



RISK ASSESSMENT FORM

PLEASE NOTE: Only typed versions are now accepted, please do not submit hand written documents.

EVENT NAME: **THORPE TRIATHLON**

EVENT DATE: **1ST June 2014**

No. of day memberships required:

****The codes and symbols required for completing the risk assessment can be found at the end of this document****

Risk assessment conducted by:	<i>Rick Kiddle</i>		
Date of original risk assessment:	<i>31/3/14</i>	Date of last review:	<i>8/5/14</i>

Event:	<i>THORPE TRIATHLON</i>			Date:	<i>1/6/14</i>		
Venue:	<i>Thorpe WaterSki lake, Thorpe Surrey</i>			Post Code:	<i>KT16 8PH</i>		
Start Area Location:	<i>Swimmers Dock, Club Side</i>			Finish Area Location:	<i>By Thorpe-Ski training room, Club Side</i>		
Style:	Triathlon	*	Duathlon		Adventure		Other
Swim	OW	*	Pool		Distance		Lake 750m
Cycle Distance	<i>20km</i>		Run Distance (1)	<i>5km</i>	Run Distance (2)		
Promoting Club/Organisation:	<i>Thorpe Sprint Series Triathlon</i>						
Organiser/Promoter:	<i>R Kiddle</i>						
Mobile Telephone Number:	<i>07770 391966</i>						
Home Telephone Number:	<i>n/a</i>						
Email Address:	<i>rick@rickkiddle.com</i>						
Race Website:	<i>www.thorpetriathlon.com</i>						
Organiser's Address:	<i>17 heron Place Apartments</i>						
	Town	<i>Berkhamsted</i>			Post Code	<i>HP4 2FW</i>	
Race Timings:	Start	<i>7am</i>			Finish	<i>9.30am</i>	
Local Authority:	<i>Runnymede Borough Council</i>				Approval received:	<i>Jason Gosden, local highway service</i>	
Police Authority:	<i>Surrey Police</i>				Approval received:	<i>David Stows</i>	
Fire Service	<i>Watchmaster Good</i>				Approval received:		
Safety Officer:							
Safety Officer Email Address:							
Route/Circuit/Venue Name:							
Senior Official on the Day:							
Est. No of Participants							

NB: if you have motorcycle officials booked for the event please also complete the NEG Motorcycle Registration form which is available from the event organiser's website.

The Medical provisions will be trained to the required standard. All marshals will be trained and briefed.

Signed : <i>RTKiddle</i>	R.T.Kiddle	(Event organiser/promoter)
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RISK ASSESSMENT – SWIM STAGE OPEN WATER

Event:	<i>Thorpe Triathlon Race 2</i>		
Event Date:	<i>1/6/14</i>	Start Time:	<i>7am</i>
Max number of entries:	<i>300</i>	Disability Entries:	<i>n/a</i>

Safety Requirements and the action to be taken











Safety boat function:	<i>Motor Boat(Radio2) x 1 & kayak x 6 provided(Radios4-9/+mobiles)</i>
Emergency procedure:	<i>In place. St Johns Ambulance SE Region x 4 Staff</i>
Transfer to notified hospital:	<i>St peters Hospital, notified</i>
Doctor present:	<i>n/a</i>
Safety officer:	<i>Radio3 – liaise with & co-ordinate St john first aiders + all marshals</i>

Hazard Description	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom
<i>Water Quality</i>	<i>L</i>	<i>A</i>	<i>Checked regularly by JBSki</i>	<i>JM</i>
<i>Low water temperature</i>	<i>M</i>	<i>A</i>	<i>12c up to 1km , 11c up to 500m</i>	<i>RK</i>
	<i>M</i>	<i>A</i>	<i>Checked in 3 locations, expected to be 13-14c</i>	<i>RK</i>
<i>Other Users Boats</i>	<i>L</i>	<i>A & C</i>	<i>Exclusive use for swimmers 6.30-9.30am</i>	<i>RK</i>
<i>Fishermen</i>	<i>L</i>	<i>A & C</i>	<i>All fishing done out of designated swim area, overseen by 6 kayaks</i>	<i>RK</i>
<i>Underwater hazards</i>	<i>L</i>	<i>A</i>	<i>Check course, RK to swim</i>	<i>RK</i>
<i>Swim Entry / Access to water</i>	<i>M</i>	<i>A</i>	<i>Acclimatise swimmers during entry, walk in slowly & carefully or float off dock. Explain briefing</i>	<i>RK</i>
<i>Swim exit</i>	<i>M</i>	<i>A</i>	<i>Check exit & lay matting, 2 exit personnel</i>	<i>RK</i>
<i>Swimmer identification</i>	<i>M</i>	<i>A</i>	<i>Coloured swim caps</i>	<i>RK</i>
<i>Hypothermia</i>	<i>M</i>	<i>A</i>	<i>St John, Hot drinks, warm showers, Blankets for 20%</i>	<i>RK</i>
<i>Risk of drowning</i>	<i>M</i>	<i>A</i>	<i>Check prior that everyone can swim, safety craft every 50m, ratio of 1-20, 6 kayaks, 1 motorised boat</i>	<i>RK</i>

