 **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.

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| **Name of Club / satellite club name / after school club** | Berkshire Orienteers |
| **Name of person completing this form** | Andy Parry | **Position of person completing this form (coach, organiser etc)** | Fixtures Secretary |
| **Venue for session / event / activity** | Bramshill Common | **Date for session /** **event / activity** | 9th December 2017 |
| **Name of person in charge of session / event / activity** | Katy Stubbs |
| **Risk assessment signed**  |  | **Risk assessment dated** | 2nd October 2017 |
| **Risk assessment checked by (name, position and date)** | **Print name****& position (coach mentor, controller etc):** | KATY STUBBS (Coach) |
| **Sign and date:** *Katy Stubbs* |  |

**Emergency Information**

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| --- | --- | --- |
| **Emergency access point (for emergency vehicles)** | **Post code / grid reference:**RG27 0PW / SU760613 | **Place from which signed:**Junction A327 and B3272 (Eversley) |
| **Nearest A&E hospital:** | **Name and Post code:**Frimley Park HospitalPortsmouth RoadCamberley GU16 9UJ | **Map available (where):**Registration Tent |
| **Working telephone:** | **Landline or mobile:****If mobile (reception checked?)**Mobile (Reception Checked) | **Number:**07801 710641 |
| **First Aid cover** | **Name of first aider:**Katy Stubbs/Ian Hudson/Fiona Clough | **Located where?**First aid kit at Registration |

**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?**
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| In area to be used (outdoor):* Uneven surfaces/steep slopes/slippery ground/tree roots/muddy rides
* Brambles/ditches/gorse bushes
* Streams/ponds/lakes
* Insect/snake bites
 |  Medium Risk* Trips or falls. Minor cuts and bruises.
* Sprains or broken limbs possible but less likely.
* Cuts/splinters/thorns
* Drowning - unlikely.
* Leptospirosis - unlikely
* Snake bites - unlikely
 | * Participants may deal with minor cuts and bruises themselves.
* More serious injury may require assistance from other competitors to help the injured person back to the finish or to fetch first aid assistance. Whistles to be carried and used to attract attention in case of injury/snake bite
* Courses have been planned for the ages and skills of the competitors. Junior courses set on paths, not to go close to any areas of open water.
* First aiders to be briefed to inform any injured competitors of the risks of Leptospirosis whilst providing treatment.
* First aiders at Registration tent in possession of up to date first aid kit.
* All competitors required to wear full leg/body cover to reduce risks of injury/scratches/snake bites.
* Competitors will receive safety briefing at the ‘Start’ detailing safety bearing and other relevant points.

 Responsibility: Organiser/Planner |
| Participants\* Unsuitable clothing* People with medical conditions
* Disorientation/exhaustion
* Novices/inexperienced competitors

\* Overdue runners |  Medium Risk* Cold/wet leading to hypothermia.
* Symptoms of medical conditions.
* Competitors spending longer out on the course due to disorientation and as a result getting upset and tired.
 | * Torso and leg cover required.
* If weather is expected to be very cold/wet then runners will be required to carry a waterproof jacket (to be included in final details and on website).
* Competitors advised to bring their own drinks in accordance with usual event practice.
* Record kept of runners at Registration - Start Team to be alert for missing runners. Al competitors to be checked back in at the end of their run.
* Solo runners to leave keys etc. with Enquiries before running.
* All competitors will have completed an entry form so their vehicle details and emergency contact details will be known.
* Search Teams to find and assist any overdue runners. Missing runner search plan/checklist to be followed.

Responsibility: Organiser/Start Team/Registration |
| Other people/activities in area* Orienteers and non-orienteering car drivers at car park/assembly.
* Dog walkers/dogs/walkers/cyclists/horse riders also using area
 |  Medium Risk* Cars may injure orienteers in car parking area.
* To competitors and other users
 | * Signage placed in car parking area.
* Runners alerted to potential risk from vehicle.
* All Helpers to wear high visibility tabards.
* Start/Finish away from parking area
* To be included in the briefing at the ‘Start’ to remind competitors to be considerate towards other users of the area in particular dog walkers and horse riders and to take great care near to possibly nervous horses.
* Committee member to be present at Registration to deal with any complaints/issues with other site users.

Responsibility: Organiser |
| Weather\* Cold/rain/snow/wind chill factor | Medium Risk* minor feeling of being cold most likely.
* Severe cold wet weather could cause a more serious risk of hypothermia etc.
 | * Check the weather forecast before the event.
* Carrying of waterproof jackets can be advised or made compulsory.
* Event cancelled if extremely severe weather forecast e.g. high winds expected.
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| Equipment* Generators
* Other electrical equipment (laptops etc.)
* Trailing power cables
* Tent guy ropes
 |  Low Risk* Burn injury
* Fuel fire - burns/smoke inhalation
* Electrocution
* Trips over ropes causing injury.
 | \*Generators to be placed at least 2 metres from tents and taped off.\*Fuel to be stored in correct containers and stored safely at least 2 metres away from generators and tents.\*Helpers to be briefed on fire drill & refuelling generators in accordance with the General Fire Safety Precautions and Refuelling Procedures (BKO Fire Incident Accident Guidelines) .* Portable equipment to be PAT tested prior to the event (BKO PAT Testing Guidance).
* Tent guys and power cables to be marked with tape.

Responsibility: Organiser  |
| Child Safety | Low RiskSeparation, wrong handover | Lost’ children should be taken to Registration. Follow the BKO Child Handover Plan.For lone injured children at the Registration Tent follow the BKO Child Handover Plan.Organiser to make sure the Registration team know of the PlanResponsibility: **Organiser** |