

British Orienteering

JK 2014 Safety Plan

This document is in four parts over 3 pages;

- Background
- The Hazards, the Risks and the Mitigation
- Safety Plan
- Annexes

BACKGROUND

1. The Jan Kjellstrom (JK) Festival of Orienteering is one of the largest orienteering events to be held annually within the United Kingdom. There are 4 orienteering events over four days each organised by a different club. The 2014 event (JK 2014) is hosted by the Welsh Orienteering Association in South Wales, 18 to 21 April 2014, www.thejk.org.uk

Day 1. Friday 18 April. Sprint event, Swansea University and Singleton Park. Includes String Course, Xplorer Challenge and Trail O (PreO 1) events. Swansea Bay Orienteering Club (SBOC).

Day 2. Saturday 19 April. Middle Distance event (Elites) and Long Distance event. Merthyr Common, Trefil. South Wales Orienteering Club (SWOC)

Day 3. Sunday 20 April. Long Distance event for all. Mynydd Llangynidr, Trefil. Includes String Course and Trail O (PreO 2) event. Leicester Orienteering Club (LEI).

Day 4. Monday 21 April. Relay event. Pwll Du, Blaenavon. Bristol Orienteering Klub (BOK)

The JK 2014 Event Coordinator is Helen Errington and JK 2014 Safety Officer is Katy Dyer. The governing body is British Orienteering www.britishorienteering.org.uk

The aims of the JK 2014 are to provide:

- A challenging, safe and enjoyable orienteering event, over varied terrain, under conditions of mental and physical pressure.
- Raise the profile of orienteering in the South Wales.
- Ensure a competitive spirit and a sporting atmosphere.

THE HAZARDS, THE RISKS AND THE MITIGATION

2. In common with other sports, a certain risk is involved in orienteering. Indeed, if the aims of the event listed above are to be achieved, the event needs to be physically and mentally demanding. This may lead to poor decision-making and physical exhaustion, which can result in difficulties that would not be encountered if these stresses not present.

3. It should be emphasised that the risk inherent in orienteering is generally very low. Historically, serious difficulties have normally only arisen with older age groups such as M/W 65+, poorly planned courses (particularly the run-in), and elite competitors, whose regular demands on their bodies may exceed those to be expected. As a general principle, the quality of the courses should not be compromised, given the low risk assessment, as long as the appropriate safety measures are in place.

4. Risk is the likelihood of potential hazard being realized. Decision making on risk, addresses the issue of uncertainty and acceptable risk, and it allows for priorities to be given to risk reduction. Day Organisers, Planners and Controllers need to demonstrate that as far as possible, hazards both on and off the orienteering course have been identified, risks of these hazards assessed and safeguards to mitigate the risks put in place.

5. The day to day management of Safety throughout JK 2014 must be fully integrated into all planning procedures. The safety priority of the Day Organisers is: themselves, the general public, the competitors, and other officials. All event key officials including Organisers, Planners and Controllers will have attended a British Orienteering Event Safety workshop.

6. The JK 2014 Safety Officer has been appointed to ensure that adequate measures have been put in place to provide an orienteering event which is as safe as is reasonably practicable and that it complies with current (2014) British Orienteering Rules and Appendices (especially Appendix E: Event Safety), Policies and Regulations and Major Events' documents. See www.britishorienteering.org.uk

7. The process by which hazards have been identified, risk assessed and mitigated are shown in the documents below:

7.1 JK 2014 General Risk Assessment (Annex A) - prepared by Safety Officer

7.2 JK 2014 General Hazard Survey (Annex B) – prepared by Safety Officer

Safety measures to be considered by Organisers and Competitors are:

7.3 Safety Measures considered by Organisers (Annex C) – prepared by Safety Officer

7.4 Safety Measures considered by Competitors (Annex D) – prepared by Safety Officer

Individual day Risk Assessments have been prepared by the Day Organisers and reviewed and signed by Day Controllers:

7.5 JK 2014 Day 1 Risk Assessment. Swansea University and Singleton Park. (Annex E)

7.6 JK 2014 Day 2 Risk Assessment. Merthyr Common. (Annex F)

7.7 JK 2014 Day 3 Risk Assessment. Mynydd Llangynidr. (Annex G)

7.8 JK 2014 Day 4 Risk Assessment. Pwll Du. (Annex H)

8. A further six JK 2014 safety documents prepared by Safety Officer are:

8.1 JK 2014 Casualty Rescue Plan (Annex I)

8.2 JK 2014 Missing Runner Search Plan (Annex J)

8.3 JK 2014 Child Handover Plan (Annex K)

8.4 JK 2014 Fire Risk Assessment (Annex L)

8.5 JK 2014 Fire Incident Action Guidelines (including General Fire Safety Precautions and Refuelling Procedures for Generators) (Annex M)