Additional Risks Identifies List	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom
<i>Any first timers</i>	<i>M</i>	<i>A</i>	<i>Prior – offer pre-race training, email & website</i>	<i>RK</i>
<i>Bad Weather</i>	<i>M</i>	<i>A & C</i>	<i>Safety officer to action EAP if applicable</i>	<i>RK</i>
<i>Poor or slower swimmers</i>	<i>M</i>	<i>M</i>	<i>Briefing – to side or back</i>	<i>RK</i>

RISK ASSESSMENT – CYCLE STAGE

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider of participant error, and such incident may result in serious personal injury.

Course ID		Cycle Route		A	B	C	D
Whole event codes (1 – 8)				Risk level H/M /L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
ID No	Mile/ K from start	Detail Hazard					
		Symbol	Description				
1	Exit road		Speed bumps	H	A	1,3,6,23	Double-sided signs & marshals with flags
2	.25mile		Left at T-junction	H	A	10,11,23,24	Cones, sign, 1 marshal
3	1mile		Roundabout full circle	H	A	10,23,27	Two marshals warning traffic
4	1.25mile		Roundabout left	M	A	10	1 marshal
5	2.5mile	0 0 0	Roadwork's –St Anne's School	H	A	10,12,13,17,	1 marshal & sign
6	3.25mile	0 0 0	Traffic lights – left @ crossroads	M	A	10,13,17,23	Dismount if red & walk, 1 marshal & radio or mobile
7	3.75mile		Give way at narrow bridge	H	A & D		1 marshal radio or mobile
8	5.91mile	0 0 0	Road works	M	A	10,12,13,17	1 marshal & signs
9	6.5		Dead turn full circle	H	A	10,17,23,27	2 marshals, radio and mobile
10	8	0 0 0	Zero Zone	H	A	10,13,17,24	1 marshal, timing matts, traffic cones
11	9.75		Roundabout right	M	A	10,23	1 marshal & sign
12	10		Roundabout straight on	M	A	10,23	1 marshal & sign
13	10.1		Roundabout right	M	A	10,23	1 marshal & sign
14	11.75		Roundabout straight on	M	A	10,23	1 marshal & sign
15	12.95		Left turn	M	A	10,17, 23	1 marshal & sign, radio

16	General		Bad weather	M	A	28	Warning at briefing
17	General		Bad road surface	M	A	28	Warning at briefing
18	General		Parked Cars	H	A	28	Warning at briefing
19	General		Water/Slippery road surface	H	A	28	Warning at briefing
20	General		Debris in road	H	A	28	Warning at briefing
21	general		Other road users	M	A	28	Warning at briefing

RISK ASSESSMENT – RUN STAGE

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider of participant error, and such incident may result in serious personal injury.

Course ID		Run Route		A	B	C	D
Whole event codes (1 – 8)				Risk level H/M/L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
ID No	Mile/ K from start	Detail Hazard					
		Symbol	Description				
1	0.45mile & other places		Long grass	M	A	28	Ask Pete to Cut grass week before race
2	0.45miles & other places		Rutted trail		A	10, 28	Fill in worst ruts
3	0.96miles		Water/ puddles	M	A	10, 28	Signs
4	General Hazard		Overhanging branches	M	A	28	Cut off prior
5	General Hazard		Debris and branches on trail	M	A	28	Clear
6	1.45miles	Turn around	Water on bridge	H	A	10,17	Marshall and sign
7	General Hazard		Roots on trail	M	A	10	
8	1.34miles		Feed Station	L	A	28, 17	Water / Hydration
9							
10							
11							
12							
13							
14							

