

# Risk Assessment Form – Club Room (focus on Turbo)



Venue:		LTC Club Room	Venue Contact Name & Contact Details:	Cian Crosbie - Chairperson (0868365805)
Address:		Main Street, Lanesboro Co Longford		Marie McLoughlin – Training Co-Ordinator (087 – 7408380)
Group:		Lanesboro Triathlon Club	Location of first-aider:	Lead Coach
Date:		Every Monday	Location of Defibrillator	Front wall of Parish Hall beside Bridge.
Time:		7pm	Location of telephone:	Mobile telephone lead coach (Reception 4G).
Participants:	Number:	10 - 25	Location of toilets:	Rear right of rooms.
	Age:	Adults 18 - 75	Location of changing rooms:	No changing rooms onsite.
	Ability:	Mixed, beginner to elite/novice	Location of first-aid kit:	Middle of room affixed to wall, easy access.
Lead Coach Name:		James Gallagher	Stocked and maintained:	Yes
Venue documents read and understood:		<b>Normal Operating Procedures:</b> Yes.	Additional notes:	<ul style="list-style-type: none"> <li>Risk assessment for adult Members of Lanesboro Triathlon Club (referred to as LTC).</li> </ul>
		<b>Health &amp; Safety Policy :</b> Yes		
		<b>Emergency Action Plan (EAP):</b> Yes		
			<ul style="list-style-type: none"> <li>Ratio for Level 1 Coach 1-16.</li> <li>All Coaches in Club have up to date First Aid Training.</li> <li>Lead Coach Telephone: 086-0238889.</li> </ul>	
Name of person conducting risk assessment:			Signed:	Date:
<b>James Gallagher - Level 1 Coach</b>				27 October 2019

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Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium /Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: (after resolution)	Dates Reviewed
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Carrying bikes/turbo to Club Room, risk of fall, collision with other people, strains from trying to carry too much weight.</li> </ul> <p>Potential for stolen equipment if left unsupervised.</p>	LTC Members who bring own turbo trainers and bikes.	<b>Likelihood:</b> Medium <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>Warn all participants beforehand if possible.</li> <li>At end of session, repeat warning as more risk when tired after session.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Low	James Gallagher 27/10/2019
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Fan and music cables across floor, possibility of tripping over.</li> </ul>	LTC Members. Coach.	<b>Likelihood:</b> Medium <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>Make obvious, try and keep out of way of path of movement.</li> <li>Warn participants.</li> <li>Tape down if practical / possible.</li> <li>Remedial works on power points, to minimize leads carried out.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> <li>Chairperson / Training Co-Ordinator or nominee.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Low	James Gallagher 27/10/2019
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Fans, tripping over, catching fingers in fan blades.</li> </ul>	LTC Members. Coach.	<b>Likelihood:</b> Medium <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>Check sufficient guards on fans.</li> <li>Warn participants.</li> <li>Air conditioning unit installed to reduce need for fans.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> <li>Chairperson / Training Co-Ordinator or nominee.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Low	James Gallagher 27/10/2019

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<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>• Footwear, bike shoes with cleats. Slipping on floor when wet from sweat or drinks spills; especially when wearing cleats.</li> <li>• Training shoes with laces: Laces getting trapped in bike machinery</li> </ul>	<p>LTC Members. Coach.</p>	<p><b>Likelihood:</b> Medium <b>Impact:</b> Medium</p>	<p>No</p>	<ul style="list-style-type: none"> <li>• Warn participants, get participants to remove shoes and possibly socks while off the bike.</li> <li>• Ensure all laces tied tightly and tucked away.</li> <li>• Ensure any pools of water (sweat/spilt drinks) are cleaned up.</li> <li>• Non slip matting installed.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Coach.</li> <li>• Chairperson / Training Co-Ordinator or nominee.</li> </ul>	<p><b>Likelihood:</b> Low <b>Impact:</b> Low</p>	<p>James Gallagher 27/10/2019</p>
<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>• Participants falling from bike or bike becoming loose in turbo trainer.</li> </ul>	<p>LTC Members. Coach.</p>	<p><b>Likelihood:</b> Medium <b>Impact:</b> Medium</p>	<p>No</p>	<ul style="list-style-type: none"> <li>• Warn participants to ride within their capability.</li> <li>• Coach to check bikes are secured in the turbo trainer before beginning. M Check.</li> <li>• Exercise caution if riding out of the saddle.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Coach.</li> </ul>	<p><b>Likelihood:</b> Low <b>Impact:</b> Low</p>	<p>James Gallagher 27/10/2019</p>
<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>• Bikes. Tighten all adjustable parts. Check foot straps.</li> </ul>	<p>LTC Members.</p>	<p><b>Likelihood:</b> High <b>Impact:</b> Medium</p>	<p>Yes Faults with spin bikes report to Training Committee.</p>	<ul style="list-style-type: none"> <li>• Coach to show how to adjust, tighten moving parts.</li> <li>• Warn participants to ride within their capability.</li> <li>• Ask participants to check their bikes &amp; foot straps before starting session.</li> <li>• Ensure correct rear wheel skewer used with turbo trainers to ensure bike securely fitted to turbo trainers.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Coach.</li> </ul>	<p><b>Likelihood:</b> Low <b>Impact:</b> Medium</p>	<p>James Gallagher 27/10/2019</p>

