



**RISK ASSESSMENT FOR ORIENTEERING  
CORNWALL ORIENTEERING CLUB  
Forest**



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.

<b>Person completing this form</b>		<b>Organiser/Planner</b>	
<b>Venue</b>		<b>Date of event</b>	
<b>Name of Organiser</b>			
<b>Risk assessment signed</b>		<b>Risk assessment dated</b>	
<b>Risk assessment checked by (name, position and date)</b>	<b>Print name &amp; position (mentor, controller):</b>		
	<b>Sign and date:</b>		

**Emergency Information; to be completed by Organiser**    **BOF INCIDENT REPORTING TELEPHONE NUMBER 07348 462432**

<b>Emergency access point (for emergency vehicles)</b> <a href="http://www.streetmap.co.uk">http://www.streetmap.co.uk</a> will give cords and postcode	<b>Emergency access point (for emergency vehicles)</b>	<b>Post code / grid reference:</b>	<b>Place from which signed:</b>
<b>Nearest A&amp;E hospital:</b> See list – use a route planner to suggest nearest hospital from this event	<b>Nearest A&amp;E hospital:</b>	<b>Name and Post code:</b>	<b>Map available (where):</b>
<b>Working telephone:</b>	<b>Landline or mobile:</b> If mobile (reception checked?)	<b>Landline or mobile:</b> If mobile (reception checked?)	<b>Number:</b> <b>Organiser Planner Controller</b>
<b>First Aid cover</b>	<b>Name of first aider(s):</b>	<b>Name of first aider(s):</b>	<b>Located where?</b>  Contactable via Organiser; roster and availability sheet

## 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. **It is not sufficient** only to put warnings in preliminary information that has been published, as there is no way of being sure that all participants will have read them. The team responsible are the Organiser assisted by Planner and Controller. Whilst this document covers the outline of the Risk Assessment each event must be considered on its own merits.

Hazard – note under these headings	Possible outcome / injury including note on severity and likelihood of occurrence	Mitigation <input type="checkbox"/> What control measure? <input type="checkbox"/> Who is responsible?
<b>Terrain</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Uneven surfaces</li> <li><input type="checkbox"/> Slopes/steps</li> <li><input type="checkbox"/> Slippery surfaces</li> <li><input type="checkbox"/> Vegetation (prickly, stinging)</li> <li><input type="checkbox"/> Wire / ruined fences</li> <li><input type="checkbox"/> Walls to be climbed</li> <li><input type="checkbox"/> Litter (glass, used needles)</li> <li><input type="checkbox"/> Water (streams, rivers, ponds)</li> <li><input type="checkbox"/> Cliffs / crags</li> <li><input type="checkbox"/> Mineshafts / caves</li> <li><input type="checkbox"/> Military debris</li> <li><input type="checkbox"/> Road Crossings</li> </ul>	<p>Strains/strains due to slips and falls - can be dealt with by on site FAs - serious injuries referred to nearest A&amp;E.</p> <p>Stings and cuts treated as necessary</p> <p>Consider depth of water</p> <p>Falls down holes or over cliffs: serious</p> <p>Military debris - warnings in event info and at the start line - avoidance</p> <p>Serious falls outside scope of First Aid</p>	<p>Regular competitors do not need a warning about terrain risks unless unusual at this event. Newcomers, identified at Registration, should be briefed by the "Ask Me" official. Start line official to give today's details – coordinated by Organiser/Planner/Controller</p> <p>Finish official contacts Organiser re injury or compromised courses to attend either at the Finish or a location advised by reporting participant(s)</p> <p>Planner, Controller need to consider risks in terrain – discuss with Organiser. Courses may be planned to avoid risks or taped if unavoidable.</p> <p>Use of "CAUTION RUNNERS" boards at road crossings - by Planner</p>
<b>Participants</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clothing / shoes</li> <li><input type="checkbox"/> Existing medical conditions</li> <li><input type="checkbox"/> Unexpected reactions/allergies</li> <li><input type="checkbox"/> Disorientation</li> <li><input type="checkbox"/> Tiredness</li> </ul>	<p>Inappropriate clothing</p> <p>Competitor to advise Organiser</p> <p>Competitor to advise Organiser</p> <p>Lost Competitor</p> <p>Overdue competitor</p>	<p>Organiser's decision on weather protection [e.g. long sleeved waterproof jacket] go/no-go. Whistle [night event needs spare light]</p> <p>Participant to advise if there could be a risk – responsible for self</p> <p>Search plan in place; people available to carry it out + comms - ready and working. Rescue kit ready and available</p>
<b>Other people/activities in area</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Livestock</li> <li><input type="checkbox"/> Dog walkers &amp; dogs</li> <li><input type="checkbox"/> Cyclists</li> <li><input type="checkbox"/> Horse riders</li> <li><input type="checkbox"/> Shooting</li> <li><input type="checkbox"/> Stranger danger</li> </ul>	<p>Disturbance to other users of the area resulting in aggravation and upset.</p>	<p>Permissions Officer has approval of landowner/tenant - have permission in writing available on the day</p> <p>Contact details of other users [if known] should be available via Permissions Officer</p>

