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# RISK ASSESSMENT FORM

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

**Files must be saved as Word compatible, either .doc, .docx, .odt or .pdf**

**EVENT NAME: South Oxford Family Triathlon**

**EVENT DATE: 30 June 2019**

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

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Risk assessment conducted by:	Yan Wong (YW) / Tamar Shirley (TS) / Karen Wilson (KW)		
Date of original risk assessment:	May 2018	Date of last review:	Jan 2019

Name of Organising Club/Organisation	Grandpont Nursery School Association - charity number 1099661		
Event Website	<a href="http://triathlon.sofr.org.uk">http://triathlon.sofr.org.uk</a>		

Event Venue	Hinksey pool, Dean's Ham & Nature Park	Post Code	OX1 4QH
Start Area Location	Hinksey Pool, OX1 4RP	Finish Area Location	SOAP, OX1 4PA
Timings	Start	9:00 am	Finish 12am

Event Type	Triathlon	<input checked="" type="checkbox"/>	Duathlon	<input type="checkbox"/>	Aquathlon	<input type="checkbox"/>	Aquabike	<input type="checkbox"/>
Swim Type (if applicable)	OW - Lake	<input type="checkbox"/>	OW - Sea	<input type="checkbox"/>	OW - Other	<input type="checkbox"/>	Pool	<input checked="" type="checkbox"/>
Swim Distance(s)	200m							
Cycle Distance(s)	6000m							
Run Distance(s)	Run 1:	1800m		Run 2:				
Detail distances of ALL other events taking place including children's	The course is participative rather than competitive (i.e. no timing of participants, no "racing"). Additionally, all distances can be accomplished in "relay style", with children taking only part of the distance. Please see course map with marked hazard points ( <a href="https://drive.google.com/open?id=1YhxOSiTx9YiaFNbVrJKfDCScNE0">https://drive.google.com/open?id=1YhxOSiTx9YiaFNbVrJKfDCScNE0</a> )							

Organiser's Name & Address (permit will be sent here unless otherwise specified)	Yan Wong, Grandpont Nursery School Association. 47, Whitehouse Road, Oxford,		
	Post Code	OX1 4QH	
Organiser Email Address	<a href="mailto:contact@sofr.org.uk">contact@sofr.org.uk</a>		
Home Telephone Number	01865 726111	Mobile Telephone Number	07701031888
Safety Officer	Karen Wilson (KW)		
Safety Officer Email Address	<a href="mailto:coordinator@sofr.org.uk">coordinator@sofr.org.uk</a>		

Name of Local Authority and date of notification:	Oxford City Council (discussions 6/11/18; submission 26/3/19)	Date approval received? If not required enter n/a	
Name of Police Authority and date of notification:	Thames Valley Police (submission with Oxford City events)	Date approval received? If not required enter n/a	

British Triathlon Chief Technical Official (if none appointed leave blank)	Have liaised with Bex (at <a href="mailto:events@britishtriathlon.org">events@britishtriathlon.org</a> ). Note, however, that this event cannot be officially registered under British Triathlon guidance owing to the young age (<8yrs) of the participants		
Estimated number of participants	200	Estimated wave size	Max 30 (participants staggered)

#### Declaration:

I confirm that I have followed the British Triathlon Guide to Medical Cover at Permitted Events and that the level of medical cover present at the event will meet the recommended levels as a minimum. All marshals will be appropriately trained and briefed before undertaking their duties. The information I

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have provided in this risk assessment is in good faith and the event will be run in accordance with British Triathlon Competition Rules.

