 **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** | |  | **Position of person completing this form (coach, organiser etc)** | Event Planner / Organiser |
| **Venue for session / event / activity** | |  | **Date for session / event / activity** |  |
| **Name of person in charge of session / event / activity** | | |  | |
| **Contact details of person in charge (ideally mobile number)** | | | xxx please fill number to use if, for example, the land owner phones with a last minute issue | |
| **Risk assessment signed** |  | | **Risk assessment dated** |  |
| **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 a person who has attended the BOF Event Safety course):** | | | |
| **Sign and date:** | |  | |

**Emergency Information**

|  |  |  |
| --- | --- | --- |
| **Emergency access point (for emergency vehicles)** | **Post code / grid reference:**  xxx please fill in | **Place from which signed:**  xxx please fill in what signage an emergency vehicle could expect (e.g. standard road signs, club road signs from specific point) |
| **Nearest A&E hospital:** | **Name and Post code:**  xxx please fill in | **Map available (where):**  On back of this risk assessment |
| **Working telephone which would be used for emergency calls:** | **Landline or mobile:** xxx please say which  **Reception checked?** xxx please confirm ‘yes’ | **Number:** xxx please fill in. Note that this may be the club mobile 07526-792817 which lives with the SI kit and is automatically set up at the event by the SI team if SI is in use. |
| **First Aid cover** | **Name of first aider(s):** xxx please specify level of cover - typically:  Local event (level D or level C SOG) – First aid kit only  Level B/C - Club first aiders (with rota so that a suitably qualified person is always dedicated to this role)  Large/ National events - external provider (please specify - note BOF website has a proforma first aid brief to use when booking ) | **Located where?**  At registration/download  If finish is remote from this, consider need for first aider and shelter at finish. |
| **Search Plan** | **Club generic search plan or specific event safety plan?**  xxx please state which  (Organisers of higher risk formats such as ultra-long or forest night events and/or very large events should consider whether an event-specific plan is required.Ultra-long events will also require a plan to cover retirement / evacuation) | **Contact number printed on map?** xxx please confirm ‘yes’  **Standard text re download and closing time printed on control descriptions?** xxx please confirm ‘yes’  **Sunset time on competition date:** xxx please fill in  **Individuals who would stay to carry out a search have been identified?** xxx please confirm ‘yes’ (typically the planner, organiser, control collectors will all still be present at the end – but you need to make sure you have asked them. NOTE THAT SI TEAM HAVE OTHER DUTIES IN AN EMERGENCY AND SHOULD NOT BE USED)  **Emergency copies of all course maps plus an ‘all controls’ map held by organiser?** xxx please confirm ‘yes’ |
| **Safety bearing or similar information** | **Information to be given out**  Xxx Please state what competitors are to be told to do in the 'worst case scenario' (such as map blown away in the wind).  e.g. Walk south until you reach the road then follow it to the car park | **Where will this information be given?**  In the event details  In the start lane |
| **Fire Muster Point for indoor registration / assembly area:** |  |  |

**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? | Is parking away from fast traffic?  Do arrangements avoid backing up traffic on fast roads?  Will parking be marshalled?  Do runners need to cross roads between parking and start / finish?  Is segregation of runners and cars needed (eg pedestrian lanes?) | Organiser |
| * Emergency access | Emergency access route blocked by vehicles, tents, etc | LOW? | Do those organising parking know how to keep access route clear? | Organiser |
| * Communications between officials | Unable to communicate with officials at remote locations in the event of an emergency | LOW? | Are car park / registration / assembly / start / finish / download all in close proximity?  If not, please detail what arrangements have been made to allow officials at the various locations to communicate:  Communication method?  Coverage checked?  Laminated sheets with contact details at each location?  Note expectation is that there will be someone at the finish who is able to summon help if the finish and download are not in close proximity. | Organiser |
| * Communication to competitors | Competitor is unaware of a risk and is injured as a result | LOW? | Event Details:  Any recommendation / requirement for specific clothing, cagoules, whistles, backup lighting, high vis clothing?  Any particular hazards?  Before the start:  Any hazards that need to be drawn to competitor's attention?  Safety bearing information?  Are checks required for any mandatory equipment?  On the courses  Anything that needs to be hazard taped? (Neil Crickmore has stock of tape if needed)  Any specific briefing of Marshals needed (e.g. what they should do if junior makes poor decision like running along road) | Organiser |
