



EVENT SAFETY AND WELFARE WORKSHOP

First run on Thursday 17 November 2011

Run secondly on Tuesday 21 February 2012

And again on Monday 1 February 2016

A HANDBOOK

Compiled by Ian Gilliver from material supplied by Helen Errington, Derek Allison and BOF

CONTENTS

- 1. Material based on PowerPoint presentation**
- 2. British Orienteering standard Risk Assessment form**
- 3. List of possible hazards**
- 4. Safety Requirements in Action (from LVO, edited)**
- 5. British Orienteering: Public Liability Insurance - FAQs**
- 6. British Orienteering: Accident Report Form**
- 7. Good Practice: Event Volunteers**
- 8. Good Practice: Vulnerable People**
- 9. Good Practice: Missing Competitor**
- 10. Missing Competitor: Emergency Safety Procedures (from LVO)**

"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, November 2011 and January 2016)

HANDBOOK VERSION

Originally written by
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Aim of Session

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



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**

Learning Outcomes

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



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**

3

Content of Workshop

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



- **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**
- **Welfare – managing volunteer staff at an event**
- **Provisions for children and vulnerable people**
- **Search and Rescue**

4

What do we mean by Safety?

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



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."***

5

Competitor needs

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



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***

6

Risk Assessment

What is it?

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



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



What is Risk Assessment?

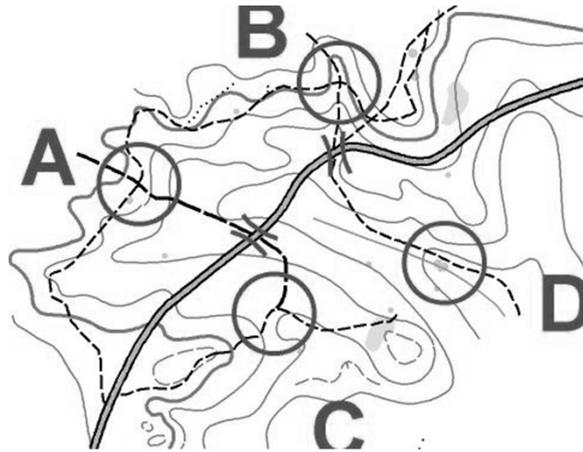
- Risk Assessments are concerned with identifying the hazards – i.e. things that might go wrong
- Evaluating the likelihood of a particular event occurring
- Then putting in place the measures needed to reduce or make the risk acceptable

Reducing risk to an acceptable level – not minimising risk

[See Handbook Section 2 for the standard BO Risk Assessment Form (also downloadable from the web). See Handbook Section 3 for a list of potential hazards (though it's not an exhaustive list).]

Road Crossings

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



Road Crossings

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



Which directions are more likely to be unsafe when crossing the road?

What would be the best way to reduce / eliminate risk in the following situations?

- 1 – the "road" is a track to one barn, farmer owns the wood and barn and has given permission for the event, event is Level D schools league, TD2 course goes from A to D.
- 2 – the "road" is a busy B road; event is Level A Area championship; multiple courses cross the road, most in general direction of B to D and C to A. TD 1 course goes from A to B then continues east.

Road crossings: in general uphill is safer than downhill, visibility especially near bends - needs to be checked very early in planning process before course directions are agreed.

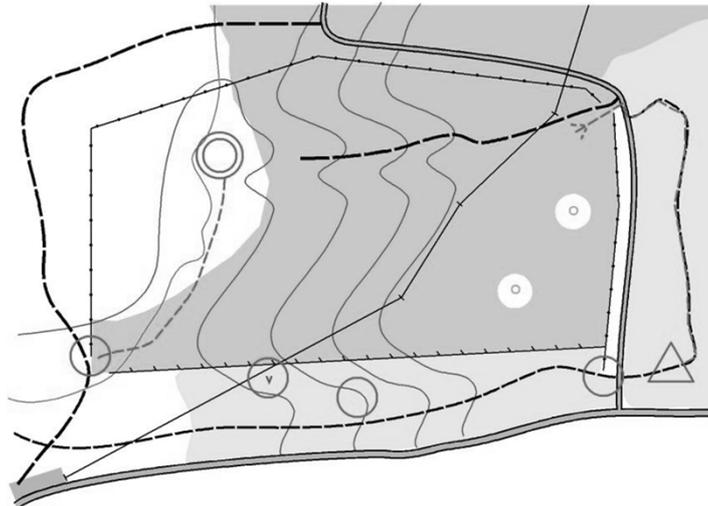
Situation 1 – if there are no vehicles using the road there is no safety issue apart from the fact that competitors may not wish to run onto a surfaced road. Adding a control on the road between the two marked crossing points will make it obvious it is a safe route. If there is any chance of a vehicle using the road then the route may need to be marshalled and obvious runners crossing signs put out.

Situation 2 – Significant safety issue. Consider manned crossings (timed if necessary dependent on traffic flows). The TD2 course – there is a significant safety issue with runners possibly turning downhill at either A or B, control kite location is critical (set beyond the junction), consider smiley and frowning faces on the relevant paths. Brief any marshals that juniors must not cross the road.

