



RISK ASSESSMENT FORM

A risk assessment form **must be completed at the start of each season and for each venue utilized by the coach for their coaching group/athlete(s)**, to ensure you, as a coach, and the club is covered should an incident happen. Risk Assessments are a safety process and allow the club to continue to assess health and safety policy, procedures and the club's code of conducts and normal operating procedures.

SPRINGBURN HARRIERS RUNNING & ATHLETICS CLUB

Venue	
Name and Position of person doing the check:	
Date of check:	

TRAINING AREA

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

Is the area fit and appropriate for activity? Yes No

(example: check ground/floor, roof leaks, lighting, heating, and security and welfare arrangements) 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? Yes No

(example check there is no equipment left from other activities or obstructions left in the sporting area. 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 athletes 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 performers 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 all coaches and volunteers 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? (If yes, please specify.)

SIGNED:

DATE:

NAME: