



Risk Assessment Resource Pack

For

**Race Organisers and
Safety Officers**

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British Triathlon's

Risk Assessment Resource Pack

Welcome to British Triathlon's Risk Assessment Pack which has been designed to help you carry out risk assessments for triathlons, duathlons and aquathlons.

The Government's 'Good Safety Guide- for small and sporting events taking place on the highway, roads and public places' (also known as the Event Safety Code) states:

"Every organiser of an event has a common law 'duty of care' for safety, and if Health and Safety Legislation applies they must **'make suitable and sufficient assessment of the risks'** to the health and safety of the people connected directly with his event. i.e. participants, organisers, stewards and spectators, **and** to persons who are indirectly connected with his event; i.e. residents, pedestrians, shoppers, motorists etc."

This requirement to carry out a risk assessment applies regardless of the size of the event or whether it takes place on the public highway or not. It covers all events from triathlons to car boot sales to sponsored walks. By the end of this course you should be:

- Able to understand the reasons for conducting a risk assessment
- Able to identify the risks on the swim, cycle and run course and the transition area for a British Triathlon event
- Aware of how identified medium and high risks can be reduced to low risk
- Able to complete a British Triathlon risk assessment form

This training comprises this study pack and the accompanying video. Once you have watched the video and read through this pack please complete the knowledge tester and return this along with the video to your Regional Development Officer.

The risk assessment procedure

British Triathlon will only issue an Event Registration Certificate on receipt of a current risk assessment report a minimum of three months prior to the event taking place. The report should also be forwarded to the appropriate contact within the local authority and to the relevant police authority. A risk assessment is only considered current if it has been conducted or reviewed within the previous six months and no changes have been made to the event course during the period since the risk assessment was conducted.

(NB: As a live document the risk assessment should be continually reviewed up until and even during the event with any amendments being clearly recorded.)

The responsibility for safety at an event and the undertaking of a risk assessment lies entirely with the event organiser. The organiser may choose to appoint a third party e.g. a safety officer to undertake the risk assessment on their behalf but the organiser remains responsible for the content and for ensuring that the measures identified to minimise risk are fully employed.

Why carry out a risk assessment?

The Risk Assessment Procedure aims to ensure that the event will:

- Be safe for
 - the general public
 - spectators
 - competitors
 - officials
- Not cause undue nuisance to the general public.
- Be fair and conducted according to British Triathlon rules.
- Come up to a minimum standard expected, taking into account the type of event being registered.
- Meet legal requirements.

The risk assessment is a necessary requirement of British Triathlon event registration and is designed to accommodate requirements of the Good Practice Safety Guide which covers the running of events on the public highway and in public places.

It is the job of the risk assessor to ensure that all the required criteria (from both British Triathlon and the Good Practice Safety Guide) relating to safety are met. No matter what the standard of event, if in your opinion the event will be unsafe because of risks that have been identified, you cannot allow the event to go ahead.

What is a risk assessment?

“Risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to mitigate such risks. In reality it is identifying hazards and recording actions taken to reduce the risks.” (Good Practice Safety Guide 2001)

Anyone who organises events or activities, however large or small, undertakes an informal risk assessment even if it is only in their mind. The main difference now is that the British Triathlon risk assessment procedure requires the assessor to document their findings.

A risk assessment document has to identify:

- Each perceived hazard.
- The persons at risk from that hazard.
- The degree of injury those people might suffer from the hazard.
- What can be put into place to reduce the severity of the risk?
- The severity of the risk after preventative measures have been taken and if anything more can be done to reduce that risk further.

(Good Practice Safety Guide 2001)

The risk assessment forms in Appendix 1 allow you to record each risk, the degree of risk, state who is at risk and the safety measures that you, as the event organiser, need to take.

What happens to the Risk Assessment?

The risk assessment forms are copied by the race organiser and sent to:

- British Triathlon’s Head Office
- The Police, Local Authority or Safety Advisory Group if requested.

On receipt of the risk assessment and all other documentation relating to official registration, an Event Registration Certificate will be issued by the British Triathlon office.

