**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** | | | CLARO | | |
| **Name of person completing this form** | |  | **Position of person completing this form (coach, organiser etc)** | | [Organiser] [Planner] {Coach] |
| **Venue for session / event / activity** | |  | **Date for session /**  **event / activity** | |  |
| **Name of person in charge of session / event / activity** | | |  | | |
| **Risk assessment signed** |  | | **Risk assessment dated** | |  |
| **Risk assessment checked by (name, position and date)** | **Print name**  **& position (coach mentor, controller etc):** | |  | | |
| **Sign and date:** | | |  | |

**Emergency Information**

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| **Emergency access point (for emergency vehicles)** | **Post code / grid reference: at**  [Location] [Postcode]. Grid Ref: [ ]. [The Start is [ ]] [The Finish is at [ ]]. All of these locations are [directly accessible from the public highway] [accessible as follows: ]. However, emergencies might conceivably arise anywhere in the competition area which comprises [ brief description of competition area][the public streets passages ginnels paths parkland and open areas of [ ] | | **Place from which signed:**  Insert name of public highway from which signed |
| **Nearest A&E hospital:** | **Name and Post code:**  [Harrogate Hospital, Lancaster Park Road, Harrogate HG2 7SX] [ ] | **Map available (where):**  At [Registration][Download] | |
| **Working telephone:** | **Landline or mobile. If mobile (reception checked?)**Mobile. Signal checked on [ 20- ] at [ ] – [good][poor][unavailable] | **Number: (Mobile)**  **(Landline)** | |
| **First Aid cover** | **Name of first aider:** | **Located where? [Registration][Download]** | |
| **First Aid kit** | **Located: [**Registration][Download] | | |

**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.**

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| **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 (indoor / outdoor):**   * Outdoor * Uneven surfaces * Slopes/steps (slippery) * Slippery surfaces * Tree roots/branches * Vegetation (prickly, stinging) * Wire / ruined fences * Walls to be climbed * Litter (glass, used needles) * Water (streams, rivers, ponds, marshes) * Cliffs / crags/ old railway cuttings * Traffic (including road crossings) * Members of the public generally,   given this event encompasses residential areas and recreational areas.   * Pet dogs | Possibility of injury due to **inexperience** of normal orienteering conditions. Possible outcomes – minor injuries (possible) to serious injury (unlikely).  Minor risks of **slipping** on damp grass and wet rocks or steps, [tripping on tree roots etc][falling in marshes] collision with other participants and the public. Possible outcomes range from minor injuries (possible) to serious injury (unlikely).  Risk of **falling**, the area containing crags/cliffs/major rock formations. Potentially very serious. Material risk  [Risks of crossing [barbed wire} [high] **fences or walls**.. Possible outcomes range from minor (possible) to serious (unlikely)]  [Risk of **treacherous marsh/bog** - runner being trapped.. Outcome: minor injury and runner having to be rescued (most likely) to serious (unlikely)  Risks of **falling into river/lake/pond.** Possible outcomes range from minor (unlikely) to serious (very unlikely)  Risk of **traffic** related accidents not only on courses but also before and after running where event is urban or courses involve running on public streets etc. Possible outcomes range from minor injuries (possible) to serious injury (unlikely).  [**Gated Railway level crossing.** Risk of competitors crossing line when train coming. Possible outcomes range from minor to fatal.]  [**Ungated Railway level crossing**. Risk of competitors crossing line when train coming. Possible outcomes range from minor to fatal]  [**Mini-golf course**. Risk of flying golf balls. Outcomes minimal.] | Written briefing about terrain and risks in Final Details on CLARO Website. **(Organiser)**  [Verbal][Written] warnings about slippage/tripping risks will be given [at Registration and] in Start Briefing, particularly if wet. **(Organiser)**  [Routes between [Registration] Download, the Start and the Finish will be signed and taped.] **(Organiser)]**  There are dangerous **cliffs/crags/large rock formations** in the [ ] part of the competition area. Course planning will take these into account to minimise danger. [Hazard Warning tape will be placed at the top of these features [as designated on the course map]]**(Planner)**]  The Safety Briefing will contain warnings about the cliffs/crags **(Organiser)**  **Fences/walls.** Warnings will be given in Safety Briefing. **(Organiser).** (Uncrossable fences/walls will be marked on the map and/or avoided in course planning. [Any crossing points will be marked on the map] **(Planner)**  **Treacherous Marshes.** Warnings will be given in the safety Brief. **(Organiser).**  Planning will avoid any dangerous marshes [which will be taped off with Hazard Warning Tape][be marked out of bounds on the course map] **(Planner)**  [Course planning avoids **[river][lake] banks**. Warnings in Safety Briefing to avoid these anyway.. **(Planner/Organiser)**]  **Traffic.** If the event involves running on public streets pavements paths and roads of varying importance which may need to be crossed, course planning will take this into account and likely traffic conditions to minimise danger. No course for runners under 16 will be on the public highway carrying significant traffic. **(Planner)**  Competitors will be advised in Start Briefing to exercise due care and consideration to all other road users and comply with the Highway Code when crossing roads. Runners will also be advised to be courteous and considerate towards local residents. **(Organiser)**  [Longer courses][Courses] will involve crossing, [ ] [a] busy road[s]. [Course planning will require competitors to use a pedestrian crossing where there will be a “time-out”.] [The crossing will also be marshalled.] Warnings will be given in Start Briefing. **(Organiser)**]  “Caution Runners” signs will be placed in [ ] **(Organiser)**  [Gated Level crossing risk removed by instructions to competitors to use pedestrian subway exclusively - warnings to competitors in Start Briefing and verbally **(Organiser)**]  [Ungated Level crossing risk mitigated by warnings to competitors in Start Briefing and verbally **(Organiser)**]  [Warnings given in Safety Briefing – beware of golfers’ activities **(Organiser)**]  No further control measures are required, leaving the competitors and their helpers responsible for their own safety in respect of these hazards. |

