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 Mansion Springfield | | | | | | | | |  | | | | | | | | | | |  |
| 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 🞏 Yes  If *yes*, who can advise? | Riders advised of situation and technique discussed and modelled | GB | 24/9/2011 |
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|  |
| 2 | South west entrance to north east entrance | Long descent | Cyclists, park users | Low | ⌧ No 🞏 Yes  If *yes*, who can advise? | Communication and awareness stressed to riders – accompanied on descent | GB | 24/9/2011 |
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|  |
|  |
| 3 | All paths | Poor surface at times | Cyclists | Low | ⌧ No 🞏 Yes  If *yes*, who can advise? | Riders advised of situation | GB | 24/9/2011 |
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|  |
|  |
| 4 | South east and south west paths with overhanging trees | Loose leaves/ sticks/ branches on paths at times | Cyclists | Low | ⌧ No 🞏 Yes  If *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 🞏 Yes  If *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 🞏 Yes  If *yes*, who can advise? | Riders advised of situation | GB | 24/9/2011 |
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|  |
|  |
| 7 | Various locations | Other park users and their dogs | Cyclists, park users | Medium | ⌧ No 🞏 Yes  If *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 🞏 Yes  If *yes*, who can advise? |  |  |  |
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|  |
| 9 |  |  |  |  | 🞏 No 🞏 Yes  If *yes*, who can advise? |  |  |  |
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|  |
| 10 |  |  |  |  | 🞏 No 🞏 Yes  If *yes*, who can advise? |  |  |  |
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