



**BRITISH
TRIATHLON**

BRITISH TRIATHLON GUIDE TO RISK ASSESSMENT FOR EVENTS



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Reviewed October 2018

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Introduction

In England there is a common law* “duty of care” that imposes a legal obligation to undertake a standard of reasonable care when performing acts that could foreseeably harm others. Any breach could be considered negligent and lead to a subsequent claim for damages.

For triathlon and multisport events this means that the organiser is required to “**make a suitable and sufficient assessment of the risks**” to people who are either:

1. directly connected to the event e.g. participants, marshals, officials, spectators
2. indirectly connected to the event e.g. residents, passers-by, road-users

and then implement control measures to eliminate or minimise the risks to an acceptable level to protect them.

The formal process for fulfilling this requirement and documenting the results is known as a risk assessment.

The law does not expect all risk to be eliminated but does expect people to be protected as far as “reasonably practicable”.

The responsibility for ensuring that the appropriate risk assessments are in place and control measures implemented lies with the event organiser or organising body. The organiser can appoint others to undertake risk assessments on their behalf, but they remain responsible for the content and subsequent actions.

If there are additional activities being undertaken by a third party on the event site e.g. results and timing service or bouncy castle operator, the organiser should:

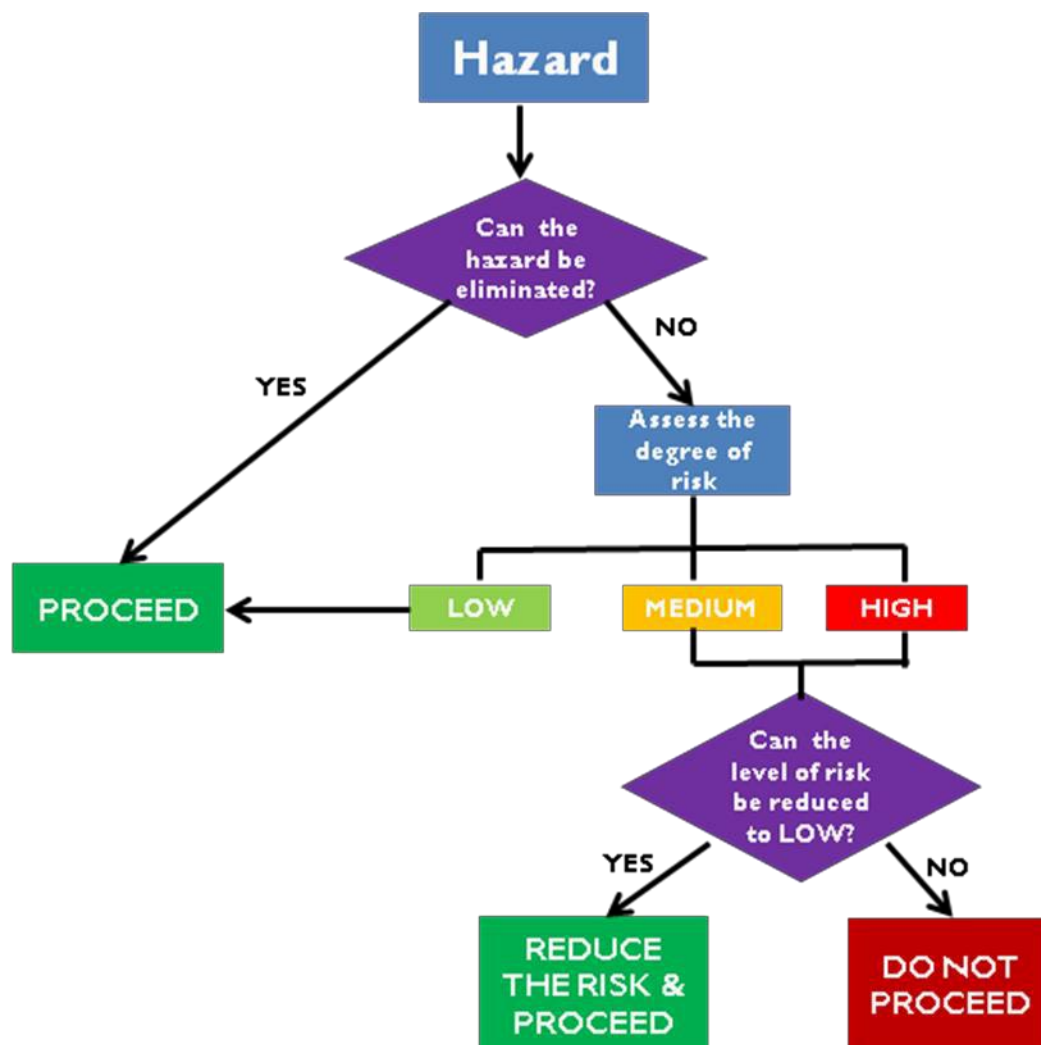
- check that the operator has risk assessed their activity
- seek method statements detailing how the activity will be undertaken safely
- seek evidence that the operator has appropriate public liability insurance

*also known as **case law** or **precedent** - developed by judges through decisions of courts and similar tribunals rather than legislative statutes.

What Is A Risk Assessment?

In terms of a triathlon or multisport event, a risk assessment requires the organiser to undertake a careful examination of what hazards exist, the likelihood (or risk) of them causing harm and to what extent, followed by the identification of control measures that can be implemented to either eliminate or manage the risk to an acceptable level.