10

Car Parking & Assembly

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



Car Parking & Assembly

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



CONTEXT

The event is a medium sized Level B event and local regional championships in October. The field is the only available parking adjacent to the competition area and is on the top of a hill, exposed to the elements.

Walls are moderately high, but not very stable and the farmer has refused to allow any crossing points in them.

The planner has presented the attached site layout.

The planner is proud to have found:

- A protected area for starters to wait before they start with a route off the main entrance/exit track.
- A "great run-in" up the main re-entrant in the field

12

Car Parking & Assembly

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



Assembly area potential problems:

- *Car vs. competitor in narrow gateway and en route to first controls*
- *Obvious route to first control in pit is to cross into the field and back at powerline so possible fence damage*
- *Very long run-in and finish is in the wood so not visible to spectators*
- *Finish is at the bottom of a fairly steep slope with a stream in the bottom – problematic for access to get tents and generators to the bottom of the hill for download, so may be remote to finish line*
- *Stream may be liable to flooding*
- *Only protected area in the field suitable for a string course is on the other side of the run-in*
- *Major track to field corner and last control runs straight from a parking area – is this a bridleway or mountain bike route?*
- *Low power-line crosses parking / assembly – possible electrical shock hazard to tent poles / club banners*
- *Mature trees with possible falling branches*

13

Car Parking & Assembly

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



Assembly area possible solutions:

- *Change start location to west of the access road and take starters over the fence directly from the parking field*
- *If the western track is a bridleway consider moving start to northwest of the public car park*
- *Check the stream in wet weather, does it flood, have a safe crossing?*
- *Move the finish south, out of the trees, and shorten run-in; consider angling up the slope (dependent on how steep it is)*
- *If run in shortened there is easier access to wood for string course*
- *Consider taped route to download to ensure runners go to it*
- *Look at power-lines, assess what action to take (restrict areas for tents/banners, warning notices, final details)*
- *Similarly for trees and falling branches*

14

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



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.

[Also see Handbook Section 4: 'Safety Requirements in Action']

16

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!

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

Liability Insurance

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



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]

19

Insurance needs?

Record Keeping

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



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).]

20

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

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



Protection of Children & Vulnerable Adults:

- We considered seven hazards / issues
- And discussed how the event should address these hazards / issues

[See Handbook Section 8 for 'Good Practice: Vulnerable People']

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']

23

MDOC SAFETY WORKSHOP HANDBOOK, Section 2: 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.

Name of Club / satellite club name / after school club			
Name of person completing this form		Position of person completing this form (coach, organiser etc)	
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	
Risk assessment checked by (name, position and date)	Print name & position (coach mentor, controller etc):		
	Sign and date:		

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference:	Place from which signed:
Nearest A&E hospital:	Name and Post code:	Map available (where):
Working telephone:	Landline or mobile: If mobile (reception checked?)	Number:
First Aid cover	Name of first aider:	Located where?

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 staff / 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 – note under these headings (see suggested examples to consider)	Possible outcome / injury including note on severity and likelihood of occurrence	Mitigation <ul style="list-style-type: none">• What control measure?• Who is responsible?
In area to be used (indoor / outdoor):		
Participants		
Other people/activities in area		
Weather		
Equipment		

Examples of hazards with the potential to cause harm

NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.

<p>Area to be used: Indoors</p> <ul style="list-style-type: none"> • Floor surface • Other equipment/obstacles • Shared use (dining room / other activities) 	<p>Area to be used: Outdoors</p> <ul style="list-style-type: none"> • Uneven surfaces • Slopes/steps • Slippery surfaces • Tree roots/branches • Vegetation (prickly, stinging) • Wire / ruined fences • Walls to be climbed • Litter (glass, used needles) • Water (streams, rivers, ponds) • Cliffs / crags • Traffic (including road crossings) • Rail / tram lines • Mineshafts / caves • Military debris 	<p>Equipment:</p> <ul style="list-style-type: none"> • Pencils in hand when running • Pin punches • Cane tops • Tent guys • Electrical equipment – cables • Generators • Cooking equipment
<p>Participants:</p> <ul style="list-style-type: none"> • Clothing / shoes • Existing medical conditions • Unexpected reactions/allergies • Disorientation • Tiredness 	<p>Other people / activities in area:</p> <ul style="list-style-type: none"> • Walking dogs • Cyclists • Horse riders • Forestry operations • Park maintenance • Shooting / archery • Golf • Stranger danger 	<p>Weather:</p> <ul style="list-style-type: none"> • Cold / heat • Rain / snow / hail • Excessive wind • Lightning

MDOC SAFETY HANDBOOK, SECTION 3

LIST OF POSSIBLE HAZARDS

(not exhaustive)

Competition area – cliffs, mine workings, steep slopes, loose ground, slippery slopes, steps, streams/ditches/lakes, marshes, tidal water, rocky terrain, brashings, undergrowth, fences/walls, roads/railways, litter, debris, ticks, rabbit holes, lack of distinct boundaries

