



Risk Assessment Details for _____ (Event) on _____ (Date)

Purpose of Risk Assessment

The purpose of this risk assessment for an orienteering event is to look at all aspects of the event organisation and planning, the potential hazards, the persons likely to be affected, the procedures already in existence and those that need to be put in place to minimise the risks. You should also refer to Appendix E (Event Safety) of the BOF Rules 2003. It covers areas that the Organiser, Planner and Controller should be considering whether this form existed or not, so should not impose any great additional workload. It is intended to ensure that all relevant issues are considered systematically so that nothing gets forgotten.

Event Name:		Event Date:	
Event Venue:		Expected number of competitors:	
Assessment completed by:	Print name	Assessment reviewed by:	Print name
Date	Signed	Date	Signed

Event Arrangements and Contact Details

	Name	Contact Number
Organiser		
First Aid cover		
Local Casualty Department		

Definitions

Hazard

An unsafe state or condition with the potential to cause harm to competitors or others.

Risk Assessment

A measure of the chance of a particular hazard causing harm and of the severity of harm caused. It is not sufficient to carry out an assessment and identify high-risk hazards (if any); action must be taken to reduce the risk from such hazards to an acceptable level.

Steps in completing the Risk Assessment

The risk assessment shall be completed by the Organiser, in consultation with other event officials. The Controller shall review it. The Organiser shall keep a copy of the risk assessment and have it available at the Event. All event officials with actions against their name shall be provided with copies.

1) Look at the hazards

Look at the list of hazards in the risk assessment and decide the level of risk that these pose. Tick those that apply to your event. Think about what other hazards may arise that are specific to your particular circumstances and add details of these where appropriate.

2) Decide on what mitigations you will use for the hazards you have identified.

What precautions will you use or do you already have in place to mitigate the risks from the hazards identified? Examples of best practice ideas are listed in the main table and you should tick those that you will apply. You should add any other items which you are using specifically for your event. Give priority to those risks that affect large numbers of people and/or could result in serious harm. Consider the impact of the age of competitors on the risks identified. Can you:

- Remove the risk completely (but not the hazards inherent in orienteering)?
- Try a less risky option? E.g. plan around the area.
- Prevent access to a hazard (by guarding)?
- Organise things to reduce exposure to the hazard?

3) Assign responsibility

A named person must be given responsibility for all of the actions identified.

Generic means to reduce risk/deal with injuries

The following list is of general safety/medical precautions, which could apply to any of the hazards identified. The severity of the risk and the number of competitors at the event will determine the level of cover required.

Injuries and Illness

Possible cover would include;

St Johns/St Andrews in attendance, Mountain Rescue in attendance, Trained First Aider available, First Aid kit available, Details of nearest hospital available.

Missing Competitors or Officials

Possible precautions would include;

Stub check/Electronic punching check, Tick off start list, Personal details and car keys etc. left at Enquiries, Search arrangements in place, Telephone contact list for key officials, Radios available, manned finish