RISK ASSESSMENT – TRANSITION

Course ID:		Transition		A	B	C	D
Whole event codes (1 – 8)				Risk level H/M/ L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
ID No	Transition Point	Detail Hazard					
1	Swim Exit		Sharp Object	M	A		Put matts under water
2	Matts		Narrow stay on Matt	M	A		Cover main runways
3	Transition		Narrow, other competitors	M	A	23	Good Signs and Briefing
4	Fencing		Close to Bikes	M	A		Ensure correct stabilisers in place
5	Parking		Other competitors	M	A		Spaced out to give room
6	Transition				A&B	21	Fencing to keep spectators away from competitors
7	Bike out		Speed Bump 150m out x 3	H	A	17,23	Marshal and Flags
8							

To be used in case of any additional risk that is identified before event.

Course ID:				A	B	C	D
Whole event codes (1 – 8)				Risk level H/M/ L	Persons at risk A - H	Measure to reduce risk 9 to 30	Additional measure to reduce risk to LOW NAME & ROLE
ID No	Race Aspect	Detail Hazard					
1	Finish straight and Sponsors Village		Pedestrian	M	A&B	16,23	Marshall and Signs
2	Finish		Dehydration	M	A&B	28	Drinks at finish
3	Finish		Bad Weather	M	A&B	28	Shelter Provision for competitors and spectators and end of race
4	Before event		Car parking	M	A & B	16, 17	
5	During		Car parking		A & B	19, 24, 28	Marshals to ensure cars are not moving during race. Cones restrict or stop drivers
6	After event		Car parking	M	A, B, D & E	16, 17	Marshalling of competitors leaving after event
7							
8							

If you have any queries or need assistance in completing your risk assessment please do not hesitate to contact the events team on 01509 226161 or events@britishtriathlon.org

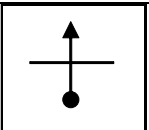
Please return all completed Risk Assessments to events@britishtriathlon.org

Guidance notes for completing a Risk Assessment

- HAZARD** means the potential to cause harm
- RISK** means the degree of likelihood that a hazard will cause harm
- PERSONS AT RISK** who may be affected by the risk
- RISK** therefore reflects both the likelihood that harm will occur and its severity
- RISK ASSESSMENT** is controlling the level of risk; might be summarised as follows

LOOK....EVALUATE....ACT....REVIEW

Example

Whole event codes (1-8) 1,2,3,4,5,6				A	B	C
ID No.	Miles/Kms from Start location	Details of Hazard		Risk rating level	Persons at risk from hazard	Additional measures to reduce risk to LOW
1	2.3		Straight on at cross roads	M	A	11,23

Generic Risk Assessment Codes

Column B		Column C	
Hazard Risk Rating Level	Persons At Risk	Measures to Reduce Risk to Low. (Items 1-8 to be included in ALL events, and the whole course)	
H = HIGH	A - Competitors	Code No.	
M = MEDIUM	B - Spectators	1	Code of Practice advanced signing on approach to course
L = LOW	C - Organisers/ marshals	2	Code of Practice safety signs every mile
	D - On-coming traffic	3	Safety briefing to all competitors
	E - Passing traffic	4	Safety briefing to all marshals
	F - Crossing from right	5	Compliance with traffic law by Competitors/Officials/Marshals
	G - Crossing from left	6	All marshals to wear Hi-Vis clothing
	H - Others: specify	7	Advanced liaison with interested parties
		8	Event vehicles to be identifiable
		9	Road closure
		10	Additional approach signs
		11	Junction to be marshalled by : _____ Number of marshals
		12	Traffic signals to be manually controlled
		13	Traffic signals to be marshalled
		14	Motorcycle Police escort
		15	Motorcycle safety marshal
		16	Pedestrian crossings to be marshalled
		17	Marshals to have method of communication
		18	Officials to be identifiable
		19	Not open during event
		20	Establish time of other events and review
		21	Protective barriers in front of spectators
		22	Physical protection (e.g. straw bales)
		23	Signposted for competitors
		24	Protected by traffic coning
		25	Protect access/egress for emergency vehicles
		26	Uniformed Police/ Traffic Warden
		27	Marshal with authority to stop traffic (when legislation allows)
		28	Specify

Directional symbols