Signed:		(Event organiser)
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## RISK ASSESSMENT - SWIM STAGE POOL

The main things to take into consideration for pool swims include:

- entering the water (e.g. no dive starts)
- exiting the water
- controlling the number of swimmers per lane
- mixed ability swimmers in a lane
- swimmer etiquette
- turns
- exiting the pool hall and the route to the transition area

Start time:	9:00 am		
Max number of entries:	200	Disability Entries:	~10

### SAFETY REQUIREMENTS:

Detail emergency procedure in place:	See separate "Incident & Emergency" plan document
Name of notified hospital:	Nearest A&E - John Radcliffe Hospital (OX3 9DU). Ambulance Service to notify = South Central Ambulance Service (through Oxford City events team)
Detail medical cover present:	Paramedic + Paediatric First Aider + Hinksey Pool Lifeguards
Pool risk assessment checked for compliance by: (name)	
Adequate lifeguard cover is planned & check on the day by: (name)	
Competitors are made aware that no diving is permitted: (name)	
Lanes swim clockwise/anticlockwise alternately: (name)	

Hazard Description	Risk Level (H/M/L)	Person at risk (A - H)	Action to be implemented to reduce risk to low	By Whom
Entering the water	M	A	2 lanes plus one extra wide "family lane" for children who wish to swim with their parents. Participants set off at 10 second intervals.	YW/ Pool marshals
Drowning	H	A	Lifeguards on duty. Participants who cannot swim a length without aids cannot include swim stage (see RA-children)	YW to ensure lifeguards present. Pool marshals to ensure participation
Slipping on exiting (& entering)	L	ABC	Check non-slip grip on surfaces	YW to check
Collision between swimmers	M	A	Separate "normal" & "family" lanes, lane directions present.  <b>Ensure no more than 16 swimmers in a lane at any one time, for lifeguarding reasons.</b>	YW to check

## 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 incident may result in serious personal injury.

When risk assessing the bike course the main risks to consider include:

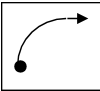
- Turns and junctions - right turns should be avoided as far as possible unless the road is closed to other traffic
- Blind bends, particularly on narrow roads where there is the potential for cyclists to stray onto the opposite carriageway should be avoided as far as possible
- All junctions, sharp bends, hill crests, bridges, traffic calming measures, roundabouts/mini-roundabouts, pedestrian crossings, traffic signals
- Hazards created by the position or movement of other road users (e.g. parked cars, the potential for a build up of traffic turning into a retail park or garden centre)
- Hazards caused by changes to the road surface or variations in the road surface e.g. raised manhole cover, potholes
- Changes to road width
- Weather - either very cold (especially after pool swim) or very hot, leaf fall, soggy ground

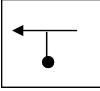
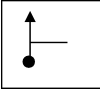
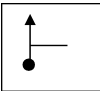
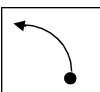
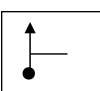
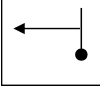
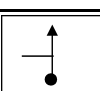
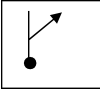
Common safety measures to mitigate the risks posed by the above hazards are:

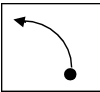
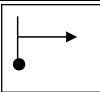
- Signage for both competitors and other road users
- Marshals (possibly with whistle and/or red flag to highlight particular hazards) to interact with competitors only, unless holding the required qualifications to manage traffic
- Foot-down point to bring competitors to a stop before proceeding
- Competitor pre-event information and briefing

**Overview of cycle course:** Course mainly off road along tracks and footpaths, apart from a minimal section along a closed residential road. Well signposted. Whitehouse road closed until 11am.

**Observations:** Cycling is after running due to course layout and to minimise risks. Adult marshals to be fully briefed prior to the event, to be provided with hi-vis tops, and to be in mobile phone contact throughout (numbers to be kept centrally and circulated). Marshals should not direct traffic on open sections of road, but designated marshals can control traffic in the closed section of Whitehouse Road.

