

# 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   |   |   |              |
|---|---|---|--------------|
| <b>Name of group/ activity:</b>   | West Highland Wheelers  |   |              |
| <b>Date/time of activity:</b>   | 02/4/19 - 19:00hrs MONTHLY  |   |              |
| <b>Riders</b> Estimated no:   | 20  | Ability: All  | Age: 14 - 70 |
| <b>Club Official Managing activity:</b>   | Nix Foster  | Telephone:  | 07920051597  |
| 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:<br>(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 at yellow marker NS6 and turning at 4.46 miles to finish at first 40 mile per hour road sign, Corpach |   |              |
| Approximate route/circuit length:   | 10 miles  |   |              |
| Approximate height gained:<br>(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:<br>(such as horses, tractors, pedestrians, cars, etc)   | Motorists, campervans, 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?<br><br>If using a mobile telephone, can you get adequate signal on the route?                                 | Mobile telephone<br><br><input checked="" type="checkbox"/> Yes |              |

## 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:     | Nicola Forster | Telephone: | 07920051597 |
| Location of first-aid:   | Race Box       |            |             |
| 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: | 1/4/19  |            |             |
| Name:                    | Nicola Forster  | Telephone: | 07920051597 |
| Signature:               |  | Date:      | 1/4/19      |

| 2a Risk Assessment |   |   |   |  |   |   |                           | 2b Review and Implement    |
|--------------------|---|---|---|--|---|---|---------------------------|----------------------------|
| ID                 | Location of hazard  | Description of hazard   | People at risk<br>(coaches, officials, cyclists, spectators and others) | Level of risk<br>(high, medium or low) | 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                                 |  Yes<br>If yes, who can advise?<br>Starter   | Signage<br>High visibility tabards<br>All cyclists must wear an approved helmet.<br>Obey the Highway Code |                           |                            |
| 2                  | A830  | Start: Entrance/exit Linnhe Caravan Park<br>Finish<br>First 40 mile sign heading east in to Corpach | Cyclists, officials, others   | Medium                                 |  Yes<br>If yes, who can advise?<br>Starter   | Signage<br>high visibility tabards<br>All cyclists must wear an approved helmet<br>Obey the Highway Code  |                           |                            |
| 3                  | Just prior to first entrance to Outward Bound heading west, | Pot Hole in middle of race line   | Cyclists  | Medium                                 |  Yes<br>If yes, who can advise?<br>Starter   | Cyclists advised  |                           |                            |
| 4                  | At first Parking sign after Loch Eil station heading west   | Pot hole in race line   | Cyclists  | Medium                                 |  Yes<br>If yes, who can advise?<br>Starter | Cyclists advised  |                           |                            |
| 5                  | 4.17miles Corroe Beag                                       | Repairs, bumpy for 100 yards avoid if safe to do so   | Cyclists  | Medium                                 |  Yes<br>If yes, who can advise?<br>Starter | Cyclists advised  |                           |                            |

| a Risk Assessment |  |                                       |  |  |  |   |                           | 2b Review and Implement    |
|-------------------|--|---------------------------------------|--|--|--|---|---------------------------|----------------------------|
| ID                | Location of hazard   | Description of hazard                 | People at risk<br>(coaches, cyclists, spectators and others) | Level of risk<br>(high, medium or low) | Advice on hazard required?                                   | Resolution/action   | Resolution implemented by | Dated reviewed/implemented |
| 6                 | 4.46 miles<br>Level crossing<br>100yds past<br>Corrie Beag<br>sign | Turn in road                          | Cyclists<br>Marshal  | High                                   | Yes<br><br>If yes, who can advise?<br><br>Starter<br>Marshal | Signage<br>Marshal<br>High visibility<br>tabard<br>Red flag |                           |                            |
| 7                 | 5.76 miles<br>Middle of<br>bridge                                  | Depression<br>in road on<br>race line | Cyclists   | Medium                                 | Yes<br><br>If yes, who can advise?<br><br>Starter            | Cyclists<br>advised   |                           |                            |
| 8                 | 7.46 miles   | Pot Hole<br>on race line              | Cyclists   | Medium                                 | Yes<br><br>If yes, who can advise?<br><br>Starter            | Cyclists advised  |                           |                            |
| 9                 | 9.35 miles   | Pot Hole<br>on race<br>line           | Cyclists   | Medium                                 | Yes<br><br>If yes, who can advise?<br><br>Starter            | Cyclists<br>advised   |                           |                            |
| 10                |  |                                       |  |  | ! No ! Yes<br><br>If yes, who can advise?                    |   |                           |                            |

