

Appendix E: Event safety

Table of contents

1. Introduction.....	2
1.2 Responsibility.....	2
2. Risk assessment and risk management	2
3. Communications	3
4. First Aid cover	3
4.2 Casualty rescue plan	4
4.3 Extreme weather arrangements.....	4
4.4 Personal safety.....	5
4.5 Clothing and equipment requirements	5
4.6 Terrain hazards	5
4.7 Finish location	6
4.8 Electrical and other equipment	6
4.9 Roads and traffic	7
4.10 Night events	7
4.11 Urban events.....	7
5. Checks for finishers	8
5.1 Introduction	8
5.2 The buddy system	8
5.3 Keeping a check on starters	8
5.4 A missing competitor	8
6. Accidents and incidents and insurance.....	11
6.1 Insurance.....	11
6.2 Incidents and accidents.....	12
7. Training and further information	12
7.1 Training	12

Appendix E: Event safety

This Appendix is to be read in conjunction with the current British Orienteering Rules of Orienteering.

1. Introduction

- 1.1.1 The British Orienteering Rules of Orienteering cover event safety and set out the key areas of responsibility for event officials. This Appendix provides additional guidance on how to comply with those rules.
- 1.1.2 Event officials should also refer to Appendix A: Event systems and Appendix B: Course planning.
- 1.1.3 The Event Officials Handbook on the British Orienteering website contains standard forms and plans for use by Organisers.
- 1.1.4 Safety includes safety and risk management throughout the duration of the event. This includes the competition area & courses, arena/assembly, traffic to/from and in the car parks, routes to and from all these areas, as well as competitors, spectators, members of the public, landowners.
- 1.1.5 Orienteering involves people with a wide spectrum of physical abilities making their way across potentially hazardous and challenging terrain. Despite this, the incidence of serious injury is low.

1.2 Responsibility

- 1.2.1 The responsibility for personal safety at the event lies with the competitor; this is clearly set out in the Rules and should be highlighted in event information.
- 1.2.2 It might be advisable to suggest that competitors who have any medical issues or medications with them when out running, that they write any essential medical details on their race number or carry an information sheet with them.
- 1.2.3 The Organiser has overall responsibility for ensuring that the necessary safety and risk management arrangements for the event are in place both for competitors and non-competitors.
- 1.2.4 Competitors have the right to assume that whilst they are responsible for their personal safety, an Organiser has put in place reasonable risk management arrangements to mitigate the hazards that a competitor might reasonably not be aware of. Such as locally known hazards e.g. mine shafts.
- 1.2.5 The Planner has responsibility delegated to them by the Organiser for ensuring that the courses are planned in a safe manner and that any risks on the courses are managed effectively.
- 1.2.6 The Controller (or, for level D events an accredited person) has responsibility to ensure that risk management arrangements for the event have been planned and implemented.

2. Risk assessment and risk management

- 2.1.1 The Organiser must complete and regularly update the risk assessment in consultation with the Planner, Controller and other key officials.
- 2.1.2 The Controller (or for level D events if not by a Controller then either a licensed Organiser who has attended an Event Safety workshop or a licenced Coach) must review the risk assessment and sign it to confirm it has been reviewed.
- 2.1.3 The risk assessment form must be kept for 5 years after an event or activity has taken place.

Appendix E: Event safety

- 2.1.4 Registers of appropriately trained people are available to clubs through the website database. In all instances the person signing the risk assessment form must confirm the form has been reviewed by signing, printing their name and dating the form.
- 2.1.5 In the case where an Organiser, who has responsibility for risk management, and the person signing the risk assessment form disagree, the signee should indicate their concerns on the form.
- 2.1.6 If the situation above occurs the matter should be referred to the Chief Executive.
- 2.1.7 It is important that the preparation of the relevant risk assessment form is commenced at an early stage in the planning process, so as to help identify and assess safety issues and to decide on actions that should be taken to mitigate these identified risks.
- 2.1.8 It may not be possible to run a perfectly safe event but Organisers should be aware of the main safety issues and, if an incident occurs, be prepared to deal with it in a calm and effective manner.
- 2.1.9 Organisers have the right to impose whatever additional safety rules they think appropriate for an event; provided that competitors are clearly notified. Whilst this right will only be used occasionally, Organisers should be confident that they can require competitors to follow specific instructions where to do otherwise would compromise safety.
- 2.1.10 Where a risk assessment has set out circumstances when an appropriate control measure must be employed, the Organiser must act to comply with the control measure. The Organiser must therefore not avoid their responsibility, after consultation with other officials, to restrict or stop the event if a key aspect of the risk management measures is not in place.