Carrying out a risk assessment

Ideally there should be more than one person present to undertake the risk assessment to ensure that more than one perspective is taken into account. You, the safety officer (if someone has taken on this position) and where applicable chief stewards (swim director, bike director, run director) should all be able to contribute although the you and/or the safety officer will have the task of committing things to paper. Risk assessments should be carried out at the event venue (not as a desk top exercise) in daylight, allowing typically between 1 and 3 hours for a standard distance, or shorter, course. Longer courses may require more time if the course is not multi-lap.

Other considerations:

- If possible undertake the risk assessment at the same time and on the same day of the week as the event so that you have a better appreciation of typical traffic flow etc.
- Have good quality, detailed maps of the course available.
- Have a diagram of the proposed transition layout identifying the various flow lines and access/egress points available.
- Have a breakdown of maximum numbers, start times and wave numbers available.
- Research information on open water venues prior to meeting e.g. anticipated water temperature, water quality, other users and safety provision.
- Have the previous years referee's report available if applicable.
- Have 'in principal' agreement from the local authority and the police for the event in place prior to undertaking the risk assessment.

You should also walk or drive round the cycle and run routes. This should be done in the direction of the event, and then in the opposite direction if there is the opportunity to do that. If there are difficult features, then you should stop and record the information for a plan to be included in the risk assessment,

which should include signing requirements, marshals and what marshals are required to do.

Risk Assessments should be made on what can be seen at the time of the assessment, physical features such as a junction with limited visibility, and what cannot be seen at that time but where circumstances may develop, such as traffic conditions or use of the road established by means of observation links.

Meeting to conduct a risk assessment

British Triathlon recommend that a risk assessment is undertaken by more than one person. Prior to meeting to conduct the assessment, it is your job as event organiser to check that you have all the requested information available, and that the Police, Local Authority and Safety Advisory Group have been notified that an assessment is taking place. You should also check that permission has been granted by any land and/or water owners whose ground is to be used. You should arrive promptly with your own copy of the risk assessment forms. Work through each section of the race using the risk assessment forms provided, making sure that having identified a risk you agree what will be put in place to minimise the risk.

Remember that the degree of risk has to be balanced against the outcome and the cost of reducing the risk. At all times offer suggestions for minimising the risks in a meaningful and acceptable way.

The process of risk assessment is basically one of consultation, using your experience in conjunction with that of the key stakeholders to agree on the best way for the proposed event to take place, within an acceptable level of risk.

Event location

Before going into the detailed risk assessment, for each part of the event, ask yourself the following questions

- i) Is this a suitable venue for an event?
- ii) Will it cope with the number of competitors?
- iii) Are there any obvious risks which bring into question whether an event could be held at this venue?

- iv) Is all the required information available and is the course ready to be risk assessed?

Emergency Action Plan

You need to be satisfied that you have thought through the likely emergency scenarios in the various phases of the race and consulted the relevant people. This includes ensuring that the local hospital has been notified and appropriate first aid cover is available on site.

You should be confident that if an emergency/accident occurs that the race organisation will be able to cope.

You should ensure that your race has an Emergency Action Plan and that it can cope with the following:

- In the swim - hypothermia, drowning
- On the cycle - accidents, hypothermia, heat exhaustion
- On the run - accidents, dehydration
- Other medical problems with competitors
- Medical problems with spectators

Also check that:

- There is communication between the race organiser, marshals and first aid/medical personnel
- That external medical support can be summoned quickly
- That first aid points are clearly identified
- The emergency action plan will be included in the briefing

The amount of first aid and medical cover in attendance will be determined by the risk assessment. However the minimum cover should be qualified first aid/ medical cover & facilities at:-

- i) The start/ finish
- ii) The transition area
- iii) On the cycle course
- iv) On the run course

Usually an event is based at one location in which case the same medical facility can cover the start, the swim exit, the transition area and the finish.

The length of time it will take to get medical assistance to the furthest part of the course will determine the first aid provision on both the bike and run courses.

