

## Risk Assessment for Orienteering



Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

<b>Name of Club / satellite club name / after school club</b>		Southdowns Orienteers	
<b>Name of person completing this form</b>	Neil Crickmore	<b>Position of person completing this form (coach, organiser etc)</b>	Event Planner / Organiser
<b>Venue for session / event / activity</b>	Various including - Club night activities within school grounds - Club night activities within parks - Club night trail runs - Club night road runs	<b>Date for session / event / activity</b>	Various - 2023
<b>Name of person in charge of session / event / activity</b>		Neil Crickmore	
<b>Risk assessment signed</b>	<i>Neil Crickmore</i>	<b>Risk assessment dated</b>	
<b>Risk assessment checked by (name, position and date)</b>	<b>Print name &amp; position (must be licensed controller except for level D event where it can be a licensed coach or event safety tutor):</b> Karen Ashworth - Southdowns Safety Officer		
	<b>Sign and date:</b> <i>Karen Ashworth</i> 08 Jan 2023		

### Emergency Information

<b>Emergency access point (for emergency vehicles)</b>	<b>Post code / grid reference:</b> Organiser of each club night activity is responsible for knowing this	<b>Place from which signed:</b> N/A
<b>Nearest A&amp;E hospital:</b>	<b>Name and Post code:</b> Normally Royal Sussex County Hospital Eastern Road, Brighton, BN2 5BE For trail runs further afield, organiser is responsible for knowing which is closest.	<b>Map available (where):</b> Details for all local hospitals are kept inside club night first aid kit
<b>Working telephone:</b>	<b>Landline or mobile:</b> Mobile <b>If mobile (reception checked?)</b> Organiser of each club night activity is responsible for doing this for the area concerned	<b>Number:</b> Organiser of activity brings mobile with them
<b>First Aid cover</b>	<b>Name of first aider:</b> First aid kit only	<b>Located where?</b> At registration location
<b>Search Plan</b>	<b>Club generic search plan or specific event safety plan?</b> Club generic plan	<b>Contact number printed on map?</b> Organiser of activity will do this if activity not within bounds of a park or school grounds <b>Sunset time on competition date:</b> Organiser of activity takes responsibility for knowing this <b>Individuals who would stay to carry out a search have been identified?</b> Yes – adult club members remain until all accounted for <b>Emergency copies of all course maps plus an 'all controls' map held by organiser?</b> Yes
<b>Safety bearing or similar information</b>	<b>Information to be given out</b> For trail runs or street runs, organiser is responsible for providing this information at the start.	<b>Where will this information be given?</b> At the start

## The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

**NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.**

Hazard	Possible outcome / injury		Mitigation	
	Notes on potential severity	Likelihood at this event	What control measure?	Who is Responsible?
<b>Equipment and Organisation In car park / registration / assembly areas</b>				
• Moving vehicles	Collision with other vehicle or pedestrian – serious injury or death	LOW	Small numbers of participants involved so not a problem fitting into school car parks or roads alongside parks. Participants take responsibility for safe parking and safe delivery of juniors to starting point.	Organiser
• Communications between officials	Unable to communicate with officials at remote locations in the event of an emergency	LOW	Car park / registration / assembly / start / finish / download are always in close proximity and participant numbers are low, so no issues relating to communication between officials.	Organiser
• Communication to competitors	Competitor is unaware of a risk and is injured as a result	LOW	Organiser is responsible for communicating any specific risks at the start of the session. A club night safety flyer is handed out to participants to ensure they are aware of the generic risks for each type of activity.	Organiser
• Emergency access	Emergency access route blocked by vehicles, tents, etc	LOW	Small numbers of participants so few cars involved	Organiser
• Electrical Equipment and Cables	Electrical shock – serious injury or death Tripping – minor injury	NONE	Schools kit used	N/A
• Petrol / Diesel Generators	Carbon monoxide poisoning – serious injury or death Fire – serious injury or death	NONE	Schools kit used	N/A
• Tents / guy ropes	Tripping – minor injury	NONE	None used	N/A
• Flags	Entangle overhead cables – serious injury or death	NONE	None used	N/A
• Canes / stakes	Poked in eye – major injury	NONE	None used	N/A
• Cooking equipment	Fire or scalding – serious injury or death	NONE	None used	N/A
<b>In event area</b>				
• Uneven surfaces • Slippery surfaces • Tree roots/branches	Tripping / slipping – minor injury	LOW	Activities appropriate to those taking part and limited to school grounds / parks / roads / footpaths Website 'what you need' recommends clothing suitable for walking/running round a wood.	Organiser
• Slopes/steps	Falls – minor, or possibly major, injury	LOW	Activities appropriate to those taking part and limited to school grounds / parks / roads / footpaths	Organiser
• Vegetation (prickly, stinging)	Scratches or stings – trivial injury Damage to eye – major injury Head bump – minor or possibly major injury	HIGH LOW LOW	Activities use school grounds / parks / roads / footpaths	Organiser
• Wire / ruined fences	Scratches – minor injury	LOW	Activities use school grounds / parks / roads / footpaths	Organiser
• Walls to be climbed	Slipping – minor injury Falling – major injury	LOW	Activities use school grounds / parks / roads / footpaths	Organiser
• Litter (glass, used needles)	Glass cut – minor injury Needle-borne infection – major injury	LOW	Activities use school grounds / parks / roads / footpaths. Organiser to check during planning	Organiser
• Water (streams, rivers, ponds)	Drowning – serious injury or death	LOW	Activities within school grounds / parks / roads / trails so do not cross water other than at safe crossing points	Organiser
• Cliffs / crags	Falling – serious injury or death	NONE	None in any of the areas used	N/A

