

BRITISH TRIATHLON EVENT RISK ASSESSMENT



This risk assessment is complementary to and should be read in conjunction with Normal Operating Procedures, Emergency Action Plans and Event Management Plan

EVENT OVERVIEW

Event name **Mid Sussex Triathlon Club Duathlon**

Event date(s) **10/05/2020**

Risk assessment conducted by **Paul Richardson** Risk assessment version control number **V1**

Date of original risk assessment Date of last review Date of next review

Name of Organising Club/Organisation **Mid Sussex Triathlon Club**

Event Organiser/Race Director name **Paul Richardson** Contact mobile **07733277519**

Event Organiser/Race Director email address **paulrichardson100@gmail.com** Contact telephone **01444456954**

Event Organiser/Race Director address (event permit will be posted here unless specified) **6 Brock End, Cuckfield, West Sussex** Postcode **RH175BU**

Safety Officer name **Martin Shoesmith**

Email address **mshoesmith@canopus.financial** Contact telephone **07932108023**

Event base/venue **Ardingly Reservoir** Postcode **RH176SQ**

Start area location **Ardingly Activity Centre** Finish area location (if different to start) **Ardingly Activity Centre Car Park**

Event start time (registration open) **07:30:00** Event finish time (event close) **12:00:00**

Local Authority: detail relevant authority where event base/venue is located	Contact name	Date notified	Response date
Mid Sussex County Council	Safety Advisory Group	10/01/2020	

Police Authority: detail all relevant authorities affected by the event (including cycle/run segments)	Contact name	Date notified	Response date

Highway Authority: detail all relevant authorities affected by cycle/run routes	Contact name	Date notified	Response date

Detail(s) of other bodies (landowners, venue providers etc) where approval is required and received	Contact name	Date notified	Response date
Ardingly Activity Centre	Chris Kinsman	01/12/2019	

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WHOLE EVENT RISK ASSESSMENT

Medical provider name	South East Coastal Ambulance Services	Medical provider contact telephone	999
Number of first aiders (min. 2)	2	Number of mobile/advanced responders	
Name of notified A&E hospital	Princess Royal Hospital, Haywards Heath	Contact telephone	01444 441881

Detail general risks and hazards that apply to the whole event

HAZARD IDENTIFICATION		Who is affected?	Risk Level	RISK MITIGATION	
Hazard/risk area	Description of hazard/risk	Competitors / Spectators / Marshals	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Who?
Medical provision	Inappropriately qualified first aid provision. Medical provider fails to attend event on time. Medical incident requiring action.	Competitors, spectators, marshals	Low	First Aid trained staff on site. First Aid kit on site. Direct telephone line from Ardingly Activity Centre for Emergency Services response. Advance briefing to competitors to bring personal medication and empty medication box will be provided.	Ardingly Centre Staff
Adverse weather	Event is undertaken in adverse/unsafe weather.	Competitors, spectators, marshals	Low	Weather forecast and warnings available via media channels. Competitors, spectators and marshals monitor weather routinely. On the day assessment of conditions will be undertaken and advice given to those attending of any specific concerns or hazards.	Race Director
Site build/derig	Accident or injury sustained during set up/derig.	Event team, general public	Low	Event team are familiar with set up equipment. Equipment is in the main minimal and involves minimal risk of injury.	Race Director and Marshalls
Registration	Congestion of competitors. Competitors not having appropriate insurance cover.	Competitors, marshals	Low	Competitor numbers will be low. Marshals present to assist in creating one-way flow through the registration area. All competitors will be required to have either have BTF annual or day membership. MSTC members are covered by additional Club Indemnity.	Race Director and Marshalls
Start/finish area	Spectator congestion, competitor overcrowding, dehydration or post-race medical incident.	Competitors, spectators, marshals	Low	Spectators to be separated from start/finish areas. Finish area sufficiently wide to enable sprint finish between competitors. Water available in post-race recovery area. Medical provision at finish line.	Marshalls
Spectators	Safeguarding issues concerning children and/or vulnerable adults.	Competitors, spectators	Low	This is a club event and limited to adults only. Therefore there will be no issues concerning the safeguarding of children or vulnerable adults. Club members bringing children will remain responsible for their safety and welfare throughout the event.	Marshalls
Event site including temporary structures	Impact of wind on unsecured structures, falling from height, trips, collapse if not erected correctly.	Competitors, event team, spectators	Low	Event structures consist solely of a number of gazebos securely fastened using guide ropes.	Marshalls
Competitor access and egress	Slips, trips and falls, event site capacity, lighting if early start/late finish.	Competitors	Low	Event takes place in daylight hours. The facility is sufficiently large to be able to cope with the low number of competitors. There is a	Race Director
Car parking	Vehicle movement, collisions between vehicles and pedestrians, overcrowding.	Competitors, event team, spectators	Low	The event begins before most dog walkers etc arrive in the public car park which can accommodate a large number of vehicles. It is	Race Director

