



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

Venue:		Dangan Sports Facilities - National University of Ireland Galway	Venue Contact Name & Contact Details:	Dangan Sports Facilities <a href="mailto:dangansports@nuigalway.ie">dangansports@nuigalway.ie</a> +353 91 524411
Address: (Include postcode)		National University of Ireland Galway, University Road, Galway, Ireland H91 TK33		
Group:		Galway Triathlon Club	Location of first-aider:	On Track (Coach)
Date:		Every Tuesday	Location of Defibrillator	Sports Pavilion Dangan (Reception Area)
Time:		18:30 – 19:30	Location of telephone:	Coaches Mobile Phone
Participants:	Number:	5-30	Location of toilets:	Changing Rooms
	Age:	18-50	Location of changing rooms:	Main Car Park
	Ability:	Novice to Advanced (Age Group Podium)	Location of first-aid kit:	Sports Pavilion Dangan (Reception Area)
Lead coach name:		Francis Yates	Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood  (please ✓ appropriate box):		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional notes:	
		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
		Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of person conducting risk assessment:		Signed:		Date:
Francis Yates		<i>Francis Yates</i>		16/03/2019

## 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
TRACK - Other groups using the track during the GTC allocated time.	GTC Members and other track users	Likelihood: High Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Clear communications around lane usage</li> <li>Safety Briefing for GTC participants</li> <li>Ensure participants are aware of track etiquette / lane usage</li> </ul>	Lead Coach	Likelihood: Low Impact: Medium	16/03/19 Francis Yates
TRACK - Collision with other GTC participants. Particularly if participants run in large groups or overtaking other athletes, particularly at speed.	GTC Members	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Ensure participants are aware of track etiquette / lane usage</li> <li>Split large groups into sub groups and start off each group separately</li> <li>Safety Briefing for GTC participants</li> </ul>	Lead Coach	Likelihood: Low Impact: Medium	16/03/19 Francis Yates
TRACK - Injury to GTC athletes due to hard track surface and the generally higher intensity nature of track sessions	GTC Members	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Check for injuries and illnesses at sign-in and safety briefing</li> <li>Complete an appropriate warm-up for the planned session including dynamic stretching / drills</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	16/03/19 Francis Yates
TRACK Centre- Parents or spectators coming onto the track or track centre to talk to/watch the coach/participants.	GTC Members and other track users	Likelihood: Low Impact: Low	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Non participants not allowed onto the track centre.</li> <li>Fencing in place around the edge of the track</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	16/03/19 Francis Yates
TRACK - Risk of injury to track users due to wet / frosty surface becoming slippery or markings/edges becoming hidden	GTC members and other track users and coaches	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Cancellation of session if track is icy and no alternative location is available</li> <li>Heavy rain or hail could potentially leave the track slippery and boundaries not visible so evaluate before/during session and cancel if needed.</li> </ul>	Lead Coach	None as session would be cancelled	16/03/19 Francis Yates

<b>Location &amp; Description of Hazard:</b>	<b>People at Risk:</b>	<b>Level of Risk (High/Medium/Low):</b>	<b>Advice Required: (from whom)</b>	<b>Action(s) to Mitigate/ Remove Risk:</b>	<b>Person responsible for resolution:</b>	<b>Residual Risk: After resolution</b>	<b>Dates Reviewed</b>
TRACK PERIMETER - Flood light failure during the winter months.	GTC members and other track users and coaches	Likelihood: Low Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Safety Briefing for participants before session and instruct participants procedure to follow should lighting fail</li> <li>GTC to report any broken lights to the Facilities Manager.</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	16/03/19 Francis Yates
TRACK – Inclement weather during session	GTC members and other track users and coaches	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Safety Briefing for participants on procedure to follow if lightning is detected / lightning siren</li> <li>Check forecast for any weather warnings during time of sessions</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	16/03/19 Francis Yates
TRACK - Equipment such as hurdles or starting blocks left unattended on track.	GTC members and other track users	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Coach to remove unattended equipment from track during pre-session setup if not required</li> <li>Safety Briefing for participants</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	16/03/19 Francis Yates
Unsupervised children after the end of the junior session either coming back onto track, track centre or other area of the facility or leaving without parents.	GTC members, children	Likelihood: Med Impact: Med	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Ensure junior athletes are escorted from the track at the end of the session</li> <li>Ensure juniors are supervised (by more than 1 adult) in a safe area until they are picked up by parents/guardian.</li> </ul>	Juniors Coach	Likelihood: Low Impact: Med	16/03/19 Francis Yates
Exhaustion / Dehydration	GTC members and other track users and coaches	Likelihood: Med Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Safety Briefing for participants</li> <li>Suggested prior to event to bring water and fast-absorbing carbohydrates</li> <li>Ensure all participants have drinks and finish them during the session.</li> <li>Regular breaks and rest during planned session</li> </ul>	Lead Coach	Likelihood: Low Impact: Med	16/03/19 Francis Yates

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):