The process of assessing a hazard can be summarised below:



Where a risk cannot be managed to an acceptable level, the course (or section of course) or the activity should either be adapted or avoided altogether - even if it means that an event cannot take place.

When Should You Undertake A Risk Assessment?

Initial risk assessments should be undertaken at the earliest opportunity in the event planning process. For a new event in particular, the risk assessment will help identify whether the proposed course and/or event site is suitable or even whether the event itself is viable.

For example, the risk assessment of the bike course may identify the need for a road closure to manage a particular junction safely. The costs associated with the road closure order and associated traffic management may be too great for the event budget, so an alternative course may need to be considered.

The process of risk assessment is ongoing so documents are to be considered 'live', and should be regularly reviewed and updated (up to and including the day of the event) as necessary. It is accepted that the risk assessments submitted to British Triathlon as part of the event permitting process may not be the most current versions - but it is important that organisers have robust version control in place.

Risk assessment should ideally be carried out six months in advance of the event date, with a further review one month, and one week before the event date. Any amendments should be documented, with the most current version followed and applied for future reviews and at the event.

On the day of the event, a further risk assessment should be carried out to ensure that nothing has changed since the previous review. This is also the time to ensure that the control measures that you have identified are put in place. The event must not start before all control measures (e.g. course signs, marshal points) are in place to ensure the safety of competitors and other road users.

Should a new or unforeseen hazard appear on the day of the event, as an organiser you may need to react quickly to ensure the event can go ahead safely. Where possible, document the hazard and the control measure that you implement in the Dynamic Risk Assessment section of the British Triathlon Event Risk Assessment Template. If you are unable to do this straightaway, ensure it is done as part of the event debrief, as the dynamic risk assessment will need to be submitted to British Triathlon after the event.

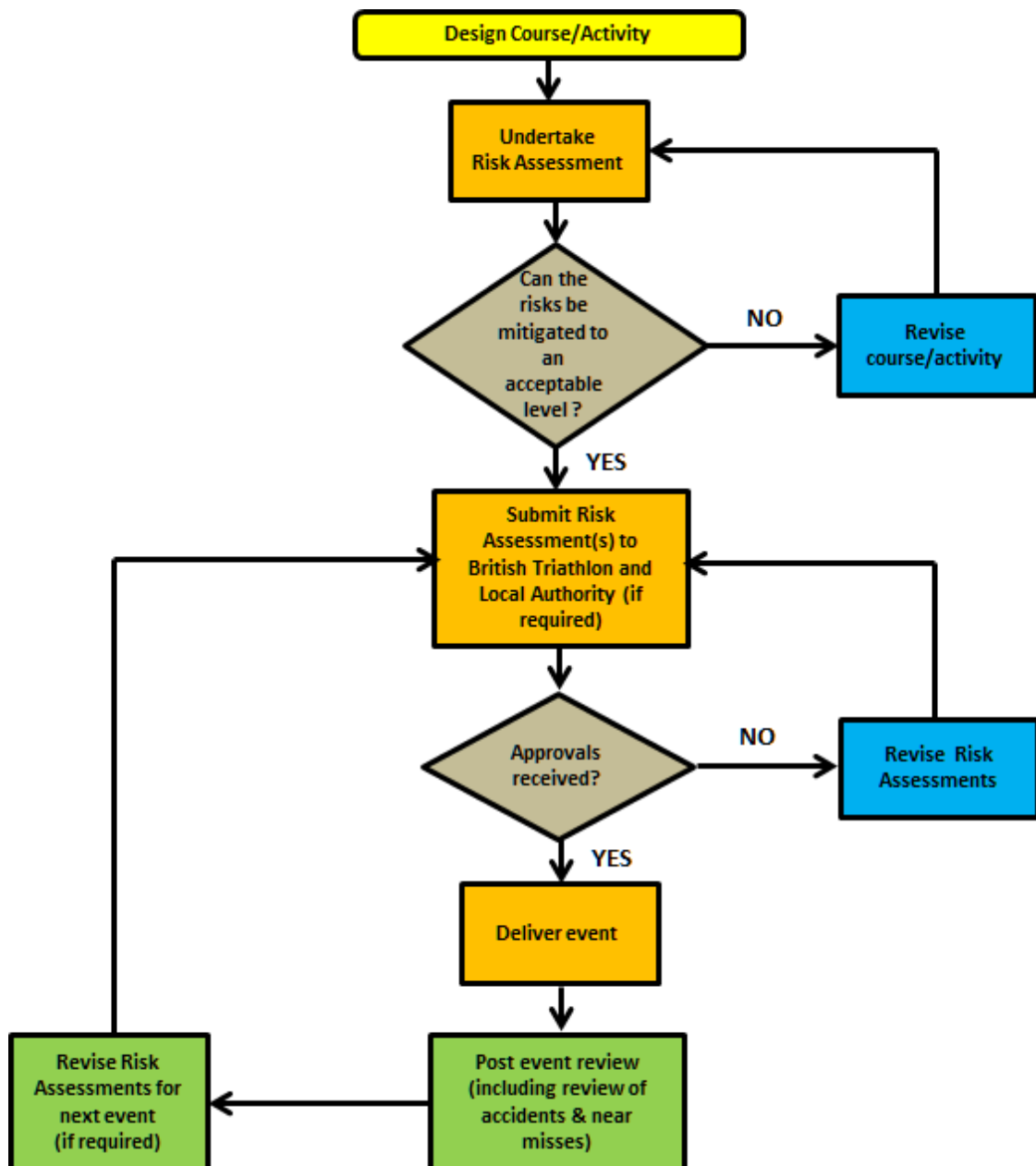
More information about the British Triathlon Event Risk Assessment Template is found on page 12.

How To Risk Assess

The Health and Safety Executive (HSE) has identified a five step process for risk assessing:

- STEP ONE - Identify the hazards
- STEP TWO - Decide who might be harmed and how
- STEP THREE - Evaluate the risks and decide on precautions
- STEP FOUR - Record your findings and implement them
- STEP FIVE - Review your assessment and update if necessary

The risk assessment process can therefore be summarised by the below chart:



The five steps are covered in more detail below and relevant to all triathlon and multisport events.

Step One: Identify the hazards

First you need to identify **how** people could be harmed - remembering that there are various groups to consider e.g. participants, event staff, marshals, Technical Officials, other road, path or venue users, pedestrians and spectators.

Walk/cycle/drive around the event site and course. Consider the activities that are going to take place and identify **what** are the main/foreseeable hazards.

Record the hazards and, where applicable, identify the position (e.g. distance from the start). Taking photographs may also prove useful - to assist with the planning and communication of control measures.

Step Two: Decide who might be harmed and how

For each hazard found in Step One identify the group(s) of people **who** might be harmed and how. This will help identify the best way to manage the risk.

Remember some participants e.g. children, paratriathletes may face additional hazards that need to be considered. For example, children's events will also need to take safeguarding issues into account.

Step Three: Evaluate the risks and decide on precautions

Having identified the hazards, decide on appropriate action that is "reasonably practicable" to **protect** people from harm. Ideally get rid of the hazard altogether or, more likely, implement measures to reduce the risk of harm by:

- Preventing access to the hazard e.g. using crowd control barriers
- Organise work to reduce exposure to the hazard e.g. erect road signage overnight when there is minimal traffic
- Issue Personal Protective Equipment (PPE) e.g. high visibility tabards, gloves
- Provide welfare facilities e.g. first aid, shower and toilet facilities

Step Four: Record your findings and implement them

Write down the results of the risk assessment in the British Triathlon Event Risk Assessment Template. The template can be downloaded from the [Event Organisers System](#) along with specific guidance on how to complete the template.

Submit copies of your risk assessment to the appropriate British Triathlon Home Nation, and to the relevant local, highways and police authorities.

At the event, anyone who has responsibility for implementing the control measures that have been identified in the risk assessment should have access to the relevant documentation. For example, for the swim section it might be appropriate for the event organiser, the safety officer and the swim director to have copies of the swim risk assessment.

Step Five: Review your risk assessment and update if necessary

The risk assessment is a live document. It is essential that it is regularly reviewed up to and including the day of the event. Any amendments should be included at the earliest opportunity.

A post-event review should consider any accidents or near misses so that risk assessment can be updated as necessary. Feedback from participants, spectators, event staff, Technical Officials and the local community may also highlight additional hazards that need to be addressed in the future.

It may take several weeks to gather all the relevant information so a detailed review meeting would normally be convened 4 to 8 weeks after the event depending on its scale and complexity.

Risk Assessment Good Practice

There are a number of considerations to take into account when risk assessing:

- Don't over-complicate the process. Focus on the main hazards but if you intend to implement a control measure, this should be noted in your risk assessment.
- Risk assessments are course and/or activity specific, and therefore should not be undertaken purely as a desk top exercise.
- There are a number of generic risk assessments for various activities that can be downloaded from the internet. They can be an extremely useful guide and aide memoire BUT they will need to be adapted so that they are event/site specific.
- Risk assessing the course(s) and event site should be undertaken at the venue and on the course(s) itself. If possible, include a site visit on the same day of the week and at the same time as the proposed event as this will reflect more accurately the typical hazards that will need to be managed e.g. traffic flow at a particular junction.
- If possible, and particularly if you don't feel confident, include more than one person in the process. Ideally involve people with appropriate knowledge and/or experience. A second pair of eyes may offer a different perspective of hazards and ideas on control measures.
- Be properly prepared - particularly when on conducting on-site risk assessments. Have appropriate maps, plans and equipment available. Typical equipment might include digital camera, measuring wheel, GPS.
- It can be useful to travel bike and run courses in both directions, so that you take into account the potential hazards faced by (or caused by) other road/path users and passers-by who are unlikely to be aware that the event is taking place.
- Review the risk assessment on a regular basis to ensure that it is current. It is worth applying simple document control by including the date of each review and the version of the document so that everyone involved in the process is working to the correct version.
- If the event has taken place before look back at the accident/near miss reports to identify potential hazards that may have previously been missed and that may need to be addressed for the future
- Refer to any relevant British Triathlon Competition Rules and guidance which need to be taken into consideration when designing and risk assessing the course(s). These can be found in the [Event Organisers System](#) and on the British Triathlon website.

Who Do I Need To Inform About My Event?

Put simply, as many people and as soon as possible. Whether or not the event takes place on the highway, event organisers should contact as a minimum:

- the local authority where the event is primarily located
- all highways authorities that the event passes through (particularly the bike course)
- all police authorities that the event impacts upon

Triathlon and multisport events are not directly covered by legislation such as the Cycle Racing on Highways Regulations 1960 (and subsequent amendments) and as such there can be inconsistency and confusion, with some authorities across the country interpreting things differently.

It is strongly advised that event organisers take a responsible and transparent approach to contacting these bodies. Most local authorities have established Safety Advisory Groups (which may go under different names such as Event Planning Group, Joint Planning Agency) which exist to provide advice and guidance to organisers through one central body. It is recommended that the initial approach to the SAG is made 6 to 9 months prior to the event.

Your event risk assessment and other documentation such as Emergency Action Plan and Event Management Plan may be requested by your local and/or highways authority, regardless of whether the event is then referred to the SAG.

Further information about Safety Advisory Groups can be found in the British Triathlon Guide to Cycle Course Design available on the [Event Organisers System](#).

In addition to the above authorities, you should also consider contacting other people and groups who may be affected by your event. Some suggestions include:

- Parish councils or local residents associations
- Local activity groups such as walkers or [The Ramblers](#)
- Stables and livery yards - the British Horse Society website has a list of [approved riding centres](#) and [approved livery yards](#)

Roadworks can often pose a challenge to the effective running of your event. It is strongly advised that organisers use www.roadworks.org, a free tool which the majority of local and highways authorities across the country use and supply information to.

Finally, and once your event plans are confirmed, register your event with British Triathlon via the [Event Organisers System](#) and start going through the event permitting process. Your risk assessment is a key part of this process, and the next section will explain this in more detail.

British Triathlon Permitting Requirements

Undertaking a formal and documented **risk assessment** is both a requirement of British Triathlon through the appropriate constituent Home Nation Permit Application process, and a vital step in complying with the law. It is a requirement for all permitted events, regardless of size or whether or not they take place on the public highway.

Risk assessment is not something that event organisers should be afraid of - and instead should be seen as a key step in delivering a safe event and providing a great experience for competitors, volunteers and anyone impacted by the event.

Whilst we all hope that every event passes without incident, given the nature of sport, accidents do happen. Should there be an incident your risk assessment will be a key document that any subsequent investigation will call upon - so it must be detailed, specific and robust.

There are a number of activities/areas that need to be risk assessed - not all of which are required to be submitted as part of the event permitting process - but which should still be undertaken. The risk assessments for a typical event are summarised below:

Area/Activity	Risk Assessment Required for Event Permit	Comments
Swim, Bike, Run Courses	Yes	
Transition Area	Yes	
Site Build & Breakdown	No	
Medical Cover	No	Organiser required to confirm that a medical risk assessment has been undertaken and an appropriate level of medical cover identified.
Safeguarding (Children & Vulnerable Adults)	Yes - separate safeguarding risk assessment required for children's events	Whilst a specific safeguarding risk assessment is not required for adult events, organisers must ensure that safeguarding provision for children and vulnerable adults that attend the event as spectators/friends and family is in place.
Other Activities (third party operators)	No	Organiser should request copies of risk assessments, method statements and public liability insurance certificate.

The [Event Engagement Team](#) at British Triathlon, and your local Regional Programme Manager are both invaluable sources of help and guidance, along with the resources available on the [Event Organisers System](#).

The Event Engagement Team will review your submitted risk assessment documents as part of the event permitting process, and check that it meets the standards required according to this document.

British Triathlon Risk Assessment Template

British Triathlon has produced an Event Risk Assessment template for recording the details of the overall event, and specific course risk assessment for swim (open water and pool-based), cycle, run and transition segments. The template can be downloaded from the [Event Organisers System](#), as well as the British Triathlon Guide to Completing the Event Risk Assessment Template, which is also included as Appendix A to this document.

Whilst the template provides a convenient method of recording the findings, event organisers (or the person completing the risk assessment) should not assume that other readers have an in-depth knowledge and understanding of the event.

Therefore, the risk assessment should be sufficiently detailed so that anyone unfamiliar with the event could use the risk assessment to implement all the control measures to mitigate the hazards present.

This is good practice and helpful to think of in terms of contingency planning - if the event organiser was suddenly unavailable, could someone else in the organisation team understand and interpret the risk assessment, so the event could still go ahead?

Event organisers are requested to use the British Triathlon Event Risk Assessment Template. Whilst use of this specific template is not a legal requirement, it has undergone peer review by local, highways and police authorities, the Royal Society for the Prevention of Accidents (RoSPA), industry specialists and a working group of current permitted event organisers.

As a result, the template is deemed good practice and covers all the main areas of triathlon and multisport events.

Event organisers may use an alternative format, however they must ensure that every mandatory field in the British Triathlon Event Risk Assessment Template is addressed in their document.

Upon review of alternative format risk assessment, the Event Engagement Team will check that all expected fields have been completed, and if not shall request further details on information that is missing.

Thought should also be given to providing supplementary information e.g. maps, diagrams, photographs to help illustrate particular features.

Typical things that should be considered when risk assessing the course(s) and some examples of measures that may be taken to mitigate the risks are covered below. Good course design is an integral part of managing safety at events.