Risk Assessing the Swim section (Open water)

Water quality

The risk assessment must ensure that the quality of the water is suitable for swimming. It is important to recognise the risk to health associated with swimming in open water which is polluted and that there is a chance that athletes may contract an illness from competing in such water.

Standards have been laid down by the European Commission (EC) in respect of bathing water quality and these standards are applicable to both sea and freshwater bathing areas. However, when adopting the EC directive on bathing water the UK Government choose only to apply it to coastal waters.

The EC directive on bathing water prescribes levels of coliforms per 100ml of water and E. Coli per 100ml of water. Coliforms and E. Coli are organisms whose presence in large numbers would indicate sewage contamination of water. (It should be noted that these figures are currently under review and British Triathlon will notify you of any changes that arise.)

Organism	EC Directive Amount / 100ml
Coliforms (total number of)	10,000
E. Coli	500

The figures quoted in water quality tests must, however be viewed with caution since it is possible for water quality to change daily and in some cases hourly. This makes accurate assessment difficult. If water quality tests have been taken, the organiser should display these on race day.

When risk assessing a sea swim that is to take place in an EC designated bathing area you should consider the official water quality readings. These should be available for the risk assessment. For all other waters you should satisfy yourself that the organiser has contacted the Water Authority and that

they have raised no objections. Normally, the Water Authority will not say the water is safe to swim in, but will advise if it is not.

During the risk assessment you should also take into account risks of pollution from other water users e.g. powerboats, jet skis etc. In hot weather, the levels of blue-green algae need to be monitored in reservoirs and lakes. The race referees report from the previous year should be checked for any problems with the water quality.

(Adapted from an article by D. Hart EHO, in 220 Magazine.)

Water Temperature

British Triathlon's Rules of Competition regarding water temperature must be adhered to. Action plans for adverse weather conditions and unexpected water temperatures must be in place. At temperatures less than 11C it is recommended that no open water swimming takes place. The recommended swim lengths are based on water temperatures alone and assume that the wind chill factor is negligible. If wind-chill is significant however, the distance of the swim may be reduced, even if water temperatures are sufficiently high. At the following temperatures the following maximum swim distances are obligatory:

Water temperature	Maximum distance
13°C	2000m
12°C	1000m
11°C	500m

When carrying out the risk assessment you should be able to give the expected range of temperatures for the time of year that the race is planned. For example, if the expected sea temperature in May was 13°C you would not allow a Long Distance Race to pass the risk assessment, however a standard distance event would, as there would be a high probability that the event would take place.

You should also be able to provide the average temperature for the time of year the event is to be held. This, combined with the average water temperature may help you recommend the maximum distance for the event

On race day you should check that the following rule will be adhered to:

10.10 Water temperature should be measured at a minimum of three points along the course, including the mid and furthest points from the shore, at a depth of 60cms. The lowest measured temperature should be considered the official water temperature. Temperature readings should be taken one hour before the start of the event.

During the risk assessment you should agree the contingency plan in case the water temperature does not allow the advertised distance to be used. This might be

- To shorten the whole race to keep the distances in proportion (works well with lapped courses)
- To shorten just the swim
- To cancel the swim and hold a duathlon.

You also need to assess any risk associated with the type of water used;

- **Lake or Reservoir-** Are there any weeds, submerged objects that pose a risk to the swimmers?
- **Rivers-** You should have considered the direction and speed of flow of the water. How are the athletes going to avoid hitting each other if it is an out and back course? If the athletes are swimming downstream, how easy is it to 'hit' the exit point?
- **Sea-** You should have confirmed with the local coastguard or beach owner, who is often the local council, that the area is safe to swim in. You should also have provided the times of the tide to ensure that the tide is on its way in for the race. What is the likelihood of a heavy swell or a big surf?

Check what provision will be made to ensure other water users such as windsurfers, jet skiers, fishermen, pleasure craft, sailing boats and ferries do not get close to the swimmers.

