

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).

NB: Personal phone numbers have been redacted from this published version but are available on the original.

1a Coach and Riders

Name of group/activity:	Beacon RCC WM BSCA Grass track champs and pre event training		
Date/time of activity:	July 10 th (Champs) and Jun 22 nd July 6 th Training		
Riders:	No. max 40 per age grou p	Ability: Intermediate	Age: 5 - 14
Lead coach:	Name: Matt Blythe (training) Adrian Ravenscroft (event)	Telephone:	

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)	Moving to and from warm up area.
Approximate distance: (such as half a mile, 5mins walk, etc)	50 metres
Other potential users: (such as horses, tractors, pedestrians, cars, etc)	Parents/Carers of competitors

Consideration of previous risk assessments:	Site risk assessment has been requested	
Emergency communication:	How will you communicate with appropriate people/organisations in an emergency?	Mobile phone all coaches to have.
	If using a mobile telephone, can you get adequate signal on the route?	<input type="checkbox"/> Yes <input type="checkbox"/> No

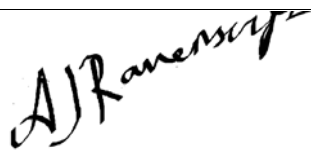
1c Venue

Venue name:	Queensbridge and Bishop Challoner school playing fields	
Address/location:	Birmingham B13 8QJ	
		Postcode: B13 8QJ
Venue contact:	Name: Laura Crump Bishop Challoner Catholic College Institute Road Kings Heath Birmingham B14 7EG	Telephone: Tel: 0121 444 4161. Fax: 0121 441 1552
Obtained and reviewed the venue's:	Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Health and safety policy: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Normal operating procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Emergency operating procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	n/a the activity is outside the venue	
Consideration of previous risk assessments:	Toilets/changing rooms are in the portakabin at the venue. All children to be accompanied by parent/designated parent helper. Designated parent helper to notify other coaches if assistance required. Defibrillator will be available on the day.	
Location of toilets:	Portakabin	
Location of changing rooms:	n/a	
Location of nearest telephone and how to dial out:	n/a Coaches to carry mobile phones	

1d First Aid

First-aider:	Name: All coaches have 1 st aid	Telephone: Adrian Ravenscroft:
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Location of first aid:	Coaches to bring. School defib to be made available on the day.
First-aid kit available*:	<input 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: 16/10/20	
Name: Matt Blythe	Telephone:
Signature: 	Date: 08 05 21

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
2	Riding area	litter, broken glass, cans and rubbish	coaches, cyclists, spectators and others	low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Visual scan of the area in advance of the session - remove	All coaches/parent helpers	
3	At intersection of groups	Cycle collision between riders in different groups	Cyclists	Low/medium depending on speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Coaches to monitor direction of group cycling. Adjust to avoid head on. Advise riders to be aware of other groups in the vicinity	All coaches/parent helpers	
4	Area where group is cycling near to parents/sibling spectators	Collision	cyclists, spectators and others	Low/medium depending on speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Cone or tape off spectator area. Advise riders/parents. Clearly define the area that is safe for spectators to observe the session, advise spectators of the observation area as they arrive.	All coaches/parent helpers	
5	On the race track	Collision	cyclists, spectators	Low/medium depending on speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Warn with signage – monitor encroachment on are where cycling is taking place. All crossing of the track to be at a designated and marshalled point	All coaches/parent helpers but especially parent helpers to allow coaches to focus on the activity as much as possible.	

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6	All	Collision between riders	coaches, cyclists, spectators and others	Low/medium depending on speed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Ensure there is adequate space to: <ul style="list-style-type: none"> o accommodate the activities and the number of riders involved in the session allow the planned activities to be arranged and controlled so that the safe dispersal of cyclists is promoted and unnecessary crowding of cyclists is eliminated. 	coaches	
7	All	Tree debris in high winds. Heavy rain, extreme heat or cold	coaches, cyclists, spectators and others	Low	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, who can advise? Met office	Research the weather conditions which can affect riding surfaces and clothing/hydration requirements. Check that clothing is appropriate to the activity and weather conditions. Put guidance on academy fb. Cancel if necessary.	coaches	
8	All	Head injury	cyclists	All	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Check that every rider has an appropriate helmet.	coaches	

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9	All	Clothing getting caught in bikes. collision/fall	Coaches cyclist	Low/medium	no	Advice sent out in advance and dr Bike session signposted so that parents carers can check that equipment is in good working order; always plan to conduct a bike, helmet and clothing check Instructions in advance via eventbrite. Advice on how to do a bike/helmet/clothing check on club academy fb and eventbrite	All coaches	
10	All	Lost rider Collision	coaches, cyclists, spectators and others	Low/medium	no	Monitor riders' behaviour and ensure establishment appropriate safety and rider rules. Remove rider if necessary – parent. Ask via eventbrite if any rider has any special needs for whom we may have an additional duty of care. This is especially the case for younger riders.	All coaches and parent helpers	
11	All	Dogs	coaches, cyclists, spectators and others	Low/medium	No	Parent helpers to help keep an eye open for dogs that might stray on to coaching area	All coaches and parent helpers	
12	All	Floodlights	Cyclists	Low/medium	No	Check that course steers riders away from floodlights	All coaches and parent helpers	