**SAFETY PLAN [event]**

The day to day management of Safety throughout [event] is not a separate activity but is fully integrated into all planning procedures. The purpose of the Safety Plan is to ensure that risks are managed to minimise the chance of harm and to satisfy safety requirements.

Organisers, Planners and Controllers need to demonstrate that existing safeguards have been assessed to ensure that they are appropriate and there are sufficient controls of identified hazards. Risk is the likelihood of potential hazard being realised. Decision making on risk addresses the issue of uncertainty and acceptable risk, and it allows for priorities to be given to risk reduction. To this end the Safety Plan has been adopted by the use of a General Risk Assessment (**Annex D**) including a General Hazard Survey (**Annex C**) supported by individual Day Risk Assessment (**Annex E**). Further Safety documents are: [event] Casualty Rescue Plan (**Annex F**), [event] Missing Runner Search Plan (**Annex G**), [event] Child Handover plan (**Annex H**), [event] Fire Risk Assessment (**Annex I**) and [event] Fire Incident Action Guidelines (including General Fire Safety Precautions and Refuelling Procedures for Generators) (**Annex J**), Radio Communications Plan (**Annex K**), Organisation and Contact Details (**Annex L**), Event Location Map (**Annex M**) and Hospital Details and Routes (**Annex N**).

Having determined the need for additional risk management/control measures to be taken, it is important that such measures are implemented and monitored for their effectiveness. All officials are to be risk aware throughout the event and should be prepared to keep others risk aware too. The Controller should be satisfied that appropriate steps have been taken to deal with safety issues both on and off the courses (see British Orienteering Rules Appendix E: Event Safety, Version 2.0 January 2011).

First Aid will be provided in the Assembly Area. The First Aid provider is [first aid name] with paramedics/technicians in a First Aid ambulance and in a fully manned 4x4 vehicle - check these details. The Organiser should ensure that the First Aid site is well signed and other race officials know its location. If the 4x4 ambulance is taken off site, First Aid cover is still available at the First Aid site.

Communication with the First Aid team is by radio or by mobile phone.

Competitors with minor injuries are to be directed to the First Aid site. Reports of any casualties that require recovery should be made to the Organiser and to the First Aid site. The Organiser will initiate the [event] Casualty Rescue Plan (**Annex F**) in conjunction with the First Aid team.

Missing runners should be reported to the Organiser, who will instigate the [event] Missing Runner Search Plan (**Annex G**) as necessary.

Any fatalities or suspected fatalities should be reported to the Organiser and the First Aid team.

‘Lost’ children should be taken to the Enquiries tent. These ‘lost’ children and injured lone children at the First Aid site must be handed over to a parent or responsible adult in accordance with the [event] Child Handover Plan (**Annex H**), which the Organiser will have.

All incidents/ injuries must be recorded by the Organiser, and British Orienteering Incident report form completed as necessary.

[name], BKO

[event] Safety Officer

[date]