| * Electrical Equipment and Cables | Electrical shock – serious injury or death  Tripping – minor injury | LOW  MEDIUM | FOR SI KIT  Equipment visually inspected / PAT tested  Equipment sited to keep it dry and avoid trip hazards  Cables suitable for outdoor use and protected from traffic  FOR SCHOOLS KIT  Schools kit printer being used, so no mains electrical equipment – battery powered printer only | SI team |
| * Petrol / Diesel Generators | Carbon monoxide poisoning – serious injury or death  Fire – serious injury or death | NONE  LOW | FOR SI KIT  Used in open air  Fuel stored safely, fire extinguisher available  FOR SCHOOLS KIT  N/A | SI team |
| * Tents / guy ropes | Tripping – minor injury | HIGH | If tents used, locate to minimise trip hazard | Organiser |
| * Flags | Entangle overhead cables – serious injury or death | LOW? NONE? | Check no low cables in assembly areas | Organiser |
| * Canes / stakes | Poked in eye – major injury | NONE | None in use | N/A |
| * Cooking equipment | Fire or scalding – serious injury or death | NONE | None in use | N/A |
| **In event area** |  |  |  |  |
| * Uneven surfaces * Slippery surfaces * Tree roots/branches | Tripping / slipping – minor injury | HIGH | Courses appropriate to those taking part?  Website ‘what you need’ recommends clothing suitable for walking/running round a wood. | Planner |
| * Slopes/steps | Falls – minor, or possibly major, injury | HIGH | Courses planned to avoid dangerously steep slopes?  Courses traverse the slope not straight down?  Courses appropriate to those taking part?  Competitors warned in details to wear suitable footwear?  – note for devils dyke : club meeting opinion was that the green course should probably avoid the traverse through the very slippery woodland (on north facing slope directly north of car park) | Planner |
| * Vegetation | Scratches or stings – trivial injury  Damage to eye – major injury  Head bump – minor or possibly major injury | HIGH  LOW  LOW | Worst undergrowth areas avoided?  No eye or head level branches on path into or out of controls?  Courses appropriate to those taking part?  Website ‘what you need’ recommends clothing suitable for walking/running round a wood including full leg cover. | Planner / Organiser |
| * Wire / ruined fences | Scratches – minor injury | HIGH | Anything that needs taping?  (Note Neil Crickmore has stock of pipe insulation materials for creating safe crossing points on barbed wire fences if needed).  – note for devils dyke : Previous event had to avoid temporary electric fence round woodland south of pub – planner needs to check. | Planner |
| * Walls to be climbed | Slipping – minor injury  Falling – major injury | LOW? NONE? | Are there any in competition area?  Are courses planned to avoid climbing dangerous walls?  Are there compulsory safe crossing points? | N/A |
| * Litter (glass, used needles) | Glass cut – minor injury  Needle-borne infection – major injury | LOW?  LOW? | Is this well maintained woodland / farmland / parkland with no risky areas?  Or does past experience suggests some areas need to be checked on the day,ensuring suitable equipment available to allow litter / dog mess / broken glass to be safely cleared? | Planner |
| * Water (streams, rivers, ponds) | Drowning – serious injury or death | LOW? | Are there any uncrossable rivers / ponds / marshes?  Streams /marshes safe to cross? Compulsory safe crossing point? Roping / marshalling of crossing point?  Is edge of any deep / fast flowing water avoided by yellow course? | Planner / Organiser |
| * Cliffs / crags | Falling – serious injury or death | LOW? NONE? | Are there any in competition area?  Routes planned to avoid them/approach from bottom only?  Yellow and black taped? | N/A |
| * Traffic (including road crossings) | Collision between runner and vehicle – serious injury or death | LOW? | Are there any in competition area?  If traffic >15mph must use marshalled crossings (since we have U16s on all courses)  Warning notices to be placed?  Warnings included in the control description sheets?  Has temptation to run along boundary roads also been avoided?  Do crossings need to be timed out?  Do courses bring competitors to a safe crossing point?  What briefing do marshals need (e.g. for children making wrong decisions) | Planner / Organiser |
| * Rail / tram lines | Collision between runner and vehicle – serious injury or death | NONE | None in competition area? Or fully fenced off? | N/A |
| * Mineshafts / caves | Falling – serious injury or death | NONE? | None in competition area? | N/A |
| * Military debris | Trips, cuts, scratches – minor injury  Explosion – serious injury or death | NONE? | None in competition area? | N/A |