Toilet/changing facilities	Insufficient provision, hygiene and waste management.	Competitors, event team, spectators	Low	Toilets, showers and changing facilities area available at the nearby Watersports Centre. This will be opened from 06;30 before the start	Ardingly Activity
Crew welfare and catering	Long working hours, food preparation, PPE, adverse weather (suncream, ponchos).	Event team	Low	This is a low key club event of fairly short duration with minimal marshalling requirements. They are provided with seats and also	Race Director

OPEN WATER SWIM RISK ASSESSMENT



Water safety provider name	N/A		Contact telephone	
Number of powered craft		Number of non-powered craft/lifeguards		
Wave size		Wave frequency		Number of marshals required

Where the below hazards are identified and appropriate mitigation implemented, the risk assessment part of the SH₂OUT Event Self-Certification scheme is satisfied. For further information on the rest of the Self-Certification scheme, which includes information and guidance on creating normal operating procedures (NOP) and emergency action plans (EAP) please contact SH₂OUT - info@sh2out.org or review the SH₂OUT Guide to Organised Open Water Swimming: [SH₂OUT Guide to Organised Open Water Swimming](#)

Course Overview - please provide a summary of the open water swim course(s) and include a diagram if possible showing bouy and water safety cover placements

Detail hazards that apply to the open water swim segment

HAZARD IDENTIFICATION	Who is affected?	Risk Level	RISK MITIGATION	
			Description of controls to reduce the risk to as low as reasonably practicable	Who?
Description of hazard/risk	Competitors / Marshals / Spectators	High / Medium / Low		
Water safety team access to and egress from water; recovery of competitor in difficulty/drowning and transfer to emergency services	Competitors, water safety team, marshals			
Competency of and communication between water safety team	Competitors, water safety team			
Competitor entry to the water	Competitors, water safety team, marshals			
Competitor exit from the water	Competitors, water safety team, marshals			
Swim exit to transition	Competitors			
Poor design of swim course, moving buoys resulting in swimming more than expected	Competitors			
Poor water quality - detail what testing is in place, historic water quality data, communication with competitors SH₂OUT Guide to Water Quality for Open Water Events	Competitors, water safety team, marshals			
Low/high water temperatures including wetsuit usage	Competitors			
Poor water conditions e.g. waves and currents	Competitors, water safety team			
Obstructions and debris below, within and on top of water	Competitors, water safety team			
Risk of missing swimmer	Competitors			
Risk of swimmer overcrowding and conflict	Competitors			

Risk of novice/mixed ability swimmers and understanding of what to do in case of an incident	Competitors, water safety team, marshals			
Conflict with other venue users	Competitors, water safety team, marshals			
Poor weather conditions - sun and glare; electrical storms; wind, swell and waves; mist and fog	Competitors, water safety team, marshals			

POOL SWIM RISK ASSESSMENT

Leisure centre/facility contact name	N/A	Contact telephone	
Pool risk assessment reviewed and adequate lifeguard cover arranged by:		Marshals required	
To be checked on day by (if different):		Pool swim type (select from list)	

Detail hazards that apply to the pool swim segment

HAZARD IDENTIFICATION	Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk	Competitors / Marshals / Spectators	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Who?
Competitor entry to the water, risk of diving, movement around poolside	Competitors			
Competitor exit from the water, slips and trips, movement around poolside	Competitors			
Overcrowding of competitors in swim lanes	Competitors			
Mixed ability swimmers in lane and what to do in case of difficulty	Competitors, lifeguards, marshals			
Swimmer conflict of direction and poor etiquette	Competitors			
Slips, trips on exit from pool hall, cuts to bare feet	Competitors			
Conflict with other venue users	Competitors, lifeguards, marshals			