Course ID		Cycle Route		A	B	C	D
Whole event codes (1 - 8)							
ID No	Miles / km from start	Detail Hazard		Risk level H/M/L	Persons at risk A - H	Measure to reduce risk 9 to 30	Where risk is High/Medium, detail additional mitigation in place to reduce risk to LOW <b>NAME &amp; ROLE</b>
		Symbol	Description (include road names/numbers)				
1	0 km		Exit from car park onto course (lane to Whitehouse Rd)	L			Lead bike marshal present. Speed humps to be coned

2	0.02 km		Turn left onto Whitehouse Rd (closed section)	H		9, 10, 11(2) 24, 27	Marshalled with 2 people plus community police team, Traffic stopped with signage & marshals present to accompany cars / emergency vehicles where necessary. See Road Signs plan for details. (marshal to be placed by marshals organiser, TS)
3	0.14 km		Road junction with Salter Close	M	A	9, 27 11(1)	Road closure applied for. Salter Close to be coned off. Parking on east side of road restricted previously. Marshal present to accompany cars / emergency vehicles where necessary (marshal to be placed by marshals organiser, TS)
4	0.29 km		Traffic & parked cars	M	ABD	9, 27 11(1)	Road closure applied for. Longford Close to be coned off. Parking on east side of road restricted previously. Marshal present to accompany cars / emergency vehicles where necessary (road closure submitted by main organiser, YW)
5	0.3 km		Junction of road with pedestrian/bike track + street furniture	L	A	11(1), 13	Gate opened, Marshall near junction, tape on posts (marshal to be placed by TS, gate & signage by main organiser, YW)
6	0.46 km		Junction of cycle track with footbridge	L	A, H (pedestrians, other cyclists)	10, 11(1), 16, 17, 23	Marshal at junction, signage for pedestrians / other cyclists (marshal to be placed by TS, signage by main organiser, YW)
7	0.69 km		Carrying straight on could lead to steep slope to river towpath	H	A, H (pedestrians)	10, 11(1), 16, 17, 23	Marshall permanently on hand to direct, prominent signage to direct (marshal to be placed by marshals organiser, TS, signage by main organiser, YW)
8	0.92 km		Main pedestrian path turns left - bikes should carry straight on	L	A	10	Prominent signage, tapes & cone to direct bikes straight on. (signage by main organiser, YW)
9	0.93 km		Common point for rubbish on path	L	A		Route inspected and cleared beforehand (joint inspection by main organiser, YW & central coordinator, KW)
10	0.97 km		Right turn with wiggle in route, followed by slight slope down to rough track	M	A	10, 11(1), 17, 23	Marshall at junction, "go slow" signage. <a href="#">Protective material below slope on fence to avoid injuries to novice cyclists.</a>  (marshal to be placed by marshals organiser, TS)

11	0.99 km		Potholes / mud / rubbish / uneven surfaces on track	M	A	10	Previous inspection of route, rubbish cleared, and <b>council to advise pothole filling etc.</b> "Uneven surface" & "go slow" signs, participants warned, <b>marshal by side of track.</b> (joint inspection by main organiser, YW & central coordinator, KW)
12	1km		Vegetation / brambles on track	L	A		Clear nettles/brambles etc from path the week before. <b>Council involved where possible.</b> (clearance by main organiser, YW)
13	1.27 km		Pedestrian bridge ahead, left cycle turn to lane	L	AB	11(1)	Signage, marshalled, pedestrians warned.  (marshal to be placed by marshals organiser, TS)
14	1.3 km		Speed bumps on track	M	A	10	Signage to advise of bumps  (signage by main organiser, YW)
15	1.3 km		Single track lane - potential for collision with pedestrians & Push2K participants	M	AB	28: lane advised closed to pedestrians	One-way cycling. Pedestrians advised alternative route via playing field  (signage by main organiser, YW)
16	1.46 km		Gate normally closes lane (street furniture)	L	A	10	Gate opened before event.
17	6 km after 4 laps		Finish on 4th lap (turn into SOAP)	L		11(1)	Participants shown finish (marshal to be placed by marshals organiser, TS)
18			Return to pool to collect belongings if necessary - avoid using bike route	M	AB		<b>Return back to pool through separate gate (into SOFR), separating pedestrians &amp; cycles</b>

## 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 incident may result in serious personal injury.

When risk assessing the run course the main risks to consider include:

- The running surface e.g. does it deteriorate if wet, will competitors be prepared if there are off-road sections
- Blind bends
- Street furniture e.g. benches, lampposts, waste bins
- Changes in surface
- Cattle grids
- Road/path width - is it wide enough, particularly if it is an out and back course?
- Are there any road crossings that require marshals
- Whether the course is open to the general public e.g. in a park, along a promenade
- Access for emergency services - particularly for off-road run courses
- Weather - either very cold (especially after pool swim) or very hot (drinks stations), leaf fall

Common safety measures to mitigate the risks posed by the above hazards are:

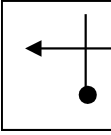
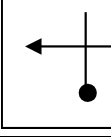
- Signage for both competitors and other road users, both on the day in advance of the event
- Marshals (possibly with whistle and/or red flag to highlight particular hazards) to interact with competitors and pedestrians
- Competitor pre-event information and briefing

**Overview of run course:** The run section is mostly in parks / fields - the main issue is the pedestrian bridge from Hinksey Park to Marlborough Road, which will be marshalled. Shoes to be put on before leaving the swimming pool area. Running from the swimming pool in Hinksey park and in and around Deans Ham park. Up the path to the entrance of SOFR to collect bikes. All running is off road.

**Observations:** Adult marshals wearing hi-vis tops used along route.

Course ID		Run Route		A	B	C	D
ID		Detail Hazard		Risk level H/M/L	Persons at risk A - H	Measure to reduce risk 9 to 30	Where risk is High/Medium, detail additional mitigation in place to reduce risk to LOW <b>NAME &amp; ROLE</b>
N	Miles/km from start	Symbol	Description (include road names/numbers)				
1	0		Entrance / exit from pool compound	L	A		
2	0.02 km		Wide pedestrian path through park	L	A		
3	0.05 km		Gate	L	A		Gate opened. Event sign to be placed near gate, and cones on cycle track. <b>(gate opened by main organiser YW)</b>



4	0.05 km		Non-participant cyclists may use narrow bridge	M	A, H (other cyclists)	10, 24, 11	Signage, marshal on corner (marshal to be placed by marshals organiser, TS, signage by main organiser, YW)
5	0.05 km		Turn to Dean's Ham (corner of road)	M	A	24	Beware cars turning at dead end of road: Cones and signage to close turning area and marshal near junction (marshal to be placed by marshals organiser, TS)
6	0.3 km		Uneven ground / soft ground on field / mud	M	A	3	Safety briefing if wet (briefing by main organiser, YW)
7	0.35 km		Turn on field corner	L	A		
8	1.6 km		Turn to path by houses	L	A	11	Marshalled (marshal to be placed by marshals organiser, TS)
9	1.8 km		Turn at end of path into bike pick-up area	L	A	11	Marshalled, with table (marshal to be placed by marshals organiser, TS)
10	whole route		Rubbish / sharps etc on path	M	AC	28	Route to be walked beforehand and cleared where necessary (joint inspection by main organiser, YW & central coordinator, KW)

## RISK ASSESSMENT - TRANSITION

The typical things to take into account when risk assessing the transition area include:

- The gateways - are they wide enough to allow competitors to pass through without hindrance or colliding with others?
- The surface - is it free from debris, potholes etc., bearing in mind that in a triathlon competitors will be barefoot from the swim exit to the point at which they put on their cycle shoes
- Change of surface e.g. turning from tarmac path into a grass-based transition area - even in dry weather the water carried from the swim on wetsuits/costumes can quickly create slippery conditions
- The flow of competitors through the transition area should avoid crossing points as far as possible - if unavoidable experienced marshals should be deployed to manage designated crossing points.
- For events taking place over several hours with competitors arriving to rack their bikes at different times the transition design should aim to eliminate or minimise the potential for new arrivals (or departing competitors) to cross the path of those actually competing
- Bike racking, where used, should be stable, well-spaced (to allow competitors to run freely, with and without bike, between rows) and of appropriate height for the competitors. Numbered racking/position, where competitors are designated a specific space, is highly recommended as it allows the transition area design to factor in “flow lines”
- Security of competitor’s possessions and separation from non-competitors

