###### 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 an associated Emergency Action plan to be used in case a risk occurs.

| Venue: | | Victoria Park, Haywards Heath | Venue Contact Name & Contact Details: | Mid Sussex County Council  Tel:  01444 477379  email: bookings@midsussex.gov.uk |
| --- | --- | --- | --- | --- |
| Address:  (Include postcode) | | South Rd, Haywards Heath RH16 4HT |
| Group: | | Mid Sussex Tri Club | Location of first-aider: | Coach or participant |
| Date: | | Thursday Evenings | Location of Defibrillator | None |
| Time: | | 19:30 | Location of telephone: | Mobile phone (coach responsible for having one) |
| Participants: | Number: | 5 – 15 | Location of toilets: | No open public toilets in the park at the session times |
| Age: | 18 – 70 | Location of changing rooms: | None at venue, arrive and leave changed. |
| Ability: | Novice to Age Group | Location of first-aid kit: | Coach to supply |
| Lead coach name: | | Kate Eifler | Stocked and maintained: | ☒Yes ☐ No |
| Venue documents read and understood  (please ✔ appropriate box): | | Normal operating procedures:  ☐ Yes ☒ No | Additional notes: |  |
| Health and safety policy:  ☒ Yes ☐ No |  |  |
| Emergency action plan (EAP):  ☒ Yes ☐ No |  |  |

| Name of person conducting risk assessment: | Signed: | Date: |
| --- | --- | --- |
| Steve McMenamin |  | 02/02/2022 |

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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Environment:**  Sessions in winter will be dark and cold. Lighting in the park is generally good but no guarantees a bulb has not blown. There are a couple of dark sections in the bottom corner to be aware of.  Slip risk in the wet | Athletes | Likelihood: Medium  Impact: Medium | ☐ No  ☒ Yes  If yes, who: Coach | Check park lights prior to the session. Any blown then assess darkness and consider adjusting the session to avoid section if necessary  Advise athletes to wear suitable running clothing for cold/wet weather.  Advise care running in the wet in case of slipping. Especially down hills and round sharp bends | Coach | Likelihood: Medium  Impact: Medium | 02/02/2022 |
| **Organisation:**  Ensure all athletes know where to meet, know where the park exits are and meeting points if necessary.  Make sure route is known around park and awareness of other park users | Athletes | Likelihood: Medium  Impact: Low | ☐ No  ☒ Yes  If yes, who:  Coach | Advertise meeting points before session.  Advise necessary safety points in the session briefing at the beginning | Coach | Likelihood: Low  Impact: Low | 02/02/2022 |
| **Participants:**  Various abilities  Physical or learning disabilities  Underlying medical conditions, illness or injury | Athletes | Likelihood: Medium  Impact: High | ☐ No  ☒ Yes  If yes, who:  Coach / athlete | Check with athletes at the start of each session for ability and for any issues.  Advise to sit out if feeling illness / injuries / fatigue.  Modify session for individuals if necessary | Coach | Likelihood: Medium  Impact: Medium | 02/02/2022 |
| **Location:**  Parking is largely on a busy road so care when accessing the park | Athletes  Coaches | Likelihood: Medium  Impact: Low | ☐ No  ☒ Yes  If yes, who: Coach | Advise care prior to session | Coach | Likelihood: Low  Impact: Low | 02/02/2022 |
| **Human Resources:**  No venue staff. All resources to be supplied by club. Either coach or participant to | Athletes  Coach | Likelihood: Medium  Impact:High | ☒ No  ☐ Yes  If yes, who: | Coach or participant to cover first aid requirements | Club | Likelihood: Medium  Impact:Medium | 02/02/2022 |
| **General Public:**  Park is used by general public who may use same paths and walk dogs etc | Athletes | Likelihood: High  Impact: Low | ☐No  ☒ Yes  If yes, who:  Coach | Make athletes aware of other users. Advise that as athletes they do not have right of way | Coach | Likelihood: Low  Impact: Low | 02/02/2022 |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • No  • 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):** |
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