<p><b>Weather</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cold / heat</li> <li><input type="checkbox"/> Rain / snow / hail</li> <li><input type="checkbox"/> Excessive wind</li> <li><input type="checkbox"/> Lightning</li> </ul>	<p>Where weather conditions pose a risk to competitors either while competing or driving to the event.</p>	<p>The Controller and Organiser should consult to see if the weather allows competitors to get to the event (and back home!) - cancellation details publicised either by phone calls and web site [club &amp; regional &amp; national]. If going ahead the Organiser will decide on competitors carrying sufficient protective clothing.</p>
<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pin punches</li> <li><input type="checkbox"/> Cane tops</li> <li><input type="checkbox"/> Tent guys</li> <li><input type="checkbox"/> Electrical equipment – cables</li> <li><input type="checkbox"/> Generators</li> <li><input type="checkbox"/> Cooking equipment</li> </ul>	<p>Does the use of any equipment used by the event pose a risk to the competitors or volunteers?</p>	<p>Bamboo canes, where used, are fitted with plastic tops</p> <p>Generator; if used is located remotely, earthed and serviced regularly; cables routed away from routes used by general flow of people.</p> <p>Tent guys have streamers</p> <p>If any flame source/equipment is used provision is made for fire suppression. However, rather than attend the fire personnel should evacuate the area immediately.</p>

## Details of Major Hospitals

Royal Cornwall Hospital  
Treliske  
Truro  
Cornwall  
TR1 3LJ  
Tel: 01872 250000

Plymouth Hospitals NHS Trust  
Derriford Road  
Crownhill  
Plymouth  
Devon  
PL6 8DH  
Telephone: 0845 155 8155 / 01752 202082

**Minor Injuries Units** – first call if First Aiders advise – otherwise refer to main hospitals

Bodmin Community Hospital 3 St Lawrence Road Bodmin PL31 2QU 01208 251577	Camborne Redruth Community Hospital Barncoose Terrace Redruth TR15 3ER 01209 318000	Falmouth Community Hospital Trescobeas Road Falmouth TR11 2JA 01326 430000
Fowey Hospital Park Road, Fowey, PL23 1EE 01726 832241	Helston Community Hospital Menage Road, Helston, TR13 8DR 01326 430205	Launceston General Hospital Link Road, Launceston, PL15 9JD 01566 761000
Liskeard Community Hospital Clemo Road, Liskeard, PL14 3XD 01579 373500	Newquay Hospital St. Thomas Road, Newquay, TR7 1RQ 01637 834800	St Austell Community Hospital Porthpean Road St Austell PL26 6AA 01726 873000
West Cornwall Hospital St Clare Street Penzance TR18 2PF 01736 874000	St Barnabas Hospital TEMPORARILY CLOSED Higher Port View, Saltash, Cornwall, PL12 4BU 01752 679000	Stratton Community Hospital Hospital Road Stratton Bude EX23 9BR 01288 320100