CYCLE RISK ASSESSMENT

Complete both Section 1 (general hazards that apply to the whole cycle course) and Section 2 (route-specific hazards found along the cycle course)

[British Triathlon Guide to Cycle Course Design for Events Taking Place on the Public Highway](#)

Course Overview: provide a brief description of the cycle route(s) and link to route maps if available

Both the short and long bike course starts and finish at the entry to the public car park at the ARDINGLY RESERVOIR. The short course, 14K leaves the Centre, turns left up into Ardingly Village and then North to Turners Hill Crossroads. At the crossroads it turns West and past Worth School. At the junction with the Cowdrey Arms it turns South until it reaches Copyhold Lane when it heads East then North back to the Centre. The long course, about 40 kilometres, heads South of the Centre into Lindfield and then North to

Section 1 - Detail general hazard that apply to the whole cycle course

HAZARD IDENTIFICATION	Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk	Competitors / Marshals / Spectators / Other Road Users	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Initials
Interaction with other users - vehicles, horse riders, pedestrians, non-event cyclists	Competitors, spectators, marshals, other road users	Low	All relevant agencies (West Sussex Highways Agency and Sussex Police) have been informed of the race. The club has a long-standing relationship with the Watersports and Activity Centre manager, who has been involved in the organisation of the event. The cycle course will be clearly signed for competitors. Other road users will not be aware that a race is taking place. There is one right hand turn at the beginning of the cycle route, racers will be warned.	Race director
Road defects e.g. potholes, poor surface	Competitors	Low	Drive the course and observe any major defects and report to competitors during the race brief.	Race Director
Competitors unfamiliar with cycling regulations	Competitors, other road users	Low	Competitors to adhere to Highway Code/relevant traffic laws. Event run under British Triathlon Competition Rules. Links to information provided in advance.	Race Director
Competitors unfamiliar with route	Competitors	Low	An initial assessment of the road conditions has already been carried out and there are a few minor potholes/surface defects but nothing that would otherwise require reporting to local highways for repair. A further assessment will be made on the day prior to the race and any surface defects will be highlighted at race briefing. Cycle route to be made available to competitors in advance and outlined one last time at Race Briefing. Cycle course to be clearly signed for competitors and key points identified in pre-race briefing. All signs collected post race.	Race Director
Marshals on course	Competitors, marshals, other road users	Low	Competitors will be briefed to adhere to Highway Code/relevant traffic laws and that the event is being run under British Triathlon Competition Rules. The club has a webpage that provides all competitor information for these types of events. This includes links to all course routes for the bike and run legs. No marshals will be on the bike or run route and competitors will be informed that this is the case. No Marshalls have been deployed for previously held Duathlons, and none are deemed required if competitors adhere to The Highway Code.	Race Director








Section 2 - Detail route specific hazards that are found along the cycle course (turn-by-turn risk assessment)




When risk assessing the cycle course the main hazards to consider include:












- Turns and junctions - right turns should be avoided as far as possible unless the road is closed to other traffic
- Blind bends, particularly on narrow roads where there is the potential for cyclists to stray onto the opposite carriageway should be avoided as far as possible
- All junctions, sharp bends, hill crests, bridges, traffic calming measures, roundabouts/mini-roundabouts, pedestrian crossings, traffic signals
- Hazards created by the position or movement of other road users (e.g. parked cars, the potential for a build up of traffic turning into a retail park or garden centre)
- Hazards caused by changes to the road surface or variations in the road surface e.g. raised manhole cover, potholes, gravel on corners
- Changes to road width
- Weather - either very cold (especially after pool swim) or very hot, leaf fall, soggy ground

Common safety measures to mitigate the risks posed by the above hazards are:

- Signage for both competitors and other road users, both on the day in advance of the event
- Marshals (possibly with whistle and/or red flag to highlight particular hazards) to interact with competitors only, unless holding the required qualifications to manage traffic
- Marking of potholes, sweep of gravel
- Foot-down point to bring competitors to a stop before proceeding
- Competitor pre-race information and briefing