8.6 JK 2014 Emergency Response Plan (Annex N) - in preparation

9. Merlin First Aid Services Ltd have issued the medical assessment and plan:

9.1 JK 2014 Medical Risk Assessment and Medical Plan (Annex O).

SAFETY PLAN

10. Having determined the need for additional risk management/control measures to be taken, it is important that such measures are implemented and monitored for their effectiveness. All officials are to be risk aware throughout the event and keep others risk aware too. Relevant information for competitors including safety is given in Final Details by mid-March 2014 and updated– see www.thejk.org.uk

11. The Controller for each Day must be satisfied that appropriate steps have been taken by the Organiser and Planner to deal with safety issues both on and off the courses and will review and sign the day Risk Assessment prepared by the Day Organiser. (British Orienteering (2014) Rules 15 and 17.4 and Appendix E: Event Safety. For the four Day Risk Assessments see Annexes E to H.

12. Day Organisers will be familiar with 2014 British Orienteering safety Rules 7 and 14 and Appendix E: Event Safety and JK 2014 safety documents. They will be familiar with the relevant British Orienteering Policies and Regulations and Major Events documents. They will prepare a list of event officials, access maps of the area and a Day communication plan. They are responsible for casualty evacuation, searches for missing runners and event cancellation or curtailment. (British Orienteering (2014) Rule 14.)

13. Planners are responsible for safety issues of the courses on the competition area – a responsibility delegated by the Organiser. (British Orienteering (2014) Rules 14.15 and 14.16).

14. First Aid services will be provided each day at a First Aid point in the Event Arena and at strategic points in the competition areas. The First Aid provider is Merlin First Aid Services Ltd and the Operations Manager Rob Umney is the senior First Aider for JK 2014. There will be two 4x4 vehicles (backed up by a First Aid tent) on Days 2, 3 and 4 with four fully qualified First Aiders including three Emergency Medical Technicians. On Day 1 one of the 4x4 vehicles will be replaced with an ambulance and there will be no tent – staffing will be as the other days. Communication with the First Aid team is by mobile phone and VHF radio. A repeater station will be used on Days 2, 3 and 4. Satellite phones held by the Safety Officer will be available. See the JK 2014 Medical Risk Assessment and Medical Plan - Annex O.

15. Competitors with minor injuries are to be directed to the First Aid point. If a casualty requires recovery e.g. from the competition area, the Day Organiser will initiate a rescue in conjunction with the First Aid service. See the JK 2014 Casualty Rescue Plan – Annex I.

16. Missing runners should be reported to the Day Organiser, who will inform the First Aid point and initiate a search. See the JK 2014 Missing Runner Search Plan – Annex J.

17. Fatalities or suspected fatalities should be reported to the Day Organiser and the First Aid point. The Organiser will inform the Police and BOF Chief Executive (07966 305800). The Organiser will also inform the Chief Executive about any other major incident. See JK 2014 Emergency Response Plan - Annex N.

18. 'Lost' children should be taken to the Enquiries tent. These 'lost' children and injured lone children at the First Aid site must be handed over to a parent or responsible adult. See JK 2014 Child Handover Plan – Annex K.

19. All incidents/ injuries, searches and rescues must be recorded and logged by Day Organisers. Merlin First Aid Services will record all casualties and give copies of PCR forms to Day Organisers. British Orienteering Accident Report forms must be completed and returned to British Orienteering in a week.

20. Event cancellation is the responsibility of the Day Organiser in consultation with event officials. See British Orienteering Major Events Cancellation Policy and Procedure.

