

Risk Assessment for Club Activities

This template is provided as a sample document to assist clubs in creating their own, detailed risk assessment documents.

When completing this form you **must** complete sections 1a, 1d, 1e and 2a, and **either** section 1b or 1c prior to your first session. You **must** complete section 2b (by dating and initialling the relevant box) prior to every session. The entire Risk Assessment Form should be reviewed at appropriate regular intervals (eg six monthly).

1a Club Official and Riders	
Name of group/ activity:	West Highland Wheelers
Date/time of activity:	7/4/15 - 19:00hrs
Riders Estimated no:	20 Ability: All Age: 16 - 70
Club Official Managing activity:	Fiona Gunn Telephone: <input style="width: 150px; height: 20px;" type="text"/>
1b Route	
Only complete this section if you are risk assessing the general environment or any other route or circuit that is not based at a venue. For all other venues/environments, complete section 1c. 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)	A830, Fort William - Malaig road, commencing west of Linnhie Caravan Park entrance/exit and turning at 4.5 miles to finish at first 40 mile per hour road sign, Corpach
Approximate route/circuit length:	10 miles
Approximate height gained: (Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills if applicable):	N/A
Other potential users of circuit/route: (such as horses, tractors, pedestrians, cars, etc)	Motorists, tractors, heavy goods, buses, motor cyclists
Consideration of previous risk assessments:	N/A
Emergency communication:	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">How will you communicate with appropriate people/organisations in an emergency? Mobile telephone</p> <p style="margin: 0;">If using a mobile telephone, can you get adequate signal on the route? <input type="checkbox"/> Yes </p> </div>

1c Venue

Complete this section only if you are risk assessing an activity occurring at a venue. Strike through these boxes if you are not completing this section.

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

Name of first aider:

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:

3/4/15

Name:

Peter Berrie

Telephone:

01397 706013






Signature:

P. F. Berrie

Date:

3/4/15

2a Risk Assessment **2b Review and Implement**

ID	Location of hazard	Description of hazard	People at risk <i>(coaches, officials, cyclists, spectators and others)</i>	Level of risk <i>(high, medium or low)</i>	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/implemented
1	A830, Fort William to Malaig Road	Main trunk road	Cyclists, officials, others	Medium	 <input type="checkbox"/> Yes If yes, who can advise? Starter	Signage High visibility tabards All cyclists must wear an approved helmet. Obey the Highway Code		
2	A830	Start: Entrance/exit Linnhe Caravan Park Finish First 40 mile sign heading east in to Corpach	Cyclists, officials, others	Medium	 <input type="checkbox"/> Yes If yes, who can advise? Starter	Signage high visibility tabards All cyclists must wear an approved helmet Obey the Highway Code		
3	Just prior to first entrance to Outward Bound heading west	Pot Hole	Cyclists	Medium	 <input type="checkbox"/> Yes If yes, who can advise? Starter	Cyclists advised		
4	At first Parking sign after Loch Eil station heading west	Pot hole	Cyclists	Medium	 <input type="checkbox"/> Yes If yes, who can advise? Starter	Cyclists advised		
5	Level crossing 100yds past Corrie Beag sign heading west	Turn in road	Cyclists Marshal	High	 <input type="checkbox"/> Yes If yes, who can advise? Starter Marshal	Signage Marshal High visibility tabard Red flag		

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6					<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who can advise?			
7					<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who can advise?			
8					<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who can advise?			
9					<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who can advise?			
10					<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who can advise?			

