

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.

This is a generic risk assessment for the “socially distanced” orienteering events that Cleveland Orienteering Klub is planning to organise once the coronavirus restrictions are relaxed. These events will only start once British Orienteering (the National Government Body) has given the go-ahead for this type of event.

Name of Club / satellite club name / after school club		Cleveland Orienteering Klub (CLOK)	
Name of person completing this form		Position of person completing this form (coach, organiser, etc.)	Organiser
Venue for session / event / activity		Date for session / event / activity	
Name of person in charge of session / event / activity			
Risk assessment signed		Risk assessment dated	24 th October 2020
Risk assessment checked by (Controller)		Sign and date:	

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference: To be filled in for each event.	Place from which signed: Information about how to get to the events will be provided to participants who have entered via the online pre-entry system. There will be very limited local signage to help participants to confirm that they are at the correct place.
Nearest A&E hospital:	Name and postcode: The appropriate one of the following hospitals will be identified for each event. James Cook University Hospital TS4 3BW Darlington Memorial Hospital DL3 6HX University Hospital of North Tees TS19 8 PE Scarborough General Hospital YO12 6QL	Map available (where): The Organiser will have a paper copy of the map of the route to the nearest hospital. An electronic copy of the map will be provided to participants who have entered via the online pre-entry system.

Working telephone:	Landline or mobile: If mobile (reception checked?) To be filled in for each event.	Number: To be filled in for each event.
First Aid cover:	Name of first aider(s): To be filled in for each event.	Located where? In the car parking area.

Event Organisation

These will be low-key local orienteering events using the minimum number of volunteers.

There will be no Registration and no entries on the day.

When SI punching is being used, download will normally be set up in a car, with the computer (and, if one is present, the Computer Operator) inside the car and the download SI box outside the car, with the cable from the computer coming out through a nearly-closed window. If a tent is used for download, (i) the tent will be put up and taken down by members of a single household, (ii) the Computer Operator (if one is present) will be situated at least 2 metres from the download SI box and the splits printer, and (iii) the tent will be quarantined for at least 48 hours before it is used again.

Competitors will tear off their own split times print-outs.

There will be no results displayed at the event.

No generator will be used, although at some events a car battery and an inverter will be used to power the computer.

Equipment and clothing sales will be made in compliance with the Government's guidance for retail shops.

The Organiser (or a deputy) will be present throughout the event.

There will also be a trained First Aider present throughout the event. This will often be the Organiser. The Organiser will sometimes also take the role of Computer Operator.

During the event, the Organiser's main activity will be to keep an eye on things and to be available to deal with any problems.

It will be the Organiser's responsibility to ensure that he or she has back-up. This is relevant if the Organiser is also filling the roles of Computer Operator and First Aider. In that case, if the Organiser was the only event official present and he or she (in the role of First Aider) had to go out into the competition area to assist an injured competitor then there would be nobody to keep an eye on things and deal with any other problems. Therefore, the Organiser will need to ensure that there is always a second person available to deputise for him or her if and when required. This could be the Planner, the Computer Operator (if this is someone else) or another club member.

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 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	Possible outcome	Severity	Likelihood	Mitigation
Covid-19 considerations				
People likely to have Covid-19 attending the event.	Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death.	Very high	Medium	<p>The event information on the CLOK web site will instruct people not to come to the event if they should be self-isolating because (a) they or someone in their household has displayed Covid-19 symptoms or (b) they or someone in their household has been tested positive for Covid-19 or (c) the test and trace service has asked them to self-isolate or (d) a medical professional has advised or asked them to self-isolate. Organiser</p> <p>The online pre-entry system will only accept an entry once the user has to ticked a box confirming that they are aware that they must not participate in the event if they should be self-isolating. Pre-entry system developer</p> <p>The online pre-entry system will only accept an entry once the user has to ticked a box confirming that they will abide by the Participant Code of Conduct. Pre-entry system developer</p> <p>Anyone who has pre-entered for the event and is then unable to participate due to self-isolation will be given a full refund of any entry fees that they have paid. Organiser</p>