Course ID:		Transition	A	B	C	D
Whole event codes (1 - 8)						
ID No	Risk	Detail Hazard	Risk level H/M/L	Persons at risk A - H	Measure to reduce risk 9 to 30	Where risk is High/Medium, detail additional mitigation in place to reduce risk to LOW <b>NAME &amp; ROLE</b>
1	Foot injuries	Transition to running	L	A		Competitors to put shoes on in safe pool area (pool marshals under main organiser, YW)
2	Slipping / collisions to changing rooms	Some participants may wish to change after swimming - changing rooms are at far end of pool	M	A	28	Participants who are concerned with getting a good time will not change. Others requested to walk not run between exit and changing rooms, and changing rooms and start of run.
3	Confusion as to start of run	Participants getting lost / disorientated / losing contact with children	L			Large signage for run start. Clarity of initial advice. Lost children policy detailed in “RA-Children” below.
4	Bike picking up	Potential for collision between runners and cyclists	M	A	11(1)	Bike positions labelled by group name. Separate routes for entering and leaving bike collection zone. (lead bike marshal Nicola Warren)
5	Security of bikes before		M		11(1)	Marshal present at pick up (marshal to be placed by marshals organiser, TS)
6	Bike dropping off / leaving the event	Potential for leaving participants (often pushing/riding	M	AB		Separate route provided through Family Room building for exiting pedestrians. Signage at finish should direct people to the

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		bikes) to collide with cyclists on the event.				correct exit via the Family Room.
7	Security of bikes after	Theft	L		11(1)	Marshal present at SOAP drop off (marshal to be placed by marshals organiser, TS)

## RISK ASSESSMENT - GENERAL

Course ID:			A	B	C	D
Whole event codes (1 - 8)						
ID No	Aspect	Detail Hazard	Risk level H/M/L	Persons at risk A - H	Measure to reduce risk 9 to 30	Where risk is High/Medium, detail additional mitigation in place to reduce risk to LOW <b>NAME &amp; ROLE</b>
A	General accidents	<p>Minor scrapes, cuts, and other injuries (especially from falling off bikes) are very likely.</p> <p>Pulled muscles, etc from extensive exercise</p>	M	ABC	28	<p>All participants must wear cycle helmets. A paramedic (with bike) plus first aider will be present at central location (Grandpont Nursery School / Family Room) and in contact with marshals by mobile phone or walkie-talkie.</p> <p>All marshals should have a minor first aid kit (antiseptic wipes + plasters). Mobile phone numbers of all marshals and central location to be circulated beforehand to all officials. The central contact number will be printed on wrist bands so that all participants know exactly who to contact in case of minor incident.</p> <p>One marshal will be tasked with continually cycling round the bike route to check for any incidents.</p> <p>A warm-up session for families will take place 10 minutes before the start of the swim.</p> <p>(main organiser, YW, responsible for participant packs &amp; wristbands. Central coordinator KW responsible for circulating mobile phone details, contacts, and paramedic)</p>

B	Crowding / collisions	Previous events saw some crowding on the bike section, especially the track by the railway. This was exacerbated by some participants trying to overtake on this narrow section, and could potentially lead to general accidents of the sort described in (A) above.	M	A	28	<p>Participants should be set off such that fast-completers go first, and younger children go last. This will space out competitors on the cycle section. The order of participants into the pool should therefore be roughly by age of youngest participant in each family group (groups with youngest cyclists go last).</p> <p>The cycle section will be anticlockwise rather than clockwise as previously, to avoid crowding on the slope at the north end of the railway track.</p> <p>Signage before the railway track to advise “Slow” and “No overtaking”</p> <p>If there is enough space to keep out of the way, an extra marshal should be present along the track section, with instructions to slow people down in the case of overcrowding.</p> <p>If possible, both sides (ruts) of the railway track should be made cyclable by children, e.g. by cutting back vegetation and filling any large potholes (City Council to advise)</p>
B	Fire risk	Fire may be an issue indoors, or outdoors if there is limited potential for exiting the immediate area	L	ABC		<p>No venues are in enclosed spaces - all outdoor areas except pool and SOAP are large with multiple exits (i.e. parkland). Pool marshals to be made aware of fire evacuation procedure at Hinksey Pool. Marshals at bike pick-up &amp; drop-off points (in closed Nursery car park &amp; SOAP) to be made aware of local fire &amp; evacuation procedure.</p> <p>Marshals briefed on means to halt the event to stop participants moving into areas of danger (e.g. fire in woodland area etc.)</p> <p>(Marshal induction by main organiser, YW)</p>
D	Disruptive interactions with members of the public	Swimmers, walkers, and cyclists may object to being stopped, diverted, or disrupted by the course, and cause problems, including violence	M	ABC		<p>Prior signage should alert members of the public (see road closure section)</p> <p>The pool has its own security procedures. The only issue during the running section is in the park and the narrow</p>