HAZARD IDENTIFICATION				Who is affected?	Level	RISK MITIGATION					
ID#	Applies to which race?	mi/km from start	Symbol	Description of hazard detail junction/road name/number	Competitors / Spectators / Marshals / Other Road Users	High / Medium / Low	Description of controls to reduce the risk to as low as possible e.g. briefing, signage, foot down point	Marshals		Signs	
								Number	Cycle Event	Direction	Arrows
1	All Races	0.0K		ARDINGLY RESERVOIR car park access road to junction with COLLEGE ROAD: Uneven and poor road surface. Multiple speed humps. Short but	Competitors, Other Road Users	Medium	Cycle mount is close to car park entrance/exit. Competitors to take care mounting, advised of poor road surface and told to moderate speed until	Nil			
2	Short Course	1.1K		Left turn from Reservoir into College Road towards Ardingly Village	Competitors, Other Road Users	Medium	This is a fast road esp. downhill, so stop - and foot down to assess traffic from both sides.				Short course only turn right
3	Long course	1.1K		turn right from Reservoir into College Road towards Haywards Heath	Competitors, Other Road Users	Medium	This is a fast road esp. downhill, so stop - and foot down to assess traffic from both sides.				Long Course turn right
4	Short Course	1.5K		Slow uphill section Competitors to exercise caution when passing Ardingly College Entrance as there is a road crossing to sports grounds on	Pedestrians, Other Road Users	Low	Competitors to adhere to Highway Code and stop if lights require it				
5	Long Course	2.25K		Initially down hill then s bend into short steep hill. 400 meters after COPYHOLD LANE sunken manhole cover Steep downhill slope adjacent to	Competitors	Low	Vigilance required for potholes and in case of turning traffic				
6	Long Course	3.8K		Left turn at slip road just before roundabout from HIGH BEECH LANE into SUNTE AVENUE	Competitors	Medium	Slip road has give way markings to traffic from right. Approach to roundabout has good line of sight ahead (PORTSMOUTH LANE) but limited line				Turn Left
7	Long Course	3.8K		Parked cars both side of road along both side of SUNTE AVENUE	Competitors, Other Road Users	Medium	caution in the event of vehicles moving out or car doors being opened				
8	Long Course	5.0K		Turn left from SUNTE AVENUE into HICKMANS LANE	Competitors, Other Road Users	Medium	Slow down as you go left at junction and take caution for vehicles approaching from right. Numerous left hand junctions - BROOKWAY,				Turn Left

9	Long Course	5.1K		Turn left from HICKMAN LANE into (Lindfield) HIGH STREET	Competitors, Other Road Users	Medium	Vehicles parked both sides of road Uphill to right hand bend.			Turn left
10	Long Course	6.0K		HIGH STREET leads into ARDINGLY ROAD and then (as it nears Ardingly) LINDFIELD ROAD	Competitors	Low	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			
11	Long Course	9.7K		LINDFIELD ROAD (Ardingly)	Competitors	Low	Junction left with COLLEGE ROAD			
12	Short Course	2.7K		Short course rejoins Long course	Competitors	Low	Junction with Lindfield Road			Turn Left
13	All Races			SELSFIELD ROAD/ARDINGLY ROAD (B2028) towards TURNERS HILL	Competitors	low	Junction Left, very quickly, with STREET LANE Narrow road - Cars parked on both sides and particularly left, near side. Be careful of			
14	All Races	16.3 km (Short		TURNERS HILL - Crossroad at crest of hill	Competitors, Other Road Users	Low				