Hazard	Possible outcome	Severity	Likelihood	Mitigation
<p>Transmission of the coronavirus from an asymptomatic or pre-symptomatic Covid-19 carrier to other people participating in the event.</p> <p>Participants coming into close contact at Registration or at the Start.</p> <p>Competitors coming into close contact during their runs.</p> <p>Participants coming into close contact immediately after finishing.</p> <p>Participants coming into contact in the car parking area.</p>	<p>Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death.</p>	<p>Very high</p>	<p>Medium</p>	<p>Effective social distancing at the event.</p> <p>The event information on the CLOK web site will ask participants to maintain effective social distancing at all times. Organiser</p> <p>There will be no “entry on the day”. All competitors will need to pre-enter via the online system on the CLOK web site.</p> <p>For each Start (see below), the online pre-entry system will assign competitors to 15-minute start blocks. No more than thirteen competitors will be assigned to each start block. Competitors will be asked to start within their assigned 15-minute block. Pre-entry system developer</p> <p>At some events there will be two (or more) separate Starts. In this case:-</p> <ul style="list-style-type: none"> • The Starts, including the pre-start areas, will be separated by at least 20 metres. • Each Start will have its own allowance of up to thirteen competitors for each 15-minute start block. <p>There will be an extended start window to accommodate the assignment of limited numbers of competitors to the 15-minute start blocks, as described above.</p> <p>The pre-start official will ensure that no more than six people are in the pre-start / Start area at any one time, and will ask competitors to wait elsewhere if necessary. Organiser</p> <p>The pre-start official will tell competitors that they must leave at least one-minute gaps between starters (even if they are on different courses). Organiser</p> <p>Orienteering is naturally distanced sport that takes the form of a time trial (as opposed to a “mass start” race) with each person competing individually on a range of different courses in a large area. While on their runs, competitors are only likely to come into close contact very occasionally – and for very short periods of time – in the vicinity of controls.</p>

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				<p>Where it is reasonably possible to do so without compromising the quality of the orienteering experience, the courses will be planned to:</p> <ul style="list-style-type: none"> • avoid competitors running in both directions through narrow pinch points; e.g. small paths, gates, stiles. Planner • avoid competitors passing through areas where significant numbers of members of the public are likely to gather. Planner <p>At some events two separate Finishes will be used to avoid overloading at the Finish. If so, the Finishes will be at least 20 metres apart. Planner</p> <p>The event information on the CLOK web site will remind competitors that avoiding potential exposure to Covid-19 is more important than saving a few seconds at a control. Organiser</p> <p>The event information on the CLOK web site will tell competitors not to congregate in groups at the event. Organiser</p> <p>There will be no results display at the event. Results will be published on the CLOK web site afterwards. Organiser</p> <p>The car parking arrangements will allow effective social distancing. Organiser</p>
<p>Participants picking up coronavirus by handling contaminated objects; e.g. cash, hired SI cards, paper maps, SI boxes, etc.</p>	<p>Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death.</p>	<p>Very high</p>	<p>Very Low</p>	<p>Either hand washing facilities or hand sanitisers will be provided. Organiser</p> <p>No hired equipment (e.g. dibbers) will be available. Organiser</p> <p>There will be no “entry on the day”. The online pre-entry system will add entry fees to the user’s account, and the user will be able to make occasional payments (e.g. every two or three months) by bank transfers or by contactless card payments.</p> <p>CLOK will not collect any car parking fees at the event. If the club needs to collect parking fees these will be incorporated into the event entry fees. However, if the parking is in a public car park then participants may need to make payments to the car park operator; e.g. by buying a “pay and display” ticket from a machine.</p>

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				<p>After the maps arrive from the printer they will be put into plastic bags and quarantined for 48 hours before being taken to the event. Organiser</p> <p>Note: The reason for putting the maps in plastic bags rather than boxes is that if a (pre-symptomatic) competitor takes a map out of an open box then the next map down may be contaminated by coronavirus in moisture droplets from his or her breath.</p> <p>No drinks will be provided at the Finish.</p> <p>If toilets are provided, then:-</p> <ul style="list-style-type: none"> • If more than one toilet unit is provided then units will be spaced out. Organiser • The toilets will be positioned so that there is sufficient space to allow socially-distanced queueing. Organiser • Door-handles will be disinfected frequently. Organiser • The event information on the CLOK web site will ask participants to use their own toilet paper. Organiser • Hand sanitiser will be provided in or near the toilet(s). Organiser • There will be a sign near the toilet(s) reminding participants to use their own toilet paper and to wash their hands or use hand sanitiser after using the toilet. Organiser <p><u>For events using only virtual (MapRun) courses:-</u></p> <p>There will be no equipment in the competition area. Competitors will use their own smartphones or GPS watches.</p> <p><u>Where SI punching is being used:-</u></p> <p>There is no need for competitors to handle kites or SI boxes.</p> <p>People putting out the controls will either (a) wear gloves or (b) sanitise their hands beforehand.</p> <p>If someone other than the Planner or a member of his or household programmes the SI boxes then that person will (a) wash his or her hands thoroughly before doing the programming and (b) wear a non-medical face mask while doing the programming. Immediately after being programmed the SI</p>