Segment-Specific Risk Assessment

Swim

Open Water Swims

The main things to take into consideration for open water swims include:

- Competitors - age, ability, whether wearing a wetsuit or not
- Water type and condition - inland or coastal, still/current/tide, wave height
- Weather conditions - wind direction and speed, poor visibility (e.g. fog), air temperature
- Water quality - bacterial, blue-green algae
- Water temperature - particularly at lower and warmer temperatures where hypothermia and hyperthermia could be a factor
- Access and exit arrangements - swimmers, safety team
- Safe supervision - accounting for swimmers when in the water, the safety team
- Physical hazards - above and below the water
- Incident management
- Other users - boats, windsurfers, jet skis, anglers

SH₂OUT, a partnership between British Triathlon and the Royal Life Saving Society (RLSS) can assist with the open water segment of your event - please visit the [SH₂OUT website](#) for more information.

Pool-Based Swims

The HSE guidance document “Managing Health and Safety In Swimming Pools” (HSG 179), which applies to all pools (with the exception of medical/therapeutic pools or private pools in domestic premises), identifies that it is the duty of the pool operator to ensure that risks are adequately identified, assessed and controlled to prevent harm to employees, or those affected by the work activity. On this basis:

- The organiser **is not** responsible for risk assessing hazards associated with the pool itself or the building. However, the organiser should liaise with the pool operator to check that a risk assessment is in place and all necessary controls are in place during the event.
- The organiser **is** responsible for risk assessing their activity.

Particular attention should be focussed on high risk areas like entering the water (e.g. no dive starts), exiting the water, controlling the number of swimmers per lane, competitor etiquette in the water and overtaking, mixed ability swimmers in a lane, turns and exiting the pool hall and the route to the transition area.

Bike

When risk assessing the bike course the main things to take into account 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
 - parked cars and residential areas
 - horses and non-event cyclists
 - pedestrians
 - increased traffic due to a retail park, garden centre or church
- Hazards caused by changes to the road surface or variations in the road surface e.g. raised manhole cover, potholes
- Hazards caused by changes to road width

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

- Signage
- Marshals (possibly with whistle and/or red flag to highlight particular hazards)
- Road closures
- Competitor pre-race information and briefing

The vast majority of events are draft-illegal i.e. competitors are not allowed to cycle in the slipstream of another competitor. Therefore it is also important to identify the anticipated number of cyclists on the course at any point in time, to ensure that there is sufficient room for the cyclists taking into account the 10 metres (standard distance and shorter) or 12 metres (middle distance and longer) gap required between cyclists and to reduce the potential for packs of cyclists to form. This can be particularly significant for multi-lap courses.

It is recommended that 20 metres space per competitor is given on the bike course, and cycle course capacity is calculated thus:

- One-lap 20km course = 20,000 metres
 - 20,000 metres divided by 20 metres space per competitor = 1000 competitors on course at any one time
- Four-lap 5km course = 20,000 metres
 - 5,000 metres divided by 20 metres space per competitor = 250 competitors on course at any one time

This calculation is however only a starting point and all other factors pertaining to the event must be considered before deciding on the entry limit and wave schedule of your event.

Run

When risk assessing the run course the main things to take into account 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?
- Other road/path users
- Are there any road crossings that require marshals
- The number and position of drinks stations (with contingency to increase the number of stations if necessary in hot weather)
- Access for emergency services - particularly for off-road run courses

NOTE: In line with international rules, British Triathlon rules permit competitors to run barefoot should they wish to do so. Whilst the take up of this option is unlikely to be high and the responsibility for doing so rests with the athlete, organisers can assist by providing information about the nature of the terrain/surface so that the athlete can make an informed decision.

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? (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), is it free from potholes or other hazards e.g. tree roots as possible? Where hazards cannot be removed they should be highlighted and/or isolated.
- Change of surface e.g. turning from tarmac path into a grass-based transition area consideration should be given to matting the initial section of grass and signing/marshalling to minimise the risk of competitors slipping - even in dry weather the water carried from the swim on wetsuits and 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.
 - Similarly, 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. There should also be sufficient space between competitors so that they can lay out their equipment and be able to get changed without interference or hindrance.
 - 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”.

NOTE: The competitors themselves are an important element in creating a safe, fair and secure transition area. Pre-race information (reinforced by the race briefing) highlighting the transition design, key rules e.g. no kit boxes (unless provided by the organiser), small soft kit bags only, no use of electrical devices like MP3 players or mobile phones, racking times etc will help create the necessary discipline and efficiency.

Additional Risk Assessments

In addition to the course-based risk assessments there are other risk assessments that an event organiser will need to undertake (or appoint a third party to undertake). Typically this will include risk assessing the event set up and breakdown activities, the medical requirements and, a consideration of safeguarding issues relating to spectating children and vulnerable adults for all events, and a specific safeguarding risk assessment for children's events.

Build and Breakdown Risk Assessment

Even the smallest and simplest events require a site/course build and breakdown. Typical activities might include erecting barriers, setting up bike racking, erecting signage or installing a finish gantry. All such activities should be risk assessed and any event staff appropriately briefed/trained and issued with any necessary protective clothing or specialist equipment.

An example of a build and breakdown risk assessment is included in **Appendix 1**

Medical Risk Assessment

The majority of event organisers will buy-in medical support for their event. The medical provider should undertake a risk assessment of the event to identify the required number, type and positioning of resources - ideally in collaboration with the event organiser who will have the detailed knowledge about things like the course, competitor numbers (and experience), previous events all of which are important factors in determining an appropriate medical response.

