



Risk Assessment Form (Under Covid-19 Provisions)

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 associated Emergency Action plan to be used in case a risk occurs.

Venue:		BKCAT	Venue Contact Name & Contact Details:	Catherine Baxendale cbaxendale@beckets.bkcat.co.uk
Address: (Include postcode)		St Thomas a Becket Catholic School Barnsley Road Wakefield WF2 6EQ		
Group:		Wakefield Junior Triathlon Club	Location of first-aider:	On Circuit (coaches)
Date:		Fridays	Location of Defibrillator	TBC
Time:		6pm-7.30pm	Location of telephone:	Coaches and COVID Team mobiles
Participants:	Number:	40 juniors – Full Circuit Session	Location of toilets:	Inside main building
	Age:	6 - 16	Location of changing rooms:	n/a
	Ability:	Mixed - novice to experienced	Location of first-aid kit:	Supplied by coaching team and kept with first aider.
Lead coach name:		Greg Parkin	Stocked and maintained:	Yes
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: ✓ Yes <input type="checkbox"/> No	Additional notes:	No specific Venue documents but we have liaised with headteacher and have agreed to bring the lead coach and covid team on to site early on the first day back (5.30pm)
		Health and safety policy: ✓ Yes <input type="checkbox"/> No		
		Emergency action plan (EAP): ✓ Yes <input type="checkbox"/> No		

Name of person conducting risk assessment:	Signed:	Date:
Amy Massarella		March 2021 May 2021

Risk Assessment Form

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
Participant ability/health (see Covid consideration later)	Cyclists	Likelihood: Medium Impact: Medium	<ul style="list-style-type: none"> • No ✓ • Yes If yes, who:	<ul style="list-style-type: none"> • Safety briefing to check all bikes and cyclists are fit and well able to undertake session. • Coach to have informal discussion with new cyclists to assess ability • Illnesses and injuries to be queried and considered. 	Lead coach	Likelihood: Low Impact: Low	March 2021
Circuit organisation	Cyclists	Likelihood: Medium Impact: Medium	<ul style="list-style-type: none"> • No ✓ • Yes If yes, who:	<ul style="list-style-type: none"> • Coach to set circuit directions at start of session. • Brief cyclists on etiquette and overtaking / turning. • Monitor throughout session 	Lead coach	Likelihood: Low Impact: Low	
Falls	Cyclists	Likelihood: Medium Impact: Medium	<ul style="list-style-type: none"> • No ✓ • Yes If yes, who:	<ul style="list-style-type: none"> • First aider on hand from club. • Parents are to administer minor first aid under supervision (COVID consideration) 	First Aider	Likelihood: Low Impact: Low	March 2021

Other circuit users	n/a	Likelihood: Impact:	<ul style="list-style-type: none"> • No ✓ • Yes If yes, who:	<ul style="list-style-type: none"> • Circuit hired in entirety so no mixing with other users during our session 	<ul style="list-style-type: none"> • Booker 	Likelihood: Low Impact: Low	March 2021
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COVID-19 Additional Considerations

Participant health	All	Likelihood: low Impact:high	<ul style="list-style-type: none"> • No ✓ • Yes If yes, who:	<ul style="list-style-type: none"> • Parents and children to confirm they have no Covid-19 symptoms prior to attendance on Club online booking system. 	Club Committee / Covid Officer	Likelihood: Low Impact: Low	March 2021
Access Points	All	Likelihood: low Impact:high	<ul style="list-style-type: none"> • No • • Yes✓ If yes, who: Sun Lane	<ul style="list-style-type: none"> • Access to the circuit to be staggered by ability group 	Club Covid Officers	Likelihood: Low Impact: Low	March 2021
Social Distancing	All	Likelihood: low Impact:high	<ul style="list-style-type: none"> • No ✓ • Yes If yes, who:	<ul style="list-style-type: none"> • Restrict numbers at full circuit open session. • Follow Latest Brit Tri guidelines, with regard to Coach:Athlete ratios, observing differences between L1 and L2 • Bubbles to keep 2m plus apart at all times. • Overtaking to be made at a distance of 2m, cyclists to ride on the inside of the circuit leaving the outside free for overtaking. • Side by side riding is not permitted • Spectators to space themselves and maintain 2m at all times. 	Club Committee / Covid Officer	Likelihood: Low Impact: Low	March 2021

Entering Circuit & queueing	Cyclists Coaches Parents	Likelihood: low Impact: high	<ul style="list-style-type: none"> • No • Yes✓ <p>If yes, who: Sun Lane</p>	<ul style="list-style-type: none"> • Covid officer and registration volunteer (both in masks) covid officer in no mask • All athletes are pre-booked to avoid queueing • Athletes funnelled onto the circuit at 2m intervals and then only group into pre-designated and recorded training bubbles. 			March 2021 May 2021
Equipment	cyclists, coaches	Likelihood: low Impact: high	<ul style="list-style-type: none"> • No✓ • Yes <p>If yes, who:</p>	<ul style="list-style-type: none"> • No shared equipment / helmets, water bottles, bikes. • Coaches do not handle water bottles either. • Provide own readily identifiable equipment wherever possible. • Cones to be set out and collected by the same person. 	Coaches	Likelihood: Low Impact: Low	March 2021
Handwashing	Cyclists Parents Coaches	Likelihood: low Impact: medium	<ul style="list-style-type: none"> • No • Yes✓ <p>If yes, who: BKCAT</p>	Handsanitiser provided by Club on arrival and departure. Handwashing facilities provided by BKCAT in main building toilets.			March 2021

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):