						<p>pedestrian bridge at the end of Marlborough Road - these will be manned by local marshals who have knowledge of the area. The cycling section is the only section likely to cause issues, but all routes have alternative pedestrian access, and there will be signs prior to the event. All major junctions where pedestrians may enter or leave the course route will have marshals. For road issues, see the road closure section below.</p> <p>Marshals are there to explain to members of the public about the event, and will be able to contact base at all times if any back-up is needed.</p> <p>There will be a local community policing team present at the event, mainly located near the Nursery / road closure area. (Emergency services liaison on the day, central coordinator KW)</p>
E	Food Hygiene	Cakes & tea served	L	ABC		<p>Low food risk for cakes &amp; tea. Other cooked foodstuffs will not be provided. Allergies advice available on request.</p>

## RISK ASSESSMENT - CHILDREN

Risks Identified	Risk Level (H/M/L)	Person at risk (A - H)	Action to be implemented to reduce risk to low	By Whom
Drowning (weak swimmers)	M	A	<p>All sections (including swimming) are voluntary, and participant packs must specify that anyone undertaking swimming should be able to swim a 33m length.</p> <p>Swimmers staggered by 10 second intervals to avoid pool crowding.</p> <p>Qualified lifeguards present.</p> <p>Parents to accompany any children under 8 years old (in-line with Hinksey Pool / Oxford City regulations)</p>	Main organiser, YW

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			Family lane present for children who wish / need to be accompanied by an adult swimmer.	
Lost children	M	A	<p>Parents or guardians required to be in sight of children at all times. Contact details for the triathlon base will be present on wristbands worn by all participants.</p> <p>Within the pool area, lost children should be dealt with as per pool policy (organizers &amp; pool marshals to familiarize with this beforehand). Outside the pool, the SOFR building will serve as the "found children" location. Marshals with DBS checks can accompany any lost children to SOFR, and other marshals alerted.</p>	<b>Pool staff, pool marshals</b>
Safeguarding issues / abuse / etc from members of the public	L	A	Parents or guardians to be in sight of children at all times. Additionally, marshals to be within sight at areas where public & participants are likely to interact.	<b>Main organiser (YW) + marshals</b>
Safeguarding issues / abuse / etc from volunteers	L	A	Marshals to include DBS check volunteers, with list of DBS checked marshals kept centrally	<b>Central coordinator (KW) + marshals</b>

## RISK ASSESSMENT - ROAD CLOSURE SECTION

Standard hazards to consider include:

Hazard	Relevant (+ description)
Electricity (including portable appliances)	N/A (none)
Flammable Materials	N/A (none)
Heights (including ladders, scaffolding)	N/A (none)
Lifting Equipment	N/A (none)
Manual Handling (including placing signs and cones)	<b>Yes, see below</b>
Noise Exposure (including equipment, headphones)	N/A (none)
Transport (vehicles, etc)	No motor vehicles used. See below for public traffic
Welfare, toilet facilities	<b>Yes, see below</b>
Violence (attack and public disorder)	<b>Yes, see below</b>
Crowd Control (people and traffic congestion)	<b>Yes, see below</b>
Traffic (RTA, unauthorised traffic on route, traffic exiting from side roads)	<b>Yes, see below</b>
Fire (including on route or at place of assembly)	Possible but unlikely. See General Risks ID B (above) and separate Emergency Plan for details
Nuisance to public transport	N/A (no public transport on this route)
Access for emergency vehicles	<b>Yes, see below</b>
Inclement weather	<b>Yes, see below</b>
Roadworks	Not present in area (see below)

### Groups at Particular Risk:

The presence of any of the following groups will affect the level of risk associated with the hazards you have identified above. Indicate all the groups relevant to this risk assessment.