When risk assessing the entry/exit points for the swim section you should ask the following questions:

- How will the athletes be lined up and started?
- Is there enough space for the wave size?
Example: Wave of 120 swimmers
 $120 / 4 \text{ rows} = 30 \text{ swimmers per row}$
 $0.8\text{m per swimmer} \times 30 = \text{start } 25 \text{ meters wide}$
- Will the athletes start in or out of the water?
- What is the condition under foot at the entry and exit points of the swim?

British Triathlon Rules covering the swim section

In terms of safety cover for the event you should check that the race meets the following criteria (from British Triathlon Rules 2005):

10.1 Straight line courses: Safety craft or platforms shall be stationed at 100m intervals along the course spaced from the back marker to 200m in front of the lead swimmer. Additional boats/canoes shall patrol the swimming area to ensure that no swimmer is at any time more than 50m from safety cover.

10.2 Circuit courses: Safety craft shall be spaced at 100m intervals with canoe, boat or lifeguard backup so as to achieve a ratio of one safety unit per 20 swimmers. At no time should any swimmer be more than 50m from safety cover.

10.3 No safety cover shall leave the course or be withdrawn until the last swimmer has left the water.

10.4 A suitable craft shall act as guide by maintaining station 25m in front of the leading male and female swimmers.

10.5 All turns shall be clearly marked by buoys or other forms of marking. These must be at least 1 metre high.

10.6 The course shall be clearly marked by buoys or other marking devices located at least every 100m and a minimum of 1 metre high. All markers shall be a different colour to swim hats.

10.7 First aid units in attendance must be aware of the requirements for the treatment of shock and cold.

10.8 Sufficient blankets should be on hand to supply a minimum of 20% of the entries.

10.9 Re-heat facilities are to be on hand, together with a good supply of hot drinks.

10.10 (As above)

10.11 Wherever practical the ratio of the sections should be maintained when the swimming distance is reduced.

10.12 The nearest hospital casualty department must be informed that any race with an open water swim is taking place. Details given must include event location, start time and numbers of competitors expected.

In the majority of races, a combination of a motor boat plus the required number of canoeists should provide appropriate safety cover. At large races a separate ramp for emergency craft near to on shore medical facilities is also desirable. You should also have a procedure in place to check that all triathletes have been accounted for at the end of the swim and an Emergency Action Plan to conduct a search if someone is unaccounted for.

Course design

The distance to the first turning buoy should allow for the field to split up. An advised distance is 200m+ although this may have to be a lesser distance on short swims.

Pool swims

You should ensure that:

- Adequate lifeguard cover is provided
- The competitors are made aware that no diving is permitted
- Lanes are swimming clockwise/anticlockwise alternately
- The exit from the pool does not become too slippery

Sample risk assessment for swim section

Event: Bystanders Sprint		Date: 29/06/01		Start Time: 8.00 am.	
Maximum number of Entries: 120		Special needs Entries: 1 * visually impaired, has own guide with them			
SAFETY REQUIREMENTS		Action to be implemented		By whom	
Course Accuracy (OW)		Good, use markers put out by rowers		SC	
Safety boat function (OW)		Confirm with boat club, check day before		DR	
Emergency procedures		In place, St Johns ambulance to provide 2 units, plus canoe club		DR	
Transfer to notified hospital		St Margarets to be notified		DR	
Doctor Present (OW)		Yes, club member		AS	
Hazard Description	Risk Level	At risk	Action to be Implemented	By Whom	
	H/M/L	A -H	To reduce risk to low	Whom	
Low Water Quality	M	A	D of E check – checked by water centre regularly	DR	
Low Water temperature	M	A	13°C, 2km; 12°C, 1km; 11°C, 500m	DR	
			Check three locations expected 13-14 C		
Poor Water conditions (OW)	H	A	Check No man made lake, although slight swell if strong westerly wind.		
Dangerous Currents or eddies (OW)	H	A,C	Check No		
Conflict with other users	H	A,C	Advance check needed Exclusive use booked 7.30-9.00 am.		
Underwater hazards (OW)	H	A	Check – AR to swim course in week before, moved start away from area with weeds.		
Swim access	H	A	Wide enough numbers for: 4 waves of 30, start area 30m		
Swim exit	M	A	Wide enough for numbers: Yes - needs clear flag or marker to identify from water		
Swim exit to transition	M	A	Surface, grip – Grass, may be muddy if wet, matting in case of heavy rain.		
Swimmer identification	H	A	Coloured hats: Agreed different colour for each wave		
Hypothermia (OW)	H	A	Blankets for 20% of competitors: 24 -St. Johns Ambulance to provide hot drinks, available in boat club house.		
Risk of Drowning	H	A	Safety craft every 50 metres, ratio 1-20 (OW)	6 canoes, 1 motorboat	
			Lead craft (OW): 1 canoe		
			Cut off time (OW)	9.00 am.	
			Swimmer count -	KT	
Additional Risks Identified	Risk Level	Persons at risk	Action to be Implemented to reduce risk to low	By Whom	
List	H/M/L	A - H			
Out and back course	H	A	Change shape of course to a triangle	Race org.	
Potential for algae	H	A	Included in final water quality check, provision for duathlon if problem	DR	

