

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:	09/4/16 - 19:00hrs		
Riders	Estimated no: 20	Ability: All	Age: 16 - 70
Club Official Managing activity:	Nix Foster	Telephone:	
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: <small>(Use place names where possible, and include any technical sections such as junctions or roundabouts)</small>	B8004 by The Moorings Hotel To the first turning for the Commando Memorial (8.8miles) returning by the same route and finishing after 8 miles beside the lay by by the turning for Seanvan Croft (Dougie and Karens house)		
Approximate route/circuit length:	16.8 miles		
Approximate height gained: <small>(Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills if applicable):</small>	N/A		
Other potential users of circuit/route: <small>(such as horses, tractors, pedestrians, cars, etc)</small>	Motorists, campervans, tractors, heavy goods, buses, motor cyclists		
Consideration of previous risk assessments:	N/A		
Emergency communication:	How will you communicate with appropriate people/organisations in an emergency? Mobile telephone If using a mobile telephone, can you get adequate signal on the route? ! Yes		

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:			
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.**

Date of risk assessment:

5/4/19

Name: Nicola Forster

Telephone: 01397 706013

Signature:

Date:

6/4/a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/implemented
1	B8004. Fort William to Gairlochy Road	Other road users	Cyclists, officials, others	Medium	Yes If yes, who can advise? Starter	Signage High visibility tabards All cyclists must wear an approved helmet, high visibility clothing and rear light. Obey the Highway Code		
2	B8004. Fort William to Gairlochy Road	Many pot holes in the race line. Uneven surfaces	Cyclists, officials, others	Medium	! No ! Yes If yes, who can advise? Starter	Signage High visibility tabards All cyclists must wear an approved helmet, high visibility clothing and a rear light. Obey the Highway Code		
3	3 miles 6 miles 8.8 miles 10.4 miles 3.4 miles	Junctions along the road.	Cyclists	Medium	! No ! Yes If yes, who can advise? Starter	Cyclists advised		
4								
5								

a Risk Assessment								2b Review and Implement
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ID								
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7								
8								
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