HAZARD IDENTIFICATION					Who is affected?	Level	RISK MITIGATION				
ID#	Applies to which race?	mi/km from start	Symbol	Description of hazard/risk detail junction/road name/number	Competitors / Spectators / Marshals / Other Road Users	High / Medium / Low	Description of controls to reduce the risk to as low as possible e.g. briefing, signage, foot down point	Marshals		Signs	
								Number	Cycle Event	Direction Arrows	
15	Long Course	16.3K		TURNERS HILL CROSSROAD - carry on straight. Long Course along B2028	Competitors, Other Road Users	Low	Be aware of traffic from left ((CHURCH ROAD), oncoming vehicles seeking to turn right and traffic from right (EAST STREET). Steep downhill incline.				Long Course straight
16	Short Course	9.30		TURNERS HILL CROSSROAD - Turn Left	Competitors, Other Road Users	Low	Only one junction on this road, a Right Turn at Turners Hill Road. The rest of the road to Cowdray Arms T-junction is smooth fast tarmac				Short Course only Turn
17	Long course	16.50		TURNERS HILL ROAD	Competitors, Other Road Users	Low	There is a new roundabout leading to CLOCKFIELD HOUSING ESTATE on the right hand side of the road approximately 200 meters after the TURNERS				Straight On
18	Long course	20.40		COPTHORNE COMMON ROAD (A264) heading towards CRAWLEY	Competitors	Medium	Be careful at this junction and on this section of road Fast travelling vehicular traffic. Mostly a good flat road surface however it is rutted in places.				Turn Left
19	long course	22.80		second left onto COPTHORNE ROAD (A2220) towards THREE BRIDGES/CRAWLEY	Competitors	Low	DO NOT turn into hotel &/or industrial estate (1st turning left) Poor and uneven road surface up to bridge over M23. (OLD HOLLOW) shortly after				Turn Left
20	long course	24.70		COPTHORNE ROAD (A2220) junction with BALCOMBE ROAD (B2036) - turn left onto BALCOMBE ROAD (B2036) towards	Competitors	Low	Good visibility of traffic from left and ahead Multiple junctions left and right along BALCOMBE ROAD (B2036). Uphill incline towards				Turn Left
21	Long course	27.20		Stay on BALCOMBE ROAD (B2036) across M23 junction 10a roundabout towards WHITELEY HILL/COWDRAY ARMS PUBLIC HOUSE & SPRINT RACE REJOINS MAIN ROUTE with LEFT TURN AT COWDRAY ARMS T JUNCTION	Competitors	Low	Uphill section with traffic from left, coming from M23 slip road. BE CAREFUL. Uphill incline - this may well be a slow part of the course. Visibility Caution while rejoining as cars and bicycles may be approaching at speed				Straight on
22	Short Course	13.60		TURN AT COWDRAY ARMS T JUNCTION	Competitors, Other Road Users	Medium					Short Course Only Turn
23	All races	27.2k m (Short		Carry on straight on	Competitors	Medium	Note this is a particularly fast stretch of road. Note the junction right (HIGH STREET, B2110). The road then slopes downhill on a potentially fast section. Still slightly uphill and some speed bumps. Be careful cycling through the village. Cars parked on both sides and numerous driveways to and from				Straight on
24	All races	32.2 km (SPRIN		Turn left opposite BOLNEY SCHOOL into HAYWARDS HEATH ROAD	Competitors	Low					Turn Left
25	All races	32.4 km (Short 16.7 km		At T-junction with BRAMBLE HILL & STOCKCROFT ROAD carry straight on - HAYWARDS HEATH ROAD	Competitors	Low	Be aware of traffic from left at junction Downhill section to mini roundabout				
26	All races	32.8k m (Short		across mini-roundabout at junction with Mill LANE (left)	Competitors	Low	Good visibility of traffic from ahead. Poor visibility of traffic from left (MILL LANE) but risk is mitigated by the fact that this is a very quiet				
27	All races	36.3k m (Short		Railway bridge over HAYWARDS HEATH ROAD	Competitors, Other Road Users	Medium	Be careful of bend under bridge and particularly oncoming traffic. Very poor visibility and possibility of high sided vehicles in the middle of				
28	All races	36.9k m (Short		HAYWARDS HEATH ROAD	Competitors	Low	Left hand junctions (NALDRED FARM & COTTAGES and then COPYHOLD LANE)				

29	All races	36.9K m (Sprint		LEFT TURN INTO COPYHOLD LANE	Competitors	Medium	Very low gear required for the left turn as very steep for 30m Copyhold Lane a reasonable surface and no junctions, but is quite windy until it			
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CHILDREN'S CYCLE RISK ASSESSMENT

Complete both Section 1 (general hazards that apply to the whole cycle course) and Section 2 (route-specific hazards found along the cycle course)
THE CHILDREN'S CYCLE SEGMENT MUST TAKE PLACE ON A COURSE CLOSED TO VEHICULAR TRAFFIC