Other users – forestry, horse-riders, cyclists, motorbikes, archery/shooting, golfers, dogs, military users, stranger danger, vandals, tourists, street traders, street furniture, narrow passageways with no visibility

Environmental – snow, ice, rain (flood-risk), wind, heat, lightning, darkness, power lines (over and underground)

Event management – electrical equipment, stakes/canes, dogs, livestock, traffic

MDOC SAFETY HANDBOOK, SECTION 4
THE ORIENTEERING EVENT
SAFETY REQUIREMENTS IN ACTION

See **Appendix E: Event Safety** for details on how to apply these rules.
Original version LVO. Cross-references to Rules are valid January 2016

PLANNER: Rules p13 – 14.15 - The Planner has responsibility for ensuring that the courses are planned in a safe manner and that any risks on the courses are managed effectively.

14.16 – The Planner must take into consideration all hazards that competitors may encounter. This must include all possible routes between controls, as well as significant hazards away from the expected routes.

14.17 – The Planner must ensure that dangerous features are marked with yellow or yellow and black tape if they are likely to be visited by any competitors and are not already clearly marked as dangerous.

COMPETITOR: Rules p7 – 7.1 - Competitors are responsible for their own personal safety and for assessing their own ability to complete a course. However, Organisers must have made reasonable risk management arrangements to mitigate the hazards that a competitor might reasonably not be aware of.

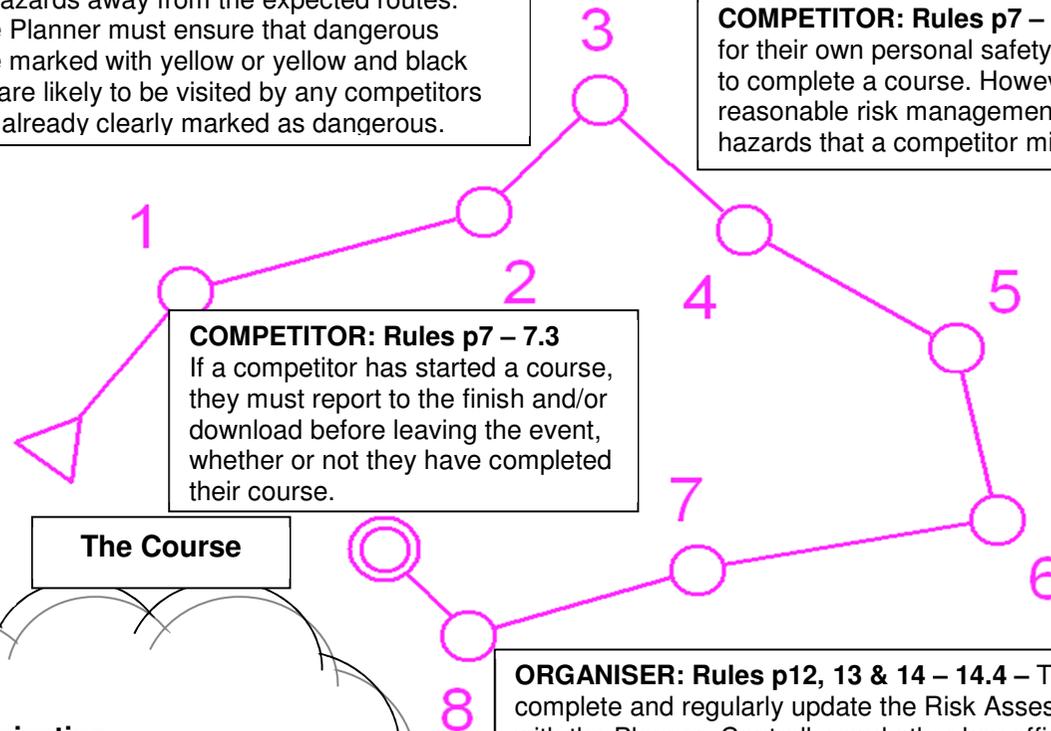
Responsibilities:

Planner: Courses from Start to Finish
(Rules 14.15, 14.16 & 14.17)

Organiser: Remainder incl
equipment, 1st aid, Risk Assessment
(Rule 14.4, 14.8, 14.14, 14.24) &
search procedure

Controller: Ensure appropriate safety
measures inc. reviewing & signing off
Risk Assessment (14.5)

Competitor: BOF Rules 7.1 & 7.3



COMPETITOR: Rules p7 – 7.3

If a competitor has started a course,
they must report to the finish and/or
download before leaving the event,
whether or not they have completed
their course.

Overall Event Organisation:

- Route to event
- Car Park
- Assembly Area
- Enquiries & Registration
- Traders Area
- Route to the Start
- **EMERGENCY PROCEDURES**

ORGANISER: Rules p12, 13 & 14 – 14.4 – The Organiser must complete and regularly update the Risk Assessment, in consultation with the Planner, Controller and other key officials.

14.8 - The Organiser must ensure that appropriate first aid is available.

14.14 - The Organiser is responsible for deciding what action to taken (e.g. delaying or cancelling the event, shortening courses or providing water points) in exceptional circumstances: this includes extreme weather conditions.

