

# Preparing a Risk Assessment

In order to comply with British Orienteering's Insurance requirements, every event has to have a Risk Assessment (RA), which is normally prepared by the organiser, with input on risks in the terrain from the planner. The document is then approved by the Controller, or, in the case of Level D events, by any coach or controller. Currently, the LOC Fixtures Secretary has the necessary qualification.

The RA form is downloadable from the British Orienteering website. Go to <https://www.britishorienteering.org.uk/index.php?pg=48#risk> and click on the link to Risk Assessment Form.

The form is in 3 parts:

The first part asks for some details of the event, the person who has prepared the RA and the person who has checked it, all very straight forward stuff.

The second part asks for information that you will find very useful if you have to deal with an emergency, including the emergency access point, details of the nearest A & E hospital, telephone numbers and details of your first aider.

The nearest post code and grid reference of your emergency access point is readily obtainable from <http://www.streetmap.co.uk/>. You can move the arrow to any point on the map. Then, if you click on 'click here to convert co-ordinates', you'll see a list of all sorts of alternative co-ordinates, including national grid reference and nearest post code. The post code is important because ambulances are despatched by post code.

One of two hospitals will be the nearest A & E.

Furness General Hospital, Dalton Lane, Barrow in Furness, LA14 4LF, 01229 870870.

Royal Lancaster Infirmary, Ashton Road, Lancaster, LA1 4RP, 01524 65944.

Also, the Westmorland General Hospital at Burton Road, Kendal, LA9 7RG, 01539 732288, currently has a Primary Care Assessment Unit, at which treatment is given for minor injuries during normal working hours. Organisers should check that treatment is going to be available before directing a casualty here.

Finally, on the 2<sup>nd</sup> page is the RA itself, broken down into 5 sections, namely hazards in the area, hazards to participants, hazards to other people, hazards caused by the weather and finally hazards related to equipment. There are 3 columns to complete in each section, the first describing the hazard, the second the likely outcome and its severity and the third detailing the action that you feel should be taken to mitigate the hazard and by whom.

Don't go to great length listing all possible hazards, however trivial. Go through the examples of hazards given at the bottom of the form, choosing those you feel present a serious or significant hazard, decide the possible outcome, then decide what should be done to prevent it happening. Most importantly, ensure that that action is taken by the person identified.

Remember to get input on hazards in the terrain from the planner. It will generally be the planner who will be responsible for ensuring that suitable mitigations, such as taping off dangerous crags, are undertaken.

3<sup>rd</sup> January 2016