Course Overview: provide a brief description of the cycle route(s) and link to route maps if available

N/A

Section 1 - Detail general hazards that apply to the whole cycle course

HAZARD IDENTIFICATION	Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk	Competitors / Marshals / Spectators / Other Users	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Initials
Conflict with other users - pedestrians, non-event cyclists	Competitors, spectators, marshals, other users		All required agencies, landowners and stakeholders along route notified. Advance notification signage displayed as agencies require. Cycle course to be clearly signed for awareness of other users.	
Competitors unfamiliar with cycling regulations	Competitors, other users		Event run under British Triathlon Competition Rules. Links to information provided in advance.	
Competitors unfamiliar with route	Competitors		Cycle route to be made available to competitors in advance. Cycle course to be clearly signed for competitors and key points identified in pre-race briefing.	
Marshals on course	Competitors, marshals, other users		Marshals to be briefed before being stationed on course. Marshals to wear hi-viz clothing and have radio/phone contact with event HQ. Marshals to be provided with whistles and flags where required.	

RUN RISK ASSESSMENT

Complete both Section 1 (general hazards that apply to the whole run course) and Section 2 (route-specific hazards found along the run course)

Course Overview: provide a brief description of the run route(s) and link to route maps if available

Run course is shown in images tab at end of document. It is all off road and consists of a public footpath and bridle way following one side of Ardingly Reservoir. The entire route is used by dog walkers, ramblers and occasional horse riders/horses. Both the long and short competitors start at the same time and place. The first run of the short course run leaves the centre and follows the footpath around the lake to a 2.5 marker post and then returns along the same footpath (5K) before moving to the bike stage. The long run

Section 1 - Detail general hazards that apply to the whole run course

HAZARD IDENTIFICATION		Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk		Competitors / Marshals / Spectators / Other Road Users	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Initials
Conflict with other users - vehicles, horse riders, pedestrians, non-event runners/cyclists		Competitors, spectators, marshals, other road users	low	The run course is almost entirely on a public Bridleway or right of way which at times is fairly wide and has plenty of passing points. The only point runners are required to enter a road footpath is for approx. 100 yards. Numbers of other users along this route is likely to be low. Run course will not be marked but will have turn points which will be seen by other users. It is unlikely there will be other cyclists on this route.	PR
Competitors unfamiliar with route		Competitors, other road users	low	Run route to be made available to competitors in advance. Run course is fairly simple to navigate and will have turn points for competitors and key points identified in pre-race briefing.	PR
Marshals on course		Competitors, marshals, other road users	low	Routine use of Marshalls are not considered necessary. So there will not be any run Marshalls on the course except for the initial out run to ensure runners know the turn points (also marked with wooden stakes). Marshal to be briefed before being stationed on course. Marshal to wear hi-viz clothing.	Marshall
Poor running surface		Competitors	low	The bridlepath and grassy area leading to the bridlepath consists of an uneven surface, which presents a trip and injury hazard to competitors. This will be	PR





Section 2 - Detail route specific hazards that are found along the run course

When risk assessing the run course the main hazards to consider include:

- The running surface e.g. does it deteriorate if wet, will competitors be prepared if there are off-road sections, are there cattle grids to negotiate
- Road/path width - is it wide enough, particularly if it is an out and back course? Are there any blind bends that could cause collision?
- Street furniture e.g. benches, lampposts, waste bins
- Changes in surface
- Are there any road crossings that require marshals
- Whether the course is open to the general public e.g. in a park, along a promenade
- Access for emergency services - particularly for off-road run courses
- Weather - either very cold (especially after pool swim) or very hot, leaf fall, soggy ground

Common safety measures to mitigate the risks posed by the above hazards are:

- Signage for both competitors and other road users, both on the day in advance of the event
- Marshals (possibly with whistle and/or red flag to highlight particular hazards) to interact with competitors only, unless holding the required qualifications to manage traffic
- Competitor pre-race information and briefing