14.24 – The Organiser must ensure that a system is in place to confirm that all competitors have returned and have a plan as to how they intend to search for a missing competitor.

NB: There are many other rules specific to Organisers in Section 14, **Safety** that should be noted.

What you need to know about the NEW

BRITISH ORIENTEERING INSURANCE

Why has British Orienteering changed insurance cover?

In 2007 the insurance cover used by British Orienteering changed from providing cover to orienteering events to providing cover to members. That led to staff and officers battling with the problem of providing cover to non-members participating in orienteering events. The problem was two-fold, the administrative requirements placed on event organisers to record non-member personal details and the additional premiums to be paid by non-members on an event basis along with the problems associated with collecting these premiums. Towards the end of 2007 we identified a broker and insurer who were prepared to work with us to find a more acceptable solution to this problem.

What is British Orienteering insurance?

The most significant part of our insurance is the **public liability** insurance, *not* accident insurance, injury insurance, medical insurance, travel insurance, motor insurance, property insurance, cancellation insurance, health insurance, life insurance, insurance against loss, theft or damage, or insurance against fraud or the misappropriation of funds. This is slightly different to the Civil Liability cover provided previously.

The most significant difference between Civil and Public Liability insurance is that Civil Liability insurance is written on a "Claims Made" basis whereas Public Liability is written on the wider "Losses Occurring" basis.

In very simple terms, with a "Claims Made" wording the policy cover ends on the last day of the policy period. Any incidents occurring during the policy period but reported after expiry of the policy period, will not be covered.

A "Losses Occurring" wording is open ended. Whilst the wording requires that any incident that may give rise to a claim is reported to underwriters as soon as practicable, failure to do so does not invalidate the policy cover. A claim can occur several years after the policy has expired, however, the policy in force at the time of the incident giving rise to the claim will respond. This is a great comfort to policyholders.

To provide members with the widest possible cover British Orienteering have negotiated a 3 year Retro-Active Liability cover with the new insurers. This will act as a safety net covering incidents occurring but not reported to the previous insurers up to 3 years back.

What's public liability insurance?

Protection in the event of someone makes a claim against a member for damages, negligence, advice given or not given, and the like. Think of it as protection against being sued. Our cover includes non-members participating or volunteering to help in orienteering activities.

The new cover is open to members, events, officials, directors, volunteers etc... assuming that the correct event registration process has been followed. Our insurance cover for 2008 also includes cover for non-member participants at events. This means that clubs are no longer required to collect the 50p per non-member charge for insurance.

British Orienteering only ask that non-members are entered into events using a standard entry form. This will mean that their contact details are available should a claim arise.

Our new insurers require a record of the names of all participants at events including non-members and volunteers to be kept. Normal submission of the results will satisfy the insurance company's requirements for a list of participant names. Therefore an extra requirement for clubs will be a list of volunteers. Any volunteers that are not also participating (and therefore will not appear on the results list) will need to be listed. This list will need to include any adults shadowing juniors or any multiple entrants e.g. pairs or threes running together, if their names do not appear on the results list. This list will ensure that cover extends to volunteers. Clubs will still be required to submit the numbers of competitors on the levy form.

PLEASE KEEP FOR FUTURE REFERENCE

The list of volunteers does not need to be sent to British Orienteering but we ask it is kept at club level in case a claim should arise. **The insurers require entry forms for non-members, results and the lists of volunteers to be kept for a minimum of 5 years.** The planned modifications to the events section of the website should, in the future, allow this information to be submitted to the British Orienteering website and kept centrally. However, in the short-term, we ask that this information is kept with clubs. The normal event registration and incident reporting process will continue and is crucial to validation of the insurance cover.

Insurance changes in brief:

- **Clubs are not required to charge non-member participants 50p for insurance**
- **Non-members need to be entered into events using a standard entry form.**
- **Normal submission of the results will satisfy the insurance company's requirements for a list of participant names.**
- **Any volunteers that are not participating (and therefore do not appear on the results list) will need to be listed. The lists of volunteers are to be kept at club level.**
- **The lists of volunteers, results and standard entry forms for non-members need to be kept for 5 years.**

This will ensure the appropriate cover can be provided by our insurance company.

Public Liability insurance indemnifies the Insured against their legal liability for damage to a third party's property and/or bodily injury to a third party person arising out of a negligent act by the Insured occurring during the course of the insured activities

What does the insurance cover?

If an injury, accident, fall etc... occurs, and is the responsibility of a participant, and there's a claim against the participant causing the injury, the event organiser or British Orienteering, it is likely that our insurance will cover this. If it's no-body's fault and just bad luck, you have no claim. But if British Orienteering, a participant, an organiser or helper are seen to be responsible, we should be covered. Similarly, if British Orienteering, a participant, an organiser or helper are seen to be responsible for damage to leased, rented or loaned property, that should also be covered although many lease, rent and loan contracts may include separate, specific insurance cover.