21. This document and annexes have been prepared using guidelines and advice from;

- British Orienteering (National Governing Body) 2014 Rules (and Appendix E: Event Safety), Policies and Procedures and Major Events documents. See www.britishorienteering.org.uk
- Guide to safety at sports grounds (The Green Guide), Department of Culture, Media and Sport, 5th Edition, 2008
- HSE Event Safety Guide especially Chapter 20
- Safety Advisory Group Swansea
- Safety Advisory Group Blaenau-Gwent
- Safety Advisory Group Torfaen

Prepared by: Katy Dyer BOK (10 Jan 2014 Updated 27/2/14. Updated 20.3.14)
JK 2014 Safety Officer **Mobile during JK 2014: 07585 943603**

ANNEXES:

Annex A. JK 2014 General Risk Assessment
Annex B. JK 2014 General Hazard Survey
Annex C. Safety Measures considered by Organisers
Annex D. Safety Measures considered by Competitors

Annex E. JK 2014 Day 1 Risk Assessment
Annex F. JK 2014 Day 2 Risk Assessment
Annex G. JK 2014 Day 3 Risk Assessment
Annex H. JK 2014 Day 4 Risk Assessment

Annex I. JK 2014 Casualty Rescue Plan

Annex J. JK 2014 Missing Runner Search Plan

Annex K. JK 2014 Child Handover Plan

Annex L. JK 2014 Fire Risk Assessment

Annex M. JK 2014 Fire Incident Action Guidelines (including general Fire Safety Precautions and Refuelling Procedures for Generators)

Annex N. JK 2014 Emergency Response Plan

Annex O. JK 2014 Medical Risk Assessment and Medical Plan – issued by Merlin First Aid Services Ltd

ANNEX A TO JK 2014 SAFETY

JK 2014 GENERAL RISK ASSESSMENT (14 pages)

INTRODUCTION

This Risk Assessment covers participation by any orienteer, official and volunteer in the JK 2014 International Festival of Orienteering 18-21 April 2014. Further details of the event are given on the event web site www.thejk.org.uk and in Final Details¹. This Risk Assessment only covers those days which are to be organized by the Welsh Orienteering Association. Travel and accommodation matters are for the individuals and not relevant for the purposes of this assessment. Individual activities during rest periods are not covered. Any activity conducted during these periods will be at the personal discretion and risk of the individual concerned.

10 POINTS TO NOTE

1. **Competitors' Training.** Most individuals will have participated regularly in orienteering events and have displayed the level of competence consistent with the course they have entered for. All should, therefore, be capable of completing the courses entered under anything other than exceptional circumstances. The individual nature of orienteering and the terrain mean that each competitor has a duty to withdraw from a particular race at any time, if he/she feels that the demands are beyond his/her capability to complete safely.
2. **Competition Level.** The competition is designed to be physically and mentally challenging to even the most capable orienteers. The terrain is technically and physically as hard as is possible to find in the area. Competitors should have entered in a class appropriate to their age, physical and orienteering ability. Course lengths and the height gain will have been planned and recommended winning times are as per British Orienteering 2014 Rules and Appendices. The mental and physical demands can be expected to be hard, however these demands will reduce considerably if a competitor slows down or walks. Furthermore, individuals may retire from the course at any time and are encouraged to do so if in physical difficulty. Route choice is, ultimately, the individual's responsibility. If crossing points, voluntary or otherwise, are ignored, the individual accepts responsibility for the consequences of so doing.
3. **Terrain and Vegetation.** Each race takes place on a different area; Day 1 is in Swansea University and Singleton Park, Day 2, 3 & 4 are on high Welsh moorland, Merthyr Common, Mynydd Llangynidr and Pwll Du respectively. Days 2 - 4 will have most of the features to be expected at this type of event: exposed open heath, boggy ground, some steep hills, streams, sink holes, small crags, all fairly runnable with good visibility in good weather. The Day Organiser will know of any specific hazards applicable to each area before each race and brief the competitors accordingly. Vegetation is not expected to be heavy at this time of year, and should not present a serious hazard to the participants. Streams and standing water may be minimal but this can change quickly in poor weather.
4. **Weather.** Cold, wet and windy weather could be expected at this time of year but the competitor should be prepared for heat too. Prolonged drought may lead to heath fires.
5. **Equipment and Clothing.** Competitors are expected to dress for orienteering and according to the weather. Whistles are to be carried and cagoules /waterproof jackets may be mandatory. Numbered bibs will be worn and the back completed with personal/medical information. Space blankets are recommended. Drinks are available at the Finish for Elites and for all on longer courses on Days 2 and 3. All information in Final Details. See www.thejk.org.uk
6. **Medical and Casualty Rescue Facilities.** Merlin First Aid Services will provide First Aid in the Event Arena and at points on the competition areas. On days 2, 3 and 4 there are two 4x4 vehicles and a tent staffed by

¹ Issued separately in www.thejk.org.uk

qualified First Aiders including 3 Medical Technicians. On Day 1 an ambulance replaces one of the 4x4 vehicles and there is no tent. Staffing is as before. The Organisers are responsible for initiating rescues and searches. See JK 2014 Casualty Rescue Plan Annex I and JK 2014 Missing Runner Search Plan Annex J. Mountain Rescue teams have been alerted both by Merlin First Aid Services and the Safety Officer:

- a. Central Beacons Mountain Rescue team (Merthyr Tydfil) primarily for Days 2 and 3.
- b. Longtown Mountain Rescue Team (Abergavenny) primarily for Day 4.

