

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:			
Date/time of activity:			
Riders:			
Lead coach:			

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)		
Approximate distance: (such as half a mile, 5mins walk, etc)		
Other potential users: (such as horses, tractors, pedestrians, cars, etc)		
Consideration of previous risk assessments:		
Emergency communication:	How will you communicate with appropriate people/organisations in an emergency?	Mobile Phone

	If using a mobile telephone, can you get adequate signal on the route?	Yes No
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1c Venue

Venue name:			
Address/location:			
		Postcode:	
Venue contact:	Name:	Telephone:	
Obtained and reviewed the venue's:	Health and safety policy:	Yes	No
	Normal operating procedures:	Yes	No
	Emergency operating procedures:	Yes	No
Consideration of previous risk assessments:			
Location of toilets:			
Location of changing rooms:			
Location of nearest telephone and how to dial out:			

1d First Aid

First-aider:	Name:	Telephone:
Location of first aid:		
First-aid kit available*:	Yes	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:	
Name:	Telephone:

Signature: J

Date:

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					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
2					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
3					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
4					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			
5					<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise?			

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
6					<input type="checkbox"/> Yes x No If yes, who can advise?			
7					<input type="checkbox"/> Yes X 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?			