If any Organiser; Marshall; Participant or member of the public suffers an injury during a British Orienteering sanctioned event, or if any property belonging to a Third Party is damaged at a sanctioned event and British Orienteering is legally liable for that injury or property damage, the Public Liability insurance policy will respond.

The policy cover extends to cover participation in British Orienteering sanctioned events worldwide (excluding the USA and Canada), however, the policy has a UK jurisdiction, which means that any action brought against the British Orienteering member, must be brought in the UK courts.

It is advisable that member athletes participating overseas purchase travel insurance, which will include them competing in orienteering events. Such cover will be available for purchase via British Orienteering.

What doesn't it cover?

Damage by motor cars, because cars registered for road use must have their own insurance. British Orienteering insurance may cover damage *to* cars caused at or during an orienteering event, if participants or the organisers are at fault. But it doesn't cover damage *by* cars, if the driver is at fault. Damage to property owned by or in the possession of British Orienteering members is not covered by the Public Liability insurance.

The cover cannot include storm damage, because that's not British Orienteering's responsibility - or damage to or loss of your own property, because you can't make a claim against yourself. We also ask you to register mountain bike orienteering events, at the level of a C4 event or above, with the Trail Cyclists Association, to be covered by their insurance.

PLEASE KEEP FOR FUTURE REFERENCE

Foreign non-member nationals travelling to participate in British Orienteering events are covered by our Public liability insurance, providing they are registered for the event and any legal action is taken under UK jurisdiction.

Who does it cover?

British Orienteering and all its members, participants, organisers and helpers: associations, clubs and individuals, including claims made against us personally, and claims made by other participants, in connection with orienteering activities.

Who doesn't it cover?

Professionals or people acting in a business capacity; it doesn't cover traders, even if they're British Orienteering members. They need their own insurance. It has been agreed with the insurance company that professionalism in activities such as mapping begins at £6000 a year: earn more than that and we regard you as a professional needing your own insurance.

What about guests, spectators, or non-members?

If they're not British Orienteering members or are not participating or assisting the organisation of an event, they're not covered. If a spectator who is not a member drops a match and starts a fire, and the landowner sues them, they're not covered by our insurance. But if the landowner sues us as the organisers for the fire, we are covered.

Can we give a categorical assurance that we will be responsible for anything that might happen?

No. Landowners sometimes ask for a signed statement that we will accept total responsibility for the event, so s/he can't be liable for anything. We are advised that such a statement has no effect in law. It is for the courts to decide who, if anyone, is responsible for what happened, and a piece of paper cannot absolve a negligent landowner of responsibility. But you can say that we have cover for our legal liability to any third party for damage to property or bodily injury arising out of holding the event on his land.

What if he insists?

Contact British Orienteering office for advice.

Do we need to report every incident that occurs with British Orienteering?

No, we want you to register those activities that are most likely to give rise to a claim: events, training and coaching, and mapping. We also want to know about anything unusual or risky. This particularly applies to Street-O where additional risk assessments may be required. It is important that Organisers keep a record of any incident likely to give rise to a claim.

When do we need to register an event or orienteering activity?

Register the event as early as possible, for publicity/information purposes as well as insurance reasons. If you're organising any orienteering event or activity, we need to have a record. The landowner is likely to be most unhappy if he thinks you're out there planning courses without insurance cover. Similarly with mapping: the map details should be registered with British Orienteering before you start the survey using the map registration process.

What do we do if something happens that might give rise to a claim?

We have to inform our insurers of 'any serious incident, particularly those involving a personal injury, which could give rise to a subsequent claim'. Serious incidents need to be advised to insurers as soon as practicable via an incident report form available on the website. This is to be sent to the British Orienteering National Office. Minor incidents should be recorded by the Association; Club; Event Organiser etc. and retained in case a claim is forthcoming at a later date. It is not necessary to report every little incident involving injury, however, a small note on the results sheet naming the individual injured and brief details of the incident will be invaluable later if a claim arises. Clearly, you're not expected to report incidents you don't know about. But if you do know about any serious incidents, you must report them, using the Incident Report Form. It will look particularly bad if the victim reports a serious injury to you, and you don't report it to us.

PLEASE KEEP FOR FUTURE REFERENCE

What do we do if someone makes a claim against us?

Let British Orienteering know immediately using the Incident Report Form, so we can inform our insurers. Do not respond to any letters alleging negligence, merely forward all correspondence unanswered to British Orienteering or their brokers immediately upon receipt. If you let it slide, or try to deal with it yourself, you may invalidate the insurance. Our insurers are required to respond to any claim within three weeks, so we need to know within two weeks of your receipt of the claim. **Please treat this as a priority!**

PLEASE KEEP FOR FUTURE REFERENCE



MDOC SAFETY HANDBOOK, SECTION 6

ACCIDENT REPORT FORM

Club: Event/Activity:

Location: ER No.:

Date: Approx. Time of Incident:

PERSONAL INJURY

Nature of Injury:

Treatment Given:

Name of Injured Person(s):

Membership No.: Age Class:

Address:

.....

Tel No: Occupation:

Circumstances / Further Information:

.....