7. Communications. Day Organisers will provide a list of officials with mobile telephone numbers and a Day communication plan. Radios will be issued by the Safety Officer to the Day Organisers and will instruct in their use. A repeater station (Merlin First Aid Services) will enhance VHF radio coverage. The Safety Officer will have satellite phones as standby. In the event of poor coverage, communication will be supplemented by runner or vehicle. A whistle will be carried by all competitors during races for use in an emergency. The distress signal is six short whistle blasts, wait one minute and then repeat.

8. Wild-life and domestic animals. Poisonous/potentially vicious insects, ticks, reptiles and other animals may exist in some of the race areas. These are normally shy and are rarely seen. Competitors should avoid them and get medical advice immediately if bitten. Poison should not normally be removed from the wound, as this can delay identification of an antidote. Any domestic or wild animal could be infected with disease. Domestic animals should be ignored and not fed. See Final Details.

9. Child Safety. 'Lost' children should be taken to the Enquiries tent. They should be collected by an adult preferably the parent, who may be asked for ID. The Enquiries tent may refuse to hand over the child if there is doubt about the identity of the adult. Children should be accompanied by an adult (if possible) when visiting the First Aid tent. The collection of unescorted children from First Aid will require the same procedure as for collection from the Enquiries tent. See JK 2014 Child Handover Plan Annex K.

10. Fire. All officials should be fire aware and be familiar with fire safety precautions. See JK 2014 Fire Risk Assessment Annex L and JK 2014 Fire Incident Action Guidelines (including General Fire Precautions and Refuelling Procedures for Generators) Annex M. Heath fires may occur naturally or deliberately and Safety Advisory Groups will keep the Safety Officer and Day officials informed of potential dangers.

JK 2014 GENERAL RISK ASSESSMENT continued

Association: WOA

Activity / Ex: Orienteering JK 2014.

Name: Katy Dyer BOK JK 20104 Safety Officer

Date of Assessment: 10 Jan 2014 (reviewed 31 Mar 2014)

Review Date: Daily during the competition

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 1	<u>OFF COURSE</u> Extreme weather or unforeseen circumstances	Traffic chaos caused by short notice cancellation and confusion	2	Cancellation notice and cancellation tel no's put on British Orienteering and JK websites immediately. Ensure Webmaster informed of this possibility, and that they are available to do it. In event details. See British Orienteering Major Events Cancellation Policy and Procedure.	Yes		Day Organiser
2(a)	Car parking a) Entrance/Exit	Collisions. Vehicles, pedestrians Public cars	2	Clear, accurate travel instructions in Final Details. Marshals well briefed. Officials should ideally stop drivers, if necessary, some distance into the car park system, rather than on the main road prior to the turn. Avoid pedestrians entering/leaving by same route as vehicles, or marshal this aspect if deemed necessary. Consider marshalling exit of traffic after event, not just their arrival. Radios useful. Be prepared with briefed marshals for public cars entering the parking system, driving against the flow of competitors cars (Days 2, 3 and 4), sharing track with Trail O cars (Day3) etc.	Yes		Day Organiser for all

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 2(b)	OFF COURSE (continued) Car parking b) Organisation	Collisions. (vehicles and pedestrians). Getting stuck. Vehicle fire	2	Pre-event planning and marshals well briefed. Hi viz jackets. Radios. Ensure parking plan allows First Aid vehicle to access all car park areas. Parking on soggy ground – consider the possibility of vehicles being unable to stop, or slewing sideways, on waterlogged, sloping ground. . Manpower/ a tractor to be available to extricate vehicles stuck in mud etc. Pre-event briefing for personnel of the JK 2014 Fire Incident Action Guidelines. Check access of fire tender to the car park and burning vehicle. When parking, consider leaving ‘fire breaks’ (gaps) every eight vehicles. It is unlikely that a car fire will spread.	Yes		Day Organiser for all