| * Wildlife | Snake bite – serious injury or death  Wasp/bee/hornets sting – serious injury if allergic, else minor  Farm animals | LOW | Website ‘what you need’ recommends clothing suitable for walking/running round a wood including full leg cover.  Any livestock on route? Warnings needed? | Planner / Organiser |
| **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. | Organiser |
| * Existing medical conditions * Unexpected reactions/allergies | Sudden serious illness or death | LOW | First aid kit available  Hospital details known  Carrying of whistles recommended | 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 | Website ‘what you need’ recommends clothing suitable for walking/running round a wood.  Courses appropriate to those taking part and maps + advice available pre-start for parents or novices deciding which course to select.  Please confirm according to which kit in use:  IF SI KIT IN USE  Electronic timing allows missing competitors to be identified  IF SIAC contactless punching is enabled, what arrangements are in place to ensure we know who has started and who has finished? (e.g. ensuring physical punch of check prior to start, ensuring either tapes from finish to download or ensuring physical punch of a confirmation control after the finish)  **Planner to clear start, finish and check control boxes prior to setting up so that they can be interrogated if necessary as part of a search.**  IF SCHOOLS KIT IN USE OR ANY OTHER ARRANGEMENT THAT DOESN’T REGISTER COMPETITORS BEFORE START  Schools kit printer in use rather than full SI means competitors need to be registered in prior to start and manually confirmed as returned.  Ability or supervision of younger competitors checked  Course closing time on control descriptions and late starters particularly novices / youngsters reminded  Rescue plan made  Communications method decided and checked | Planner / Organiser |
| * Danger of ending up off map | Lost competitor | LOW? | Any boundaries where people may end up off map?  Any history of this?  Any requirement for routes (particularly for younger competitors) to avoid particular approach to the boundary?  Or to have sad/smiley face notices?  Any requirement for highlighting at start / in final details? | Planner / Organiser |
| * Tiredness - ultra-long events | Likelihood of making mistakes which endanger themselves / others | NONE? | Organisers of ultra-long events need to consider:  - whether novices / juniors should have to compete in pairs  - retirement and evacuation plans  - need for manned checkpoints with drinks, first aid, communications | 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? | Warning in the final details about the area being shared with walkers, cyclists and horse riders?  Signs warning other users of event? | Organiser |
| * Pedestrians - street events | Collision between runner and pedestrian - minor injury | MEDIUM? | Reminder in final details and at start about being courteous to others in the street and taking corners at appropriate speed.  Plan mass start away from areas with many pedestrians | Planner |
| * Forestry operations or park maintenance | Injured by machinery or falling tree – major injury  Brashings / rutted tracks – minor injury | LOW?  HIGH? | Land permission confirms no clash of planned activities? | Organiser |
| * Shooting / archery | Accidental shooting – serious injury or death | NONE? | Any in competition area? If so has check been made with those holding the shooting rights? | N/A |
| * Stranger danger | Vulnerable person injured by stranger | LOW | None - Not a risky area? | N/A |
| **Weather** |  |  |  |  |
| * Heat / sun | Heatstroke – serious injury or death | NONE | Do likely weather conditions give possibility of problem?  Is water available?  Should event details state whether water available and recommend competitors to bring own if not? | Organiser |
| * Cold / rain / snow / hail / ice | Hypothermia – serious injury or death  Slippery surfaces – major injury | LOW  LOW | Website ‘what you need’ recommends clothing suitable for walking/running round a wood including full leg cover.  Do likely weather conditions give possibility of problem?  Consider making cagoules compulsory if weather very poor  Plan for event cancellation via website if necessary | Organiser |
| * Excessive wind * Lightning | Wind blown items / falling branches – major injury  Lightning strike – major injury | LOW | Plan for event cancellation via website if necessary | Organiser |
| Environmental |  |  |  |  |
| * Ash Dieback Disease | Movement of the disease to other woodlands or gardens by contaminated clothing and footwear. | HIGH | Website details for every event now includes standard request to arrive with all kit cleaned after previous outing plus link to the BOF guidelines on ash dieback precautions. | On website as standard |

**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 **HOSPITAL MAPS INSERTED HERE**