3. Communications

- 3.1.1 The Organiser must have a system in place for communicating with key officials at the main locations such as start (s), finish (es), car park, assembly/arena and download.
- 3.1.2 This may be arranged by using mobile phones, 2 way radios, runners, cyclists or vehicles if all the locations are not immediately adjacent.
- 3.1.3 Mobile phone and/or radio coverage needs to be checked in all locations and alternative arrangements made for areas of poor reception.
- 3.1.4 Provide a laminated list of personnel names, essential numbers and any protocol for each radio/mobile phone user.
- 3.1.5 The Event Officials Handbook contains information on setting up a radio communication system.
- 3.1.6 First Aiders and key officials should be clearly identified by the use of a labelled high visibility jacket/vest worn over their outdoor clothing.

4. First Aid cover

- 4.1.1 The Organiser must ensure that appropriate First Aid is available.
- 4.1.2 First Aid provision must be appropriate to the particular needs of the event bearing in mind:
- The time of year
 - The location of the start (s) & finish(es)
 - The terrain and area involved

Appendix E: Event safety

- The format of the competition
- The nature of the competitors taking part.

4.1.3 There are several options that can be considered.

- Professional First Aid provider
- Voluntary organisations such as St John, St Andrews, Red Cross, Mountain rescue
- Trained First Aiders who are club members/coaches.

4.1.4 When arranging First Aid cover with outside agencies the following information should be supplied to them to allow them to quote for and provide an adequate service for the event.

- Set up and start times, course closing time, and control collection time.
- Expected numbers and any particular needs for this event (e.g. all school children)
- If they may be required to rescue a casualty from the terrain.
- If a static First Aid point is required in addition to a mobile unit.

4.2 Casualty rescue plan

4.2.1 The Organiser must prepare a casualty rescue plan if they anticipate any significant difficulties in recovering a casualty from any parts of the competition area.

4.2.2 A casualty rescue plan is essential if the format is ultra-long or held at night in forest terrain.

4.2.3 A retirement and evacuation plan for competitors taking part in an ultra-long distance course should also be considered.

4.2.4 The Event Officials Handbook contains a suggested casualty rescue plan

4.2.5 Organisers should know the location of the nearest accident hospital and other minor injury facilities (are they open at weekends?) and be able to arrange the transfer of any casualty.

4.2.6 The grid reference/post code and sat nav. co-ordinates to be given to ambulance control for emergency vehicle access points should be written on the first page of the risk assessment.

4.3 Extreme weather arrangements

4.3.1 The Organiser is responsible for deciding what action to take (e.g. such as delaying or cancelling the event, or shortening courses) in exceptional circumstances: this includes extreme weather conditions.

4.3.2 These may consist of the following:

- Cold
- Heat
- Wind (storm damage expected)
- Wet and cold
- Flood

4.3.3 Measures should be in place to deal with the likely effects of these extreme weather conditions, such as drink points on courses, clothing requirements and curtailment of courses.

This may be of importance if the format is ultra-long and Organisers should ensure that competitors are aware of minimum equipment and sustenance requirements, as specified in the risk assessment.

Appendix E: Event safety

4.4 Personal safety

- 4.4.1 Competitors are responsible for their own personal safety and for assessing their own ability to complete a course. However, Organisers must have made reasonable risk management arrangements to mitigate the hazards that a competitor might reasonably not be aware of.
- 4.4.2 Organisers have the right to impose whatever additional requirements they think appropriate for an event or activity and must make sure they notify competitors of these requirements.
- 4.4.3 Where the format is ultra-long, it may be appropriate to permit novices and juniors to compete in pairs and still remain competitive. The Organiser has the right to insist that specific age groups cannot compete alone.
- 4.4.4 The Organiser of an ultra-long event may decide to have certain controls staffed with an official, drinks, First Aid and radio/phone communication.
- 4.4.5 Junior and novice orienteers do not often compete at night events; the youngest age class at the British and Area Night championships is M/W16. The Organiser must be certain that competitors younger than 16 on those courses are competent to complete their course.
- 4.4.6 The Organiser has the right to insist they either withdraw their entry or participate under the direct control of an adult.