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 3	OFF COURSE continued Traders' equipment	Confusion in Event Arena. Damage in bad weather Electrical cables – tripping over Generators and fuel cans – burns Litter bins – insect stings, anaphylactic shock Multiple fires	2	Ensure you know their business and precisely how and where they propose to 'set up' and that they intend to leave at a time convenient to you. Ensure they arrive before competitors use the access roads or Event Arena. Consider taping off the 'working area' at the rear of their facility. They should have fire extinguishers and drip trays for generators. Be prepared to assist repair after bad weather. These should be covered or buried for the duration of the event. Pre event briefing to team members of JK 2014 Fire Incident Action Guidelines (including General Fire Precautions and generator refuelling). Access to generators/fuel cans tape etc. For hygiene reasons alone, traders should ensure their bins bags are replaced regularly. Consider spreading traders out, so that in the event of a fire, it will not spread. Pre event briefing of JK 2014 Fire Incident Action Guidelines.	Yes		Major Events officer Sally Pygott. Day Organiser Traders and Day Organiser Day Organiser and Download team leader Day Organiser Day Organiser Major Events Officer

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 4	OFF COURSE (continued) Dealing with health problems and injuries	Inability for competitors to access facility, or mobile first Aid unit to leave the Event Arena on 'call out' Routes to hospital and location unknown First Aid overstretch Gastric upset, coma, death from poisonous berries, fungi etc.	2	First Aid tent/vehicle clearly signed in the Event Arena. Keep exit roads/tracks clear. First Aid Team must be part of the JK Organising Team's radio list. Day Organiser with the First Aid team will coordinate Casualty Rescue. JK 2010 Casualty Rescue plan and Missing Person Search plans produced. List of hospitals and opening hours available at Enquiries and in Final Details. Route cards prepared. Consider identifying other qualified First Aiders Check for these poisonous items on the String Course or in waiting areas near Junior starts.	Yes		Day Organiser (JK Safety Officer has provided the 2 plans) Day Organiser Safety Officer String course team leader

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 5	OFF COURSE (continued) People in transit on site	Soft tissue injury/fracture Road crossings – serious injury Walking along roads – serious injury Getting lost Access to string course, Trail O and Xplorer Challenge	2	<p>Check and tape/warn of eye level branches (children/adults), dangerous barbed wire fences near walking routes. Crossing points properly constructed over fences. Warn pedestrians to take care in car parking areas.. Warnings in Final Details.</p> <p>Particular problem for Day 4 crossing from car parks to Event Arena. Good signage on road for approaching traffic. Signage on walking routes both sides of crossing for competitors. Sufficient well briefed marshals. Hi viz jackets.</p> <p>Appropriate signage on roads for vehicles <u>and</u> competitors. Warnings in Final details</p> <p>Routes well taped/signed. Place tape <u>just after</u> junctions, on correct track, not just at the junction itself. Can the route be followed in reverse ? Consider the above comment again. Is it all clear enough for unaccompanied juniors to follow the route?</p> <p>Good signage. Access path cleared if necessary</p>	Yes		<p>Day Organiser</p> <p>Day Organiser</p> <p>Day Organiser</p> <p>Day Organiser</p> <p>Day Organiser</p>

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 6	OFF COURSE (continued) Event Arena layout	Prize giving podium safe. Collapse of tents, notice boards, tables, dangerous trees Electricity pylons Deep water Vehicle movements	2	Test beforehand, with real people Check stability of tables, notice boards, tents and avoid putting under potentially dangerous trees Site club tents away from them. Ban kite flying. Tape/sign anything that might be considered deep water, e.g. to toddler, especially if bordered by steep banks. Warn in Final Details. If practicable, ban vehicles movement in Event Arena once competitors start arriving.	Yes		Day Organiser For all below
7	Bussing	Risk to pedestrians in approaches and pick-up and drop-off points	2	Use fully briefed marshals. Signage/tapes for channelling competitors in embarkation/disembarkation points. CURRENTLY NOT APPLICABLE ON ANY DAY	Yes		Day Organiser

