

The purpose of this risk assessment for an orienteering event is to look at all aspects of the event organisation and planning, the potential hazards, the persons likely to be affected, the procedures already in existence and those that need to be put in place to minimise the risks. You should also refer to Appendix E (Event Safety) of the BOF Rules 2003. It covers areas that the Organiser, Planner and Controller should be considering whether this form existed or not, so should not impose any great additional workload. It is intended to ensure that all relevant issues are considered systematically so that nothing gets forgotten.

Event Name:		Event Date:	
Event Venue:		Expected number of competitors:	
Assessment completed by:		Assessment reviewed by:	
Date:		Date:	
Signed		Signed	

Event Arrangements and Contact Details

	Name	Contact Number
Organiser		
Planner		
Controller		
First Aid cover		
Local Casualty Department		

Event registered with BOF

Steps in completing the Risk Assessment

The risk assessment should be completed by the Organiser, in conjunction with other event officials. It should be reviewed by the Controller. The Organiser should keep a copy of the risk assessment and have it available at the Event.

1) Look at the hazards

Look at the list of hazards in the main table. Tick those which apply to your event. Think about what other hazards may arise that are specific to your particular circumstances and add details of these where appropriate.

2) Determine who might be harmed, and how

Tick the relevant entries in this table. Add any others that are relevant.

- | | | | |
|-------------------------------------|---|---|---|
| <input type="checkbox"/> Helpers | <input type="checkbox"/> Competitors | <input type="checkbox"/> Spectators | <input type="checkbox"/> General Public |
| <input type="checkbox"/> Road Users | <input type="checkbox"/> Horse Riders | <input type="checkbox"/> Dog Walkers | <input type="checkbox"/> Absolute Novices |
| <input type="checkbox"/> Children | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Others (specify) | |

3) Decide on what mitigations you will use for the hazards you have identified.

What precautions will you use or do you already have in place to mitigate the risks from the hazards identified? Examples of best practice ideas are listed in the main table and you should tick those that you will apply. You should add any other items which you are using specifically for your event. Make sure you consider all of the exposed groups that you identified in the previous stage.

4) Further action

What further action is necessary to control the risks not adequately covered? Give priority to those risks that affect large numbers of people and/or could result in serious harm. Can you:

- Remove the risk completely (but not the hazards inherent in orienteering)?
- Try a less risky option?
- Prevent access to a hazard (by guarding)?
- Organise things to reduce exposure to the hazard?
- Provide welfare facilities (First Aid)?

For help and further guidance on this form contact the BOF National Office, Riversdale, Dale Road North, Darley Dale, Matlock, Derbyshire, DE4 2HX. Telephone: 01629 734042. Fax: 01629 733769. Email: bof@bof.cix.co.uk

Risk Assessment Details for _____ (Event) on _____ (Date)

Hazard	Risk Mitigations	Comments
<p>Dangerous terrain</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cliffs and quarries <input type="checkbox"/> Deep valleys, steep slopes etc. <input type="checkbox"/> Rivers, streams, standing water etc. <input type="checkbox"/> Bogs and marshes <input type="checkbox"/> Rocky or stony terrain <input type="checkbox"/> Military areas (unexploded shells, barbed wire etc.) <input type="checkbox"/> Mineshafts, caves, mine workings etc. <input type="checkbox"/> Deep holes, rough terrain <input type="checkbox"/> Thick vegetation, brashings, undergrowth <input type="checkbox"/> No obvious boundary of mapped area <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Courses planned to avoid dangerous terrain <input type="checkbox"/> Courses appropriate to those expected to take part <input type="checkbox"/> Yellow/black tape to mark dangerous items <input type="checkbox"/> Information in event details <input type="checkbox"/> Information shown on overprinted maps or corrections <input type="checkbox"/> Notices at start or in start lanes <input type="checkbox"/> Other 	
<p>Man-made obstructions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Road crossings <input type="checkbox"/> Railways <input type="checkbox"/> Fence and wall crossings <input type="checkbox"/> Canals <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Courses planned to avoid dangerous features <input type="checkbox"/> Cross at safe points (bridges, tunnels, stiles etc.) <input type="checkbox"/> Timed crossings <input type="checkbox"/> Marshals at crossing points <input type="checkbox"/> Information in event details/shown on maps <input type="checkbox"/> Other 	
<p>Other activities on the area</p> <ul style="list-style-type: none"> <input type="checkbox"/> Forestry work <input type="checkbox"/> Motorcycles <input type="checkbox"/> Cyclists/Mountain Bikers <input type="checkbox"/> Horse riders <input type="checkbox"/> Clay pigeon shooting <input type="checkbox"/> Golfers <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Courses planned to avoid defined areas <input type="checkbox"/> Notices put up to warn land users before event <input type="checkbox"/> Information in event details <input type="checkbox"/> Information shown on overprinted maps or corrections <input type="checkbox"/> Notices at start or in start lanes <input type="checkbox"/> Other 	
<p>Weather</p> <ul style="list-style-type: none"> <input type="checkbox"/> Snow, hail, ice <input type="checkbox"/> Cold <input type="checkbox"/> Wind <input type="checkbox"/> Rain (including flooding/rising rivers) <input type="checkbox"/> Sun and heat <input type="checkbox"/> Darkness <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Bad weather courses available if needed <input type="checkbox"/> First Aid point/tent on course <input type="checkbox"/> Goggles mandatory <input type="checkbox"/> Drinks points <input type="checkbox"/> Torches and lighting available <input type="checkbox"/> Event cancellation policy <input type="checkbox"/> Other 	
<p>Injuries and Illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> St Johns/St Andrews in attendance <input type="checkbox"/> Mountain Rescue in attendance <input type="checkbox"/> Trained First Aider available <input type="checkbox"/> First Aid kit available <input type="checkbox"/> Details of nearest hospital available <input type="checkbox"/> BOF Accident Details form available <input type="checkbox"/> Other 	
<p>Missing Competitors or Officials</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stub check/Electronic punching check <input type="checkbox"/> Tick off start list <input type="checkbox"/> Personal details and car keys etc. left at Enquiries <input type="checkbox"/> Search arrangements in place <input type="checkbox"/> Telephone contact list for key officials <input type="checkbox"/> Radios available <input type="checkbox"/> Other 	
<p>Other Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electrical hazards (computers, generators etc.) <input type="checkbox"/> Injuries from canes <input type="checkbox"/> Dogs <input type="checkbox"/> Animals and livestock <input type="checkbox"/> Traffic hazards (e.g. car park entrance, bus drop-off and turning points) <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Officials suitably qualified and experienced <input type="checkbox"/> Canes not used, or used with cane tops <input type="checkbox"/> Dangerous areas taped off <input type="checkbox"/> Whistles mandatory <input type="checkbox"/> Police/landowners consulted on traffic arrangements <input type="checkbox"/> Information in event details <input type="checkbox"/> Rescue Plan produced <input type="checkbox"/> Other 	