Hazard	Possible outcome / injury		Mitigation	
	Notes on potential severity	Likelihood at this event	What control measure?	Who is Responsible?
<ul style="list-style-type: none"> <li>Traffic (including road crossings)</li> </ul>	Collision between runner and vehicle – serious injury or death	VARIABLES DEPENDING ON ACTIVITY	<p>No activities involve crossing roads with traffic &gt; 30mph. All participants are recommended to wear high visibility clothing for street events particularly for winter activities taking place at dusk or during darkness.</p> <p>Where street based activity involves competition (ie timing and published results) no unaccompanied under 16s are allowed.</p> <p>Where street based activity is for training / fitness only (ie participants not competing under time pressure) accompanying of juniors is still encouraged but secondary school aged pupils are permitted to run unaccompanied or in pairs if they have parental consent and are wearing high visibility clothing. Junior school aged pupils are always accompanied.</p>	Organiser
<ul style="list-style-type: none"> <li>Rail / tram lines</li> </ul>	Collision between runner and vehicle – serious injury or death	NONE	None in any of the areas used	N/A
<ul style="list-style-type: none"> <li>Mineshafts / caves</li> </ul>	Falling – serious injury or death	NONE	None in any of the areas used	N/A
<ul style="list-style-type: none"> <li>Military debris</li> </ul>	Trips, cuts, scratches – minor injury Explosion – serious injury or death	NONE	None in any of the areas used	N/A
<ul style="list-style-type: none"> <li>Wildlife</li> </ul>	Snake bite – serious injury or death Wasp/bee/hornets sting – serious injury if allergic, else minor Farm animals	LOW	<p>Risk no higher than for any other user of school grounds / parks / roads / footpaths</p> <p>Note we have some club members who are allergic to bee stings – planner to ensure warning at start if hives or active bee/wasp/hornet nests are discovered during event setup</p>	N/A
<b>Participant</b>				
<ul style="list-style-type: none"> <li>Clothing / shoes</li> </ul>	Poor temperature control – see 'Heat' and 'Cold' Slipping or twisting ankle – minor injury	LOW	Website 'what you need' recommends clothing suitable for walking/running round a wood including full leg cover.	N/A
<ul style="list-style-type: none"> <li>Existing medical conditions</li> <li>Unexpected reactions/allergies</li> </ul>	Sudden serious illness or death	LOW	First aid kit available. Hospital details known	Organiser
<ul style="list-style-type: none"> <li>Disorientation (inc caused by tiredness)</li> </ul>	<p>Longer exposure to heat/cold than planned for – usually minor (see 'Heat' and 'Cold' for major considerations)</p> <p>Lost – stumble across hazard off-map or away from courses resulting in injury - usually minor (see individual hazards for major considerations)</p> <p>Lost – unable to find way back</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p>	<p>Activities appropriate to those taking part</p> <p>Activities use school grounds / parks / roads / footpaths</p> <p>Participants are registered at start and manually confirmed as safely returned.</p> <p>Ability or supervision of younger competitors checked</p> <p>Finishing time made clear to all participants</p> <p>Club generic rescue plan in use</p> <p>Communications method decided and checked</p>	Organiser
<ul style="list-style-type: none"> <li>Danger of ending up off map</li> </ul>	Lost competitor	LOW?	Parks / school grounds are well bounded Street / trail events are by their nature along streets or paths and therefore relatively easy to navigate.	Planner / Organiser
<b>Other people/activities in area</b>				
<ul style="list-style-type: none"> <li>Walking dogs</li> <li>Cyclists</li> <li>Horse riders</li> <li>Golf</li> </ul>	<p>Attacked by uncontrolled dog – major injury</p> <p>Collision with cyclist – major injury</p> <p>Collision with / kicked by horse – major injury</p> <p>Hit on head by ball – major injury</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>NONE</p>	Participants made aware that areas may be shared with other users if this is not inherently obvious	Organiser
<ul style="list-style-type: none"> <li>Pedestrians - street events</li> </ul>	Collision between runner and pedestrian - minor injury	MEDIUM?	Participants reminded to be courteous to others in the street and taking corners at appropriate speed.	Planner
<ul style="list-style-type: none"> <li>Forestry operations or park maintenance</li> </ul>	Injured by machinery or falling tree – major injury Brashings / rutted tracks – minor injury	LOW	Activities use school grounds / parks / roads / footpaths. Organiser to check for any temporary works during planning	Organiser
<ul style="list-style-type: none"> <li>Shooting / archery</li> </ul>	Accidental shooting – serious injury or death	NONE	None in competition area	N/A