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<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Spin Bikes. Fixed wheel, pedals don't stop turning if you stop pedalling, can cause injury.</li> </ul>	LTC Members.	<b>Likelihood:</b> High <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>No Spin Bikes used, and none in Club Room. Turbo Trainers only.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Medium	James Gallagher 27/10/2019
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Noise from fans and when playing music.</li> </ul>	LTC Members. Coach.	<b>Likelihood:</b> High <b>Impact:</b> Low	No	<ul style="list-style-type: none"> <li>Coach to speak up or to turn down music and check instructions are understood.</li> <li>Use PA system installed in Club Room.</li> <li>Walk around to observe if understood.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Low	James Gallagher 27/10/2019
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Lighting faults. Trip over or fall in darkness or reduced lighting.</li> </ul>	LTC Members. Coach.	<b>Likelihood:</b> Medium <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>Coach to check lighting pre-session. Report any faults and check on progress of repairs, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> <li>Chairperson / Training Co-Ordinator or nominee.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Low	James Gallagher 27/10/2019
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Towels/items dangling from bars of spin bikes getting caught in wheels.</li> </ul>	LTC Members. Coach.	<b>Likelihood:</b> Medium <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>Warn participants.</li> <li>Ask participants to use alternative storage place. Keep area clean and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Medium	James Gallagher 27/10/2019
<b>CLUB ROOM</b> <ul style="list-style-type: none"> <li>Kit bags / items stored close to/behind spin bikes / turbo trainers getting caught up with moving parts.</li> </ul>	LTC Members. Coach.	<b>Likelihood:</b> Medium <b>Impact:</b> Medium	No	<ul style="list-style-type: none"> <li>Warn participants.</li> <li>Ask for everyone to store their bags in a safe corner of the room clear of walking areas and moving parts of bikes.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<b>Likelihood:</b> Low <b>Impact:</b> Low	James Gallagher 27/10/2019

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<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>Participants not aware of how to stop pedals flywheel spinning, or how to set bike up for a correct riding position.</li> </ul>	LTC Members.	<p><b>Likelihood:</b> High</p> <p><b>Impact:</b> Medium</p>	No	<ul style="list-style-type: none"> <li>Show new participants how to set bike position correctly.</li> <li>Show new participants how to brake the flywheel if they get out of control.</li> <li>Remind all participants on bike setup and braking mechanism.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<p><b>Likelihood:</b> Low</p> <p><b>Impact:</b> Low</p>	<p>James Gallagher</p> <p>27/10/2019</p>
<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>Participants overheating, suffering from dehydration or getting chills after session.</li> </ul>	LTC Members.	<p><b>Likelihood:</b> Medium</p> <p><b>Impact:</b> Medium</p>	No	<ul style="list-style-type: none"> <li>Ensure participants have drinks.</li> <li>Ensure suitable fan in use during session to increase air flow.</li> <li>Switch fan off during cool down so participants don't get too cold/chilled.</li> <li>Advise participants on proper clothing, for during and after session.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<p><b>Likelihood:</b> Low</p> <p><b>Impact:</b> Low</p>	<p>James Gallagher</p> <p>27/10/2019</p>
<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>Participants set up incorrectly on bike.</li> </ul>	LTC Members.	<p><b>Likelihood:</b> Medium</p> <p><b>Impact:</b> Medium</p>	No	<ul style="list-style-type: none"> <li>Coach to show participants how to adjust resistance on equipment.</li> <li>Coach to ensure participants know how to adjust resistance on own turbo trainer.</li> <li>Coach to outline appropriate cadence for session, and what it should feel like.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> </ul>	<p><b>Likelihood:</b> Low</p> <p><b>Impact:</b> Low</p>	<p>James Gallagher</p> <p>27/10/2019</p>
<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>Turbo Trainers - general upkeep, poorly maintained turbos could lead to a fall/accident.</li> </ul>	LTC Members.	<p><b>Likelihood:</b> High</p> <p><b>Impact:</b> Medium</p>	No	<ul style="list-style-type: none"> <li>Coach to advise Members to keep turbo trainers in good working order.</li> <li>Keep LTC-owned turbos in good working order.</li> </ul>	<ul style="list-style-type: none"> <li>Lead Coach.</li> <li>Chairperson / Training Co-Ordinator or nominee.</li> </ul>	<p><b>Likelihood:</b> Low</p> <p><b>Impact:</b> Low</p>	<p>James Gallagher</p> <p>27/10/2019</p>

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<p><b>CLUB ROOM</b></p> <ul style="list-style-type: none"> <li>• <b>Participants riding with too great a resistance, potential to strain muscle, ligament, tendons.</b></li> </ul>	<p>LTC Members.</p>	<p><b>Likelihood:</b> Medium</p> <p><b>Impact:</b> Medium</p>	<p>No</p>	<ul style="list-style-type: none"> <li>• Coach to show participants how to adjust resistance on equipment.</li> <li>• Coach to ensure participants know how to adjust resistance on own turbo trainer.</li> <li>• Coach to outline appropriate cadence for session, and what it should feel like.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Coach.</li> <li>• Chairperson / Training Co-Ordinator or nominee.</li> </ul>	<p><b>Likelihood:</b> Low</p> <p><b>Impact:</b> Low</p>	<p>James Gallagher</p> <p>27/10/2019</p>
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Diagram of LTC Club Room