.....

PROPERTY DAMAGE

Details of Damage:

.....

Name of Owner (if known):

Address:

.....

Tel No: Membership No.:

Circumstances / Further Information:

.....

.....

WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name:

Address:

..... Tel. No:

Name:

Address:

..... Tel. No:

continued over:

Has the incident been reported to the police?

Details of Officer/Station:

Was the injured person taken to hospital?

Hospital Name and Location:

Please outline any implied or actual threat of legal action:.....

.....

Who in your view is responsible for the incident?.....

Any Additional Information/Comment/Opinion (in confidence)

.....

.....

To be completed by a British Orienteering member:

The above information is correct and complete, to the best of my knowledge.

Name:.....

Address:

.....

Phone: e-mail:

Club:..... Membership No.:

Signed: Date:

Please note:

The British Orienteering insurance policy provides public liability cover. It protects all British Orienteering members, individuals and clubs, in the event of a claim arising in connection with any British Orienteering-registered event or other British Orienteering recognised activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss, etc.), except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

- 1) All injuries, accidents or incidents which could give rise to a claim must be reported to the British Orienteering office **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to British Orienteering using this form or in some other written form.
- 2) Any British Orienteering member or club who receives notice of a claim **must forward it to British Orienteering office within one week of receipt**.

Failure to observe these requirements could invalidate the cover.

MDOC SAFETY HANDBOOK, SECTION 7

GOOD PRACTICE: EVENT VOLUNTEERS

A management plan needs to cover the protection of volunteers. It should consider the following:

- *putting them in roles that they can do safely*
- *protecting them from prevailing weather conditions, either physically or by ensuring they have adequate clothing*
- *supporting them via information, training, with other assistance*
- *ensuring they do not become over tired (rotas), hungry, thirsty (maybe provide refreshments?)*
- *providing the right equipment (including communications), toilets*

Volunteers – criteria for management

- *age (maturity, credibility, ability to assess risk)*
- *experience (skills, ability to resist duress)*
- *physical capability (stamina, ability to lift, medical conditions – including pregnancy)*
- *knowledge of equipment / systems*

MDOC SAFETY HANDBOOK, SECTION 8

GOOD PRACTICE: VULNERABLE PEOPLE

Very steep slopes

Problems for the less mobile competitors – especially going downhill. Are all crags mapped? Is there a good surface to give grip? Is the surface potentially very slippery? N.B. Elizabeth Brown – fell down crags at Lakes 5 Days some years ago.

‘Dodgy’ part of event area

Local knowledge must be shared within the club so as to avoid potentially embarrassing / dangerous situations:

- for event officials working alone pre-event as well as for competitors on the day
- examples: workshop participants may know of some – where gay people congregate, perhaps, etc.

Serious litter

e.g. broken glass, used needles – may also indicate that this is a ‘no go area’ - i.e. AVOID!

Late start times

Not good practice to let novices / young / older / slower participants go out late – not as many people around, may be more likely to get lost, may not understand ‘course closure’ / control collection implications.

Children in pairs

In Schools Events children are allowed to compete in pairs up to year 8

- 2 maps and one electronic card – pair must stay together (they don’t always!)
- organisers/planners need to know that this is considered to be good practice
- teachers / youth leaders may expect this to be available at other events

Special needs

Some people may need shadowing for their own safety – maybe because of special needs such as a particular illness / learning difficulties. Provision for this should/must be allowed – can be provided by the event in such a way that the competitor can still remain competitive.

Horses/dogs in large numbers

Event area may have nearby stables / kennels – issues such as white/yellow courses on paths shared with horses, noise of many barking dogs – young children frightened, or even at risk.

MDOC SAFETY HANDBOOK, SECTION 9

GOOD PRACTICE: 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?*

A MISSING COMPETITOR: EMERGENCY SAFETY PROCEDURES

NB For events in the Pennines and the Lakes, Clubs MUST leave searches to Mountain Rescue. Hence the search components of the procedures described below ONLY apply outside those areas

☑ Preparation and Prevention. All of the guidance recognises that sound planning and organisation, before the event and on the day, will go a long way to ensure that the event is safe.

☑ Contingency Planning: planning for any event that might happen. Consult event Risk Assessment Form:

- Communications – mobile phones, radios, loud hailer – check to make sure they work in the area.
- Search teams – have at least 1 pair of orienteers available who can go out immediately.
- Emergency Sack – contains 1st Aid kit, emergency shelter, dry clothing and food that is available to a distressed person.
- Press – if an incident occurs then use Club Press Officer to speak to the Press and refer them to BOF Office.