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| **Participants**   * Clothing / shoes * Existing medical conditions * Unexpected reactions/allergies * Disorientation * Tiredness * Thirst | **Unsuitable footwear** causing increased risk of falls or inadequate clothing risking exposure. Possible outcomes range from minor discomfort (possible) to death (extremely unlikely).  **Medical conditions** exacerbated by physical exercise; allergies; tiredness. Possible outcomes range from minor to fatal  **Missing competitors/volunteers.** Outcomes: minor (likely) to serious (unlikely) | Competitors are expected to provide their own appropriate clothing and manage their own medical conditions.  Final Details will advise if water is available for competitors..**(Organiser)**  A first aid kit and directions to the nearest A & E Hospital will be available at [Registration][Download]. **(Organiser)**  Trained first aiders will be available to assist and contact information. **(Organiser)**  Event is [ ] minutes from the nearest A & E Hospital  Systems in place to confirm when all runners back. Search plan available to locate missing persons.**{Organiser)**  No further control measures are required, leaving competitors and helpers responsible for their own safety in respect of these hazards. |
| **Other people/activities in area**   * Walking dogs * Cyclists * Horse riders * Stranger danger * Pedestrian members of the public and motorists * Pet dogs * Other sports events, festivals etc, affecting this orienteering event | **[Tripping or running** into people. Possible outcomes range from minor discomfort to death (very unlikely)]  **[Members of the public**, mostly pedestrian plus loose and led dogs. Outcomes - possible minor injury.to serious – dog attack/stranger danger (unlikely)]  **[Off-Road Cyclists** on shared or other paths. Injury outcomes from collision range from minor (likely) to serious (unlikely)]  **[ Other events etc.** Possibility of higher number of people in competition area/car park than usual. Heightened risk of injury, but still likely to be more minor than serious**]**  **Motorists –** see above in **“Area to be used”** | Competitors will be advised to be alert and slow down if encountering dogs or cyclists and horse riders. Runners will also be advised to be courteous and considerate towards local residents and other members of the public. **(Organiser)**  Course planning will take into account the likelihood of cyclists being present in the competition area **(Planner)**  Course planning will take into account the likely effect of another event on the orienteering session. Final Details will advise of it and its impact. The Safety Brief will give warning of the risks. **(Planner/Organiser)**  No further control measures are required, leaving competitors and helpers responsible for their own safety in respect of these hazards |
| **Weather**   * Cold / heat * Rain / snow / hail * Excessive wind * Lightning | **Forecast:** [ ]  **Likely severity**: [ ] | Weather will be further reviewed on the day, and warnings issued if wet or worse conditions are material. Event may be cancelled if weather makes it not reasonably practical, given ages of any children involved and their equipment (decision made between **Planner**, **Controller and Organiser**).  [At this time of year severely inclement weather of any kind is unlikely].  Competitors are expected to provide their own appropriate clothing to suite the weather  No further control measures are required, leaving competitors and helpers responsible for their own safety in respect of these hazards. |
| **Equipment**   * Controls, stakes, signs. * Miscellaneous equipment. | **Tripping/electric shock/sharp edges.** Possible outcomes range from minor discomfort (unlikely) to death (extremely unlikely). | All equipment is sited in a place and a manner which will not cause any injury.  **Planner and Organiser** are responsible for ensuring that there are reasonable precautions in place to minimise the possibility of injury, leaving competitors and helpers responsible for their own safety beyond these precautions. |

**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 |