 **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** | South Central Orienteering Association for British Orienteering |
| **Name of person completing this form** | Liz YeadonContributions from:-Planners, Controller, WRE Adviser, Safety Officer | **Position of person completing this form (coach, organiser etc)** | Organiser |
| **Venue for session / event / activity** | **Cold Ash** – Hermitage, Box & Fence Woods plus various smaller woods (Westrope Woods/ Marlston Estate & west end of Bucklebury Woods - all shown on attached map. | **Date for session /** **event / activity** | 31st March 2013. All day event |
| **Name of person in charge of session / event / activity** | Liz Yeadon - 7 Bramley Close, Pewsey, Wilts. SN9 5HB01672 563840 |
| **Risk assessment signed**  | *Liz Yeadon* | **Risk assessment dated** | 26th March 2013  |
| **Risk assessment checked by (name, position and date)** | **Print name****& position (coach mentor, controller etc):** Eric & Denise Harper, PlannersArthur Vince, ControllerPhilip Gristwood, WRE AdviserDave Rogers, Safety Officer | Arthur Vince, Controller |
| **Sign and date:** | A Vince 26th March 2013 |

**Emergency Information**

|  |  |  |
| --- | --- | --- |
| **Emergency access point (for emergency vehicles)** | **Post code / grid reference: SU 518741** Entrance into Assembly field off Hermitage to Yattendon Road.  | **Place from which signed:**  **SU 501731 – in Hermitage** |
| **Nearest A&E hospital:** | **Name and Post code:** **Royal Berkshire** NHS Foundation TrustLondon Road, Reading RG1 5AN **0118 322 5111****Great Western Hospital** (Junc 15 M4)Marlborough Road, Swindon SN3 6BB **01793 604020****West Berkshire Community Hospital**London Rd, Benham Hill, Thatcham RG18 3AS **0163527330011** (switchboard)**ondon R,e** | **Map available (where):** At Enquiries Tent, at First Aid point |
| **Minor Injuries Unit** |
| **Working telephone:** | **Landline or mobile:****If mobile (reception checked?)** Yes, for Vodafone; Radios will also be in use – range of reception to be checked | **Number:** **07990 734576** (Liz Yeadon - Organiser, mobile)**07930804790**  (Alain Wilkes – Assistant Organiser) |
| **First Aid cover** | **Name of first aider:** St John's Ambulance: Mobile telephone for St John’s Ambulance for the weekend is **Andrew Dawson 07711383106** | **Located where?** On main Assembly field at First Aid Post, plus a mobile unit stationed in the forest near the Red (main) Start. Able and willing to attend to emergencies within the forest if necessary |

 **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 (outdoor):*** Uneven surfaces/steep slopes/slippery ground/tree roots/ruined fences/ muddy rides
* Brambles / ditches/ marshes /
* tThe wood is very wet & many depressions & pits are full of water – extra care should be taken
* Traffic on the course (little used roads but any traffic is fast) – senior courses only
* Electric fences around pheasant pens & in fields with cattle
 | **Medium Risk*** Trips or falls. If these occur, minor cuts and bruises most likely.
* Sprains or even broken limbs possible but less likely.
* Slips on wet leaves on slopes or mud on rides
* Courses have been planned for the ages & skills of the competitors
 | * Participants may deal with minor cuts and bruises themselves but first aid advice available if required.
* More serious injury may require assistance from other competitors to help the injured person back to the finish or to fetch first aid assistance. There will be first aid and medical assistance (including ambulance) at finish. A Radio will be at the finish to call for extra assistance if necessary.
* Each Start will have a small First aid kit in the hands of a First Aider to deal with problem whilst awaiting First Aid team;
* Warning in Final details about physicality of terrain plus dangers from excessive rainfall - including pits
* **Planner to check that depression & pits are safe in wet conditions**
* Caution runners signs along all small roads crossed by competitors;
* No White/Yellow/Orange/Light green or M/W 14 and below courses cross any roads
* Runners alerted to road danger in Final details;
* Note of each road crossing in Control descriptions; crossings will not be manned
* Check with Estate & Farmer as to the state of electric fences prior to event