Further information on medical risk assessments can be found in the British Triathlon Guide to Medical Cover At Permitted Events. This document is available on the [Event Organisers System](#).

Safeguarding

All events will likely have friends and family supporting competitors, or generally spectating, and this should be encouraged to promote a great event atmosphere. Event organisers are however required to consider safeguarding arrangements for children and vulnerable adults who attend the event. One key factor to consider is how missing and found children and vulnerable adults will be dealt with - it is important that this is covered in your risk assessment and Emergency Action/Event Management Plans.

Specific events where children or vulnerable adults are competing however should take a more comprehensive account of safeguarding issues. As such, a specific Safeguarding Risk Assessment must be submitted alongside the Event Risk Assessment for all permitted children's events.

Typical things to include:

- Supervision around the event site
- Supervision/security of changing areas
- Photography and filming
- Supervision around the course
- Event team checks
- Event team awareness of safeguarding issues
- Incident protocols - e.g. safeguarding issue, missing/lost person

Further details about safeguarding can be found in the British Triathlon Guide to Safeguarding at Children's Events, along with a Safeguarding Risk Assessment Template - both available on the [Event Organisers System](#).

Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs)

Risk assessing is only one step in the safety management process. In the event of a major incident the risk assessment documentation will be reviewed - but it is the management arrangements put in place to mitigate foreseeable incidents that will come under close scrutiny.

An event safety management plan should be developed comprising two elements - Normal Operating Procedures and Emergency Action Plans

Normal Operating Procedures (NOPs) describe how an event, or element(s) of an event, will be managed under normal conditions i.e. to ensure the event runs smoothly.

Emergency Action Plans (EAPs) describe how incidents will be managed

The EAP should include:

- Action that will be taken in the event of a foreseeable incident
- Who is responsible
- What they will do
- How it will be communicated

Example of the relationship between a risk assessment, NOP and EAP

The RISK ASSESSMENT identifies that there is a risk that a swimmer could go missing.

The NOP describes the process by which swimmers will be counted into the water and counted out again. It also details how the swimmers are supervised whilst they are in the water.

The EAP describes what action will take place in the event of a swimmer going missing.

Typical incidents that may arise at a triathlon and should be considered during the planning phase include:

Element	Potential Incidents
Swim	Missing swimmer, panicking swimmer, injured/conscious swimmer, unconscious swimmer, course evacuation (e.g. electrical storm)
Bike	Missing cyclist, injured cyclist, mechanical breakdown, course evacuation/deviation due to major incident
Run	Missing runner, injured runner, course deviation
Transition Area	Missing competitor, evacuation
Venue	Evacuation, missing person, medical incident (non-competitor)

Event Control

The event safety management plan should be a live document. To ensure that the management arrangements, particularly the emergency action plans, are undertaken as described it is recommended that consideration is given to introducing a formal Event Control function in the event team.

For large, complex events this is routine and the Event Control often includes representatives from external agencies like the police. However, smaller events gain significant benefits from adopting similar practice.

At its most basic the Event Control should involve a minimum of two people who are in a quiet area isolated from others so that they are focus on their role as follows:

- Monitor/log radio communications thereby creating an audit trail (this provides excellent feedback for any subsequent event review, regardless of whether there were any significant incidents)
- Oversee the event timetable/key timings - to 'stage prompt' to ensure that the timetable is adhered to and key actions are undertaken at the appropriate time
- Direct and coordinate incident plans (emergency action plans)

Further Reading

[Home Office: Good Practice Guide - for small and sporting events taking place on the highway, roads and public places](#)

[HSE: Event Safety Guide](#)

[HSE: Five Steps to Risk Assessment](#)

[British Triathlon Competition Rules](#)

[SH₂OUT Organised Open Water Swimming](#)

[British Triathlon Guide to Cycle Course Design for Events Taking Place on the Public Highway](#)

Useful Websites

www.hse.gov.uk

Appendix A: British Triathlon Guide to Completing the Event Risk Assessment Template

As the national governing body for triathlon and its associated multisports, British Triathlon want to ensure that event organisers have the tools to complete risk assessments to a high standard - we advise using the British Triathlon Event Risk Assessment Template which can be downloaded from the [Event Organisers System](#).

The below guidance will outline what is required to complete each tab of the British Triathlon Event Risk Assessment Template.

All dark blue tabs must be completed by all event organisers, as these are common to every event. Only those light blue tabs that are relevant to your event need to be completed, e.g. for an adult duathlon, the Cycle and Run tabs must be completed, along with all the dark blue tabs.

Overview tab (MANDATORY)

- Complete all dark blue fields as prompted on the overview tab.
- All light grey sections are optional and to be completed where relevant, e.g. where a larger event has a nominated Safety Officer, complete these sections for their contact details.
- Ensure all the local/highways and police authorities you have informed are detailed in the relevant section. Remember - all authorities your event passes through must be notified. See the British Triathlon Risk Assessment Guidance for more information.

Races tab (MANDATORY)

- List every race taking place as part of your event.
- Use the dropdown menu to select the swim type and adult bike type (where relevant) of the races.
- Provide detail about distances, competitor numbers and start time for each race.

General tab (MANDATORY)

- Provide information about the medical provision you have in place for your event. Ensure you have consulted the British Triathlon Medical Guidance and discussed with your medical provider. It is also good practice to notify your local hospital with A&E facilities (and strongly recommended for open water events), please use the boxes to include this information.
- A number of risk areas and specific hazards common to every event have been identified, along with the people likely to be affected. You are required to identify the risk level for each of these hazards.