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				<p>boxes will be put in a box with a lid, which will be kept closed until it has been given to the Planner. Person programming the SI boxes</p> <p>The event information on the CLOK web site will remind people not to touch the control units when punching. Organiser</p> <p>The clear and check units will be placed on stakes (and not held by an official). Organiser</p> <p>The clear, check, start, finish and download units will be cleaned / disinfected regularly throughout the event. Organiser</p> <p>Download will be positioned so that there is sufficient space to allow socially-distanced queueing. Organiser</p> <p>If a tent is used for download, (i) the tent will be put up and taken down by members of a single household, (ii) the Computer Operator's chair will be situated at least 2 metres from the download SI box and the splits printer, and (iii) the tent will be quarantined for at least 48 hours before it is used again. Organiser</p> <p>Competitors will tear off their own split times print-outs. SI Manager</p> <p>People collecting the controls will either (a) wear gloves or (b) sanitise their hands immediately afterwards. Planner</p> <p>After each use, the SI equipment will be put into quarantine for at least 72 hours. By the end of the quarantine period, any coronavirus on the equipment will be non-viable. Equipment Manager</p> <p><u>Clothing and equipment sales</u></p> <p>The layout of the clothing and equipment sales area will be designed to allow effective social distancing. Organiser</p> <p>There will be signage reminding people to keep at least 2 metres away from anyone not in their household. Organiser</p> <p>The volunteer supervising the clothing and equipment sales will remind people to keep at least 2 metres away from anyone not in their household. Sales volunteer</p>

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				<p>People will be asked to sanitise their hands before handling or trying on clothing or equipment. Sales volunteer</p> <p>Any clothing that has been tried on but not bought will be labelled with the date and quarantined for 48 hours. Sales volunteer</p> <p>Customers will be encouraged to make contactless payments, either by using the club's credit card machine or having the relevant amount added to their accounts with the CLOK online entry system. Sales volunteer</p>
Participants picking up coronavirus by touching contaminated objects in the competition area; e.g. gates, stiles, etc.	Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death.	Very high	Very Low	Where it is reasonably possible to do so without compromising the quality of the orienteering experience, the courses will be planned so that competitors can avoid having to open gates or climb stiles. Planner
Transmission of Covid-19 during provision of first aid.	Participants catching Covid-19, potentially leading to serious illness, hospitalisation and, in rare cases, death.	High	Low	<p>To the maximum extent possible, the First Aider will guide people to self-administer first aid or guide a member of the injured person's household to administer first aid. First Aider</p> <p>Where the First Aider needs to come into close contact with an injured person, he or she will wear a medical face mask, a plastic pinny and plastic gloves. He or she will put his or her clothes through a 60° wash after returning home from the event. First Aider</p> <p>If additional support required and it is not practical or safe for the casualty to make his or her own way to a hospital or for a friend or family member to take the casualty to hospital by car, the First Aider will phone for an ambulance. The events will not be held in in remote area. NHS emergency responders will have the appropriate PPE and training in how to use it.</p>

Hazard	Possible outcome	Severity	Likelihood	Mitigation
Missing competitor				

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<p>A competitor failing to return from his or her run due to being injured or ill and being unable to summon assistance; e.g. due to being unconscious.</p>	<p>Competitor not receiving urgent medical assistance and/ or suffering from exposure.</p>	<p>High</p>	<p>Low</p>	<p>The competition areas that are being used for these events are relatively small and are used by members of the public. However, it would be possible for a competitor to collapse or to get injured in a location away from paths used by members of the public.</p> <p><u>For events / courses using SI punching:-</u></p> <p>After the last start time, the Computer Operator will download the Start SI box and use the “missing competitors” facility in the event management software to check that everyone who has punched at the Start has downloaded.</p> <p>Note: This is the normal safety check carried out at regular orienteering events.</p> <p><u>For events using only virtual (MapRun) courses:-</u></p> <p>When a competitor enters a virtual course, the pre-entry system will generate a safety slip for the competitor to print out and bring to the event. The safety slip will include the competitor’s name, course and start block and the contact mobile phone number of the person submitting the entry. (This will normally be the head of the household. which in the case of a single person household will be the competitor him or herself.)</p> <p>The competitor will be asked to leave the safety slip with the Organiser before he or she goes to the Start and to collect it again after he or she returns from the competition area.</p> <p>It will not be compulsory for competitors to use the safety slips, but it will be made clear that any competitor who does not use a safety slip will be responsible for making other arrangements to ensure that the alarm is raised if they fail to return from their run. (This could be by using a “buddy system”; i.e. telling someone what he or she is doing and arranging for that person to contact the Organiser if the competitor does not report back to the buddy by a specified time.)</p>