Risk assessing the Transition Area

The transition area should be a defined area that excludes all other persons apart from competitors and officials. Ideally some form of barriers/fencing should be used to form a transition compound; rope or marker tape is generally not sufficient.

The transition area needs clearly marked openings for entry from the swim or first run, cycle exit and entry and run exit. These openings should be wide enough to allow competitors to proceed without any interference or hindrance

Each opening should be manned with directional and security personnel. There should be a separate entrance/exit for competitors to use who are not racing. At pool based triathlons and other staggered start events this will be in use while other competitors are racing and should be manned by check in and security staff.

Special attention should be given to the flow of competitors through the transition area to ensure that there are no points where competitors have to cross paths. If such crossing points are unavoidable these need to be supervised by experienced marshals.

There should be some form of racking or support for competitors' bicycles within the transition area (this is usually made up from scaffolding poles). The racking should be checked to ensure it is safe when loaded with cycles. Sufficient space should be provided to allow each competitor to lay out their equipment for the race and to be able to change equipment without any interference or hindrance. It is important to remember that in triathlons competitors will be barefoot from the swim exit to when they don their shoes for cycling, hence the surface from the swim to the transition area and in the transition area should be smooth and free from debris.

During the risk assessment you should check that:

- Entry and exit from the transition area is wide and unimpeded
- The route from the swim exit to transition is suitable for bare feet (triathlons)
- The transition area will be large enough:
 - A minimum should be 1.5m between back wheels when cycle are racked
- That helmets and bikes will be checked for a safety standard mark on the way into transition. (NB: it is the competitors' responsibility to ensure a correct fit.)
- When the race is in progress only those who are racing are allowed to use race entrances and exits

Course identification:			A	B	C	D
Whole event codes (1-8):			H/M/L	A to H	9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applicable)
ID N O	TRANSITION	Detail of hazard	Risk rating level H/M/L	Persons at risk from hazard		
1	Swim exit	Sharp rocks on left hand side	M	A		Move swim exit further right
2	Transition in	Narrow, Tight turn,	M	A		well signed, highlighted in briefing
3	Bike racking	Too close	H	A		Increased size of transition area
4	Bike out	Speed bump after 150m	M	A		Marshal with flag, Signs, briefing
5	Bike in	As 4	M	A		As 4
6	Finish	Pedst. crossing 100m from finish	H	A, B	16	Notices in advance advertising event
7	Near Transition	Childrens play area	H	A, B		Tape area to allow access from one point

Risk assessing the cycle section

You need to decide whether the cycle section is safe by looking at:

- Turns and junctions, right turns should be avoided where possible
- Bends, hairpin left turns should be avoided where possible
- The terrain including bridges, traffic calming measures, mini-roundabouts
- Road surface, road width
- Traffic volumes & other road users
- Pedestrian crossings, traffic signals
- Number of cyclists on the course at any one point in time

The risk will be in relation to the size, type of event and the time of day the event takes place. Highway Management can greatly help a risk assessor. Both advisory and mandatory signs are placed by a Highway Authority against criteria, and do reveal hazards on a classified road.

