

"Orienteering is a challenging outdoor adventure sport enjoyed by people of all ages, abilities and backgrounds."




Event Safety and Welfare

Derek Allison's March 2011 presentation
(Adapted by Ian Gilliver: Nov 2011, Feb 2012 and Jan 2016)

Includes [Night Street League Case Study \(March 2017\)](#)

Originally written by
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"Orienteering is a challenging outdoor adventure sport enjoyed by people of all ages, abilities and backgrounds."



Aim of Session

To provide Event Volunteers (i.e. Organisers, Planners and Controllers) with:


- An overview of Safety and Welfare issues that may arise as a result of staging an Orienteering event...

...so that they may have knowledge of:

- the British Orienteering procedures and policies that exist
- the practical measures which Event Volunteers can employ to reduce any risks to an acceptable level, and
- what to do in the event of an accident or incident occurring

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Learning Outcomes

By the end of this unit you should understand how to:

- Establish a safe environment for competitors, officials, spectators & members of the public
- Establish a working relationship with volunteers, event helpers & others
- Ensure compliance with the relevant Rules & Guidelines for the staging of orienteering events

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Content of Workshop

- What do we mean by Safety?
- What different participants need from an event
- Risk Assessment
- Identifying hazards: who is responsible?
- Managing risks at road crossings
- Managing risks at Parking and Assembly
- Assessing the levels of risk – what to do?
- Responsibilities for Safety
- British Orienteering's Public Liability Insurance
- Record Keeping
- [Night Street League Case Study](#)
- Welfare – managing volunteer staff at an event
- Provisions for children and vulnerable people
- Search and Rescue

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What do we mean by Safety?

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BOF RULES 'Appendix E: Event safety' - Para 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."*

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Competitor needs

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What do different participants need from an event?

Novices

Juniors

Experienced seniors

Veterans

Volunteers

All competitors

They all need:

- **Courses that conform to Rules and Guidelines**
- **Results**
- **Appropriate facilities, and**
- **TO BE SAFE**

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Risk Assessment

What is it?

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What is Risk Assessment?

- Risk Assessments are concerned with identifying the hazards – i.e. things that might go wrong
- Evaluating the likelihood of a particular event occurring
- Then putting in place the measures needed to reduce or make the risk acceptable

Reducing risk to an acceptable level – not minimising risk

Hazards

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1st ACTIVITY!

Identify Hazards

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Group brainstorm to identify potential hazards:

- Competition area
- Other users
- Environmental issues
- Event management / other

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GAME!

Don't worry, it's very short

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Game!

"Orienteering is a challenging outdoor adventure sport enjoyed by people of all ages, abilities and backgrounds."



Each team gets a money bag, containing some small cards:

- Possible hazards **red font**
- Who might identify them? **purple font**
- What actions might be taken? **black font**
- By whom? **purple font**

Work together in your group to match the cards together. **Take each hazard in turn...**

NB Blank cards are for 'other officials'

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Game!

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Conclusions...

Ian reads from his crib sheet!

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Event Officials: Responsibilities

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Event officials should be able to:

- Provide Courses which reduce potential hazards to competitors and others
- Plan Road Crossings with due consideration for the safety of competitors
- Design a safe and effective Layout for Assembly and Car Parking

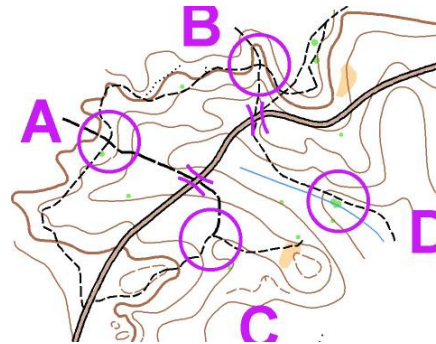
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PARALLEL ACTIVITIES

- Road crossings
- Car parking & assembly

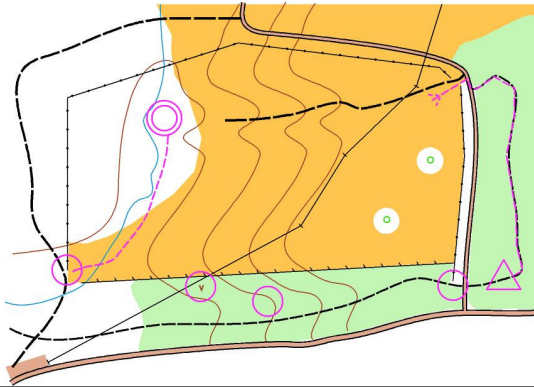
Road Crossings

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Car Parking & Assembly

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Brainstorm in your groups:

- Identify potential problems
- How can you reduce any risk?
- Feedback in 10 minutes

Assessing the Levels of Risk

Score each hazard according to its level of risk:

- **Low:** Not a major problem
- **Medium:** Slightly more of a problem than usual
- **High:** Real problem with this exercise, in this area, at this time

WHO IS RESPONSIBLE FOR REDUCING THE RISK?!

Responsibilities for Safety Appendix E, Section 1.2

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*The responsibility for personal safety at the event lies with the **Competitor**.*

*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.*

*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.*

*The **Controller** has responsibility to ensure that risk management arrangements for the event have been planned and implemented.*

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Risk Assessment: What to do for the different levels?

- **Low:** No need to worry
- **Medium:** Take normal precautions for orienteering exercises
- **High:** Take special precautions for this exercise to *remove or reduce* the risk - or go elsewhere, or do something different!

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Amazing photo shows great detail.

The pilot at low level had no control over his aircraft.


It narrowly misses a crowd gathered for the orienteering event and slams into four buildings.

One can only imagine the horror of the occupants inside those buildings.

