

Risk Assessment Form for Coaches

Sections 1 and 2a (Risk Assessment) **must** be completed prior to the first session at a venue.

Section 2b (Review and Implement) **must** be completed prior to every session by dating and initialling the relevant box(es).

The Risk Assessment Form should be fully reviewed at regular intervals (eg six monthly).

1a Coach and Riders			
Name of group/activity:	Alnwick & District Triathlon Club		
Date/time of activity:	Every Monday evening for the daylight hours, 18:30-19:45		
Riders:	No.: 4-15	Ability: Intermediate	Age: 10-16
Lead coach:	Name: Andy Sargent	Telephone: 07702 287190	

1b Moving Riders Between Areas	
Complete this section if you need to move riders between the meeting point and coaching area, or between coaching areas. Strike through these boxes if you are not completing this section.	
Description/location: (Use place names where possible, and include any technical sections such as junctions or roundabouts)	Alnwick Garden coach and bus park.
Approximate distance: (such as half a mile, 5mins walk, etc)	
Other potential users: (such as horses, tractors, pedestrians, cars, etc)	The carpark closes to customers at 6:00pm but there might be the odd staff car leaving.
Consideration of previous risk assessments:	
Emergency communication:	How will you communicate with appropriate people/organisations in an emergency? By phone
	If using a mobile telephone, can you get adequate signal on the route? ■ Yes □ No

1c Venue	
Venue name:	Alnwick Garden carpark
Address/location:	The Alnwick Garden Alnwick Northumberland
	Postcode: NE66 1YU
Venue contact:	Name: Mr Peter Robinson Telephone: 01665 511350
Obtained and reviewed the venue's:	Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Emergency operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consideration of previous risk assessments:	
Location of toilets:	None available in the carpark but there are toilets in the main garden complex.
Location of changing rooms:	None available and not required
Location of nearest telephone and how to dial out:	Mobile phones with coaches

1d First Aid	
First-aider:	Name: Andy Sargent Telephone: 07702 287190
Location of first aid:	On training area
First-aid kit available*:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
* It is the first-aider's responsibility to ensure the first-aid kit is adequately stocked and maintained at all times.	

1e Person Conducting the Risk Assessment	
Date of risk assessment: 30 Apr 18	
Name: Andy Sargent	Telephone: 07702 287190
Signature: Original signed	Date: 30 Apr 18

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/ implemented
1	Kerbs around the carpark	Manoeuvring cycles near the kerbs	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	All riders briefed to ride clear of the kerb edging.	AS	30 Apr 18
2	Drain lids	Slippery if wet	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	The training will keep clear of the metal drain lids.	AS	30 Apr 18
3	Traffic	Remaining cars leaving the main car park	All	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Training area to be coned off	AS	30 Apr 18
4	Debris on the carpark	Damage to tyres and wheels	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Clean off area before use	AS	30 Apr 18
5					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			

2a Risk Assessment								2b Review and Implement
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6					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
7					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
8					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
9					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
10					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			