Hazard	Possible outcome / injury		Mitigation	
	Notes on potential severity	Likelihood at this event	What control measure?	Who is Responsible?
<ul style="list-style-type: none"> <li>Stranger danger</li> </ul>	Vulnerable person injured by stranger	LOW	None - No risky areas used Appropriate accompanying of junior participants for street or trail events	Organiser
<b>Weather</b>				
<ul style="list-style-type: none"> <li>Darkness</li> </ul>	Increased likelihood of slips / trips / falls/ vegetation scratches & stings Increased likelihood of disorientation Increased difficulty in locating lost or injured competitor	VARIABLES DEPENDENT ON TIME OF YEAR	Activities use school grounds / parks / roads / footpath so have low risk of trips / disorientation compared to forest events. Event information says to bring torch or head torch if dusk or darkness expected. Areas used during winter are generally street lit or enclosed park / school campus where torch failure would not present a danger. Winter trail events have participants in pairs or larger groups.	Organiser
<ul style="list-style-type: none"> <li>Heat / sun</li> </ul>	Heatstroke – serious injury or death	NONE	Extreme heat unlikely at evening activities	Organiser
<ul style="list-style-type: none"> <li>Cold / rain / snow / hail / ice</li> </ul>	Hypothermia – serious injury or death Slippery surfaces – major injury	LOW LOW	Extreme cold possible during winter activities but these are planned to have limited time spent outdoors or be completely indoors if underfoot conditions are not suitable.	Organiser
<ul style="list-style-type: none"> <li>Excessive wind</li> <li>Lightning</li> </ul>	Wind blown items / falling branches – major injury Lightning strike – major injury	LOW	Plan for event cancellation via website if necessary (See SO generic event safety plan for detail on when to cancel / curtail / suspend starts)	Organiser
<b>Infection Control</b>				
<ul style="list-style-type: none"> <li>Transmission of COVID19 (or other illness) via surface / touch routes</li> </ul>	Participant becomes ill after catching illness at event	LOW	Very low risk given very small numbers involved and low risk of transmission via surfaces. Ensure the following are in place: <ul style="list-style-type: none"> <li>- Provision of gloves in first aid kit</li> </ul> If significant numbers are expected then as per standard event procedures, minimise multiple handling of items by: <ul style="list-style-type: none"> <li>- Enabling contactless punching (except for start and finish which are needed to ensure all competitors are accounted for)</li> <li>- Minimising cash handling by using electronic pre-payment system where practicable (including for parking charges)</li> <li>- Minimising multiple handling of items such as maps and control descriptions and hire dibbers (using sign up system to ensure correct numbers are available to avoid reuse)</li> <li>- Minimise multiple handling of download printer by using printer which automatically cuts results slips for all except small (e.g. schools kit) training events.</li> <li>- Provision of sanitiser at potential touch points such as download and toilet facilities</li> </ul>	Organiser

Hazard	Possible outcome / injury		Mitigation	
	Notes on potential severity	Likelihood at this event	What control measure?	Who is Responsible?
<ul style="list-style-type: none"> <li>Transmission of COVID19 (or other illness) via airborne routes</li> </ul>	Participant becomes ill after catching illness at event	HIGH	As per standard event procedures, provide space to allow participants to maintain social distancing and pay particular attention to ventilation of any indoor spaces : <ul style="list-style-type: none"> <li>- Ensure areas where people gather (start, download, toilets, any event centre location) have sufficient space to allow individuals to maintain social distancing if required.</li> <li>- Ensure indoor locations are well ventilated (including toilet facilities).</li> <li>- Use signup process to restrict numbers to those that can be safely accommodated (particularly for indoor event centres)</li> <li>- Provision of masks in first aid kit</li> </ul>	Organiser

**Throughout the risk assessment, the following have been used as guidelines for 'likelihood'**

HIGH = might reasonably expect this to happen to at least one person during the event

MEDIUM = might reasonably expect this to happen at least once during a season

LOW = might reasonably expect never to see this even in many years of such events