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| https://lh6.googleusercontent.com/PXbQIqGPPuc7lh5pEe38a775XzsWzkN1ch594eD9obrujXK9r_DqyDjo-8OxyIIIpQ_H_sRA3g20SQto0DiBprv19L_pyjfS60RWF06ThvMgBXDFvT0oA0JxVHxe1nklSyxPI2KZ360uW2i6_w | **RISK ASSESSMENT** **BASE DOCUMENT** | https://lh4.googleusercontent.com/wTtTjFnr4MflXnHKqaAd1xa-qPAcOYK_XJrqriwYU1Obri6aeEyWg0HVYl4cot9oPtS4PTweV6Fq4MOT3p_XjIFFaUMLmhrls1nI1FUXqj0mdU2xntdsghgZ8gA-vGvOvSMLEgHG0LYltRLCWA |

To cut down the work required by Organisers the attached Risk Assessment is intended as an all-embracing base document It is not a substitute for doing it yourself. It is a starting point.

It should be amended to take account of the specific requirements of the particular event for which it is being written. Some items will be common for any event at the venue and some will be specific to the particular event. The layout of the Assembly area, car parking, Start, Finish and where the courses go will vary from event to event. The Risk Assessment for a large level A or B event is going to be more complex than that for a level C event. This does not mean that the Risk Assessment can be skimped for a small event. Some of the club’s minor catastrophes in connection with adverse weather and flooding have occurred at Devon League events.

The document should be amended by retaining, deleting or adding to what is written especially the last column on mitigation, control measures and who is responsible for their implementation.

The first page requires the collection of various bits of information. Ambulances require post codes for their SATNAVS. Helicopters can use OS Grid References or latitude and longitude which can be obtained from GoogleEarth. Postcodes can be found from http://www.freemaptools.com/uk-postcode-map.htm but you may have to find a nearby postal delivery address as post codes cover a large area in the countryside.

You will notice that the Controller is not responsible for any particular measures.  He is responsible for reviewing and checking the Risk Assessment so in a way he is responsible for checking everything.

The Risk Assessment is supposed to be completed by the Organiser of the event.  In practice it cannot be done in isolation. The Planner and Organiser need to collaborate at an early stage over the positions of the Start, Finish, road crossings, Assembly, car parking, marked crossing points of walls, fences, streams etc. The document will have to go backwards and forwards between the Organiser, Planner and Controller until all are satisfied.

Most of our events happen without any serious incidents.  They are usually safe and nothing untoward happens.  The problem is that nowadays YOU HAVE TO WRITE IT ALL DOWN. This is to satisfy British Orienteering’ Insurers that events are organised in a competent manner and no unnecessary risks are taken.

**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** | East DEVON Club sessions |
| **Name of person completing this form** | Helen Taylor | **Position of person completing this form (coach, organiser etc)** | Organiser |
| **Venue for session / event / activity** | Hawkerland/Joney’s Cross | **Date for session /** **event / activity** | Friday 24th June 2016 |
| **Name of person in charge of session / event / activity** | Helen Taylor |
| **Risk assessment signed**  |  | **Risk assessment dated** | 23rd June 2016 |
| **Risk assessment checked by (name, position and date)** | **Print name****& position (coach mentor, controller etc):** | Matt Atkins  |
| **Sign and date:**   | 23/6/16 |

**Emergency Information**

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| --- | --- | --- |
| **Emergency access point (for emergency vehicles)** | **Post code / grid reference: SY 057 898** | **Nearest main junction: Joney’s Cross, 8 miles east of Exeter, 6 miles east from M5 on A3052, travel 0.5 miles past Halfway Inn, signposted Hawkerland car park immediately on left** |
| **Nearest A&E hospital:** | **Name and Post code:**R D & E Exeter EX2 5DW | **Map available (where):**Car park |
| **Working telephone:** | **Landline or mobile:****If mobile (reception checked?)**07906087044 | **Number:**07906087044 |
| **First Aid cover** | **Name of first aider:**Helen Taylor | **Located where?**Car park |