HAZARD IDENTIFICATION					Who is affected?	Level	RISK MITIGATION			
ID#	Applies to which race?	mi/km from start	Symbol	Description of hazard/risk detail junction/road name/number	Competitors / Spectators / Marshals / Other Road Users	High / Medium / Low	Description of controls to reduce the risk to as low as possible e.g. briefing, signage	Marshals Number	Signs Running Event	Direction Arrows
1	All races	0.0K		From transition head north along path towards the gate at LITTLE SAUCELANDS	Competitors	Low	have sufficient hydration/gels/nutritional supplements with you. Slight uphill gradient			
2	All races	0.2K		and follow the path northwards. Path meanders alongside the reservoir	Competitors, Other Users	Low	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			
3	All races	1.25K		Turn left onto BALCOME LANE	Competitors, Other Users	Medium	Exit onto Causeway at Sandalwood Gate. Exit is controlled by a wooden kissing gate. Care to be taken by competitors to remain on narrow			
4	All races	1.3K		After about 100 yards turn left at at end of causeway through gate onto public bridle path at ROWLETT'S WOOD gate	Competitors, Other Users	Low	This is a gate that needs to be closed. Competitors briefed to ensure that they shut the gate behind them This is a bridle way - horses & MTB cyclists. Short downhill section on uneven gravel and mud surface. Follow this path until the 2.5 marked turning post sign.			
5	Al races	2.5K	Turn He	At 2.5 K marker post all competitors on first half of duathlon turn here and return back to finish line, passing through the Gazebo. Risk that turn marker posts could be moved or unreported by other Bridle way users so runners	Competitors	Low	Marshall will be positioned here for first run for both races. An advance sign 'turning ahead' will be positioned a few yards before turn sign.		Turn ahead and Tu	
6	Short only	1.25	Turn he	Risk that on second run short course runners will forget to turn around at kissing gate.	Competitors	Low	Run route will be clearly outlined in pre race briefing and on club website		Kissing Gate	

CHILDREN'S RUN RISK ASSESSMENT

Complete both Section 1 (general hazards that apply to the whole run course) and Section 2 (route-specific hazards found along the run course)
THE CHILDREN'S RUN SEGMENT MUST TAKE PLACE ON A COURSE CLOSED TO VEHICULAR TRAFFIC

Course Overview: provide a brief description of the run route(s) and link to route maps if available

N/A

Section 1 - Detail general hazards that apply to the whole run course

HAZARD IDENTIFICATION	Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk	Competitors / Marshals / Spectators / Other Road Users	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Initials
Conflict with other users - pedestrians, non-event runners/cyclists	Competitors, spectators, marshals, other road users		All required agencies, landowners and stakeholders along route notified. Advance notification signage displayed as agencies require. Run course to be clearly signed for awareness of other users.	
Competitors unfamiliar with route	Competitors, other venue users		Run route to be made available to competitors in advance. Run course to be clearly signed for competitors and key points identified in pre-race briefing.	
Marshals on course	Competitors, marshals, other venue users		Marshals to be briefed before being stationed on course. Marshals to wear hi-viz clothing and have radio/phone contact with event HQ. Marshals to be provided with whistles and flags where required.	

INDOOR EQUIPMENT RISK ASSESSMENT

Leisure centre/facility contact name Contact telephone

Equipment risk assessment reviewed and adequate supervision cover arranged by: To be checked on day by:

Overview - please provide a summary of the items of equipment being used for each race segment (e.g. rowing machine, spin bike, treadmill)

N/A

Detail risks that apply to static equipment

HAZARD IDENTIFICATION	Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk	Competitors / Marshals / Spectators	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Who?
Risk of equipment being set up incorrectly for users causing injury/discomfort	Competitors			
Risk of competitors not knowing how to use equipment causing injury/misuse	Competitors			
Risk of collision between competitors moving between items of equipment	Competitors			
Conflict with other venue users	Competitors, marshals, general public			

TRANSITION RISK ASSESSMENT

Transition Overview: provide a description of transition area or include a transition plan showing competitor flows, in/out gates and bike mount/dismount locations

The transition area is located on a grassy bank close to the Start/Finish line at the Ardingly Activity Centre. The area is not cordoned off but is an expansive open area bordered on one side from a public car park by a wooden fence. The club has ample racking for competitors and with the numbers of competitors being low there should be no reason for congestion. Entry to the Transition site will be a short run from the finish point and exit at one end of the Transition area through a gap in the fence line at the entrance to the

