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 Coach and Riders** |  |
|  |  |  |  |  |  |  |
| **Name of group/ activity:** | CC Hackney (6 - 9 years group) |  |
|  |  |  |
| **Date/time of activity:** | Hill Climbing in Springfield Park |  |
|  |  |  |  |  |  |  |
| **Riders** | Estimated no: | 10 | Ability: | Mixed | Age: | 6-9 years |  |
|  |  |  |  |  |  |  |  |
| **Lead coach** | Name: | Gary Boyd | Telephone: | 07792950305 |  |
|  |  |  |  |  |
| **1b Route** |  |
| Only complete this section if you are risk assessing the Level 3 generic environment (ie the public highway) 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) | N/A |  |
|  |  |  |  |
| Approximate circuit length: | N/A |  |
|  |  |  |  |
| Approximate height gained:(Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills): | N/A |  |
|  |  |  |  |
| Other potential users:(such as horses, tractors, pedestrians, cars, etc) | N/A |  |
|  |  |  |  |
| Consideration of previous risk assessments: | N/A |  |
|  |  |  |  |
| Emergency communication: | How will you communicate with appropriate people/organisations in an emergency? | N/A |  |
| If using a mobile telephone, can you get adequate signal on the route? | 🞏 Yes 🞏 No |  |
|  |  |  |  |  |
| **1c Venue** |  |
| Complete this section if you are risk assessing an activity occurring at a venue. Do not complete this section when risk assessing the Level 3 generic environment (ie the public highway) or any other route or circuit that is not based at a venue. Strike through these boxes if you are not completing this section. |  |
| Venue name: | Springfield Park |  |
|  |  |  |
| Address/location: | Springfield MansionSpringfield |  |  |
| Postcode: | E5 9EF |
|  |  |  |
| Venue Contact Name: | Parks Dept LBH | Telephone: | 020 8356 8428/9 |  |
|  |  |  |  |  |
| 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: | N/A |  |
|  |  |  |
| Location of toilets: | At cafe at entrance to Park |  |
|  |  |  |
| Location of changing rooms: | N/A |  |
|  |  |  |
| Location of nearest telephone and how to dial out: | Spark Cafe at Springfield Mansion |  |
|  |  |  |
| **1d First Aid** |  |
|  |  |
| Name of first aider: | Gary Boyd | Telephone: | 07792950305 |  |
|  |  |  |  |  |  |
| Location of first-aid: | On person |  |
|  |  |  |
| 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: | 16 Sept 2011 |  |
|  |  |  |  |  |
| Name: | Gary Boyd | Telephone: | 07792950305 |  |
|  |  |  |  |  |
| Signature: |  | Date: | 16 Sept 2011 |  |
|  |  |  |  |  |  |

| **2a Risk Assessment** | **2b Review and Implement** |
| --- | --- |
| ID | Location of hazard | Description of hazard | People at risk*(coaches, cyclists, spectators and others)* | Level of risk*(high, medium or low)* | Advice on hazard required? | Resolution/action | Resolution implemented by | Dated reviewed/ implemented |
| 1 | South east entrance/exit | Steep descent | Cyclists, park users | medium | ⌧ No 🞏 YesIf *yes*, who can advise? | Riders advised of situation and technique discussed and modelled | GB | 24/9/2011 |
|  |
|  |
|  |
|  |
| 2 | South west entrance to north east entrance | Long descent | Cyclists, park users | Low | ⌧ No 🞏 YesIf *yes*, who can advise? | Communication and awareness stressed to riders – accompanied on descent | GB | 24/9/2011 |
|  |
|  |
|  |
|  |
| 3 | All paths | Poor surface at times | Cyclists | Low | ⌧ No 🞏 YesIf *yes*, who can advise? | Riders advised of situation | GB | 24/9/2011 |
|  |
|  |
|  |
|  |
| 4 | South east and south west paths with overhanging trees | Loose leaves/ sticks/ branches on paths at times | Cyclists | Low | ⌧ No 🞏 YesIf *yes*, who can advise? | Riders advised of situation | GB | 24/9/2011 |
|  |
|  |
|  |
|  |
| 5 | Centre of park | Stairs at end of one path | Cyclists | Low | ⌧ No 🞏 YesIf *yes*, who can advise? | Riders advised of situation | GB | 24/9/2011 |
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| --- | --- |
| a Risk Assessment | **2b Review and Implement** |
| ID | Location of hazard | Description of hazard | People at risk*(coaches, cyclists, spectators and others)* | Level of risk*(high, medium or low)* | Advice on hazard required? | Resolution/action | Resolution implemented by | Dated reviewed/ implemented |
| 6 | Various locations | Benches at edges of paths | Cyclists, park users | Low | ⌧ No 🞏 YesIf *yes*, who can advise? | Riders advised of situation | GB | 24/9/2011 |
|  |
|  |
|  |
|  |
| 7 | Various locations | Other park users and their dogs | Cyclists, park users | Medium | ⌧ No 🞏 YesIf *yes*, who can advise? | Riders advised of situation and importance of letting other users know of cyclist’s presence when passing | GB | 24/9/2011 |
|  |
|  |
|  |
|  |
| 8 |  |  |  |  | 🞏 No 🞏 YesIf *yes*, who can advise? |  |  |  |
|  |
|  |
|  |
|  |
| 9 |  |  |  |  | 🞏 No 🞏 YesIf *yes*, who can advise? |  |  |  |
|  |
|  |
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|  |
| 10 |  |  |  |  | 🞏 No 🞏 YesIf *yes*, who can advise? |  |  |  |
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