###### Risk Assessment Form

| Venue: | | Dolphin Leisure Centre – Spin Studio | Location of first-aid kit: | Reception |
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| Address: | | THE DOLPHIN PASTURE HILL ROAD HAYWARDS HEATH WEST SUSSEX RH16 1LY | Stocked and maintained: | ☒ Yes ☐ No |
| Group: | | Mid Sussex Triathlon Club | Location of first-aider: | Reception |
| Date: | | Every Wednesday evening | Location of telephone: | Reception/Mobile phone |
| Time: | | 20:30 – 21:30 | Location of toilets: | Outside studio |
| Participants: | Number: | 1-25 | 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: | | Steve McMenamin | Number: | As Above |
| Venue documents read and understood  (please ✔ appropriate box): | | Normal operating procedures:  ☒ Yes ☐ No | Additional notes: | In a managed venue, venue staff will direct actions in the event of an incident |
| Health and safety policy:  ☒ Yes ☐ No |  |  |
| Emergency action plan (EAP):  ☒ Yes ☐ No |  |  |

| Name of person conducting risk assessment: | Signed: | Date: |
| --- | --- | --- |
| Steve McMenamin |  | 06/01/2022 |

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

Risk Assessment Form

| 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. | 06/01/2022 |
| SMAC |
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| 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. | 06/01/2022 |
| SMAC |
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| 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. | 06/01/2022 |
| SMAC |
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| Participant incident – e.g. dehydration, over exertion, injury etc | Likelihood: Medium  Impact: Medium | Participants | -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. | 06/01/2022 |
| SMAC |
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| Steve McMenamin |  | 06/01/2022 |
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