



White Horse Harriers AC

Risk Assessment Form

Version: 1.0

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Risk Assessment Form

Date: 28 August 2009



OXFORDSHIRE
ATHLETICS
ASSOCIATION





DOCUMENT INFORMATION PAGE

risk_assessment_form_v1_0.doc

Document Identity

| Document Title | Purpose |
|----------------------|--|
| Risk Assessment Form | This document is the template for recording risk assessments of WHH venues. See page 1 of completed forms for details of the venue and date of assessment. |

Document History

| Version | Change Description | Author | Date |
|---------|--------------------|-------------|------------|
| 1.0 | Simon Atkin | Simon Atkin | 2 Oct 2008 |

Distribution List

| Who | When | How |
|-------------|------------------------------|--|
| All members | When agreed by the committee | Available on the website or printed copy |

Signoff

| Version | Agreed by | Date |
|---------|-----------|------|
| 1.0 | Committee | |



RISK ASSESSMENT FORM

Venue:

Name and position of person doing check:

Date of check:

Playing / training area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements.)

Yes No

If no, please outline the hazard, who may be at risk and action taken, if any.

Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity? (e.g. check there is no equipment left from other activities or obstructions left in the sporting area.)

Yes No

If no, please outline unsafe equipment, who may be at risk and action taken, if any.

Participants

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

Is/are the register(s) in order?

Yes No



If no, please outline current state and action taken, if any.

Are athletes appropriately attired and safe for activity?

Yes No

If no, please outline unsafe equipment/attire and action taken, if any.

Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?

Yes No

If no, please outline the issues and action taken, if any.

Is a working telephone available?

Yes No

(If no, please outline the issues and action taken, if any.)



Safety information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club?

Yes No

If no, please outline what information is missing and action taken, if any.

Does the club need to take any further action?

Yes No

If yes, please specify.

Name: _____

Signed: _____

Date: _____

A new risk assessment form should be completed at the start of each season, to review any changes that have occurred. A risk assessment should be completed following an incident to ensure you cover the Club should the incident happen again. Any resultant changes made to the Club's codes of practice, policies or procedures should be recorded.