Double white lines to a risk assessor mean that everyone should stay on the nearside of them as they are laid against a visibility criteria. If you are on the wrong side, oncoming traffic will not be able to stop. This must be a disqualifiable offence!!

Hazard lines mean exactly that—there is a hazard, either visible or which can develop, and mean that a risk assessor should consider the hazard. If the junction reveals a give-way sign for traffic joining the route, then dependant upon visibility, it could be that no action is required. If the visibility is poor, then it could be a medium risk and perhaps signs and a marshal are required.

On a classified road, much of the work is done for you. Local knowledge is important, but a risk assessor must react to what is there to be assessed and judgements should not be made on expectation through knowledge of the road.

The following physical features should be detailed in a risk assessment:

- A junction, bend or hill crest
- Hazards created by the the position or movement of other road users,

- Hazards created by variations in road surface - kerbs, stone sets, gullies and manholes which may cause tyre or footwear adhesion problems.

There are also observation links that may reveal the need for a hazard to be recorded and dealt with. Observations such as traffic turning ahead, a row of parked vehicles, buses and bus stops, fresh mud, grass, gravel runs indicating water on road, trades vehicles and commercial property.

For signage of the course please see section 19 in the Good Practice Safety Guide (Appendix II)

Often it is difficult to alter exits from swim sites. Suggestions to increase safety might include a "stop-go" point, a coned traffic free lane, or police control. The solution that you will agree on will depend on the type and size of event.

Sample risk assessment of part of the cycle course

Course identification:				A	B	C	D
Whole event codes (1-8):				H/M/L	A to H	9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applic.)
ID N O	kms from start and/or location	Detail of hazard		Risk rating level H/M/L	Persons at risk from hazard		
		Symbol	Desc.				
1	2.3	←	Left turn	H	A,E	10,11,23	
2	3.7	↑	Sharp bend	M	A,D	10,23	
3	5.0	↑	Zebra crossing	H	A,B	16	
4	7.9	↑	Church	H	A,B	20	

From the table above you can see that the first identified risk is 2.3 kilometres from the start, it is a left turn, which is thought to be high risk (e.g. a cyclist could be hit by a car when coming out of the junction). The people at risk are A – the athlete and E – passing traffic (see Appendix I). The measures taken to reduce the risk are 10 - Additional approach signs, 11 - Junction to be marshalled and 23 - Signposted for competitors.

Risk assessing the run section

While there is not usually as great a risk on the run course, it should still be assessed in the same methodical way as the swim and bike courses.

You need to check

- Running surface,
 - Does it deteriorate if wet?
 - Will the competitors be prepared if there are off road sections
- Width, is it wide enough if it's an out and back course?
- Are any road crossings marshalled?
- Drink stations for 10 km run - there should be at least 1 drinks station at half way 20 km run- 3 drinks stations

Course identification:				A	B	C	D
Whole event codes (1-8):				H/M/L	A to H	9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applic.)
ID N O	Miles/kms from start and/or location	Symbol	Desc.	Risk rating level H/M/L	Persons at risk from hazard		
1	0.1km	↑	Alley Way	L	A&B	11	Marshalled & mobile phone contact
2	0.15km	←	Left Turn	L	A&B	11	Emerge from alley onto footpath
3	2.5km	↪	Turn Around	L	A,C&D	11, 10, 17	Turnaround at junction
4	4.0km	←	Left Turn	M	A&D	11, 17, 10	Signed and marshalled
5	5.0km	Finish	Pool Entrance	L	A&B	11	Marshalled & mobile phone contact.

Ensuring the requirements of the risk assessment are met

You, as the Event Organiser, along with the Safety Officer, are responsible for ensuring the requirements of the risk assessment are met, before 'handing over' the course to the race referee on the day. However it is worth clarifying at the initial risk assessment the format of the race briefing for both competitors and marshals. The most common problem is marshals not turning up. In most cases marshals from less important areas can be switched to more important roles. However, if the safety of the event will be compromised you may have to consider amending or cancelling the event. For example, if the water safety personnel do not turn up and suitable replacements are not available, you may be asked to cancel the swim section of the event.