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 8	OFF COURSES continued Injuries around Start/Finish	Start box tapes – tripping, soft tissue injury Risks on run-in	2	Secure loose tapes on the ground; angle stakes away from runners. Avoid a downhill/uphill run in. Check the run in for rocks, wire, brambles etc. Run-in located within the Event Arena on same side as club tents etc. Run-in stakes angled away from the incoming runner. Avoid if possible tight turns in the run-in, unless the ground is dry /sandy.	Yes		Start team leader Day organiser and Planner
9	Child Safety	Separation, injury, wrong handover	3	'Lost' children should be taken to Enquiries. Follow the JK 2010 Child Handover Plan. For lone injured children at the First Aid site follow the JK 2014 Child Handover Plan. Day Organiser to confirm procedures with the First Aid team. Safety Officer already sent Child Handover Plan to First Aid team.	Yes		Day organiser and Enquiries, JK Coord. and Safety Officer
10	Fire	Generators, tents, vehicles, traders	2	Pre event briefing of relevant team members of JK 2014 Fire Incident Action Guidelines. For Traders see item 3 above. Prepare a JK 2010 Fire Risk Assessment	Yes		Day Organiser and team leaders JK Safety Officer
11	a.String Course	Falling over injuries	2	First Aid facilities in Event Arena. Good communications from String Course to Event Arena	Yes		Day Organiser

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
A 11	<u>OFF COURSES</u> <u>continued</u> b. Xplorer Challenge	Falling over injuries	2	First Aid facilities in at Challenge Start/Finish and Event Arena. Good communications from Challenge area to Event Arena. Courses well planned.	Yes		Xplorer Challenge organiser and Day Organiser
B 12	<u>OFF AND ON</u> <u>COURSES</u> Farm activities	Farm buildings and farmyards, animals, farm machinery, other farm related items	2	Tape and sign as out of bounds as necessary. Put in event details. Warn local farmers.	Yes		Day Organiser and Planner if on courses

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
B	<u>OFF and ON COURSES</u>						
13	Forestry and quarry activities	Falls/crush injuries from climbing on log piles Injuries from forestry/quarry equipment	2	Tape and sign as out of bounds as necessary, especially near junior courses. Courses planned to avoid active forestry/quarry areas. Specific hazards taped. Advice in final details if appropriate No quarry activity 19 and 20 April 2014.	Yes		Day Organiser Planner Day Organiser
14	Shooting and military activities	Shooting injuries Injuries from live ordnance	2	Check with police that no shooting is taking place Inform police immediately if unauthorised shooting is observed, and consider temporarily suspending orienteering. Warning and advice in final details if necessary	Yes		Day Organiser Safety Officer
15	Negotiating obstacles	Fractures and other injuries at stiles, gates and fence crossings	2	Crossings to be stable, safe as possible and passable for all who are likely to use them.	Yes		Day Organiser and Planner

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
_16	Trail O	Wheel chair breakdown or accident	1	Pre event liaison with Trail O (PreO) Organiser. Contingency plan with good communications between Event Arena and Trail O site. Whistles to be carried.	Yes		Day Organiser and Trail O Organiser
C 17	ON COURSE Traversing rough / broken terrain	Risk of lower- limb injuries	1	Courses should be planned to avoid areas with hidden hazards. First Aid facilities are in the Event Arena. Casualty rescue plan available. Whistles are to be carried.	Yes		Day Organiser Planner Controller
18	Negotiating cliffs, sink holes and rock faces	Risk of impact injuries through falling faces	1	Courses avoid steep drops. Steep drops taped. Controls placed below drops. First Aid facilities are in the Event Arena. Casualty Rescue plan available. Whistles are to be carried.	Yes		Planner and Day Organiser Controller
19	Running through low bushes and trees	Risk of eye injuries from branches and twigs	1	Vegetation is marked on maps showing degrees of run ability First Aid facilities in Event Arena. Casualty Rescue plan available.	Yes		Planner and Day Organise Controller
20	Exposure to ticks	Risk of catching tick- borne diseases	1	Full body cover requirement and warnings in event details. Competitors are to inspect themselves for and remove ticks after each race	Yes		Competitors and Day Organiser
21	Heat injuries	Risk of dehydration through heat and/or exertion	1	Drinks will be provided at the Finish for Elites. Drinks on longer courses are marked on maps. Competitors are responsible for own hydration procedures. See Final Details. Water available at First Aid	Yes		Day Organiser, Planners and competitors