Members of the Public Adults and Children (inc unauthorised access)	<b>Yes</b>	Contractors / Sub-contractors / Staff	No
Pregnant Women and Nursing Mothers	<b>Poss</b>	Individuals with disabilities or medical conditions (sensory impairment) Elderly, Infirm, Wheelchairs	<b>Yes</b>

Risks Identified	Risk Level (H/M/L)	Person at risk (A - H)	Action to be implemented to reduce risk to low	By Whom
Traffic (RTA, unauthorised traffic on route,	M	ABCD	Both side routes (Long Ford Close & Salter Close) to be closed with temporary barriers (see Road Signs	<b>Marshals recruited by marshals</b>



<p>traffic exiting from side roads)</p>			<p>plan) and manned by road marshals. Main entrance to Whitehouse Road (near nursery) closed with temporary barrier and "Road Ahead Closed" sign 6m in advance of closure point.</p> <p>A single lead road marshal is responsible, with a team of 4 others, for coordinating essential traffic. The lead road marshal will have been briefed fully on the traffic signs plan, and serves as a point of liaison with the local community police team (who will be located near the main road closure junction).</p> <p>Caution Cyclist signs to be placed on each road junction, including to nature park.</p> <p>Prior notification of road closure to be carried out as per City Council guidelines, with leafletting of all residents affected, yellow pre-warning sign, lampost notices, and St Matthew's churchgoers / playing field users.</p> <p><b>organiser, TS.</b></p> <p><b>Lead road marshal (Lucy Matthew)</b></p> <p><b>Road marshal induction (incl. Lead road marshal) by main organiser, YW</b></p>
<p>Crowd Control (people and traffic congestion)</p>	<p>M</p>	<p>ABCH (pedestrians, other cyclists)</p>	<p>Participants will be staggered by 10-20 second intervals at the start, , and families with older (or no) children will set off first, which should reduce congestion in the bicycle phase. As the event is participatory not competitive, participants will be instructed to respect other users of cycle and pedestrian paths.</p> <p>Ensure that there is no clash with other local events involving traffic (e.g. football club matches). Also inform St Matthew's church at least 1 month beforehand, as parishioners are used to parking on Whitehouse Road on Sunday mornings.</p> <p>Event to take part on a day and time when use of Whitehouse Road and surrounding area by vehicles and pedestrians is low. Prior assessment of road use at this time should be obtained.</p> <p><b>Pool marshals to ensure staggering</b></p> <p><b>Main organiser (YW) to liaise re dates</b></p>

Manual Handling (including placing signs and cones)	L		Traffic signs to be placed at side of road by a team the previous evening, and moved into place at 9am by road marshal team (3 individuals). Marshals to be instructed not to strain to carry signs etc, but to work as a team. All signs and barriers are reasonably portable.	<b>Main organiser (YW)</b>
Welfare, toilet facilities			Toilet facilities are available in the pool, in SOFR, and at SOAP. This will be detailed in the participant packs, and shown to marshals.	
Access for emergency vehicles			<p>Access for emergency vehicles to be maintained at all times, with minimum 4m road width. Parking on the east side of Whitehouse Road will be discouraged the day before.</p> <p>Single point of contact for road issues (lead road marshal), reporting directly to the central coordinator.</p> <p>Community police team present at road closure point, who can aid in communicating with other emergency services if necessary</p>	<b>Central coordinator (KW) and lead road marshal to coordinate</b>
Inclement weather	L		<p>Given the date, inclement weather is unlikely to be an issue, but the forecast will be checked beforehand and the course cancelled in the event of dangerous weather conditions. In the case of e.g. light rain, participants will be advised to take extra caution, not to race, and the course checked for particularly slippery areas.</p> <p>For particularly hot weather, water will be available at a station around both the running and the cycle laps.</p>	<b>Main organiser (YW) to decide, in conjunction with TS &amp; KW</b>