**Organiser/ Planner** |
| **Participants*** Unsuitable clothing
* People with medical conditions
* Disorientation/exhaustion
* Novices/ inexperienced
* Collisions between competitors and people walking to the start.
* Overdue runners
* Participants with no shelter
* Bussing activities due to wet field conditions – with two distant car parks
 | **Medium Risk*** Cuts/stings;
* Cold - leading to hypothermia;
* Hot – leading to sunburn;
* Symptoms of existing medical conditions.
* People spend much more time out on the course due to disorientation and therefore get upset and tired.
* If no shelter available in Assembly field – could lead to hypothermia if cold & wet
* possibility of peole being hurt as they try to get onto coaches or leave the coaches
 | * Full body cover is required
* Blue Start team alert to possible novices & offer assistance prior to running;
* If weather is expected to be cold/ very wet advise runners to take/ wear a cagoule;
* Advise all to bring their own drinks in accordance with common event practice;
* Longer courses will have drinks point for use out in the forest;
* If weather is forecast to be excessively hot -water may be available for all at the Finish (TBD);
* First Aid team able to deal with re-actions to medical conditions – allergies/ shock/ heart attack etc.
* First aid kits provided at all Starts
* Use call up lists & MTR0 in Start lanes to be alert for missing runners;
* Ask solo runners to leave keys, etc with Enquiries before running;
* EOD runners (ie those more likely to be novices) will have completed an entry form so car details should be known;
* Use Search and 1st Aid teams to find & assist overdue runners;
* full discussions with car park team Leaders over procedures – preventing people from crossing roads or being around moving vehicles
* Car Park/ bussing marshalls available at every point for loading / unloading.
* Details sent out to participants with detailed information of process
* 2 large tents set up to provide shelter for unattached runners & kit
* **Organiser/ Start team/ EOD Registration**
 |
| **Other people/activities in area*** Orienteers and non-orienteering car drivers at car park/arena entrance
* Traffic encountered by competitors on public roads
* Orienteers mixing with cars in Car Park area
* Coaches parked near route to Senior (Red) Start
* Walkers / dog walkers/ Cyclists/ Horse riders
* Local residents in area & cars on road to Blue Start:
* 'Stranger danger'
* Shooting activities
 | **LowRisk*** Accidents at turn-in to field off main road as all cars have to turn right across on-coming traffic
* **Risk of injury possible if Drivers & runners are not alerted to crossing points;**
* Cars may injure orienteers in arena area or car park
* Coaches may not see pedestrians as manoeuvring
* Collisions / encounters between other forest users resulting in injury
* Irate residents accosting runners
* Accosting of young people by stranger
* risk of being shot/ finding stray bullets
 | * Awareness of road works in the area.
* Inform and discuss activity with local Police -done
* Warning signage along Yattendon Road for turning vehicles
* Marshall wearing hiviz Yellow jacket/coat at entrance in position to help identify entrance clearly
* Keep pedestrians away from Car Park entrance
* Marshal Bus drop off/ Bus pick up point
* Warning signs on all roads;
* Competitors alerted to road crossings in Control descriptions;
* Car Park team alert to pedestrians when marshalling cars into place;
* All CP helpers will require a thorough briefing due to difficult CP conditions;
* No exit for cars until 12.30 hours, except where agreed with Organiser
* No exit for coaches until after last Start (14.30pm) -

marshal on duty to get coaches out;* Car park arrangements in Final details, on the JK website & sent out with car park passes;
* Publicise event by notices at access points to alert users of the wood to the event 2/3 weeks before the event;
* Horse riders alerted to event in weeks before hand when met;
* All properties (4) in forest sent a letter with details of the day's activities - agreement to co-operate from main two concerned who use the Blue Start road;
* All Helpers, particularly those in the forest, to wear hiviz bibs
* All Children are running in an orienteer populated area
* Route Red Start away from relevant field
* It is well outside the shooting season now & all gamekeepers have been alerted to event

**Organiser/ Car Park Team Leader** |
| **Weather*** Cold/rain/snow/windchill
* Field becoming muddy & difficult for tarders/ caterers et.
* Very hot weather
 | **Medium Risk*** Minor feeling of being cold most likely.
* Severely cold wet weather could cause more serious risk of hypothermia etc.
* people hurt due to efforts to move stuck vehicles
* Very unlikely in March
 | * First aiders trained in effects of cold.
* Check weather forecast
* Carrying of cagoules, hats, gloves can be advised
* Carrying of cagoules can be checked and made compulsory. Signs pre-prepared should this be necessary
* Event cancelled if extremely severe weather e.g. severe winds expected.
* Woodland nature of area provides shade and shelter from worst of any wind.
* Water point being set up on courses 1-7 only

2 4X4s available to get Traders, etc. into Assembly field + the farmer will be available to get the all out**Organiser** |
| **Equipment*** Generators
* Other electrical equipment (laptops, etc.)
* Trailing Power cables
* Other trailing cables (e.g. PA system, cables to warning control etc.)
* Tent guys
 | **Low Risk*** Burn injury
* Fuel fire – burns/ smoke inhalation
* Electrocution
* Trips over ropes
 | * Generators to be fenced off from competitors
* Portable equipment will have been PAT tested prior to the event.
* Caterers placed with backs to fence if possible to shield competitors from generators
* Cables to be routed away from general public
* Cables to be routed sensibly where used
* Tent guy ropes marked with tape
* Cables to be buried where possible, particularly if on the course (Radio controls)

**Organiser/ Traders/ Caterers/ Equipment team** |