4.5 Clothing and equipment requirements

- 4.5.1 The Organiser must state if shorts are permitted to be worn (this will depend on the terrain). Otherwise competitors must wear clothing that fully covers their torso and legs. The Organiser may prevent competitors who do not comply with the full leg and torso cover requirements from taking part.
- 4.5.2 The Organiser must give notice if additional safety measures are required, competitors must comply with these requirements. These may be notified to competitors in advance or during the event. Examples of measures that may be required by the Organiser are:
- The carrying of a lightweight waterproof hooded running jacket or similar waterproof clothing.
 - The carrying of a whistle.
 - The carrying of a spare torch at night events.
- 4.5.3 The Organiser needs to explain the reasons in the pre-race information and/or prominently at the event so that the requirements are clear. Also as to whether it is a recommendation or a requirement.
- 4.5.4 The Organiser needs to ensure that the check for these items is located such, that if they are required, the competitor can easily return to obtain the required item. A further check may be required to ensure that competitors have not disposed of the items en-route to the start.
- 4.5.5 If such items are required by the organiser then it is essential to check every competitor en-route to or at the start. The worst thing that an Organiser can do is require the items and then not bother to check.

4.6 Terrain hazards

- 4.6.1 The Planner has responsibility delegated to them by the Organiser for ensuring that the courses are planned in a safe manner and that any risks on the courses are managed effectively.

Appendix E: Event safety

- 4.6.2 The Planner must take into consideration all hazards that competitors may encounter, this must include all possible routes between controls, as well as significant hazards away from the expected routes.
- 4.6.3 Each area used for previous orienteering events may have particular hazards associated with it. It is suggested that for each area, a list of the known hazards is compiled. This list can be revised after an event has taken place.
- 4.6.4 The dangers of a particular type of terrain will generally be known to local inhabitants and to local orienteers so check with them, e.g. old mine shafts.
- 4.6.5 Dangerous features should be marked with yellow or yellow and black tape if they are likely to be visited by any competitors and are not already clearly marked on the ground as dangerous.

4.7 Finish location

- 4.7.1 There should always be someone at the finish, to supervise competitors and act as the point of contact in an emergency. The finish is the most likely place for somebody to go to report a problem such as an injured competitor.
- 4.7.2 If the finish is in a remote location consideration should be given to providing a qualified first-aider, a first aid kit and a shelter at the finish, in particular if the weather is likely to be poor.
- 4.7.3 A reliable means of communication also needs to be set up between the finish and assembly.

4.8 Electrical and other equipment

- 4.8.1 The Organiser must ensure that any mains voltage electrical equipment is installed correctly and used appropriately by suitably experienced persons.
- 4.8.2 Consideration should be given to preparing a separate risk assessment for all electrical equipment.
- 4.8.3 Equipment which is designed for external use will tend to be safe provided that it is used appropriately and by suitably experienced people. There is a danger that domestic equipment used outside is not suitable for such an environment. If in any doubt, seek qualified advice.
- 4.8.4 The use of generators to support event systems requires careful consideration to ensure that safety is maintained. For example, they must be sited away from main thoroughfares, cordoned off and spare fuel stored appropriately.
- 4.8.5 The use of computers, printers and other hardware to support event systems needs consideration with regard to the weather, electrical safety, generator support, cable runs etc.
- 4.8.6 Cable runs and connections must be suitably protected from the weather, the correct cable thickness for their function, and with protected joints. There should be protection from all traffic going over them – vehicle and pedestrian. Any cables at head height, e.g. travelling between tents and buildings, must be securely supported.
- 4.8.7 If bamboo canes are to be used at control sites, their siting should aim to reduce the chance of competitors falling on them. Cane caps or other suitable protection must be fitted to prevent possible injuries. These requirements also apply when canes are used elsewhere such as the assembly area, start, finish and string course.

