

October 2022

Updated Jan 2024

LOCAL LEVEL (Level D) EVENT SAFETY

Note that for local events, the same person acts as both organiser and planner.

For the purposes of this document, the name organiser will be used.

The Organiser

- Has overall responsibility for ensuring that the necessary safety and risk management arrangements for the event have been planned and are in place.
- Needs to complete the Risk Assessment by assessing the potential risks and put in place the measures to mitigate these.

The Safety Advisor, Licensed Organiser, Coach or Controller

- Has responsibility to ensure that risk management arrangements for the event have been planned and implemented
- Signs off the Risk Assessment
- Must be a licensed organiser, coach or controller
Both the organiser and safety advisor should remain at the event until all competitors have downloaded and all control collectors have returned.

If either the organiser or the safety advisor is unable to attend the event they must delegate their respective responsibilities to another competent person who should attend the event.

Terrain/Location of event.

When events are being held in remote and/or technical areas, irrespective of whether they are classified as 'local', for safety purposes they should be regarded as carrying a higher level of risk. For these events it should be advised to appoint a more experienced organiser, or if less experienced, they have an experienced safety advisor to support them.

Where the organiser is inexperienced, it would be advisable for the safety advisor to physically check the courses and advise accordingly.

Where events are in relatively safe areas, it is feasible for the safety advisor to sign off the risk assessment based on a review of the courses.

Emergency Procedures.

Consideration should be given as to how to implement emergency procedures efficiently should the need arise. This should include

- Actions to be taken should a competitor fail to download.
- Search procedures to locate a missing competitor.
- Access points for emergency vehicles.

In an emergency the organiser should ensure that a written log of all communications, decisions, actions and events are recorded.

There are many documents on the LOC website (located on the Information Page under Planners and Organisers resources) related to event safety, and procedures for dealing with emergencies, including those for missing competitors.

Minimise Risk by:

- Completing a risk assessment. Consider how emergency vehicles would access the area, and keep a copy of directions and details that may be valuable to the emergency services, eg grid reference/What3Words location.
- Event details should include course closure times and instructions about the importance of downloading, even if a competitor retires.
- Print the course closure times on the map. Not essential but also in final details.
- Print All competitors must download on the map. Not essential but also in final details.
- Check whether there is mobile phone coverage in the event area. If there is include the LOC emergency number on the map (mobile 0770 461 80 30)
- Check the mobile phones and radio phones are fully charged.
- Include relevant safety information in event details.
- Request lone travellers to leave their car keys (or other essential item that they will not want to leave without, at a designated location, eg enquiries or download, whilst competing.

At the event:

- Ensure that contact details for competitors are accessible, either on the SI system, or recorded manually if eod.
- Switch on the emergency phone (if using).
- Utilise radio controls effectively by providing volunteers with radios if located at remote start/finishes or if it is necessary to instigate a search for a missing competitor.
- Clearly display signage reminding people to download (for example from the route back from finish, or the exit from the car park).
- Position the Safety Control box (if using) in a clear visible place after the finish.
- Position download in a prominent position (if necessary have a taped funnel or signage directing people to the download.)
- Have available a copy of all courses and all control maps.
- Have a team of control collectors who can assist with any search required for a missing competitor.