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
22	Negotiating rivers, streams and ditches	Risk of drowning	1	Safe crossing points will be marked on maps if necessary. Competitors are to take great care when negotiating water features and crossing points. Whistles are to be carried.	Yes		Planner and Day Organiser Controller
C	ON COURSE continued						
23	Road Crossings and Traffic	Risk of injury	1	Competitors are to check for traffic before crossing roads and obey marshals' instructions. Any compulsory road crossings on map. Good signage for competitors and road users	Yes		Day organiser, Planner and competitors
24	Cold Injuries	Risk of exposure	1	The carrying or wearing of waterproof and windproof tops will be compulsory, if weather conditions so dictate. Competitors are responsible for own suitable clothing. Whistles are to be carried. Space blanket advised. Casualty Rescue plan available	Yes		Day Organiser competitors, Controller
25	Drinking contaminated water	Risk of illness	1	Warning in event details/Event Arena signs if necessary	Yes		Day Organisers
26	Contact with animals	Risk of contracting animal-borne diseases	1	Competitors should avoid contact with wild or domestic animals. Any animal bites should be reported to First Aid. In Final Details.	Yes		Competitors
27	Insect, reptile or animal bites	Infection, or severe illness and possibly death in case of adder bites	1	Competitors should exercise caution when running through undergrowth. Any snake bite injuries should be reported to First Aid as soon as possible. In Final Details.	Yes		Competitors

Ser	Activity/ Element	Hazards Identified	Who is at Risk. (See note below)	Existing Controls	Residual Risk Acceptable Yes/No	Additional Controls Required	Who is responsible
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
28	Prolonged exposure to the sun and wind	Risk of sunburn or sunstroke	1	Competitors responsible for own precautions Drinks on longer courses, at Finish for Elites and marked on maps Water available at First Aid	Yes		Competitors Planner and Day Organiser
C	<u>ON COURSE</u> continued						
29	Negotiating walls and fences	Risk of falling, and impact, penetration and laceration injuries	1	Competitors should only use marked crossing points or stiles. Whistles are to be carried. First Aid facilities are in the Event Arena each day. Casualty Rescue plan available.	Yes		Competitors, Planner and Day Organiser
30	Control sites	Tripping, injuries from falling on stakes Collisions between competitors and spectators and at spectator controls	1	Place stakes away from obvious tripping or falling hazards In depressions, place stakes carefully Ensure that spectators can not cross the path of competitors w without proper control	Yes		Planner Planner and Day Organiser

	Name	Post	Date	Signature
Existing and Additional Controls Agreed	Katy Dyer BOK	Safety Officer JK 2010	31.3. 2014	
Additional Controls Implemented	NA	NA	NA	NA

- Notes: 1. Most of the risks above are applicable to each day of the event. The Risk Assessment assumes that competitors observe their duties.
 2. In the 'who is at risk' column, 1 = competitor, 2 = everyone, 3 = children.
 3. In the 'responsible' column the official named will be responsible for all the items listed for that serial number.

ANNEX B TO JK 2014 SAFETY

GENERAL HAZARD SURVEY (3 pages)

GENERAL HAZARD SURVEY SHEET

Event: **JK 2014 International Festival of Orienteering. 18 -21 April 2014**

Association: **Welsh Orienteering Association**

Date: **10 Jan 2014 (reviewed 10 Jan 2014, 1 Apr 2014)**

Surveying Official: **Katy Dyer Bristol Orienteering Klub (BOK)**
Safety Officer JK 2014

Main Activity or Process: **ORIENTEERING**

<u>Potential hazards</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
<u>A) OFF COURSES</u>				
1. Extreme weather	Medium	High	High	High
2. Car Parking activities and areas	High	High	High	High
3. Traders' equipment/electrical equipment	High	High	High	High
4. Dealing with health problems and injuries	Med	Med	Med	Med
5. People transiting between car park, Event Arena, Start and Finish	Low	Low	Low	High
6. Event Arena layout and tentage	Low	Low	Low	Low
7. Bussing	N/A	N/A	N/A	N/A
8. Injuries at Start/Finish	Low	Low	Low	Low
9. Child safety	Low	Low	Low	Low
10. Fire	Low	Low	Low	Low
11. String Course	Low	N/A	Low	N/A
12. Xplorer Challenge	Low	N/A	N/A	N/A
<u>B) BOTH ON AND OFF COURSES</u>				
12. Farm activities	N/A	Low	Low	Low
13. Forestry/quarry activities	N/A	Low	Low	N/A
14. Shooting and military activities	N/A	Low	Low	Low
15. Negotiating obstacles	Med	High	High	High
16. Trail O wheelchairs	Low	N/A	Low	N/A
<u>Potentially hazardous aspects</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
<u>C) ON COURSES</u>				
17. Traversing rough or broken terrain	Low	High	High	High
18. Negotiating cliffs, mineshafts and rock faces	N/A	High	High	High
19. Running through low-hanging bushes and trees	Low	Low	Low	Low