Appendix E: Event safety

4.9 Roads and traffic

- 4.9.1 The Organiser must include in their risk assessment all road crossings and traffic into and out of the event car park.
- 4.9.2 The Organiser and Planner must pay particular attention to courses planned for competitors under 16 years of age. In the eyes of the law, the Organiser is acting in loco parentis for children under the age of 16 and must be seen to take precautions over and above what a careful parent would take for the safety of their children.
- 4.9.3 Courses for those aged under 16 on the day of the event must not have any routes that require them to cross roads with significant traffic (where traffic is travelling at over 15mph) unless appropriate traffic management arrangements have been put in place. A disclaimer signed by a parent or guardian does not circumvent this rule.
- 4.9.4 Appropriate traffic management arrangements may include mandatory safe routes – crossings controlled by lights/marshals, the use of under-passes/bridges, timed controls etc. Roads with traffic management that induce low speeds (15mph as on many campuses) are acceptable but busy public roads are not.
- 4.9.5 There is the need to get vehicles in efficiently and parked safely. Measures should to be in place to ensure traffic does not 'back up' onto main roads or block junctions.
- 4.9.6 Traffic flows may need one way routes into and out of the area.
- 4.9.7 Car parks need to be sufficient to get all vehicles parked and leave room for emergency vehicle ingress and egress. The layout may include an empty lane every X number of cars. In case of fire, as much space as possible should be left between vehicles, particularly campervans.
- 4.9.8 Road crossings to and from the start/ finish may need to be marshalled – a separate lane for pedestrians if they share the car park entrance is desirable. Road crossings on a course should be avoided.

4.10 Night events

- 4.10.1 When the event is to be held during the hours of darkness the risk assessment must take account of additional hazards arising from this.
- 4.10.2 Competitors will be reminded of their responsibility towards their personal safety. If the organiser deems it necessary, additional safety measures may be required. In such circumstances checks will be made prior to participants starting to ensure that these requirements are being followed.
- 4.10.3 For Urban night events in which competitors may encounter moving traffic, the Organiser may require competitors to wear an article of high visibility and/or reflective clothing.
- 4.10.4 It is advisable for the Organiser to notify local police about a night event as well as local residents in case they receive or make reports about suspicious lights.

4.11 Urban events

- 4.11.1 Urban orienteering presents a number of potential hazards not usually present at forest based events. This include but are not limited to:
- The presence of public roads and moving vehicles.
 - The presence of pedestrians on roads and footpaths

Appendix E: Event safety

- The unexpected behaviour of pedestrians changing direction or exiting a building.

4.11.2 These hazards must be carefully assessed as part of a comprehensive risk assessment early in the organising process.

5. Checks for finishers

5.1 Introduction

5.1.1 It is a fundamental principle that all competitors who start a competition are required report to the finish. Competitors should be reminded in pre-event information and on control description sheets, of their obligation to report back. "Once started, you must report back to the finish."

5.2 The buddy system

5.2.1 The final details may need to explain the concept of the 'buddy' system. That if anyone travelling with a competitor, during the event becomes concerned that particular competitor has not returned to the finish/download within their normal expected time, they should report their concerns to the Organiser.

5.2.2 For those travelling alone current custom and practice is for their car keys to be left at download/enquiries.

5.2.3 Unless the Organiser declares otherwise, the use of this reporting out/reporting back system is optional.

5.3 Keeping a check on starters

5.3.1 One way to check for finishers is if a 'check' has been made for starters. This can be by ticking starters off on a pre-printed start list.

5.3.2 The list of starters is then matched against the known finishers. This system is not fool proof. It works best in good weather with a small event and an efficient finish/results team.

5.3.3 Electronic checks, e.g. interrogating the 'clear', 'check' or 'start' units used with electronic punching, can be more effective (or at least much quicker), but still require an understanding of how to carry out the check.

5.3.4 There should be at least one member of the download team who knows how to operate the downloading of data from check, clear and start boxes to cross check on who has started and finished and those who are overdue.

5.4 A missing competitor

5.4.1 The Organiser must inform competitors that they are required to report to the finish and/or download once they have started a course, whether or not they have completed the course.

5.4.2 The Organiser must ensure that a system is in place to confirm that all competitors have returned and have a plan as to how they intend to search for a missing competitor.

