

Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (eg discomfort, slight bruising, self-help recovery)	1 – Remote (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

Trivial	Minor	Moderate	Serious	Fatal
Rating Bands (a x b)				
LOW RISK (1 – 8)		MEDIUM RISK (9 - 12)		HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective		Continue, but implement additional reasonably practicable controls where possible and monitor regularly		-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Risk Assessment Record

Risk Assessment of: Triathlon Club	Assessor(s): Bryce Jersing	Date: 14/06/22
Overview of activity / location / equipment / conditions being assessed: All major aspects of triathlon (training/ racing/touring and under 18 policies) in the UK and abroad		
Generic or specific assessment? Generic risk assessment	Context of assessment	

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
1	Route, traffic hazard	All cyclists	•	- Route identified with junctions/ potential hazards assessed. - Participants informed and shown route in advance - Routes should be planned and checked for suitability at the start of the year and assessed throughout. - A selection of routes should be available for different abilities.	4	1	4
2	Runners straying from route	All runners		- Routes available either on request or via organised run. - Arrows around the route to identify correct route. - When training at night it is advised that students do not run alone.	4	1	4
3	Risk of running injury & dehydration	All athletes		- Advise participants to warm up prior to the activity and warm down after. - In the event of an accident, if medical assistance is required call the emergency services. If you're on campus inform the security desk of the situation and your location. Security desk can be contacted on 01225 383853. - Individuals are responsible for the management of injury recovery. - Individuals are responsible for ensuring suitable food and fluids consumed before physical exercise. When training in warmer climates extra care must be taken and advance notice of training plan given allowing relevant preparation.	2	1	2
4	Running in the dark	All runners		- Runners are encouraged to wear light coloured reflective clothing and to run in well-lit conditions. - Wear or carry a light if possible	3	1	3

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
5	Track/Outdoor Running	All runners	•	• All races of one lap or less should be run in lanes, if not stated otherwise. • Finishing tapes should be made from worsted – or a similar material that breaks easily – and should be held at no higher than the chest height of persons involved. • If spikes are worn the number participating must be limited to a manageable number. • Participants should be taught how to use spikes correctly at the earliest opportunity. When not in use they should be placed with the spikes facing down. • Running on/off campus, students should wear appropriate clothing i.e. florescent clothing when not running on the athletics track. • When using the track all participants must be respectful of others • Any injuries must be reported to the coach and duty manager of the sports training village. A copy of the accident report form must be sent to the Sports Association. Further Information regarding Accidents/Injuries can be seen in section 27 of this Document • All new regulations with the triathlon national governing body must be followed WWW.BRITISHTRIATHLON.ORG • Runners are encouraged to run on safe public trails, to wear correct footwear and to run in well lit conditions. • Correct use of facilities can be found at the following link https://www.thesubath.com/pageassets/resources/sport/Facility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf •	4	2	8
6	No Qualifications (Cycling)	All cyclists		• There is no formal nationally recognised qualification for leading/instructing groups in road cycling. • However, it is recommended that the Overall Group Leader has considerable cycling experience and appropriate leadership training.	4	1	4
7	Inadequate planning, preparation, and leadership	All cyclists		• The route is suitable for all abilities of the group • The group is properly equipped and dressed (loose trousers should be tucked in socks, shoelaces done up out of the way etc. Light rucksacks may be carried if considered safe, but ensure all straps are done up and cannot be caught in wheels) • Route identified with junctions/ potential hazards assessed. • Participants informed and shown route in advance • Routes should be planned and checked for suitability at the start of the year and assessed throughout. • A selection of routes should be available for different abilities	4	1	4

