



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:		Altrincham & District Athletics Club		Venue Contact Name & Contact Details:	Mansel Pope 227-229 Grove Lane Timperley Altrincham WA15 7UF 0161 927 7401, 07724 836079 or manselpope@hotmail.com Or John Snape 07876 775704
Address: (Include postcode)		227-229 Grove Lane Timperley Altrincham WA15 7UF			
Group:		Knutsford Triathlon Club (Adults) Run Track Session		Location of first-aider:	Other coaches at the track (other clubs) are first aid trained
Date:		Every Thursday		Location of Defibrillator	In reception/ office
Time:		T: 7 – 8pm		Location of telephone:	Via mobile phone
Participants:	Number:	Varies by session, up to 20 per session		Location of toilets:	In changing area
	Age:	Adults		Location of changing rooms:	Adjacent to entrance to track area on right
	Ability:	Mixed, beginner to advanced		Location of first-aid kit:	track office
Lead coach name:		M.Mollart (session coach)		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			
Track/ sprint track is used by multiple junior groups whilst KTC utilise track					

Name of person conducting risk assessment:	Signed:	Date:
Matthew Mollart	Mathew Mollart	17/02/2023

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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
Other track users - conflict	Athletes/ Coach/ Other athletes	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> • Clear communication with other coaches/groups using the track • Safety Briefing for participants • Make sure participants are aware of track etiquette 	Coach/ Other coaches	Likelihood: Low Impact: Med	17/02/2023
Collision with other KTC members	Athletes/ Coach	Likelihood: Low Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> • Ensure faster runners set off first • Split runners up into waves if numbers are such that congestion is needed • Brief runners of need to give extra room at start 	Coach/ Athletes	Likelihood: Low Impact: Med	17/02/2023
Injury due to tripping on the track	Athletes/ Coach	Likelihood: Low Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> • Do a track check before session commences as part of warm up, looking out for any defects/ obstacles • Identify any issues to athletics track • Notify athletes of any issues that can't be resolved easily and measures can be put in place to continue session, i.e. no running in lane one if lane one is flooded 	Coach	Likelihood: Low Impact: Med	17/02/2023
Injury due to frozen/snow/ ice on track	Athletes/ Coach	Likelihood: Low Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> • Close liaison with Athletics track management on day of session and in days before • Adjust location of session where appropriate, e.g. hill repeats on steps/ gritted footpath • Cancel session as appropriate 	Coach	Likelihood: Low Impact: Med	17/02/2023

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Athletes/ Coach getting struck by infield objects	Athletes/ Coach	Likelihood: Low Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> • Speak with other coaches before session to see what their sessions are • Inform KTC athletes of the activities taking place • Adjust session accordingly so sets don't end where walking across infield would be encouraged 	Coach/ Other Coaches	Likelihood: Low Impact: Med	17/02/2023
Muscular injury, muscle strain	Athletes	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> • Ensure thorough warm up is conducted, • Extend warmup in cold conditions and minimise rest between sessions so athletes don't cool down excessively • Get athletes to warm up in full clothing when cold conditions and position rest/ start point such that warm clothing can be quickly put back on • Ask Athletes if they are warm and ready to run 	Coach	Likelihood: Low Impact: Med	17/02/2023

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):