Probably scared the s**t out of them.




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Risk Assessment: three more points

- Risk assessments carried out by inexperienced people are unreliable simply because they are not aware of the potential hazards or the possible easy solutions
- Risk assessment is not a 'paper' exercise
- Risk assessment is a dynamic activity

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Risk Assessment Activity

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Liability Insurance

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British Orienteering has a public liability insurance

This gives protection if someone makes a claim against a member of British Orienteering for damages, negligence etc.

Also covers non-members participating or volunteering to help in orienteering activities

Applies *only* from the point the correct event registration process has been followed

"Think of it as protection against being sued"

[See Handbook Section 5 for 'Public Liability Insurance – FAQ']

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Insurance needs? Record Keeping

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Records to be kept for a minimum of 5 years by the club:

- List of all participants = results
- List of any volunteers, even if they did not participate

After event, email Risk Assessment to Julie Brook for storage

Insurers must be informed of:

"any serious incident, especially any personal injury, which could give rise to a subsequent claim"

- Incident Form: to BOF Office - within 1 week
- Any claim: to BOF Office - within 2 weeks

[See Handbook Section 6 for the standard BO Accident Report Form (also downloadable from the web).]

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Risk Assessment Case Study

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Risk Assessment Case Study (1)

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- An orienteering club intends to hold one of its Night Street League Score Events at a sports club which it has used previously for similar events.
- Since the last event was held there, a new path has come to light, which is used daily by local dog walkers.
- The Planner is keen to add the path to the map as it provides an additional access to the club grounds, thereby giving competitors additional route choices compared with previous events.

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Risk Assessment Case Study (2)

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- The Organiser reviews the previous event's Risk Assessment and identifies an additional hazard when he walks along the new path in daylight.
 - There is a drop of some 60 cm between an unlit fenced car park and the sports ground, and a corresponding step up in the other direction.
- In co-ordination with the Planner he considers what risk reduction measures would be appropriate.

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Risk Assessment Case Study (3)

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- The Planner produces a map extract of the sports ground area which (along with Out of Bounds areas and all the accesses) identifies the large step, and copies of the map extract are put on show near Registration.
- The Organiser prints off 2 A4-sized yellow "Warning: sudden drop" signs from a Warning Signs supplier's webpage.
- He laminates them and puts one on the fence next to the gate and one on the gate itself, and (after considering visibility) locates them at chest height.

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Risk Assessment Case Study (4)

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HOWEVER...

- During the event, a competitor limps into the Finish having fallen down the 60cm drop and badly sprained his ankle.
- He had not seen the yellow signs at the gate warning competitors of the drop.
- Following the event, the Organiser completes an Accident Report Form for the Series Co-ordinator to send to the BO National Office.

How can the club learn from this incident so that at future events the risk of injury at this hazard is reduced to an acceptable level?

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Risk Assessment Case Study (5)

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Lessons Learned

- If the Organiser had visited the drop hazard *at night*, he may well have realised that A4-sized yellow warning signs would not be sufficient to warn runners of the hazard.
- Advising competitors of hazards on a map at Registration does not guarantee that they will have seen them, nor that they will remember the location of any hazards when they're out running.
- If the event is one of a series, then competitors will expect that the risks are no different from those at the other events, so...
- **Keep any hazard messages brief, and concentrate on what is significant and specific to the event.**

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Risk Assessment Case Study (6)

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What could be done at future events here?

- Remove the hazard by deleting the new path from the map, or mark it Out of Bounds, *or*
- Have a marshal stand at the drop telling competitors to take care, *or*
- In addition to *large* yellow warning signs, hang hazard warning tapes and perhaps place a traffic cone at the gate.
- Add a purple hazard note to the competition map with an arrow pointing to its location saying "BEWARE: 60cm STEP"
 - NB it is only a 'drop' from one direction (in a score event both directions are possible)
- Give prominence to the hazard in a brief oral message at the Start as it is the only *abnormal* hazard at the event.

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Welfare: Event Staff

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Good Practice:

- Plan for staff?
 - Who?
 - Where?
 - When?
- Welfare of staff?
 - Protection from weather / other hazards / tiredness

[See Handbook Section 7 for 'Good Practice: Event Volunteers']

Vulnerable People

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Protection of Children & Vulnerable Adults:

- Seven hazards / issues
- Discuss how the event should address these hazards / issues
- Can you think of any other examples?

Children & Vulnerable Adults

Hazards & Other Issues

very steep slopes



Children & Vulnerable Adults

Hazards & Other Issues

late start times



Children & Vulnerable Adults

Hazards & Other Issues

'dodgy' part of event area



Children & Vulnerable Adults

Hazards & Other Issues

'serious' litter



Children & Vulnerable Adults

Hazards & Other Issues

children in pairs



Children & Vulnerable Adults

Hazards & Other Issues

special needs



Children & Vulnerable Adults

Hazards & Other Issues

horses / dogs in large numbers



Search and Rescue

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Event Scenario, Task 2:

- What do you need to know?
 - Extra information
- What do you do?
 - Who is the coordinator?
 - How is the search organised?
- If and when do you call the police / Mountain Rescue?

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Search and Rescue

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Missing Competitor - main questions are:

- who is the Coordinator?
 - is the person actually missing?
 - if they are missing, what do you need to know about them?
 - what early actions should be taken?
 - what do you need (equipment, maps, communications)?
 - who will look after family/friends?
 - who will manage a search?
 - how should this be managed?
 - if and when do you call the police / Mountain Rescue (MR)?
 - ...but in the Lakes and the Pennines
- Clubs *must* leave searches to Mountain Rescue

[See Handbook Section 9 for 'Good Practice: Missing Competitor' & Section 10 for 'Emergency Safety Procedures']

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