 **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Club / satellite club name / after school club** | | | Southdowns Orienteers | | |
| **Name of person completing this form** | | Neil Crickmore | **Position of person completing this form (coach, organiser etc)** | | Event Planner / Organiser |
| **Venue for session / event / activity** | | Various including   * Club night activities within school grounds * Club night activities within parks * Club night trail runs * Club night road runs | **Date for session / event / activity** | | Various |
| **Name of person in charge of session / event / activity** | | | Neil Crickmore | | |
| **Risk assessment signed** |  | | **Risk assessment dated** | | 16/10/21 |
| **Risk assessment checked by (name, position and date)** | **Print name & position (must be licensed controller except for level D event where it can be a licensed coach or event safety tutor):** | | | | |
| **Sign and date:** | | |  | |

**Emergency Information**

|  |  |  |
| --- | --- | --- |
| **Emergency access point (for emergency vehicles)** | **Post code / grid reference:**  Organiser of each club night activity is responsible for knowing this | **Place from which signed:**  N/A |
| **Nearest A&E hospital:** | **Name and Post code:**  Normally [Royal Sussex County Hospital](http://www.nhs.uk/Services/hospitals/Overview/DefaultView.aspx?id=RYR18)  Eastern Road, Brighton, BN2 5BE  For trail runs further afield, organiser is responsible for knowing which is closest. | **Map available (where):**  Details for all local hospitals are kept inside club night first aid kit |
| **Working telephone:** | **Landline or mobile:** Mobile  **If mobile (reception checked?)** Organiser of each club night activity is responsible for doing this for the area concerned | **Number:** Organiser of activity brings mobile with them |
| **First Aid cover** | **Name of first aider:**  First aid kit only | **Located where?**  At registration location |
| **Search Plan** | **Club generic search plan or specific event safety plan?**  Club generic plan | **Contact number printed on map?** Organiser of activity will do this if activity not within bounds of a park or school grounds  **Sunset time on competition date:** Organiser of activity takes responsibility for knowing this  **Individuals who would stay to carry out a search have been identified?** Yes – adult club members remain until all accounted for  **Emergency copies of all course maps plus an ‘all controls’ map held by organiser?** Yes |
| **Safety bearing or similar information** | **Information to be given out**  For trail runs or street runs, organiser is responsible for providing this information at the start. | **Where will this information be given?**  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?** |
| **Equipment and Organisation In car park / registration / assembly areas** | | | | |
| * 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 |
| **In event area** |  |  |  |  |
| * 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 |
| * Traffic (including road crossings) | Collision between runner and vehicle – serious injury or death | VARIES DEPENDING ON ACTIVITY | No activities involve crossing roads with traffic > 30mph.  All participants are recommended to wear high visibility clothing for street events particularly for winter activities taking place at dusk or during darkness.  Where street based activity involves competition (ie timing and published results) no unaccompanied under 16s are allowed.  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. | Organiser |
| * Rail / tram lines | Collision between runner and vehicle – serious injury or death | NONE | None in any of the areas used | N/A |
| * Mineshafts / caves | Falling – serious injury or death | NONE | None in any of the areas used | N/A |
| * Military debris | Trips, cuts, scratches – minor injury  Explosion – serious injury or death | NONE | None in any of the areas used | N/A |
| * Wildlife | Snake bite – serious injury or death  Wasp/bee/hornets sting – serious injury if allergic, else minor  Farm animals | LOW | Risk no higher than for any other user of school grounds / parks / roads / footpaths  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 | N/A |
| **Participant** |  |  |  |  |
| * Clothing / shoes | 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 |
| * Existing medical conditions * Unexpected reactions/allergies | Sudden serious illness or death | LOW | First aid kit available.  Hospital details known | Organiser |