Summary

Risk assessment is already being done by the majority of race organisers and sanctioning officers informally. British Triathlon Risk assessment is committing that process to paper, and ensuring procedures are in place to reduce identified risks.

Remember as a risk assessor:

- To clearly identify the information you need to supply for the risk assessment
- To make the requirements for reducing the risk to low, clear on the assessment form
- To go round the course accompanied by the safety officer if applicable and the race section directors if possible
- To ensure that you have an Emergency Action Plan

If you are new to risk assessing events, then team up with a more experienced assessor so you can observe a real risk assessment being carried out.




Risk Assessment Form for Events

Generic Risk Assessment Codes

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

EXAMPLE

Whole event codes (1-8) 1, 2, 3, 4, 5, 6				A	B	C
ID NO.	Miles/kms from start location	Detail of hazard		Hazard Risk rating level	Persons at risk from hazard	Measures to reduce risk to LOW
1	2.3 km		Crossroads	M	A	11, 23
2						

Notes for Guidance for the Completion of this Risk Assessment:

HAZARD	means the potential to cause harm
RISK	means the degree of likelihood that a hazard will cause harm
PERSONS AT RISK	those who may be affected by a risk
RISK	reflects both the likelihood that harm will occur and its severity.
RISK ASSESSMENT	is controlling the level of risk. It might be summarised as follows: LOOK... EVALUATE... ACT... REVIEW

RISK ASSESSMENT NOTIFICATION– Triathlon/Duathlon/Aquathlon

To:ConstabularyPolice/Safety Advisory Group
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Type of event:	Race Distances
<input type="checkbox"/> Aquathlon (swim,run)Km/M Row stage
<input type="checkbox"/> Duathlon (run,bike,run / run,bike)Km/M Swim Stage
<input type="checkbox"/> Rowathlon (row,bike,run) Km/M Cycle Stage
<input type="checkbox"/> Triathlon (swim,bike,run)Km/M Run Stage(s)
Name of event:	
Promoting Club:	
Local Authority	
Date of event:	
Time of start:	Estimated time of finish:
Organiser/Promoter:	Forename: Surname:
Address:	
Address:	
Address:	
Postcode:	E- mail:
Telephone:	H - W -
Safety Officer:	Forename: Surname:
Address:	
Address:	
Address:	
Postcode:	E- mail:
Telephone:	H - W -
Name of Route <input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/>	
Estimated number of participants:	
Start Area location:	Finish Area location:
Senior Official on the day:	
Person(s) conducting Risk Assessment:	
Date of original Risk Assessment:	Date of last review:
The Medical provision will be trained to the required standard. All event marshals will be trained and briefed	
Signed – Event Organiser/Promoter	Date:

RISK ASSESSMENT – SWIM STAGE (OPEN WATER)

Event:		Date:		Start Time:	
Maximum number of Entries:			Special needs Entries:		
SAFETY REQUIREMENTS			Action to be implemented		By whom
Course Accuracy (OW)					
Safety boat function (OW)					
Emergency procedures					
Transfer to notified hospital					
Doctor Present (OW)					
Hazard Description	Risk Level H/M/L	Persons at risk A - H	Action to be Implemented to reduce risk to low		By Whom
Additional Risks Identified	Risk Level H/M/L	Persons at risk A - H	Action to be Implemented to reduce risk to low		By Whom
List	H/M/L	A - H			

RISK ASSESSMENT – SWIM STAGE (POOL)

Pool Swim Stage Risk Assessment				
Event:		Date:		Start Time:
Maximum number of Entries:			Special needs Entries:	
SAFETY REQUIREMENTS			ACTION TO BE CHECKED BY WHOM?	
Emergency procedures				
Transfer to notified hospital				
Doctor Present				
POOL RISK ASSESSMENT CHECKED FOR COMPLIANCE				
Adequate lifeguard cover is planned				
The competitors are made aware that no diving is permitted				
Lanes are swimming clockwise/anticlockwise alternately				
Consider the number of cyclists on the road together at the start of the cycle section to determine the size of the waves				
Hazard Description	Risk Level	Persons	Action to be Implemented	By
	H/M/L	at risk	to reduce risk to low	Whom
		A - H		
Ensure that the exit from the pool to transition does not become too slippery during event				
Additional Risks Identified	Risk Level	Persons	Action to be Implemented	By
List	H/M/L	at risk	to reduce risk to low	Whom
		A - H		

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 or participant error, and such incidents may result in serious personal injury.

