

British Orienteering

Safety Officer – Role Specification

British Orienteering is an Equal Opportunities Employer.

Role description	
Title	Event Safety Officer
Role	To ensure that adequate measures have been put in place to provide an orienteering event is as safe as is reasonably practicable and that it complies with current British Orienteering event safety rules & guidelines & procedures.
Appointment and Communications	<ul style="list-style-type: none"> • Appointed by the Event Co-ordinator or Event organiser (single day event). • Can be shared with other roles. • Can be appointed 1 per day if a multi-day event. Reports to Event Co-ord/ Event Organiser. • Attends local Event co-ordination meetings. • Regular communication with British Orienteering Major Events Manager • Training on risk assessments & children & vulnerable adults safety issues to be supplied by BOF Event Manager • Contact BOF Event Manager for advice on safety issues with an event. • Must carry phone or radio during the event • Must wear high vis jacket during the event • Attend site meetings • Appoint and brief a deputy to stand in on the day if required
Tasks before the event	<ul style="list-style-type: none"> • Visit all event areas & car parks & race arenas as soon as practicable. • Prepare a safety plan for each day. • Work with the event organisers & planners to carry out a risk assessment for each competition/race day. • Give advice where the risk assessment has flagged up any issues, how things can be adjusted to minimise the risk & what control measures are available. • Regularly review the risk assessments. • Source & book & brief appropriate First Aid/Medical/Rescue services. • Attend site meetings with organiser/planner/co-ordinator.

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		<ul style="list-style-type: none"> • Liaise with Police & other agencies with regard to traffic management, traffic flows, event signs, road crossings, regular & emergency access to & from the competition area. • Identify areas of concern with regard to children & vulnerable persons and advise on use of marshals & other measures. • Advise on Photo policy wording for programme. • Advise Race Day organiser on radio allocation & protocol for emergency communications • Collect emergency contact details and maintain this list. • Advise Equipment Officer of any equipment needs – signs, high vis jackets, hazard tape, cable protectors etc • Agree with Race Day organiser location of ambulance & First Aid post. • Advise on plans for control collection & any safety issues for hangers, marshals & collectors. • Liaise with Car Park Team Leader on emergency exit routes
	Tasks during the event	<ul style="list-style-type: none"> • Ensure Ambulance & First Team in correct location(s) ongoing contact with them during the day. • Provide FA team with any access maps, emergency contact numbers, gate keys & other essential information. • Hand out emergency contact list to key personnel. • Deal with any photo issues that may arise. • Deal with any unaccompanied children waiting at finish for late/lost/missing parents. • Be a member of the crisis team. • Take notes & complete incident/accident forms as required. • Confirm with Race Day Organiser/Download that all competitors have downloaded & area is clear. • Stand down & dismiss First Aid Team. • Have available a casualty rescue plan & missing competitor search plan. • Lead search & rescue operation if required.
	Tasks after the event	<ul style="list-style-type: none"> • Return any equipment as appropriate • File reports on any incidents/accidents • Review First Aid & safety provisions & make recommendations for future events. • Submit any outstanding expense claims & invoices promptly.