

### 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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| <b>Name of Club / satellite club name / after school club</b> |   | WIZZOC  |                  |
| <b>Name of person completing this form</b>                    | Hilary Slow<br><a href="mailto:slug@coldmail.com">slug@coldmail.com</a> | <b>Position of person completing this form (coach, organiser etc)</b> | Coach            |
| <b>Venue for session / event / activity</b>                   | Glenless Forest   | <b>Date for session / event / activity</b>                            | 24 February 2011 |
| <b>Name of person in charge of session / event / activity</b> |   | Jane Perfect  |                  |
| <b>Risk assessment signed</b>                                 | <i>Hilary Slow</i>  | <b>Risk assessment dated</b>  | 22 February 2011 |
| <b>Risk assessment checked by (name, position and date)</b>   | <b>Print name &amp; position (coach mentor, controller etc):</b>        | Jane Perfect<br>Coach mentor/lead coach                               |                  |
|   | <b>Sign and date:</b> <i>Jane Perfect</i>                               | 23 February 2011  |                  |

### Emergency Information

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| <b>Emergency access point (for emergency vehicles)</b> | <b>Post code / grid reference:</b><br>Grid Ref. NH191263   | <b>Place from which signed:</b><br>Glenless Forest signed from Main Street through Aviemore at junction with George Street. |
| <b>Nearest A&amp;E hospital:</b>                       | <b>Name and Post code:</b><br>Ragwort Hospital Inverness<br>IV1 2RT                              | <b>Map available (where):</b><br>Hilary's car   |
| <b>Working telephone:</b>                              | <b>Landline or mobile:</b> Mobile<br><b>If mobile (reception checked?)</b> Yes                   | <b>Number:</b><br>07535 185005 Hilary Slow  |
| <b>First Aid cover</b>                                 | <b>Name of first aider:</b><br>Hilary Slow is nominated firstaider; Jane Perfect also qualified. | <b>Located where?</b><br>At least one of them will remain at main start/finish point  |

## 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>  |
|--|--|--|
| <p><b>In area to be used (indoor / outdoor):</b></p> <ul style="list-style-type: none"> <li>• Fence in middle of area – low but has barbed wire on top</li> <li>• Deep standing water</li> </ul>   | <p>Minor injuries crossing the fence could occur but is unlikely and would be low severity.</p> <p>There is a risk of drowning in the major ditches and standing water but this is low risk. Only adults should visit this part.</p> | <p>HS wrap carpet round length of barbed wire at most likely crossing point – marked on map and near control 37.<br/>Warn participants (HS) to cross with care and use marked part.</p> <p>Courses will be planned to avoid the deep standing water. Where this is not possible yellow and black tape will be used to mark them on the ground and ensure participants are not able to go to the water's edge (HS).</p> |
| <p><b>Participants</b></p> <ul style="list-style-type: none"> <li>• Ticks are present in Glenless Forest</li> </ul>  | <p>Ticks can carry Borreliosis (also known as Lyme disease) which can lead to serious complications</p>  | <p>Standard information provided to newcomers with verbal reminders at coaching sessions – check carefully for ticks and remove with appropriate device; seek medical attention if in doubt.</p>   |
| <p><b>Other people/activities in area</b><br/>Low level of use by others, but they include</p> <ul style="list-style-type: none"> <li>• Mountain Bikers</li> <li>• Horse Riders</li> <li>• Members of the public walking, some may have dogs.</li> </ul> <p>Area next to car park occasionally used for rescue helicopter to land.</p> | <p>However unlikely a collision is possible between a competitor and another forest user.</p> <p>Infrequent occurrence but causes severe disruption and could be fatal if ignored.</p>   | <p>HS warn all participants to be aware of others and look before emerging onto paths etc.</p> <p>HS speak to all members of public entering the area, tell them what's going on.</p> <p>HS warn all participants to be alert to incoming helicopter sound; if it arrives, standard procedure is to stay in woods north of fence and go round to exit on west side.</p>  |
| <p><b>Weather</b></p> <ul style="list-style-type: none"> <li>• Cold &amp; wet</li> </ul>   | <p>Typical winter weather expected – could result in hypothermia in extreme</p>  | <p>Ensure participants are properly clad – cagoules, gloves, hat etc.; have spares in car for those who forget/don't think. (HS)</p>   |

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|  | cases. Area not exposed to wind.  | Plan several short loops and check participants' comfort levels, dampness etc. at each return. (HS)<br>Encourage them to stop before they feel cold. (HS) |
| <b>Equipment</b><br>Training kites being used, with pen at each; participants will write on their map. | Minimal risk of injury as participants are not running with pens, no stakes, and no pin-punches are used. | No action required.   |

**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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| <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>  |