Hazard	Possible outcome	Severity	Likelihood	Mitigation
<p>In the competition area The remaining sections will be customised for each event. What follows here is intended to serve as examples / reminders of the issues that should be considered.</p>				
<p>Terrain hazards</p>				
Running injuries	Sprained ankles, etc.	Low	Low	<p>Comment on the roughness of the terrain.</p> <p>Competitors will be expected to exercise normal caution when running on rough ground.</p> <p>The courses will be planned to be appropriate to those taking part. Planner</p> <p>The event information on the CLOK web site will advise competitors to carry whistles that can be used to summon help in the case of incapacity.</p> <p>Also, the majority of competitors on virtual (MapRun) courses will be carrying a Smart phone in order to record their tracks.</p>
Uneven and/or slippery surfaces / brashings / tree roots / branches / dense forest / undergrowth	Trips / slips / falls leading to bruising, grazing, twisted ankles, etc.	Low / medium	Low	<p>The courses will be planned to be appropriate to those taking part. Planner</p> <p>Competitors will be expected to exercise normal caution when running on rough ground.</p>
Sharp tree branches	Eye injuries	Medium / high	Low / medium	<p>Are sharp tree branches an issue in this competition area?</p> <p>The courses will be planned to be appropriate to those taking part. Planner</p>
Cliffs / crags	Falls leading to bruising, grazing or broken bones.	Medium	Very Low	<p>Are there any significant crags in the competition area? Will they be taped? Will courses be planned to avoid competitors approaching crags from the top?</p>
Walls	Slips leading to bruising, grazing, etc.	Low / medium	Low	<p>Are there walls in the competition area? Will competitors need to climb them?</p>
	Falls leading to head injuries	Medium / high	Very low	<p>The courses will be planned so that competitors will not need to cross high sections of wall. Planner</p>

Hazard	Possible outcome	Severity	Likelihood	Mitigation
Fences	Scratches	Low	Low	Are there any fences in the competition area? Will competitors need to cross them?
Ditches	Falls leading to bruising, grazing, twisted ankles, etc.	Medium	Low	Are there any deep ditches in the competition area? Will competitors need to cross them?
Lakes, ponds, streams, etc.	Drowning	High	Low	Are there any water hazards in the competition area? Will the courses go near them?
Litter (glass, used needles)	Glass cut	Low	Very low	Is this kind of litter an issue in this competition area?
	Needle-borne infection	High	Very low	
Ticks	Tick attachment	Low	High	Are there likely to be any ticks in this competition area?
	Lyme Disease if a tick not removed promptly.	Medium / high	Low	
Interactions between pedestrians and vehicles	Collision between pedestrians and vehicles	High	Low	Will competitors need to cross or walk along roads / tracks with any significant traffic?
Pre-existing medical conditions	Competitor falling ill while out on a course.	High	Low	Competitors will be invited to fill in a form detailing any relevant medical condition and to leave the form with the Organiser before they go to the Start.
Other people / activities in the competition area				
Forestry operations	Injuries caused by interactions between competitors and forestry vehicles and/or equipment.	Medium	Very low	Are there any forestry operations in this competition area.
Walkers / cyclists / horse riders	Collisions.	Medium	Very low	Are there likely to be walkers / cyclists / horse riders in the competition area.

Hazard	Possible outcome	Severity	Likelihood	Mitigation
Stranger danger	Abduction.	High	Very low	Children's courses will be planned to avoid remote areas. Planner
Weather				
Low temperature / rain / wind / snow	Hypothermia	High	Very Low	Is there any risk of bad weather? How exposed is the competition area? If appropriate, the Organiser will make it compulsory for competitors to carry a cagoule. Organiser
High temperatures / strong sun	There is no significant likelihood of the weather being hot enough to cause problems with hyperthermia / sunstroke.			
In the parking area				
Low temperature / rain / wind / snow	Hypothermia	High	Very Low	Is there any risk of bad weather? How exposed is the competition area? If appropriate, the Organiser will make it compulsory for competitors to carry a cagoule. Organiser
Generators	Generators will not be used at these events.			
Computers and associated equipment	Electric shock	Medium	N/A	The computer and associated equipment will be operated by an appropriately experienced person.