**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 – note under these headings (see suggested examples to consider)** | **Possible outcome / injury including note on severity and likelihood of occurrence** | **Mitigation** * **What control measure?**
* **Who is responsible?**
 |
| **In area to be used** Uneven surfacesSlopes/stepsSlippery surfacesTree roots/branchesVegetation (prickly, stinging)Wire / ruined fencesWalls and Fences to be climbedWater (streams, rivers, ponds)Traffic (including road crossings) | Minor injuries e.g. cuts, bruises, sprained ankles etc.Quite common.Major injuries e.g. broken leg, ankles etc.Not very often.As above. As above plus major injuries and death by drowning – Rare.Falling. Severity of injuries dependent on height. Injuries from minor to fatal.Rare.Collision with road traffic. Injuries from minor to fatal.  Quite possible. | Courses planned to avoid dangerous terrain. **Planner**Courses planned to be appropriate to those expected to take part.Verbal warning at registration if electric and barbed wire fencing.Courses planned to lead competitors to suitable crossing points, No significant watercourses within the competition area. Ponds in the bottom of the quarry are out of reach due to security fencing around the whole quarry.Courses planned to avoid dangerous road crossings. Minor road crossings on map memory course. Competitors advised to check for traffic when registering. Caution runner signs to be place on roads. **Organiser** |
| **Participants**Clothing / shoesExisting medical conditionsUnexpected reactions/allergiesDisorientation Tiredness | Lack of adequate clothing may lead to hypothermia.Only known to the competitorNot known to anybody Unexpected reactions cannot be foreseen. Getting lost may lead to injury and hypothermia or dehydration.Excessive tiredness could lead to injury and hypothermia. | Cagoules and Whistles to be compulsory if the weather is adverse.**Organiser**Medical problems dealt with by Club members qualified in First Aid.BOF Accident Form, kept at the event. **Organiser**Competition area crossed by a tarmac road, competitors to navigate along road to car park if lost. Missing Persons Procedure document kept at the event.Complete set of course maps and an All controls map kept at the event for the purpose of organising searches.  Rescue Rucksac available to take to injured competitor.    **Organiser**The individual competitor must bear responsibility for this.  |
| **Other people/activities in area**Walking dogsCyclists Horse ridersForestry operationsPark maintenanceShooting / archeryGolfStranger danger   | Competitors may meet and collide with these other users of the competition area.  Minor injuries possible but rare.Minor injuries possible. Injuries from minor to fatal.Very rare.Abduction, physical and sexual abuse.Virtually unknown at an orienteering event. If the competition area is adjacent to residential areas there may be an increased chance of this happening. | Many walkers, often with dogs, runners and mountain bikers use this area. Competitors to give way if necessary to avoid clashes. Notice at Start and verbal warnings given by Start Officials. **Organiser**Many warnings to keep off stacks of logs are in evidence and should be heeded. Notice at the Start and verbal warnings given by Start Officials **Organiser**Firing blanks by Royal Marines warning at registration if this is the case when putting our controls.Courses planned to avoid defined areas of forestry operationsAreas to be marked on the map as Out-of-bounds if necessary. **Planner**The competition area is not near any residential areas |
| **Weather**Cold / heat  Rain / snow / hailExcessive  wind Lightning | Adverse weather conditions will affect competitors in a variety of ways from requiring adequate clothing to influencing route choice – either their own or forced on them by amending courses. | Cagoules and Whistles to be compulsory if the weather is adverse.**Organiser**Cancellation policy or possible last minute alteration to courses planned in advance. **Organiser** |
| **Equipment**Electrical equipmentPortable toilets TentsStart Grids / Lanes | Danger of colliding with fences | Plastic flat headed posts and flat headed tent pegs to be used and not canes.  |

**Examples of hazards with the potential to cause harm**

**NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.**

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| --- | --- | --- |
| **Area to be used: Indoors*** Floor surface
* Other equipment/obstacles
* Shared use (dining room / other activities)
 | **Area to be used: Outdoors** * Uneven surfaces
* Slopes/steps
* Slippery surfaces
* Tree roots/branches
* Vegetation (prickly, stinging)
* Wire / ruined fences
* Walls to be climbed
* Litter (glass, used needles)
* Water (streams, rivers, ponds)
* Cliffs / crags
* Traffic (including road crossings)
* Rail / tram lines
* Mineshafts / caves
* Military debris
 | **Equipment:*** Pencils in hand when running
* Pin punches
* Cane tops
* Tent guys
* Electrical equipment – cables
* Generators
* Cooking equipment
 |
| **Participants:*** Clothing / shoes
* Existing medical conditions
* Unexpected reactions/allergies
* Disorientation
* Tiredness
 | **Other people / activities in area:*** Walking dogs
* Cyclists
* Horse riders
* Forestry operations
* Park maintenance
* Shooting / archery
* Golf
* Stranger danger
 | **Weather:*** Cold / heat
* Rain / snow / hail
* Excessive  wind
* Lightning
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