If you have any queries or need assistance in completing your risk assessment please do not hesitate to contact the events team on 01509 226162/226186 or [events@britishtriathlon.org](mailto:events@britishtriathlon.org)

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Please upload all completed risk assessments to the [Event Organisers System](#) with the rest of your pre-event information

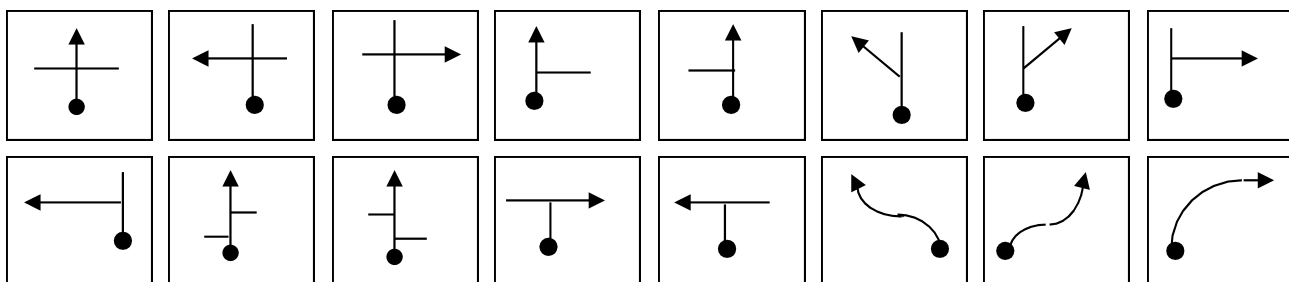
**Guidance notes for completing your risk assessment**

- 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... RECORD... REVIEW...**

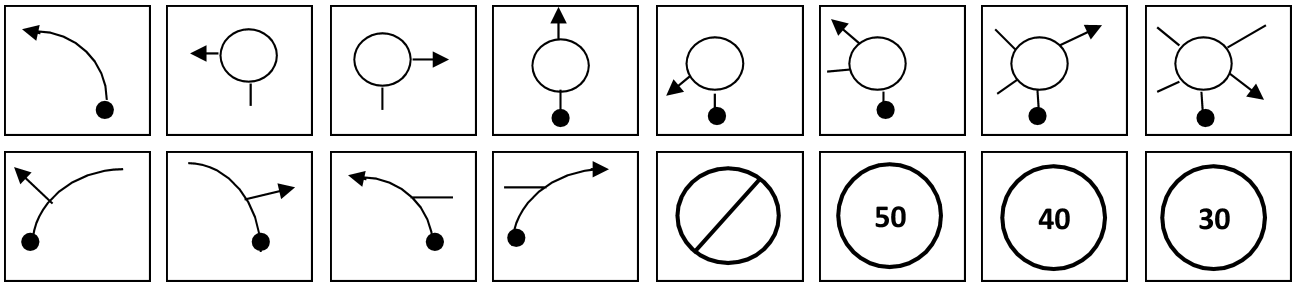
**Example**

Course ID		Cycle Route		A	B	C	D
Whole event codes (1 - 8)							
ID No	Miles / km from start	Detail Hazard		Risk level H/M/L	Persons at risk A - H	Measure to reduce risk 9 to 30	Where risk is High/Medium, detail additional mitigation in place to reduce risk to LOW <b>NAME &amp; ROLE</b>
1	2.3		Straight on at B6161 cross roads	M	A, D, E	10, 23	Signage for traffic on all approaches, signage for competitors advising straight on

**Directional symbols** (there is no requirement to use if the description is sufficient to interpret and understand the risk)



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### Generic Risk Assessment Codes

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