Detail general risks that apply to the transition area

HAZARD IDENTIFICATION		Who is affected?	Risk Level	RISK MITIGATION	
Description of hazard/risk	Competitors / Marshals / Spectators	High / Medium / Low	Description of controls to reduce the risk to as low as reasonably practicable	Marshals	Number
Collision/congestion of competitors - flow of competitors through transition	Competitors, marshals	Low	Low number of competitors should reduce considerably this risk. Spacious grassy area for transition to ensure that there is no congestion/choke points. Additionally transition has been designed so that there is a one-way flow of competitors through transition.	1	
Collision/congestion of competitors - entry and exit gates, mount and dismount lines	Competitors, marshals	Low	The Mount/Dismount line is on the exit of a car park. There is a left hand bend and competitors once they have reached the mount line have good visibility of any other road users. Risk is further mitigated by the fact that this is a quiet service road leading to the Watersports Centre. Competitors only have a 10 meter run from the exit of the grassy transition area to the mount line thereby further limiting the risk to competitors and other road users.	1	
Cuts to feet, slips and trips - suitability of transition area surface	Competitors	Low	Transition area is grass on a slight bank. Once out of T1 there is a short gravel section before the mount/dismount	1	
Collapse of transition racking damaging people/equipment	Competitors, marshals	Low	The club owns bespoke aluminium racking that is secure and poses no risk to competitors	1	
Theft of competitor possessions - security of transition area	Competitors	Low	Whilst the transition area is not enclosed, it is adjacent to the finish line and where the timing marshals will be	1	
Unsuitable/illegal helmets/equipment being used by competitors	Competitors, marshals, spectators, other road users	low	This is primarily a club event and all competitors should be aware of the rules relating to illegal equipment although	1	
Competitors not adhering to mount/dismount lines (where applicable)	Competitors, marshals, spectators, other road users	Low	The mount/dismount line is 10 meters from the timing/finish area. Timing marshals will be observing and	1	

DECLARATION

I confirm that all required stakeholders and agencies have been notified, and received relevant permissions for the staging of this event.
 I confirm the event will be run in accordance with British Triathlon Competition Rules and any exceptions to these have been granted a rule exemption.
 I confirm that public liability insurance (minimum £5million indemnity) has been arranged and is in place for the event.
 I confirm that the British Triathlon Medical Guidance has been consulted and that the level of medical cover present at the event meets the recommended levels as a minimum.
 I confirm that all marshals will receive appropriate training and be fully briefed about their specific role before undertaking their duties.
 I confirm that the information provided in this risk assessment is correct and submitted in good faith, and will be implemented on the day accordingly.

Signed *Paul Richardson*

Signed Martin Shoesmith

Name Paul Richardson Event Organiser/Race Director

Date 23/01/2020

Name Martin Shoesmith Safety Officer/Secondary RA Check

Date 23/01/2020

Marshals Required	Adult	Kids
Swim Marshals	N/A	
Cycle Marshals None	0	0
Run Marshals	1	0
Transition	3	
TOTAL MARSHALS	4	

Route Signage Required	Adult	Kids
Cycle Event	0	0
Running Event	3	0
Direction Arrows	28	0
TOTAL ROUTE SIGNAGE	31	0

MAPS, PLANS AND PHOTOS

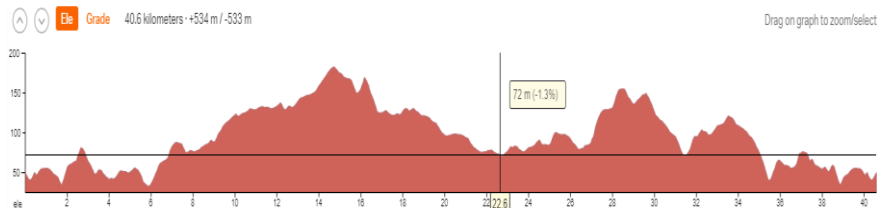
Please use the below space to insert swim/bike/run course maps, transition plans, and photographs which may assist with understanding of specific ID points.

D Duathlon 5K run loop



Long course

<https://ridewithgps.com/routes/29848438>



Short Course

<https://ridewithgps.com/routes/29848463>

