

Risk Assessment Form

Venue:		Dolphin Leisure Centre – Spin Studio	Location of first-aid kit:	Reception
Address:		THE DOLPHIN PASTURE HILL ROAD HAYWARDS HEATH WEST SUSSEX RH16 1LY	Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Group:		Mid Sussex Triathlon Club	Location of first-aider:	Reception
Date:		Every other Thursday evening	Location of telephone:	Reception/Mobile phone
Time:		21:10 – 22:00	Location of toilets:	Outside studio
Participants:	Number:	5-20	Location of changing rooms:	Doors to left of main corridor outside studio
	Age:	Adults (18-65)	Venue contact:	THE DUTY MANAGER 01444 457337
	Ability:	Mixed	Name:	As Above
Lead coach name:		Jules Stuart-Colwill	Number:	As Above
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional notes:	In a managed venue, venue staff will direct actions in the event of an incident
		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:
Jules Stuart-Colwill		03/02/2017

Note: Person conducting risk assessment must sign and date the bottom of both sheets.

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Description of Hazard:	Level of Risk (high/medium/low):	Those at Risk:	Action(s) to Alleviate Risk:	Date Reviewed/Alleviated:
Lighting – Dim/flashy coloured lights – Possible trip hazard on bases of bikes	Likelihood: Medium Impact: Medium	Coach/Participants	Switch main lights on at start of class and avoid moving around once the class is in progress.	03/02/17
				JSC
Studio furniture – Bikes, Audio unit – Possible trip hazard	Likelihood: Medium Impact: Medium	Coach/Participants	Switch main lights on at start of class and avoid moving around once the class is in progress.	03/02/17
				JSC
Slippery floor after class	Likelihood: Medium Impact: Medium	Coach/Participants	Take extra care when dismounting bikes, wipe the area around the bike with supplied tissue paper.	03/02/17
				JSC
Participant incident – e.g. dehydration, over exertion, injury etc	Likelihood: Medium Impact: Medium	Participants	<ul style="list-style-type: none"> -Ensure participants have drinks with them. -Ensure correct bike set up. -Check whether anyone has any injuries prior to the start of the class and ensure that they are aware of modifications etc. -Keep checking with and watching participants to ensure their engagement and that they are following the class correctly. 	03/02/17
				JSC
