

Risk Assessment Form

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:	Hillingdon Slipstreamers		
Date/time of activity:	Each Saturday from 8:30 to 12:30, plus ad-hoc special sessions		
Riders:	No.: From 50 to ~170	Ability: Beginner to Advanced	Age: 5 to 16+
Lead coach:	Name: Dave George	Telephone: 07413 779219	

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)	<p>Hillingdon Cycle Circuit is a purpose built cycling facility situated within Minet Park off Springfield Road, Hayes, Middlesex. The nearest postcode is UB4 0LP.</p> <p>Entrance to the circuit is via the access road that is shared with Goals Football centre.</p> <p>The areas used for cycling are:</p> <ul style="list-style-type: none"> • The purpose built tarmac circuit • The off-road section in the middle of the circuit • The off-road area to the rear of the circuit's Club House • The apron area • The gravel paths that are both around and within the circuit perimeter 	
Approximate distance: (such as half a mile, 5mins walk, etc.)	The circuit length is measured at 9.3 miles round.	
Other potential users: (such as horses, tractors, pedestrians, cars, etc.)	Minet Park is a public park, however, the cycle circuit itself is booked privately. The park is used by walkers, runners, dog-walkers, and other cyclists.	
Consideration of previous risk assessments:	Most of the risks in the previous assessment are still valid, however both Slipstreamers and the facility have developed with some significance.	
Emergency communication:	How will you communicate with appropriate people/organisations in an emergency?	Coaches and club officials carry mobile phones
	If using a mobile telephone, can you get adequate signal on the route?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1c Venue	
Venue name:	Hillingdon Cycle Circuit
Address/location:	Springfield Road Hayes Middlesex
	Postcode: UB4 0LP
Venue contact:	Name: Julie May Telephone: 0208 954 8597
Obtained and reviewed the venue's:	Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Emergency operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consideration of previous risk assessments:	Most of the risks in the previous assessment are still valid, however both Slipstreamers and the facility have developed with some significance.
Location of toilets:	Male/Female/Disabled toilets in the clubhouse. Additional facilities in Goals Football Centre
Location of changing rooms:	Male/Female changing rooms in the clubhouse. Additional facilities (showers) in Goals Football Centre
Location of nearest telephone and how to dial out:	Nearest landline is situated in Goals Football centre (see reception staff)

1d First Aid	
First-aider:	Name: Various. Most coaches and officials are first aid qualified Telephone: Various. On the day.
Location of first aid:	First aid equipment can be found in the first aid room in the clubhouse. Additional first aid kits can be found on the apron.
First-aid kit available*:	<input checked="" 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: 06-SEP-2015	
Name: Dave George	Telephone: 07413 779219
Signature:	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	Circuit, apron and approach road	Other cyclists	All cyclists, officials, coaches, helpers, spectators and general public	High	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Safety briefing given to all riders at the start of each session. Supervision of coaching areas by coaches and helpers	Coaches, helpers and officials	
2	Approach road	Motor vehicles	All cyclists, officials, coaches, helpers, spectators and general public	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Entrance barrier to remain closed to traffic during sessions (except emergency service vehicles)	Coaches and officials	
3	Circuit apron and paths	Motor vehicles	All cyclists, officials, coaches, helpers, spectators and general public	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Limited to not more than two authorised vehicles per session. Vehicle movements to be restricted to before and after sessions with the exception of emergencies. Vehicles to use tarmac roads only. All vehicles should deploy headlights and hazard lights when on the circuit.		
4	Approach road	Unauthorised Motor vehicles, eg MiniMotorcycles	All cyclists, officials, coaches, helpers, spectators and general public	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Entrance barrier to remain closed to traffic during sessions (except emergency service vehicles)	Coaches and officials	
5	Circuit adjacent to football pitches	Footballs	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fence surrounding pitches installed with increased height during	Circuit Committee	