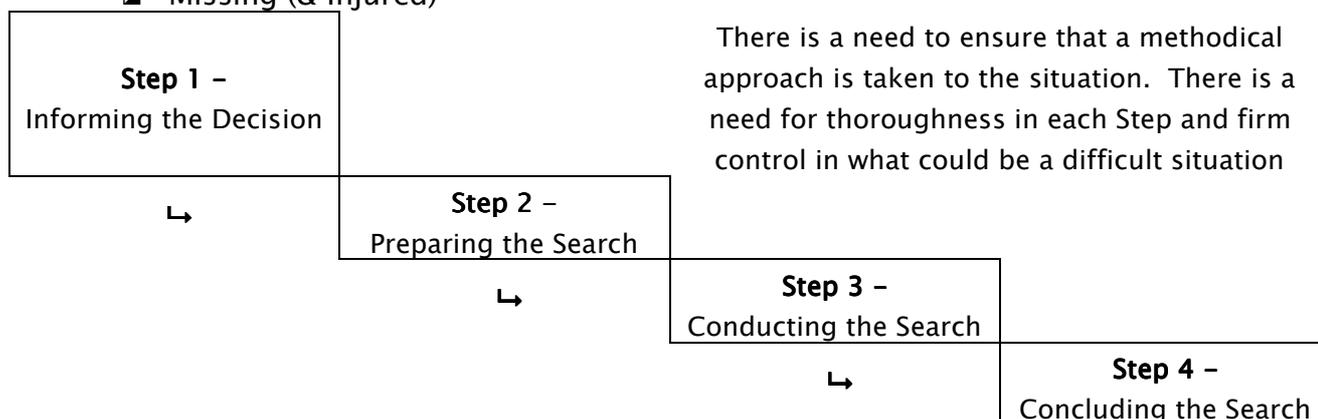
☑ Event officials and Registration Teams need to know:

- Location and telephone number of nearest manned A&E hospital.
- To send a guide to meet any Ambulance.
- Suitable landing site if Air Ambulance is called.
- If Air Ambulance called find out which A&E it is being sent.

☑ Concern Grows – Search Looks Likely. There is understandable caution about raising the alarm and organising emergency services in response therefore the most difficult decision is to initiate the search. BOF Rules make it clear that the responsibility for this decision lies with the Organiser. The reality is that this is likely to be a joint decision with the Controller and Planner.

☑ The likely scenarios are:

- ☑ Reported Injured
- ☑ Late
- ☑ Failed to Download
- ☑ Missing (& Injured)



Step 1 – Informing the Decision	Step 2 – Preparing the Search	Step 3 – Conducting the Search	Step 4 – Concluding the Search
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- ☑ Scenarios & How do we find out? Factors influencing the decision? Are we concerned?
- ☑ Confirm the competitor is actually late/missing – cross check Registration list, Start list/SI Start unit, Finish SI unit and Download.

How do we find out?	Scenario			
	Reported Injured	Late	Failed to Download	Missing (& Injured)
☑ Someone tells us	✓	✓		✓
☑ Results team identify unaccounted for competitor		✓	✓	✓
☑ Car left at end of event		✓		✓
☑ No car left at end of event			✓	

- ☑ **Reported Injured** – arguably this is the most straightforward. Despatch 1st aid team to casualty – task emergency services to enable evacuation if required.
- ☑ **Late** – start to answer factors required to make decision. Contact friends/relatives/spectators/other competitors. Warn search teams. Decide time when competitor is to be deemed missing.
- ☑ **Failed to Download** – Contact friends/relatives/ spectators/other competitors.
- ☑ **Missing (& injured)** – Initiate search. An injured, unconscious competitor lying in thick terrain is the worst case scenario. It will demand considerable resources – more than available – and take a long time to thoroughly work through the area.

FACTORS INFLUENCING THE DECISION

Who	Age	Course
Experience of competitor	What were they wearing	How long have they been out
Nature of terrain	Weather now & forecast	Amount of daylight remaining
Density of competitors still out	Any medical condition	Car left in car park

ARE WE CONCERNED?

- ☑ If yes – move on to Step 2. Start log – times, actions, details, etc.
- ☑ If no – when will the situation be reviewed? Is the delay appropriate given the age of the competitor, weather & remaining daylight?
- ☑ Remember – with a missing person, time is against you, weather is against you and daylight is against you. Bear in mind excessively time-consuming nature of a search hence need for early decision to start. A decision needs to be made fast.
- ☑ The local Police will appreciate early notice even if they are not being requested or formally tasked at that stage.

Step 1 – Informing the Decision	Step 2 – Preparing the Search	Step 3 – Conducting the Search	Step 4 – Concluding the Search
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- Establish the Emergency Search structure¹.



= Communications
(min of 4 radios/mobile phones)

Control² (Controller)
<ul style="list-style-type: none"> Overall control Coordinate Response Keep out of detail to ensure oversight Plan ahead & troubleshoot Keep all below up to date

Information (Registration)	Search (Organiser)	Liaison (Planner)
<ul style="list-style-type: none"> Ascertain the factors in Step 1 & keep under review Call out other club members to help Organise catering for search all involved Maintain Incident Form & Search Report 	<ul style="list-style-type: none"> Organise Search Pairs incl nominated Leaders & 1st Aid Issue Emergency Sacks & Radios (incl spare batteries) Provide maps of area/course Provide keys for access routes Provide SI key to interrogate boxes Coordinate search Record & Report progress 	<ul style="list-style-type: none"> Inform Emergency Services (Police, Ambulance, Mountain Rescue) Obtain Incident Ref No Inform family Inform Landowner Inform BOF Office Handle media if necessary Keep organisations updated Manage remainder of event