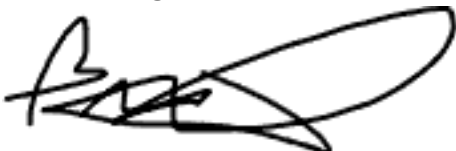
#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
8	Inadequate group briefing/group control	All cyclists		- The correct operation of the bike (e.g. brakes/gears). - The need to travel at a safe speed - The risks of travelling too fast, especially at corners and on loose ground - General cycling etiquette and consideration needed towards others - Road/track user, extra care when encountering pedestrians or animals on the track/road - When cycling on the road, the highway code must be abided by. - When riding in a group, staying to the right of the wheel of the rider in front and pointing out potholes to riders behind. - The importance of sensible cycling behaviour - The need to clearly inform/signal to others behind if they are intending to slow down or stop (to avoid collisions from behind) - Risks and procedures associated with overtaking. A clear request must first be given from the overtaking cyclist before starting the manoeuvre, giving clear directions as to which side is being taken to overtake. The cyclist in front must respond with a clear "OK". before the person behind may overtake - Weather conditions checked before training takes place. Suitable clothing worn according to the weather. In winter months caution must be taken, appropriate tyres used. - Particular caution needed on wet, icy or loose surfaces.	4	1	4
9	Inadequate Equipment	All cyclists		- A full check of the bicycles and personal equipment should be made prior to departure – particular attention should be given to the brakes. Any equipment that is unsafe must be corrected before departure - Bicycle frame sizes are suitable for each individual, and seats are adjusted to the correct height (so that the fund balls of feet can touch the ground on both sides when seated) - The cyclists' feet can be easily released from paddles. If SPDs are used, ensure that cyclists using them are fully proficient in their use. - Properly fitted and sized helmets are used at all times - Operational front and rear lights must be fitted if the journey is likely to include travelling in the dark. - Any shared equipment must be disinfected before and after use.	4	1	4
10	Lost group or separated group member	All cyclists		- The leaders maintain an awareness of their location at all times - Sufficient maps should be carried by the leaders - Group members should confirm a procedure if lost/separated. - All should carry mobile phones	4	2	8
11	Exposure to the Elements	All athletes		- Guidance given to members on suitable kit requirements for cold/wet weather. - Encouragement to wear cold/wet clothing through club suppliers. - Encouragement to wear sun cream and head protection in warm/hot weather.	2	1	2
12	Dehydration	All athletes		Club Members are required to bring adequate fluids on a trip and/or eat at regular intervals on long trips.	3	2	6

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
1 3	Drowning	All swimmers	•	- Swimmers will be required to demonstrate competence at their first session by undertaking the SU swim test with a trained coach. - When using a pool abroad it is unlikely that a lifeguard will be present. Students should ensure that relevant precautions are taken, for example informing another that you're training in the pool and not using it alone. - Open water swimming is done in groups of similar ability, and swimmers not left on their own - Open water must be performed with a wetsuit, which provides extra buoyancy if rest required	4	1	4
1 4	Lane Swimming - Accidental physical contact and collision, lane ropes.	All swimmers	•	- Lane direction signs should be in place. Lane etiquette is described and observed by lifeguards/coach. - Participants will remain 2m apart whilst utilising the lane. - Adhere to STV and BTF guidance as to lane sharing, etc. https://www.teambath.com/about/prices-bookings/swimming/ . All athletes to be aware of the guidelines (MS Teams, club emails and pre-session briefing).	2	1	2
1 5	Use of equipment (flippers) - Accidental physical contact and collision, lane ropes.	All swimmers	•	- When using flippers awareness of space is key. Individuals will need extra space between each other when swimming and should ensure that the flippers do not overlap into the next lane. - Do not use STV equipment. Bring own equipment if wishing to use swim 'toys' e.g. pull buoys, kick boards etc.	2	1	2
1 6	Diving into pool - Pool bottom, pool not deep enough for diving	All swimmers	•	- Individuals should check the depth of the water before entering. - Diving blocks should only be used if individuals have been shown how to use them safely. - When swimming in open water cautions must be taken at all times. Diving into open water should not take place unless a designated area has been highlighted and check by officials (race officials)	4	1	4
1 7	Food safety. E.g. refreshments after races/training: - Poor preparation/storage of food. - External Caterers, Restaurants, Take Aways - BBQ	All athletes	•	- The organiser will follow the Students' Unions guide to food safety. - Will liaise with the Universities catering department on external caters and follow their requirements. - Complete the Universities BBQ form / Risk Assessment and receive confirmation from the SU and security before buying food and arranging the event.	4	1	4

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
18	Under 18s attending socials / affected committee and those involved.	All under 18s	•	• Advised not to consume alcohol • If a social is taking place in a Bar, committee members should advise against drink alcohol, however the bar management should seek identification when required. • U18's are not permitted to attend over night trips/tours. • The committees will seek advice from the Students' Union regarding activities that may be effected if U18's attend. • Any concerns regarding excessive drinking behaviour should be reported to AWARE • All under 18s must have written parental/guardian consent to attend any event, training or social, with contact details •	2	2	4
19	Bars and Clubs - Travelling to and from/between / refused entry.	All members		• Complete event planner form before the deadline. • When attending local bars and clubs, those attending will be advised to travel in pairs/groups when leaving. • Any student that is intoxicated and unable to look after themselves should be taken home by others and looked after until alcohol levels have dropped. • When attending bars and clubs during trips, those attending should make sure they know their whereabouts, accommodation location, taxi numbers etc and follow the same controls as above. • If and when the society hosts an event in which alcohol is present at least one (designated) committee member will remain sober. • All events must adhere to government guidelines.	4	3	12
	TOURS/TRIPS						