5.4.3 If a competitor is identified as not having finished then the Organiser has to make a decision as to whether they are simply a bit overdue or seriously missing. Either way, the Organiser will want to get some preliminary information about the competitor, e.g. age, appearance, experience, course, start time etc.

Appendix E: Event safety

- 5.4.4 If overdue then it could be appropriate to just wait – the lost competitor will almost invariably appear, having come to no harm.
- 5.4.5 Sometimes sending someone able to identify the missing competitor round the course backwards is helpful. It is important that they don't become missing as well.
- 5.4.6 The 'searcher' should only set out with the Organiser's permission, adequately equipped, preferably with the ability to be communicated with and with clear instructions about returning by a certain time.
- 5.4.7 The 'searcher' should never be the sole parent or guardian of a missing child, who should always remain at the assembly/finish in order to look after the child on their return.
- 5.4.8 If the Organiser feels that the competitor is missing and that there are genuine reasons for being worried then they need to be prepared to take positive action.
- 5.4.9 It is essential that the strategy for this has been worked out before the event. Tasks to be done include:
- Gathering information.
 - Controlling the progress of the initial search.
 - Seeking leaders for search teams.
 - Liaison with other organisations (e.g. police, mountain rescue).
 - Preparation of a missing person rescue plan at major events.
- 5.4.10 The following factors should influence whether or not to search:
- age and/or experience of the competitor
 - amount of daylight left
 - unattended vehicle remaining in car park
 - weather currently & forecasted
 - known medical condition
 - density of competitors still in the terrain
 - nature of the terrain
 - Elapsed time
 - Time of year
- 5.4.11 What should be done next?
- Build up as much information as possible.
 - Check obvious places and check the start list and finish list again to make sure the person really is missing.
 - Get a good description of the person, both physical and psychological.
 - Alert potential searchers, control collectors and others.
 - Deal with the needs of friends and relatives.
 - Quiz finishers to check if anyone has seen the missing competitor or anything unusual.
 - Check the car park for vehicles without owners.
 - If a safety bearing was given, check the route back that a person following that instruction would have taken
- 5.4.12 How should a search be conducted?

Appendix E: Event safety

- This depends on the environment and the nature of the problem. The deployment of searchers will be based upon probabilities and the terrain.
- Which areas have the highest probabilities of containing the competitor? A field may have the same area as a piece of woodland but can be covered much more quickly by a smaller number of searchers. Allocate searchers accordingly.
- If SportIdent electronic punching has been used at the event, interrogating all the control boxes on the missing runner's course will identify the last control visited by that runner.

5.4.13 There are two methods of search to consider?

- Ribbon searching – this only covers linear features and the land on either side. A competitor injured in the middle of a thick block of forest may still be found by ribbon searching if they use their whistle or shout for help. Following the competitor's course is a sort of ribbon search but may be difficult whenever there is a route choice.
- Sectoring – this involves a comprehensive sweep search of selected pieces of land. It is very slow and labour intensive - probably requiring more people than you will have available.

5.4.14 The reality of searching is that, if the missing person is unconscious, it could take a very long time to locate them in the sort of terrain that we use.

5.4.15 The search needs to be monitored closely to avoid duplication or omission. Any feature that cannot be 'cleared' must be noted, e.g. a mine-shaft. A map showing the progress of the search should be kept.

5.4.16 If the area is not bounded by a good physical feature then consider the possibility that the person has strayed out of the vicinity completely.

5.4.17 If there are perimeter or access roads then a quick tour by car may intercept the lost competitor. If and when the missing person is found, then the Organiser will need to recall the searchers.

5.4.18 When should the police be contacted and what sort of response should be expected?

- There is no simple answer but, in general, the police will appreciate early notification, even if you are not actually requesting help at the time.
- In particular if the missing person is a junior or a vulnerable person by virtue of seniority or other reason, the police will want to know very early on.
- Their response will depend on the circumstances - they will decide whether to alert mountain rescue if you are in a suitable area or to start to gather searchers, based upon the information which you supply.
- It is important that you give as many details as you can of the situation and the missing person including, for example, home telephone number, car registration number etc.
- Although an officer may attend reasonably quickly it can take a significant length of time for them to mobilise any number of helpers.
- Even when help does arrive, the expertise of orienteers to navigate precisely over complex terrain, even at night, should be remembered.