20. Exposure to ticks	Low	Low	Low	Low
21. Heat injuries	Low	Med	Med	Med
22. Negotiating rivers and streams	N/A	Med	Med	Med
23. Crossing roads/ Traffic	Med	Low	Low	High
24. Cold injuries	Med	High	High	High
25. Drinking contaminated water	Low	Low	Low	Low
26. Contact with animals	Low	Low	Low	Low
27. Insect, reptile or animal bites	Low	Low	Low	Low
28. Prolonged exposure to the sun, wet, wind	Med	High	High	High
29. Negotiating walls and fences	Low	Low	Low	Low
30. Control sites	Low	Low	Low	Low
31. Start and Finish	Low	Low	Low	Low

ANNEX C TO JK 2014 SAFETY

SAFETY MEASURES CONSIDERED BY ORGANISERS (2 pages)

1. The term "organiser" below applies to all those with responsibilities when organising a JK day event, particularly the Day Organiser, the Planner and the Controller. The Controller has responsibility to ensure that risk management arrangements have been planned and implemented where appropriate. See British Orienteering Rules (2014) 14.4 and 15.9

2. The Day Organiser will conduct a standard British Orienteering Risk Assessment for their day event, taking into account the specific circumstances of that event and the terrain. This day Risk Assessment shall be reviewed and signed by the Controller. Depending on the results of that Risk Assessment, the organiser should consider implementing the appropriate mitigating safety measures, examples of which are given below. Note that this list cannot be comprehensive:

- Publish a warning of the general risks inherent in orienteering.
- Publish details of specific dangers to be encountered in the event.
- Remove specific hazards.
- Mark specific hazards on the ground and/or the map.
- Ensure that courses avoid specific hazards.
- Establish safe areas, not visited by courses, for wild animals.
- Provide safe crossing points over linear hazards.
- Ensure that crossing points are used, either by siting controls nearby, or by patrolling.
- Provide refreshment points at the Finish and/or on courses.
- Provide First Aid facilities/personnel at the Finish, Event Arena and/or in the terrain.
- Provide shelter at the Event Arena, Start, Finish and/or in the terrain.
- Have static or roving patrols in the terrain.
- Ensure that courses are appropriate to the level of ability expected to take part.
- Discourage those without the necessary skills from entering difficult courses e.g. new comers entering on the day.
- Ensure that competitors carry/wear appropriate safety equipment/clothing.
- Encourage competitors to warm-up correctly and provide an area in which to do so.
- Ensure that competitors can be easily accounted for.
- Have a warning system for competitors that have exceeded expected completion times.
- Consider separate starts and finishes, or starting and finishing lanes, for older and younger competitors.
- Avoid ground with concealed holes, especially for the run-in.
- Accurate event and safety information in Final Details.
- Avoid having a downhill run-in.
- Have mountain-rescue teams on stand-by.

- Ensure communications with emergency services are in place.
- Be familiar with British Orienteering 2014 safety rules, policies and procedures, Major Events documents and all JK 2014 Safety documents.

ANNEX D TO JK 2014 SAFETY

SAFETY MEASURES CONSIDERED BY COMPETITORS (1page)

All competitors have a duty to avoid injuring themselves or others. These duties are amplified below:

- Only enter courses appropriate to your level of ability and fitness.
- Ensure that you are aware of any safety information given by the Day Organiser.
- Obey any safety instructions.
- Wear suitable protective clothing – full body cover is to be worn on Days 2, 3, and 4.
- If injured, do not aggravate the injury by continuing.
- Use refreshment points, even if not hungry/thirsty.
- Always report to the Finish and download properly or otherwise let the Day Organiser know that you are no longer on the course.
- Stop if you feel unwell.
- Assist other competitors in difficulties.
- Retire if conditions dictate.
- Tell the Day Organiser about any hazards encountered on the course.
- Inspect yourself for and remove ticks as soon as possible.
- Do not train or compete when ill or injured.
- Do not enter areas marked as out-of-bounds.
- Be aware of your physical limitations.
- Try to avoid making decisions, particularly those involving the assessment of physical risks, when in oxygen debt.
- Drive and park considerately and carefully.
- Be responsible for children (under 18 year olds) in your care.
- Read Final Details carefully