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
20	Travelling: <i>All those involved</i> - Traffic accident while travelling by coach - Travelling information will change each year depending on destination. Confirmation of travel type must be completed. - Injury due to seat belts not being worn. - Emergency during ferry crossing. - Problems with itinerary (mainly late arrivals for departure). - Insufficient equipment storage space during journey and /or in accommodation	All members		- Complete event planner form before deadline. - All events must be in line with government guidelines - The coach companies hired will have experienced and qualified drivers. Whilst travelling by coach, tour members will follow any instructions given by the drivers. - The same rules apply if an SU minibus with student driver is used. - By law, seat belts must be worn when travelling by coach. The coach company/driver is responsible for ensuring seat belts are provided and are worn at all times during the journey. - Health and safety will be in the hands of the ferry crew. Again, members will be responsible for following any instructions given by the crew. - Members will be reminded regularly through email of the exact departure times and locations. Also, the full journey itinerary will be emailed to the members once it is announced by the organiser. - Any equipment that is taken on tour and belongs to the club will be listed and given to the Students' Union. The coach company will be informed of the amount of extra equipment that is required for tour. The coach company should confirm there is enough room for the equipment. The group will be advised by email not to take too much luggage, as it is only a short trip. A recommended checklist will be sent out by email with a list of certain items which should be included in every member's luggage, such as sun cream, sun glasses, sun hats, shoes other than sandals to protect feet when not on the beach, passport, Euros/travellers cheques	3	2	6
21	Accommodation Safety: <i>All those involved</i> - Fire - Stolen property - Food poisoning - Water poisoning - COVID-19 transmission	All members		- Emergency exits, meeting points and basic first aid are provided by the accommodation, by law. Members travelling on tour will be asked to locate nearest emergency exit to their allocated rooms on arrival, using the room plans provided by the hotel. - Tour members will be reminded that rooms must be locked at all times when not in use, and should be aware of the risk of thieves in popular beach resorts such as Rimini. - Tour members will be reminded not to risk food poisoning by avoiding eating food which does not seem to be in good condition, especially when purchasing food from beach front stalls. - The water in some countries is/ is not safe to drink, but members will be advised that in some cases, a change in the type of water being drunk can lead to stomach discomfort, and bottled water can avoid problems of this nature.	4	2	8
22	Personal Insurance: <i>All those involved</i> Uninsured tour members	All members		Insurance of members may not be covered in the price of the tour package. Members are advised that where required they should take out extra personal insurance.	3	2	6

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
2 3	Emergency Services: <i>All those involved</i> - Contact numbers not known. - Both group leaders unable to take control if an incident occurs	All members		- Emergency contact numbers will vary depending on which country tour is taking place. The student organiser should confirm with the tour operator the procedure of contacting the emergency services whilst on tour. - Members will be informed of who the group leaders are. If neither can take control of a situation, any experienced member will assume leadership as the situation demands.	3	1	3
2 4	Intoxicated Students: <i>All those involved</i> Alcohol, Stranger/date rape, drug abuse.	All members		- Members will be reminded on arrival that tour is held in a location of which they have little knowledge, and should not venture out alone at night, especially when under the influence of alcohol. - All members will be reminded that they must have control over themselves at all times and they must not leave any other member alone if they suspect he/she is not fit to take control of the situation. - They will also be informed of the zero-tolerance policy on violent behaviour and drug abuse. - Members will be advised to behave as they normally would when enjoying a night out, and not get carried away by the festive atmosphere. - The female members especially will be reminded that if they suspect their drinks have been spiked, they should immediately inform the venue's staff as well as another tour member, preferably one of the group leaders.	4	1	4
2 5	Activity: <i>All those involved</i> - Inappropriate activities. - Sea/open water related accidents. - Depends on tour location - Injury during training or race	All members		- Members will be reminded that dangerous activities must be avoided at all times. - Members will be reminded to be careful if they are in the sea/open water. They will be reminded not to venture into the sea/open water alone or without informing another tour member first. Members will be informed especially that they must not go into the sea/open water at night or if they are under the influence of alcohol. - As a team sport, injuries may occur during game a race or training, usually due to falls or collisions between cyclists. Members will have to ensure good cycling etiquette to minimise the risks.	4	2	8
2 6	Club Risk Assessment: <i>All those involved</i> Students' unaware of the club's current risk assessment.	All members		- The committee and tour organising team will read and make sure they are fully aware of the club's procedures/policies and precautions that should be taken to ensure all members are safe during the activity in question. - The Sports Association Activities Coordinator will be informed at any trip/tour before any bookings and organisation has taken place.	3	1	3

#	Hazard(s) identified	Persons affected	Sports Specific Rules/Guidance	controls & measures	A	B	A x B
2 7	Accident/Injury whilst on Campus	All members		- Make sure an appropriate warm up is done before starting the activity - If injury occurs STV staff are notified- See Below Document regarding First Aid Incidents https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf	3	2	6
2 8	People participating who are not medically fit	All members		Ensure participants are eligible to participate – age, ability etc relevant to the session Ensure participants are medically fit to participate – inquire in sensitive and confidential manner	3	1	3
				•			
Assessor signature: 				Print name: Bryce Jersing	Review Date: 14/06/22		