

Safety and Emergencies**1. RESPONSIBILITY FOR SAFETY**

- 1.1 It is **The Organiser** who has overall responsibility for ensuring that the necessary safety and risk management arrangements for the event have been planned and are in place both for competitors and non-competitors. **The Controller** has responsibility to ensure that risk management arrangements for the event have been planned and implemented. It may not be possible to run a perfectly safe event but the Organiser should be aware of the main safety issues and, if an incident occurs, be prepared to deal with it in a calm and effective manner. This means preparing Emergency Procedures prior to the event.
 - 1.2 Don't let this phase you. Serious accidents are very rare in orienteering. The important thing is to be prepared.
 - 1.3 The Organiser needs to assess risk prior to the event and put in place measures to mitigate risk.(The Risk Assessment). This process should be reviewed as plans develop and the event proceeds.
 - 1.4 **FOR LEVEL A AND LEVEL B EVENTS**, It is the Organiser who will take control of an emergency and make all decisions, unless he/she specifically delegates this task to another person. The exception to this will be where the situation is critical and the emergency services must be called immediately – e.g. fire, road accident, serious illness or accident. Whoever becomes aware of such an incident needs to act immediately and independently. Don't go looking for the Organiser but be sure to tell him/her as soon as possible. **FOR LEVEL C AND LEVEL D EVENTS**, where an organiser may be less experienced, the organiser's responsibilities for Safety and Emergencies will be delegated to the appointed controller. The organiser and controller will still need to communicate over this and ensure that no tasks have been omitted.
 - 1.5 During the time when the event is 'live', the Organiser must be stationed at Event HQ and be available at all times. The event is live until all competitors have returned and all helpers accounted for, including control collectors.
 - 1.6 If an emergency has developed or is potential, then the Organiser must retain helpers on site with him. Don't let everyone go home.
 - 1.7 In an emergency, the Organiser should ensure that a written log of all communications, decisions, actions and events is maintained and collated after the event. Preferably, this task will be delegated to another person.
- 2.0 **British Orienteering Rules – Appendix E**, can be found on the BOF website.
(https://www.britishorienteering.org.uk/images/uploaded/downloads/Appendix%20Ev2.5_2015.pdf) You **MUST** read Appendix E and you must ensure that, as far as your event is concerned, all relevant topics have been addressed.
- 3.0 Much detailed information and guidance is provided in Appendix E. The remainder of this document presents a check list of some of the things you need to do before the event to ensure that you are organising a Safe Event. It also flags up written procedures that you need to have available, in order to deal with an incident, during an event.
A lot of the information to be provided should be incorporated in an **Event File**. This can be a small and simple document. Similar files will have been prepared for previous events. Don't reinvent the wheel. Adopt and adapt a file from a previous similar event, but always remember that it must be relevant to your event.

Task	Comments
BEFORE THE EVENT	
Create an Event File. Information listed below should be kept in the Event File (EF)	To contain all documents relevant to the event. One copy to be held by the Organiser. A second copy to be kept in Enquiries or at Download.
Produce a Risk Assessment. Identify risks and decide on how to mitigate them. EF	It is important that the mitigation of risk is built into the organisation of the event. The person responsible for taking mitigating action needs to be named.
Prepare a communications plan. This needs to be written down and circulated to relevant personnel. Include in Event File.	The Organiser in Assembly needs to be able to communicate with Start, Finish, car parking and, possibly other locations. Also with people out in the terrain if a rescue is underway. Consider Walkie Talkie radio/mobile phone/satellite phone/runner
Test the communication system to ensure it will work between locations. Brief those who will be using radios on basic communication protocol	Where are the weaknesses? How can you overcome them ? When using radios in a rescue from the terrain, it may be necessary to have a relay unit partway.
Produce a laminated list of personnel names, phone numbers and other necessary details, for each radio/mobile phone user. Include in Event File.	To be given to all those with a communications role. To assist communications as and when needed.
Identify how rescue teams will get into the area. A marked up map showing all accesses. Planner will be able to specify these. A list of grid reference/post codes and sat nav. co-ordinates to be given to mountain rescue and ambulance control for emergency vehicle access points. EF	Include in Event File. Map should be an OS 25000 map. Outsiders don't understand orienteering maps.
Organiser to have a full set of course maps and an all controls map, for use in an emergency. EF	In addition to the normal competition map, it is a good idea to have a copy of the OS 1:25000 map, with all controls marked on. Mountain Rescue don't understand orienteering maps!
Provide a first aid facility. Ref Appendix E	Club member? Hired in organisation? How many? What will they do?
What is the location of the nearest accident hospital and other minor injury facilities (are they open at weekends?) Include in Event File. EF	Include in Final Details. Copy in Event File
How will you transfer a casualty to hospital?	Think about this and make plans before the event. How easy will it be to drive away from the event (General traffic problems. Driving against the flow of competitors cars, etc.)
Do you need to locate a rescue/first aid station in the competition area, if the area is remote from assembly. Or at the finish. Or in Assembly.	This is vital in order to enable a speedy response. If so, mark the location on competitors maps with the standard +
Who will man it? They must be competent. What equipment does he/she need?	Tent, sleeping bag, etc. Communications that must have been tested.

LOC SAFETY AND EMERGENCIES*Roger Smith*

Do you need to appoint someone to take charge of rescue from the terrain, if the first aiders are not willing to do the task themselves?	St John's will not leave their post. So who will go out to an injured competitor? Communications. Rescue Plan.
Have you produced a plan to deal with injured competitors who cannot get themselves back to assembly? Include in Event File.	LOC has a generic plan that you can modify for your specific event
Have you produced a plan to deal with missing competitors (or helpers) ? Include in Event File.	LOC has a generic plan that you can modify for your specific event
Have you a plan to deal with extreme weather conditions. Include in Event File. Rain, cold, snow, flood. Heat.	This may involve stopping the event. How will you do that? Or other action. How will you inform competitors? Before the event? Information in Final Details. During the event?
Have you organised for someone to be at the finish?	An important point of contact in case of emergency. Possible location of first aider/rescue equipment. Good communications needed.
Have copies of the BOF Accident Form available. Read and understand it. EF	