Course identification:				A	B	C	D
Whole event codes (1-8):				Risk rating level	Persons at risk from hazard	Measures to reduce risk	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applicable)
ID No.	Miles/kms from start and/or location	Detail of hazard		H/M/L	A to H	9 to 30 (only)	
		Symbol	Desc.				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

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 or participant error, and such incidents may result in serious personal injury.

Course identification:				A	B	C	D
Whole event codes (1-8):				Risk rating level H/M/L	Persons at risk from hazard A to H	Measures to reduce risk 9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applicable)
ID No.	Miles/kms from start and/or location	Detail of hazard					
		Symbol	Desc.				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							











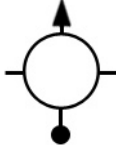
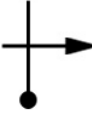
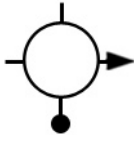
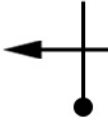
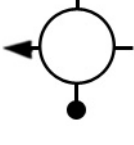
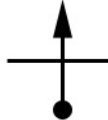
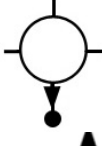
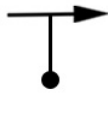

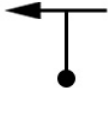


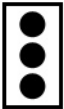

Risk Assessment – Transition

Course identification:			A	B	C	D
Whole event codes (1-8):			Risk rating level H/M/L	Persons at risk from hazard A to H	Measures to reduce risk 9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applicable)
ID No.	Transition	Detail of hazard				
1	Swim exit					
2	Transition in					
3	Bike racking					
4	Bike out					
5	Bike in					
6	Finish					
7						
8						

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

Course identification:			A	B	C	D
Whole event codes (1-8):			Risk rating level H/M/L	Persons at risk from hazard A to H	Measures to reduce risk 9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applicable)
ID No.	Transition	Detail of hazard				
1						
2						
3						
4						
5						
6						

Symbols used in Risk Assessment

	Direction of travel		Origin of competitor
	Entering speed restriction area		Right hand fork
	Entering speed restriction area		Left hand fork
	Entering speed restriction area		Right hand corner
	Entering speed restriction area		Left hand corner
	Roundabout: straight on		Right: junction/crossroad
	Roundabout: right		Left: junction/crossroad
	Roundabout: left		Straight on
	Roundabout: full circle		Right at T-junction
	Bend in road		Left at T-junction
	Bend in road		Bridge
	Traffic lights		Pedestrian / Zebra crossing

Risk Assessment Knowledge Tester

These questions are for your own personal development. You do not have to return this test to your RDO or the British Triathlon Head Office. However, please complete it in order to better your understanding of Risk Assessment.

Question 1

Name three core members of your local safety advisory group

- 1.
- 2.
- 3.

Question 2

Who takes responsibility for the safety of an event? Is it? **(Please circle the correct answer)**

A: Police

B: Local authority

C: Event/Race organiser

Question 3

Who should carry out the medical risk assessment?

Question 4

In the context of risk assessment define "Hazard"?

Question 5

In the context of risk assessment define "Risk"?

Question 6

When should the specific risk assessment section of the risk assessment form be completed?

Question 7

What type of central white lines would indicate hazard?

Question 8

What is the code for "spectator at risk"?

Question 9

Suggest a method of reducing the risk to athletes of low water temperature?

Question 10

In column C on the risk assessment form what risk assessment code would you use to indicate that you were using a marshal on a junction?