	<b>Person responsible for resolution:</b>	<b>Residual Risk:</b> After resolution	<b>Dates Reviewed</b>
CROSSING ROADS	RUNNERS / COACH	Likelihood: LOW Impact: HIGH	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Use traffic aids (safe crossing points) at all times</li> <li>• Slow, stop and walk across roads</li> <li>• Group to wear hi-vis clothing (mandatory)</li> </ul>	LEAD COACH	Likelihood: LOW Impact: MEDIUM	
OTHER ROAD USERS – VEHICLES & BICYCLES	RUNNERS / COACH	Likelihood: LOW Impact: HIGH	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Use traffic aids (safe crossing points) at all times</li> <li>• Slow, Stop and walk across roads</li> <li>• Group to wear hi-vis clothing (mandatory)</li> </ul>	LEAD COACH	Likelihood: LOW Impact: HIGH	
POOR WEATHER	RUNNERS / COACH /	Likelihood: MEDIUM Impact: HIGH	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Weather forecast taken into account prior to session</li> <li>• Cancel session if high winds or icy conditions are forecast</li> </ul>	LEAD COACH	Likelihood: LOW Impact: HIGH	
POOR LIGHT LEVELS	RUNNERS / COACH / OTHER PARK USERS	Likelihood: MEDIUM Impact: MEDIUM	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Group made aware of light levels as part of briefing</li> <li>• Run course to use the best-lit areas only</li> <li>• Group to remain in sight of coach at all times</li> </ul>	LEAD COACH	Likelihood: MEDIUM Impact: LOW	
OTHER PARK USERS – DOG WALKERS, RUNNERS, GENERAL PUBLIC, CYCLISTS, CHILDREN PLAYING	RUNNERS / COACH / OTHER PARK USERS	Likelihood: HIGH Impact: LOW	X No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>• Group made aware of other park users in briefing</li> <li>• Respect other park users and keep to one side of the path</li> <li>• Use the grass verge when required</li> <li>• Lead runners to alert others</li> </ul>	LEAD COACH	Likelihood: HIGH Impact: LOW	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	

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		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):**



# THE DOLPHIN LEISURE CENTRE

