



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

Venue:		Ellesmere Port Sports Village		Venue Contact Name & Contact Details:	EPSV, Peter Davies / Ange Cooper
Address: (Include postcode)		Stanney Lane, Ellesmere Port, CH65 9LB			0151 541 7378 Peter.davies@bricoleisure.org Ange.cooper@bricoleisure.org
Group:		Track Running		Location of first-aider:	Reception
Date:		Wednesdays		Location of Defibrillator	Unknown
Time:		18:30 – 19:30		Location of telephone:	Reception
Participants:	Number:	16 Max		Location of toilets:	Just past reception on right
	Age:	18+		Location of changing rooms:	N/A
	Ability:	Mixed		Location of first-aid kit:	Reception
Lead coach name:		Dave Taylor		Stocked and maintained:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No		Additional notes:	
		Health and safety policy: <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Emergency action plan (EAP): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of person conducting risk assessment:			Signed:		Date:

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
Track: Other groups using the running track and or track centre.	All	Likelihood: Low Impact: Med	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Venue Staff	Club have sole use of the track. Venue to advise if any other groups are using the facility	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson
Track: Collision between participants	All	Likelihood: High Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Advise participants at safety briefing making them aware of track etiquette. Split into groups by ability and start at different parts of the track	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson
Track: Parents or spectators coming onto track to talk or watch participants	All	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Advise parents and spectators they are not allowed on the track and must remain behind barrier.	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson
Track: Injury to participants due to session intensity	Runners	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Check for medical conditions at sign in and safety briefing. Suitable session plan for the group starting with a warm up which includes dynamic stretches.	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson
Track: Injury to participants due to adverse weather conditions making track area dangerous.	All	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	If track surface is either frozen or slippery and boundaries are hidden cancel the session	Lead Coach	Likelihood: None Impact: None Session cancelled	6 th April 2021 Shaun Jackson
Track Perimeter: Floodlight failure.	All	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Instruct participants to stop what they are doing, Stand still and await further instruction.	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson

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
Track Barrier: Collision with track barrier	Runners	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Make sure participants aware of track barrier and etiquette at safety briefing. Observe runners who are becoming fatigued and clear communication with other coached groups using the track.	Lead Coach	Likelihood: Low Impact: Med	6 th April 2021 Shaun Jackson
Track Equipment: Equipment left by previous groups	All	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	No equipment needed for club session but make sure track is clear and safe to use	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson
Dehydration, overheating due to hot weather conditions and intensity of training	Runners	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Ensure all participants have drinks. Appropriate session plan including recovery time and rest in a sheltered area.	Lead Coach	Likelihood: Low Impact: Med	6 th April 2021 Shaun Jackson
Dogs: Spectators bring dogs, which off lead may cause collision	All	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Ensure owners keep dogs on a lead and are kept under control and remain behind barrier. If a stray dog appears stop the session until the dog is removed.	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson
Clothing: Injury to participants not wearing the correct shoes and clothing	Runners	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	Before the session starts make sure all participants are wearing suitable running shoes and clothing.	Lead Coach	Likelihood: Low Impact: Low	6 th April 2021 Shaun Jackson

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):

See Emergency Action Plan