## Emergency Action Plan

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	<b>Dangan Sports Facilities</b>		
EAP created by:	<b>Francis Yates</b>	Date Created:	<b>16/03/19</b>
Venue Address: (Inc. Postcode/ Grid Reference)	National University of Ireland Galway, University Road, Galway, Ireland H91 TK33		
Type(s) of Activity this EAP applies to:	<b>Club Track Running Sessions</b>		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> <b>Venue Staff</b> <input checked="" type="checkbox"/> Coaching Staff <input type="checkbox"/> Other Comments:	<b>No venue staff available during sessions as they take place after normal operating hours</b>	
How will venue staff be contacted in emergency:	<b>Not Applicable (Coach will manage)</b>		
Location of Phone/Mobile Reception Tested:	<b>Good mobile phone reception at track</b>		
Location of the nearest first-aid qualified person:	<b>All coaches are first aid certified</b>		
Location of first-aid equipment:	<b>First aid box in reception and coach's car</b>		
Location of Defibrillator:	<b>Sports Pavilion Dangan (Reception Area)</b>		
<b>Non-Managed Venues</b>			
How to contact Emergency Services:	<b>Use mobile / dial 112</b>		
How will Emergency Services be directed to the scene of an incident:	<b>Use 3 main members to provide direction to ambulance from main road (N59) to track</b>		
Who else is available to help in case of issues:	<b>Assistant Coaches</b>		
<b>Managed Venues:</b> List the Actions that the COACH can undertake to ASSIST venue staff:			
<b>Non-Managed Venues:</b> List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			
<b>Evacuation:</b>	<ul style="list-style-type: none"> <li>• Ensure that no-one returns to the changing rooms to collect their belongings.</li> <li>• Coaches to ensure all athletes and coaches evacuate the running track and congregate in the main car park next to change room area</li> <li>• Check all athletes accounted for against the sign in register.</li> <li>• If anyone missing notify venue staff and any emergency services present.</li> <li>• Do not re-enter the track area until instructed to do so by venue staff or emergency services.</li> </ul>		

<p><b>Missing Person:</b></p>	<ul style="list-style-type: none"> <li>• Establish (or confirm) leadership and ensure control over the situation</li> <li>• Complete a hasty search of the immediate area</li> <li>• Attempt to make phone contact with the member or Emergency contact to get location of the person (Emergency contact details on sign in sheet) <ul style="list-style-type: none"> <li>◦ If missing person is a junior, ensure parents are contacted and notified</li> </ul> </li> </ul> <p>If person not located using the above steps, contact the Police who will establish control of the search and rescue operation</p>
<p><b>Minor Injury:</b></p>	<ul style="list-style-type: none"> <li>• Upon discovery of a minor injury let the other coaches know and consider whether the athlete needs treatment and if the treatment will impact on management of coached group - If appropriate, consider handing responsibility of group to another coach temporarily while casualty is dealt with.</li> <li>• First aid should only be given by a qualified First Aider - The first aider for the session will normally be the head coach and/or the venue staff (if available)</li> <li>• Coaches must remember to consider the safety of other participants and suspend the session if they are distracted by dealing with the casualty and if no other resources (Tri-Leader / Certified Coach) are available to hand over the session to</li> <li>• The First Aider should treat the casualty in line with the guidance of their qualification</li> <li>• When treating a casualty don't leave yourself in a compromising position. E.g. male first aider alone with a female casualty or adult with a child.</li> <li>• Coaches should follow the Galway Triathlon Club accident reporting procedure including noting the incident on the session plan and completing an incident / accident report form.</li> </ul>
<p><b>Major Injury:</b></p>	<ul style="list-style-type: none"> <li>• Make all coaches aware by shouting "Coaches - Emergency"</li> <li>• All coaches stop session immediately and have athletes congregate in a safe area while the emergency is handled</li> <li>• Coach / Designated member nearest the sports pavilion should go and get First Aid kit and Defibrillator immediately and bring back to casualty. <ul style="list-style-type: none"> <li>◦ Defibrillator is on the wall adjacent to the front doors on reception, the key for the cabinet is located just inside the reception area next to the door</li> </ul> </li> <li>• Remaining coaches (qualified first aid) should attend to the casualty in line with their first aid qualification, any available tri-leaders should take control of all other athletes at the track and move them away from the athlete.</li> <li>• For adult sessions it may be possible to delegate responsibility of managing the group to a committee or senior member or the club, so they can assist other coaches. It may be possible that there are medically trained individuals at the session who can provide assistance, ask if there are, but don't rely upon it.</li> <li>• Await arrival of emergency services, continuing to treat casualty, assist them and hand over when they have taken responsibility.</li> <li>• Provide Emergency services details of any medication, known medical history and in case of emergencies contact details, these are available from sign in sheet, membership card and access to membership database (with Triathlon Ireland).</li> <li>• Coaches should follow the Galway Triathlon Club accident reporting procedure including noting the incident on the session plan and completing an incident / accident report form.</li> </ul>

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