- Brief club members on the situation (Step 1) and their roles above.
- Only use those fit enough to go out again as Searchers – and in pairs.
- Establish and check communications.
- Identify search method and designate search areas.
- Ensure searchers have sufficient equipment (headtorches/torches, radios/phones, etc), food and warm clothing.
- Issue maps of missing person’s course with designated search areas.
- If emergency sacks & 1st aid kits are scarce then hold at Control until it is clear where they are needed.
- Ensure Search Control Sheet is maintained – Search pairs must ‘book out’.
- AGREE REPORT BACK TIME.**

¹ Responsibility in **BOLD** – suggested Event Official in brackets.

² The most experienced Event Official should assume the responsibilities to Control the emergency.

Step 1 – Informing the Decision	Step 2 – Preparing the Search	Step 3 – Conducting the Search	Step 4 – Concluding the Search
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Bear in mind:

- ❑ Safety of self and others – Safety of the casualty – Need for specialist help.
- ❑ Which areas have highest probability of containing the missing person?
- ❑ Ensure that Search Teams have map, compass and whistle.

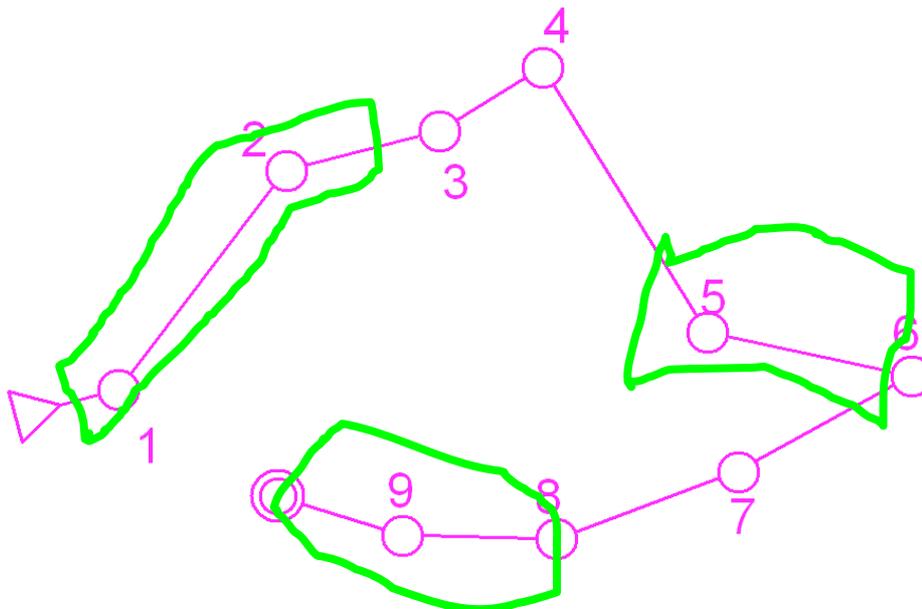
SEARCH METHODS

If SI boxes have been collected interrogate those from the missing competitor's assumed course to confirm last known location.

Running Course Backwards – Is limited if considerable route choice exists. if SI boxes interrogate on way round to confirm last known location. .

Perimeter Check – if area is bounded by tracks and roads then despatch someone on a quick tour by vehicle to check for the missing competitor.

Ribbon Searching – covers only linear features and the land on either side. If missing person is using whistle then chance of being heard from linear feature exists.



Step 1 – Informing the Decision	Step 2 – Preparing the Search	Step 3 – Conducting the Search	Step 4 – Concluding the Search
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- Once the missing person is found:

 - 1st aid equipment must be got there ASAP with trained 1st Aider and additional helpers.
 - The missing competitor is likely to be worried, frightened, upset, disorientated, tired, hungry, cold and wet.
 - The Search Team approaching him/her must be sympathetic and reassuring, use his/her name – do not add to the fear and do not chastise.
 - Missing person must receive any basic treatment necessary to prevent worsening of their condition and provide comfort until evacuation.
 - Such treatment must include 1st aid, food, warmth and shelter – the missing person must not be left alone once found.
 - Only attempt to move the missing person if you can do so without exacerbating any injury and without any risk to the Search team.
 - Evacuate the person as directed by Emergency services.

- The recovery of the Emergency Search must be controlled to prevent any further complications.

- The priority lies initially with the safe recovery of the missing person followed by the recovery of the Search Teams.

- The Controlling Officials need to carefully account for all involved in the search and other activity. This is especially important if it is now dark.

- All organisations informed now need to be informed that the search has ended. Families/relatives must not be forgotten.

- The BOF Incident Form needs to be completed – ideally before people disperse although circumstances at the time will always dictate. This must be sent to BOF Office within 1 week of the incident.

- In due course, the Club will need to examine the incident with all involved. This is not to be any sort of witch-hunt – rather it is to ensure that there is a clear understanding of what actually happened and what, if anything, can be learned.