Appendix E: Event safety

- If attending, Mountain Rescue will want to take charge of search and rescue, thereby relieving the Organiser of this responsibility.

5.4.19 While the search is underway, what should be happening?

- The searchers themselves may have already had a long and tiring day.
- If the weather is bad, are they suitably prepared or will they become casualties themselves?
- Are the friends / relatives of the missing person being looked after?
- Is there someone briefed to deal with the press (in consultation with the police)?
- Are the searchers' families being informed that they will be late home?

5.4.20 What pre-event preparation should be carried out?

- The organising team and the Controller should discuss plans for meeting various crises.
- One of these crises is the overdue competitor and everyone involved should be aware of their responsibilities should the situation occur.
- Members of the organising club (perhaps the control collectors as a minimum) should be alerted to the fact that they should not leave for home until everyone has been accounted for.
- If appropriate, they could be asked to bring head torch, food and suitable clothing – just in case.
Radios can make a big difference to the efficiency of the search, provided there is good radio reception, but make sure that the batteries are not running down at the end of the day just when you most need them.
- All clubs should ensure that their members are aware of the basic safety rules associated with orienteering.
- Running a search exercise for a missing competitor is informative and prepares the whole club for the day when it may be for real.

6. Accidents and incidents and insurance

6.1 Insurance

- 6.1.1 Up to date details on the insurance policy are available on the British Orienteering website. Outlined below are the key requirements of the policy that the Organiser needs to be aware of:
- 6.1.2 The contact details of all non-members details must be collected at the time of entry and stored for 5 years. A standard entry form showing the details that need to be collected can be downloaded from the British Orienteering website.
- 6.1.3 Normal submission of the results will satisfy the insurance company's requirements for a list of participant names.
- 6.1.4 Any volunteers that are not participating (and therefore do not appear on the results list) will need to be listed. The lists of volunteers are to be kept at club level.
- 6.1.5 The lists of volunteers, results and standard entry forms for non-members need to be kept for 5 years.

Appendix E: Event safety

6.2 Incidents and accidents

- 6.2.1 Incident is a term used to cover all circumstances when there might be a claim against British Orienteering. This may involve an accident when there is personal injury or when property or livestock are damaged or any other occurrence where a claim might arise.
- 6.2.2 We have to inform our insurers of 'any serious incident, particularly those involving a personal injury, which could give rise to a subsequent claim'.
- 6.2.3 An Organiser must report a serious incident/accident as soon as possible via an incident report form available here. This is to be sent to the British Orienteering National Office. This must be received at the National Office within 14 days of the occurrence.
- 6.2.4 The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child.
- 6.2.5 Minor incidents should be recorded by the Association; organising body; club; Organiser etc. and retained in case a claim is made at a later date.
- 6.2.6 Event officials must forward all correspondence regarding an incident unanswered, to British Orienteering or their brokers, as soon as they receive any.
- 6.2.7 Clearly, if incidents are not known about then they cannot be reported. But if they are known about, they need to be reported using the Incident Report Form.
- 6.2.8 If someone makes a claim let British Orienteering know immediately using the Incident Report Form, so that the insurers can be informed.
- 6.2.9 If you let it slide, or try to deal with it yourself, you may invalidate the insurance. Our insurers are required to respond to any claim within three weeks, so we need to know within two weeks of your receipt of the claim. Please treat this as a priority!
- 6.2.10 In addition to the reporting of actual accidents and injuries, when possible please also report to British Orienteering any 'near misses'. This will allow information to be passed on and if appropriate to be included in Event Safety workshops for future event officials to learn from.

7. Training and further information

7.1 Training

- 7.1.1 Attendance at a British Orienteering Event Safety & Welfare Workshop is a mandatory requirement for all Organisers, Planners, Controllers and other key Officials at all Levels of British Orienteering registered Events.
- 7.1.2 Before being initially appointed as a British Orienteering Controller Grade C or before moving up from Controller Grade C to B or Controller Grade B to A, attendance at an Event Safety and Welfare Workshop is a mandatory requirement.