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					If yes, who can advise?	2007		
6	Circuit, apron and approach road	Dogs	All cyclists	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Enforcement of "Dogs on leads rule" by posting signs. Supervision by coaches helpers and officials	Circuit committee and site managers. Coaches and helpers	
7	Circuit, apron and approach road	Debris, damages to surface, spillages such as oil/fuel	All cyclists	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Inspection of facility before starting a session	Lead coach	
8	Circuit, apron and approach road	Standing water and/or ice	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Inspection of facility before starting a session	Lead coach	
9	Circuit	Pedestrians	All cyclists	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Place warning signs at all paths that cross the circuit. Supervision by coaches, helpers and officials	Coaches, helpers and officials	
10	Circuit, Apron, Approach road, and buildings	Unauthorised adults (potential for assault or abduction)	All cyclists	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Safety briefing given to all riders at the start of each session. Supervision of coaching areas by coaches and helpers	Coaches, helpers and officials	

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11	Buildings: Storage containers and Clubhouse	Fire	All cyclists	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Provide suitable extinguishers	Club and circuit committee and Facilities manager	
12	Buildings: Storage containers and Clubhouse	Electricity	All cyclists	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Inspection of all electrical installations including PAT testing	Club and circuit committee and Facilities manager	
13	Buildings: Storage containers and Clubhouse	Slips, trips and falls	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Good housekeeping	Coaches, helpers and officials	
14	Buildings: Storage containers and Clubhouse	Boiling water	All users	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Access to be restricted to areas with boiling water to no more than 2 adults	Coaches, helpers and officials	
15	Minet Park	Collisions between pedestrians and cyclists on paths within the park	All users	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Supervision of coaching areas by coaches and helpers	Coaches, helpers and officials	
16	Goals car park	Collisions between cyclist and vehicles	All users	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes,	No cycling in the car park allowed (see code of conduct)	Coaches, helpers and officials	

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					who can advise?	Supervision of coaching areas by coaches and helpers		
17	Goals car park	Collisions between vehicles and gates	All drivers	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Both the high and low level gates to be locked in the open position – only when the Circuit car park is in use	Coaches, helpers and officials	
18	Vicinity of the clubhouse	Collisions between cyclists, pedestrians and other cyclists	All users	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	No cycling in the vicinity of the clubhouse allowed (see code of conduct) Supervision of coaching areas by coaches and helpers	Coaches, helpers and officials	
19	Clubhouse	Injury to persons by door and window shutters	All users	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Door and window shutters to be fastened to the building when opened	Coaches, helpers and officials	
20	Minet Park	Other users of the park. "Stranger Danger" potential for assault or abduction	All club members and visiting children	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	All members and visting children to remain with coaches or under other suitable adult supervision at all times (see code of conduct). Safety briefing given to all riders at the start of each session. Supervision of coaching areas by coaches and helpers	Coaches, helpers and officials	
21	Public paths directly adjacent to the clubhouse	Other users of the park. "Stranger Danger" potential for assault or abduction	All club members and visiting children	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	All members and visting children to remain with coaches or under other suitable adult	Coaches, helpers and officials	

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						supervision at all times (see code of conduct). Safety briefing given to all riders at the start of each session. Supervision of coaching areas by coaches and helpers		
22	Clubhouse parking capacity	Overspill parking and individual access – traffic jams	All bike owners and parents	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Calculate the capacity and plan for overspill, and when it will be needed	Committee	
23	Doors unlocked and unattended	Stranger danger and children “wandering off”	All club members and children	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Committee to assess if doors are to remain open and associated risks	Committee	
24	Riders riding out of the clubhouse area directly onto the circuit	CRASH!	All riders	High	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Riders should wait until instructed to join the circuit by a coach, helper or official	Coaches, helpers and officials	
25	Pedestrians walking out of the clubhouse onto the circuit	CRASH!	All riders and pedestrians	Medium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Treat the area outside the clubhouse like any other crossing point and supervise.	Coaches, helpers and officials	
26	Bikes in access areas around clubhouse	This is dangerous to both persons and equipment	All users	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	All bikes should be hung on the wracks provided and not left on walkways	Coaches, helpers and officials	

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27	Circuit bends	Hard-core deposited to assist with draining	All cyclists	Low	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, who can advise?	Where loose stones are on the circuit, sweep before a session. Brief riders to avoid running their wheels off of the circuit	Coaches, helpers and officials	