- For each of these identified hazards, a number of controls have been provided which could be used to reduce to the risk to as low as possible. These are all common-sense suggestions and it is suggested that these are implemented as a minimum - but as the event organiser you need to ensure the risk assessment is an accurate reflection of what will be in place to address these hazards and the mitigation should be amended appropriately.
- Further suggested risk areas that are common to many events are also listed, but please use the space and insert additional rows to make it suitable for your event.

OW (Open Water) tab (optional depending on race format)

- Provide the name of the water safety provider you have in place for your event - also detail the contact telephone number, and numbers of powered and unpowered craft that will be used.
- Provide information about the wave size, wave frequency and number of marshals required for the swim segment.
- Provide a summary of the open water swim course(s) where possible. Use the 'Images' tab to paste pictures and diagrams should you wish.
- A number of risk areas and specific hazards common to every open water swim have been identified, along with the people likely to be affected. **You are required to identify the risk level for each of these hazards, and to describe the specific risk mitigation that you and your water safety team will implement.**
- Where mitigation has been identified for each hazard listed, the risk assessment part of the SH₂OUT Event Self-Certification scheme is satisfied. For further information on the rest of the Self-Certification scheme, which includes information and guidance on creating normal operating procedures (NOP) and emergency action plans (EAP) please contact SH₂OUT - info@sh2out.org.
- Please use additional rows for further hazard identification and risk mitigation where required.

Pool tab (optional depending on race format)

- Provide the name of the facility being used for the pool swim segment of your event. Also detail the contact telephone number.
- Detail the name of the person from your event organisation team who has checked that the facility has a risk assessment in place covering the pool operations, and that adequate lifeguard cover will be provided for the event. Provide the name of the person who will also check that lifeguard cover is in place on the day.
- Use the dropdown menu to select the format of the swim.
- A number of risk areas and specific hazards common to every pool swim have been identified, along with the people likely to be affected. **You are required to identify the risk level for each of these hazards, and to describe the specific risk mitigation that you will implement. These hazards should primarily focus on the actions of competitors.**
- Please use additional rows for further hazard identification and risk mitigation where required.

Cycle and Run tabs (optional depending on race format)

- Provide a summary of the cycle or run course(s) - a link to Strava/MapMyRide etc. is really helpful to aid understanding. Use the 'Images' tab to paste pictures and route maps should you wish.
- In **Section 1**, a number of hazards common to every cycle or run segment have been identified, along with the people likely to be affected. You are required to identify the risk level for each of these hazards.
 - For each of these identified hazards, a number of controls have been provided which could be used to reduce to the risk to as low as possible. These are all common-sense suggestions and it is suggested that these are implemented as a minimum - but as the event organiser **you need to ensure the risk assessment is an accurate reflection of what will be in place to address these hazards and the mitigation should be amended appropriately**. Identify in the 'Initials' column who is responsible for implementing these measures.
- In **Section 2**, you are required to complete a detailed risk assessment of your cycle or run course(s). Record the following information on each row wherever a hazard is identified:

Column	Information to provide
ID	Use this to reference any photos/diagrams added to the 'Images' tab.
Applies to which race?	Detail which race the hazard relates to where multiple races take place on the same course or part of the course. Ignore this for events where only one race is taking place.
mi/km from start	Detail at what distance from the start of the segment the hazard is found.
Symbol	Use the symbols to simply identify the nature of bends, turns and other hazards. To use the symbols, click on the symbol, copy it (either right mouse click -> copy, Home -> Copy, or Ctrl-C), select the correct box and paste it (either right mouse click -> paste, Home -> Paste, or Ctrl-V).
Description of risk	Detail the exact nature of the hazard. Use this space to identify clearly where the risk is; use road names/numbers to help understanding.
Who is affected?	Identify which group(s) are at risk.
Level	Identify the level of risk present before mitigation is implemented.
Description of controls to reduce the risk	Detail what you as an event organiser are going to do to reduce the risk of the hazard to as low as possible.
Marshals	State the number of marshals present at this location.
Signs	State the number of 'Cycle Event' or 'Running Event' signs (to make the public and other road users aware) and direction arrow signs (to inform competitors) that are required at this location.

- These same principles apply to Kids' cycle and run segments, however as a reminder all children's races are required to take place on courses closed to vehicular traffic.
- For duathlon events, you may choose to copy the Run (or Kids Run) tab and complete each run segment on a different sheet. To do this, right mouse click on the Run tab, and select 'Move or copy...'. Choose the place where you want to insert your additional tab (we suggest before the Transition tab) and click 'Create a copy'. Click OK and the new tab will appear. Alternatively, you can choose to copy and paste more rows in the Run tab.

Indoor tab (optional depending on race format)

- Where any segment of your event uses spin or exercise bikes, treadmills or rowing machines, complete this tab.
- Provide the name of the facility being used for the indoor segment of your event. Also detail the contact telephone number.
- Detail the name of the person from your event organisation team who has checked that the facility has a risk assessment in place covering the equipment, and that adequate supervision will be provided for the event. Provide the name of the person who will also check that supervision is in place on the day.
- A number of risk areas and specific hazards common to the use of indoor equipment have been identified, along with the people likely to be affected. **You are required to identify the risk level for each of these hazards, and to describe the specific risk mitigation that you will implement. These hazards should primarily focus on the actions of competitors.**
- Please use additional rows for further hazard identification and risk mitigation where required.