| * Disorientation (inc caused by tiredness) | Longer exposure to heat/cold than planned for – usually minor (see ‘Heat’ and ‘Cold’ for major considerations)  Lost – stumble across hazard off-map or away from courses resulting in injury - usually minor (see individual hazards for major considerations)  Lost – unable to find way back | MEDIUM  MEDIUM  MEDIUM | Activities appropriate to those taking part  Activities use school grounds / parks / roads / footpaths  Participants are registered at start and manually confirmed as safely returned.  Ability or supervision of younger competitors checked  Finishing time made clear to all participants  Club generic rescue plan in use  Communications method decided and checked | Organiser |
| * Danger of ending up off map | 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 |
| **Other people/activities in area** |  |  |  |  |
| * Walking dogs * Cyclists * Horse riders * Golf | Attacked by uncontrolled dog – major injury  Collision with cyclist – major injury  Collision with / kicked by horse – major injury  Hit on head by ball – major injury | LOW  LOW  LOW  NONE | Participants made aware that areas may be shared with other users if this is not inherently obvious | Organiser |
| * Pedestrians - street events | 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 |
| * Forestry operations or park maintenance | 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 |
| * Shooting / archery | Accidental shooting – serious injury or death | NONE | None in competition area | N/A |
| * Stranger danger | Vulnerable person injured by stranger | LOW | None – No known risky areas used  Appropriate accompanying of junior participants for street or trail events | Organiser |
| **Weather** |  |  |  |  |
| * Darkness | Increased likelihood of slips / trips / falls/ vegetation scratches & stings  Increased likelihood of disorientation  Increased difficulty in locating lost or injured competitor | VARIES DEPENDING 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 |
| * Heat / sun | Heatstroke – serious injury or death | NONE | Extreme heat unlikely at evening activities | Organiser |
| * Cold / rain / snow / hail / ice | 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 |
| * Excessive wind * Lightning | 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 |
| **COVID-19**  Until orienteering re-opens, all that is provided are MapRunF courses and a way of facilitating small groups of runners (within limits of current government guidelines) arranging to exercise together.  Once orienteering has re-opened, club nights will again be registered with BOF as activities and publicised as such; whilst still ensuring they remain within government guidelines applicable at the time. | | | | |
| * People with Covid‑19 symptoms attending the event. | Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death. | Low | Symptomatic sufferers should already be following government ‘stay home’ advice.  Activities will be organised to avoid providing perverse incentive to take part   * No prepayments with potential for loss of fee * No leader boards or other combined results that incentivise attendance when unwell | Organiser |
| * Transmission of the coronavirus from an asymptomatic or pre‑symptomatic Covid-19 carrier to other people participating in the event through close contact at registration / start / during run / at finish / download / in assembly areas or carpark | Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death. | Medium | Areas for activities deliberately selected to be those where there are unlikely to be large numbers of other people  Group small enough (and of diverse enough running speeds) that social distancing is easily achieved in car park area and during activity. | Organiser |
| * Participants picking up coronavirus by handling contaminated objects; e.g. cash, hired SI cards, paper maps, SI boxes, etc. | Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death. | Low | Minimal cash handling. Participants encouraged to print their own maps. | Organiser |
| * Participants picking up coronavirus by touching contaminated objects in the competition area; e.g. gates, stiles, etc. | Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death. | Low | Virus is not thought to survive well on outdoor surfaces.  Competitors encounter very few gates and stiles in trail runs / club night activities.  Participants reminded to sanitise / wash hands afterwards | Organiser |
| * Transmission of Covid-19 during provision of first aid. | Participants or first aiders catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death. | Low | Socially distanced trail runs are on an ‘own risk’ basis with no organised first aid cover. There is, however, the likelihood that there may be first aid trained club members amongst participants with their own or club first aid kit available.  Club night activities are ‘first aid kit only’ activities but with the likelihood that there may be first aid trained club members amongst participants. For most injuries participants will be able to self-administer first aid. Where assistance is required appropriate PPE will be used. | Organiser /  Club first aid coordinator |

**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