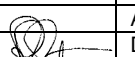


Purpose of Risk Assessment

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:	Croeso 2008, Day 4	Event Date:	7 August 2008
Event Venue:	Wentwood West	Expected number of competitors:	1,100
Assessment completed by:	PAUL TAUNTON	Assessment reviewed by:	MARK DYER
Date 6 November 2007	Signed 	Date	Signed

Event Arrangements and Contact Details

	Name	Contact Number
Director	Judith Powell (JP)	07810 707152
Organiser	Roger Coe (RC)	07743 301822
Planner	Paul Taunton (PRT)	07796 155245
Controller	Mark Dyer (MD)	07534 830260
First Aid cover	Alan Morgan, Duty Officer, St. John Ambulance will lead.	07770 775705
Local Casualty Department	Royal Gwent Hospital A & E, Cardiff Road, Newport, NP20 2UB	01633 234234
Ambulance	N/A	999 (or 112 to roam any available networks if no coverage from registered mobile network)

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		
<p>Hazardous terrain not on courses</p> <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)	<p>Hazardous terrain parallel to course direction</p> <input checked="" type="checkbox"/> Cliffs and quarries (Only one deep quarry). <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)	<p>Courses cross hazardous terrain</p> <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 checked="" type="checkbox"/> Thick vegetation, brashings, undergrowth <input type="checkbox"/> No obvious boundary of mapped area <input type="checkbox"/> Other (state)	<input checked="" type="checkbox"/> Courses planned to avoid dangerous terrain. <input checked="" type="checkbox"/> Courses appropriate to those expected to take part. (<i>Nineteen distinct courses planned</i>). <input checked="" type="checkbox"/> Agree a list of locations where yellow/black tape required to mark hazards. <input checked="" type="checkbox"/> Agree safety information for publication in event details by JP. <input type="checkbox"/> Information shown on overprinted maps or corrections (<i>Unlikely to be required, as new map</i>). <input type="checkbox"/> Notices at start or in start lanes (<i>For last minute changes, post publication of final details, or for high risk hazards only</i>). <input type="checkbox"/> Other (state)	<p>PRT - done PRT - done</p> <p>PRT & MD - None req'd.</p> <p>PRT & RC - done</p>
<p>Safe crossing point available over Man-made obstructions</p> <input type="checkbox"/> Road crossings (Minor road) <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other (state)	<p>Competitors required to cross minor Man-made obstructions</p> <input checked="" type="checkbox"/> Road crossings (Minor road. Two unsurfaced tracks, used by public vehicles). <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other (state):	<p>Competitors required to cross major Man-made obstructions</p> <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 checked="" type="checkbox"/> Courses planned to ensure juniors do not run along forest track which is open to public vehicles. <input type="checkbox"/> Temporary crossing erected <input checked="" type="checkbox"/> Marshalled crossing (timed out so no pressure) for all courses crossing minor road. <input checked="" type="checkbox"/> Risks of unmanned crossing of minor road on walk to start assessed and considered acceptable. <input checked="" type="checkbox"/> Agree information for publication in event details by JP (<i>relating to tracks used by vehicles</i>). <input type="checkbox"/> Other (state)	<p>PRT - done</p> <p>Team arranged</p> <p>PRT & RC</p> <p>PRT & RC - done</p>
<p>No other activities on the area</p> <input type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input type="checkbox"/> Cyclists/Mountain Bikers <input type="checkbox"/> Horse riders <input checked="" type="checkbox"/> Clay pigeon shooting: None expected. <input checked="" type="checkbox"/> Golfers: Unsuitable terrain. <input type="checkbox"/> Other (state)	<p>Some other activities in limited part of the area</p> <input checked="" type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input checked="" type="checkbox"/> Cyclists/Mountain Bikers Unofficial downhill mountain bike track, crossed only by longest senior courses. <input type="checkbox"/> Horse riders <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input type="checkbox"/> Other (state)	<p>Other activities in large parts of the area</p> <input type="checkbox"/> Forestry work <input checked="" type="checkbox"/> Motorcycles, possible anywhere, but few as Thursday event. <input type="checkbox"/> Cyclists/Mountain Bikers <input checked="" type="checkbox"/> Horse riders, but few as Thursday event <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input checked="" type="checkbox"/> Other (state): Dog walkers	<input checked="" type="checkbox"/> Courses planned to avoid defined forestry areas. <input checked="" type="checkbox"/> Notices put up to warn land users before event. <input checked="" type="checkbox"/> Agree information for publication in event details by JP (<i>relating to fast moving bikes on downhill track</i>). <input type="checkbox"/> Information shown on overprinted maps or corrections. <input type="checkbox"/> Notices at start or in start lanes. (For last minute changes, post publication of final details, or for high risk hazards only). <input checked="" type="checkbox"/> Other (state): Forestry operations halted in Woodland Trust area only.	<p>PRT - done RC - done PRT & RC - done</p> <p>Jon Winder</p>
<p>Severe weather conditions not expected</p> <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)	<p>Severe weather conditions possible, event not in exposed terrain</p> <input type="checkbox"/> Snow, hail, ice <input type="checkbox"/> Cold <input type="checkbox"/> Wind <input type="checkbox"/> Rain (including flooding/rising rivers) <input checked="" type="checkbox"/> Sun and heat (August event) <input type="checkbox"/> Darkness <input type="checkbox"/> Other (state)	<p>Severe weather conditions possible, event in exposed terrain</p> <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 checked="" type="checkbox"/> Whistles recommended in final details. <input checked="" type="checkbox"/> Drinks points on courses & at finish. <input type="checkbox"/> Torches and lighting available <input type="checkbox"/> Event cancellation policy <input checked="" type="checkbox"/> Other (state): First Aid point to have available treatment for sunburn.	<p>JP - done Team arranged</p> <p>First Aid Team</p>

<p>Other low risk issues</p> <ul style="list-style-type: none"> ✓ Electrical hazards (computers, generators etc.) <input type="checkbox"/> Injuries from canes <input type="checkbox"/> Dogs ✓ Animals and livestock – none expected. ✓ Traffic hazards (e.g. car park entrance, bus drop-off and turning points) – little traffic on minor road leading to parking, especially on a Thursday. <input type="checkbox"/> Other (state) 	<p>Other medium risk issues</p> <ul style="list-style-type: none"> <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) 	<p>Other high risk issues</p> <ul style="list-style-type: none"> <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) 	<ul style="list-style-type: none"> ✓ Officials suitably qualified and experienced ✓ Electrical equipment PAT tested or physically examined for signs of damage. ✓ Canes not used. ✓ Dangerous areas taped off ✓ Police/landowners consulted on traffic arrangements ✓ Information in event details ✓ Rescue Plan produced <input type="checkbox"/> Other (state) 	<p>JP - done Paul Chamberlain None identified JP - done JP RC</p>
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