Transition tab (MANDATORY)

- Provide a summary of your transition area where possible, showing competitor flows, in/out gates and location of the bike mount/dismount lines. Use the 'Images' tab to paste pictures and diagrams should you wish.
- A number of risk areas and specific hazards common to the transition areas have been identified, along with the people likely to be affected. **You are required to identify the risk level for each of these hazards, and to describe the specific risk mitigation that you will implement.**
- Please use additional rows for further hazard identification and risk mitigation where required.

Declaration tab (MANDATORY)

- The race director must sign and date the document having read, understood and accepted the declaration. An additional member of the event organisation team must countersign and date the document.

- Marshal numbers and signage quantities are automatically calculated for you based on the numbers entered in each of the segment tabs.

Dynamic tab (optional unless required on day of event)

- As the risk assessment submitted to British Triathlon as part of the event permitting process is a snapshot in time, it is expected that further revisions to the document will be made. Changes that are identified in advance should be recorded on the risk assessment and the 'Date of last review' box on the Overview tab should be updated.
- Any additional hazards that are identified on the day of the event, which require mitigation to be implemented to reduce the risk to as low as possible, need to be recorded in the Dynamic tab. Such examples might be emergency roadworks requiring a change of bike course, or a fallen tree crossing the run course.
- Should any additional hazards be identified and mitigation implemented, the event organiser is required to copy this section into an email and submit to British Triathlon following the event.

Images tab (optional)

- Use this tab to include images (e.g. of tricky junctions that require further explanation) as referenced in your risk assessment, site plans and route maps.

Appendix B: Example Event Build and Breakdown Risk Assessment

Subject Area	Hazards	To Whom	Control Measures
Transport	Struck by vehicle	Crew, staff	Venue security and crew chiefs to supervise movement
	Movement of load	Crew	Driver to open doors of truck
	Falls from vehicle		Trained personnel only allowed in vehicles
	Striking an object	drivers	Maintain 4m exclusion zone around vehicles
Fumes/exhaust emissions	Crew working near/ vehicles inhale fumes	Crew, drivers	Maintain 4m distance if working in the vicinity of the vehicle
			Switch off engine when loading/unloading
Vehicular movement	Struck by vehicle	Crew, staff	Venue security and crew chiefs to supervise movement
	Contact with other vehicles	Drivers	Maintain 4m exclusion zones
			Maintain constant speed
			Remain extra vigilant throughout
Forklift trucks/ telehandlers	Unsuitable loads, vehicle/staff collisions, overturning	Crew, staff	Activities requiring mechanical handling should be identified and the appropriate equipment used
			All equipment operators should be properly certified and competent
			Contractors bringing such plant should identify their operators in advance with proof of competence. No other operators to use such plant on site
			Plant operators to be stewarded as appropriate
Erection and breakdown of structures	Falling materials, vehicle movements, unstable part of complete structures	Crew, staff	All structures to be erected by approved contractors who should have been visited in advance by Event Safety Officer
			The safety of contractor's employees is the responsibility of the contractor. The ESO should step in if unsafe working practices are observed
			Areas where erection is taking place should be off limits to others
			Such working areas should be barriered of stewarded
			Head protection should be worn where necessary
Lighting	Insufficient visibility for working	Crew	Ensure adequate light levels if build/dismantle during hours of darkness

Subject Area	Hazards	To Whom	Control Measures
Lack of protection for head, hands, feet and ears	Personal injury	Crew	Ensure that all persons have appropriate PPE for the tasks that they are undertaking and that all other persons are excluded from areas where PPE is required
			Method statements to drawn up to state PPE requirements and be communicated to staff
Manual handling - moving barriers, racking	Back injuries, sprains, strains etc	Crew	Task specific risk assessments
			Train staff and select competent contractors
			Select/design appropriate equipment
Electrical equipment	Electrical shocks or burns	Crew	All portable power supplies to be certified as appropriate
			Use of 110 volt where possible
			Portable appliances to be examined and certified
Working hours	Prolonged working hours, fatigue, lack of concentration	Crew	Select staff and staff numbers to suit anticipated work
			Access to rest facilities
			Access to food water and hot drinks
Weather conditions	Adverse weather i.e. high winds, heavy rain, lightning etc	Crew	In the event of severe weather, Event Safety Officer to have authority to suspend activities
			Wet weather protection to be provided to crew/staff
Site clearance	Cuts and puncture wounds	All	Gloves and litter picking sticks to be issued
			Site to be kept free of litter and rubbish throughout
General housekeeping	Slips trips and falls	All	Ensure all walkways kept free of obstruction
			Ensure all surface level changes clearly marked
			all cables across walkways to be in cable traps
Fire	damage by fire or smoke	All	Keep combustibles to a minimum
			Provide additional fire extinguishers where necessary
			Understand the fire precautions and procedures at the venue
Storage of kit and materials	trips, unsafe stacking, collision	All	Safe storage locations to be determined in advance
			Fencing, cones, tape and barriers to be erected where there is significant risk of vehicle collision
			Security may be required at unattended stores
Welfare and first aid	Lack of welfare and first aid issuers	Crew, staff	Designated first aider to be in site; contact details to be made known.



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