

### 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.

<b>Name of Club / satellite club name / after school club</b>		Humberside and Lincolnshire Orienteers	
<b>Name of person completing this form</b>	Dean Field	<b>Position of person completing this form (coach, organiser etc)</b>	Organiser
<b>Venue for session / event / activity</b>	Walesby Forest, Nottinghamshire	<b>Date for session / event / activity</b>	Sunday 14 <sup>th</sup> September 4.30 am – 10.00am
<b>Name of person in charge of session / event / activity</b>			
<b>Risk assessment signed</b>		<b>Risk assessment dated</b>	03.09.2014
<b>Risk assessment checked by (name, position and date)</b>	<b>Print name &amp; position (coach mentor, controller etc):</b>		
	<b>Sign and date:</b>		

### Emergency Information

<b>Emergency access point (for emergency vehicles)</b>	<b>Post code / grid reference:</b> O/S Map Ref: 120 - 668702 Brake Road, Walesby, Newark, Nottinghamshire, NG22 9NG	<b>Place from which signed:</b> Road
<b>Nearest A&amp;E hospital:</b>	<b>Name and Post code:</b> Nottingham University Hospital, Telephone: 0115 924 9924 Address: Derby Road, Nottingham, Nottinghamshire, NG7 2UH	<b>Map available (where):</b> Registration Marque
<b>Working telephone:</b>	<b>Landline or mobile:</b> Mobile	<b>Number:</b> 07793 208228

	<b>If mobile (reception checked?)</b> Yes	
<b>First Aid cover</b>	<b>Name of first aider:</b> Neil Harvatt/Mary Carrick	<b>Located where?</b> Registration Marquee

## 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 <ul style="list-style-type: none"> <li>• What control measure?</li> <li>• Who is responsible?</li> </ul>
<b>In area to be used (indoor / outdoor):</b> Outdoors Slopes  Water  Wire / ruined fences  Uneven surfaces on the course Uneven surfaces Car park, etc  Undergrowth/tree branches  Slippery surfaces  Traffic	Low risk – low/medium severity  Low/medium risk – low/medium severity  Low risk – low/medium severity  Low risk – low/medium severity Low risk – low/medium severity  Low risk – low/medium severity  Low risk – low/medium severity  Low risk –medium/high severity	Competitors aware of position of slopes - they are marked on the map with standard symbols. (Resp – Controller Tony Carlyle)  The position of the ponds and wet areas are marked on the map.  All known fences and ruined fences are marked on the map.  Competitors aware – all events have uneven surfaces If in car-park, notice posted in final details (Responsibility – Organiser DJF)  Competitors aware – all events in wooded areas have branches/undergrowth.  Warnings to participants about slippery ground.  No vehicular access to the Nature reserve at this time of the evening.
<b>Participants</b> Clothing/shoes/equipment  Unexpected reactions/allergies	Low risk - low severity  Low risk - low severity	Competitors checked by Starter that they are correctly equipped, including head torches. First Aid Kit at registration, phone ambulance if required.

Competitors not returning	Low risk - high severity	Register maintained of starters, search procedure implemented if required.
<b>Other people/activities in area</b>		
Dog walkers	Low risk - low severity	Unlikely at this time of night - competitors to be made aware of possibility. (Organiser – DJF)
Stranger Danger	Low risk – high severity	Young inexperienced runners to be accompanied. Advise not to talk to strangers unless wearing yellow BOF bib.
<b>Weather</b>		
Bad weather (wet/cold)	Medium risk - medium severity	Check clothing is appropriate for weather. (Starter) Cancel event if conditions poor.
Heat	Low risk - medium severity	Advise participants to be hydrated. (Organiser) Organiser (DJF) to check weather forecast prior to event
<b>Equipment</b>		
Computer equipment in tent	Low risk - low/medium severity	Cabling to be kept tidy, all connections to be secure.
Guy ropes on tent (trip hazard)	Low Risk – Low severity	Red/white tape tied to ropes if likely to be trip hazard.
Stakes (pointed to go in ground)	Low Risk – Low severity	Anyone carrying them to be advised to carry point down.

**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.**

<p><b>Area to be used: Indoors</b></p> <ul style="list-style-type: none"> <li>• Floor surface</li> <li>• Other equipment/obstacles</li> <li>• Shared use (dining room / other activities)</li> </ul>	<p><b>Area to be used: Outdoors</b></p> <ul style="list-style-type: none"> <li>• Uneven surfaces</li> <li>• Slopes/steps</li> <li>• Slippery surfaces</li> <li>• Tree roots/branches</li> <li>• Vegetation (prickly, stinging)</li> <li>• Wire / ruined fences</li> <li>• Walls to be climbed</li> <li>• Litter (glass, used needles)</li> <li>• Water (streams, rivers, ponds)</li> <li>• Cliffs / crags</li> <li>• Traffic (including road crossings)</li> <li>• Rail / tram lines</li> <li>• Mineshafts / caves</li> <li>• Military debris</li> </ul>	<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• Pencils in hand when running</li> <li>• Pin punches</li> <li>• Cane tops</li> <li>• Tent guys</li> <li>• Electrical equipment – cables</li> <li>• Generators</li> <li>• Cooking equipment</li> </ul>
<p><b>Participants:</b></p> <ul style="list-style-type: none"> <li>• Clothing / shoes</li> <li>• Existing medical conditions</li> <li>• Unexpected reactions/allergies</li> <li>• Disorientation</li> <li>• Tiredness</li> </ul>	<p><b>Other people / activities in area:</b></p> <ul style="list-style-type: none"> <li>• Walking dogs</li> <li>• Cyclists</li> <li>• Horse riders</li> <li>• Forestry operations</li> <li>• Park maintenance</li> <li>• Shooting / archery</li> <li>• Golf</li> <li>• Stranger danger</li> </ul>	<p><b>Weather:</b></p> <ul style="list-style-type: none"> <li>• Cold / heat</li> <li>• Rain / snow / hail</li> <li>• Excessive wind</li> <li>• Lightning</li> </ul>