Degree of risk posed by hazard			Risk Mitigations	Action by (name)
Low risk	Medium risk	High risk		
Hazardous terrain not on courses <input type="checkbox"/> Cliffs and quarries <input type="checkbox"/> Deep valleys, steep slopes etc. <input type="checkbox"/> Rivers, streams, standing water etc. <input type="checkbox"/> Bogs and marshes <input type="checkbox"/> Rocky or stony terrain <input type="checkbox"/> Military areas (unexploded shells, barbed wire etc.) <input type="checkbox"/> Mineshafts, caves, mine workings etc. <input type="checkbox"/> Deep holes, rough terrain <input type="checkbox"/> Thick vegetation, brashings, undergrowth <input type="checkbox"/> No obvious boundary of mapped area <input type="checkbox"/> Other (state)	Hazardous terrain parallel to course direction <input type="checkbox"/> Cliffs and quarries <input type="checkbox"/> Deep valleys, steep slopes etc. <input type="checkbox"/> Rivers, streams, standing water etc. <input type="checkbox"/> Bogs and marshes <input type="checkbox"/> Rocky or stony terrain <input type="checkbox"/> Military areas (unexploded shells, barbed wire etc.) <input type="checkbox"/> Mineshafts, caves, mine workings etc. <input type="checkbox"/> Deep holes, rough terrain <input type="checkbox"/> Thick vegetation, brashings, undergrowth <input type="checkbox"/> No obvious boundary of mapped area <input type="checkbox"/> Other (state)	Courses cross hazardous terrain <input type="checkbox"/> Cliffs and quarries <input type="checkbox"/> Deep valleys, steep slopes etc. <input type="checkbox"/> Rivers, streams, standing water etc. <input type="checkbox"/> Bogs and marshes <input type="checkbox"/> Rocky or stony terrain <input type="checkbox"/> Military areas (unexploded shells, barbed wire etc.) <input type="checkbox"/> Mineshafts, caves, mine workings etc. <input type="checkbox"/> Deep holes, rough terrain <input type="checkbox"/> Thick vegetation, brashings, undergrowth <input type="checkbox"/> No obvious boundary of mapped area <input type="checkbox"/> Other (state)	<input type="checkbox"/> Courses planned to avoid dangerous terrain <input type="checkbox"/> Courses appropriate to those expected to take part <input type="checkbox"/> Yellow/black tape to mark dangerous items <input type="checkbox"/> Information in event details <input type="checkbox"/> Information shown on overprinted maps or corrections <input type="checkbox"/> Notices at start or in start lanes <input type="checkbox"/> Other (state)	
Safe crossing point available over Man-made obstructions <input type="checkbox"/> Road crossings <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other (state)	Competitors required to cross minor Man-made obstructions <input type="checkbox"/> Road crossings <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other (state)	Competitors required to cross major Man-made obstructions <input type="checkbox"/> Road crossings <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other (state)	<input type="checkbox"/> Courses planned to avoid dangerous features <input type="checkbox"/> Temporary crossing erected <input type="checkbox"/> Timed crossings <input type="checkbox"/> Marshals at crossing points <input type="checkbox"/> Information in event details/shown on maps <input type="checkbox"/> Other (state)	
No other activities on the area <input type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input type="checkbox"/> Cyclists/Mountain Bikers <input type="checkbox"/> Horse riders <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input type="checkbox"/> Other (state)	Some other activities in limited part of the area <input type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input type="checkbox"/> Cyclists/Mountain Bikers <input type="checkbox"/> Horse riders <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input type="checkbox"/> Other (state)	Other activities in large parts of the area <input type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input type="checkbox"/> Cyclists/Mountain Bikers <input type="checkbox"/> Horse riders <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input type="checkbox"/> Other (state)	<input type="checkbox"/> Courses planned to avoid defined areas <input type="checkbox"/> Notices put up to warn land users before event <input type="checkbox"/> Information in event details <input type="checkbox"/> Information shown on overprinted maps or corrections <input type="checkbox"/> Notices at start or in start lanes <input type="checkbox"/> Other (state)	
Severe weather conditions not expected <input type="checkbox"/> Snow, hail, ice <input type="checkbox"/> Cold <input type="checkbox"/> Wind <input type="checkbox"/> Rain (including flooding/rising rivers) <input type="checkbox"/> Sun and heat <input type="checkbox"/> Darkness <input type="checkbox"/> Other (state)	Severe weather conditions possible, event not in exposed terrain <input type="checkbox"/> Snow, hail, ice <input type="checkbox"/> Cold <input type="checkbox"/> Wind <input type="checkbox"/> Rain (including flooding/rising rivers) <input type="checkbox"/> Sun and heat <input type="checkbox"/> Darkness <input type="checkbox"/> Other (state)	Severe weather conditions possible, event in exposed terrain <input type="checkbox"/> Snow, hail, ice <input type="checkbox"/> Cold <input type="checkbox"/> Wind <input type="checkbox"/> Rain (including flooding/rising rivers) <input type="checkbox"/> Sun and heat <input type="checkbox"/> Darkness <input type="checkbox"/> Other (state)	<input type="checkbox"/> Bad weather courses available if needed <input type="checkbox"/> First Aid point/tent on course <input type="checkbox"/> Cagoules/whistles mandatory <input type="checkbox"/> Drinks points <input type="checkbox"/> Torches and lighting available <input type="checkbox"/> Event cancellation policy <input type="checkbox"/> Other (state)	
Other low risk issues <input type="checkbox"/> Electrical hazards (computers, generators etc.) <input type="checkbox"/> Injuries from canes <input type="checkbox"/> Dogs <input type="checkbox"/> Animals and livestock <input type="checkbox"/> Traffic hazards (e.g. car park entrance, bus drop-off and turning points) <input type="checkbox"/> Other (state)	Other medium risk issues <input type="checkbox"/> Electrical hazards (computers, generators etc.) <input type="checkbox"/> Injuries from canes <input type="checkbox"/> Dogs <input type="checkbox"/> Animals and livestock <input type="checkbox"/> Traffic hazards (e.g. car park entrance, bus drop-off and turning points) <input type="checkbox"/> Other (state)	Other high risk issues <input type="checkbox"/> Electrical hazards (computers, generators etc.) <input type="checkbox"/> Injuries from canes <input type="checkbox"/> Dogs <input type="checkbox"/> Animals and livestock <input type="checkbox"/> Traffic hazards (e.g. car park entrance, bus drop-off and turning points) <input type="checkbox"/> Other (state)	<input type="checkbox"/> Officials suitably qualified and experienced <input type="checkbox"/> Electrical equipment PAT tested or physically examined for signs of damage. <input type="checkbox"/> Canes not used, or used with cane tops <input type="checkbox"/> Dangerous areas taped off <input type="checkbox"/> Police/landowners consulted on traffic arrangements <input type="checkbox"/> Information in event details <input type="checkbox"/> Rescue Plan produced <input type="checkbox"/> Other (state)	