

SAFETY POLICY



Making events and activities safe.

GENERAL STATEMENT

1. Quantock Orienteers is a member of British Orienteering and has developed this policy to comply with British Orienteering Rules and Guidance as current at the time of writing, the relevant parts of which are quoted in Annex A.
2. Quantock Orienteers recognises and accepts that Orienteering involves risk of injury.
3. Although competitors take part at their own risk, Quantock Orienteers will do everything reasonably practicable to reduce risks.
4. All event officials (Planner, Controller, Organiser) will have attended the British Orienteering Event Safety and Welfare Workshop. For activities, it is preferred that at least one will have, but it is not mandatory.

SAFETY-RELATED RECORDS

1. Quantock Orienteers will keep records in line with insurance requirements and British Orienteering guidance.
2. The contact details of all non-members will be collected at the time of entry into an event or activity and stored for 5 years after that event or activity (or if they are under 18 at the time of the event or activity for 5 years after they turn 18).
3. A list of all participants at each event will be passed on to British Orienteering.
4. A list of all officials and helpers at each event or activity will be kept by the Quantock Orienteers for 5 years after the event or activity or until 5 years after the youngest competitor turns 18, whichever is longer.
5. All Risk Assessments will be kept by Quantock Orienteers for 5 years after the event or activity or until 5 years after the youngest competitor turns 18, whichever is longer.

PLANNING AND CONTROLLING

1. The Planner and Controller of each event or activity will do their best to ensure that courses avoid significant hazards and are appropriate for the intended competitors.
2. They will ensure that an adequate risk assessment has been conducted.
3. During the event or activity they will make themselves identifiable by wearing a hi-vis vest over their outdoor clothing.



ORGANISING

1. The Organiser of each event or activity will ensure that all required safety precautions are put in place.
2. They will decide on any additional control measures needed, including but not limited to requiring waterproofs or making compulsory manned road crossings.
3. During the event or activity they will make themselves identifiable by wearing a hi-vis vest over their outdoor clothing.
4. The Organiser will have a system in place for communicating with key officials at the main locations such as start (s), finish(es), car park, assembly/arena and download. This may be arranged by using mobile phones, 2-way radios, runners, cyclists or vehicles if all the locations are not immediately adjacent.
5. The Organiser will be prepared to execute the Missing Competitor Procedures or Casualty Rescue Plan if required. These are detailed in the annexes of this document.

FIRST AID

1. Quantock Orienteers takes health and safety seriously and therefore intends to provide first aid cover at its events, subject to the limitations that a sports club with limited resources and run by volunteers can reasonably provide.
2. Quantock Orienteers owns a first aid kit. The contents of this kit should be reviewed at least annually by a qualified first aider to ensure that the kit is in serviceable condition, that the contents are appropriate and that life expired items are replaced. A record should be kept of these reviews. A typical contents list is in Annex B.
3. While anyone may assist in providing first aid, treatment should preferably be administered by, or under the supervision of, someone with a current Outdoor First Aid, First Aid at Work or First Aid Appointed Persons certificate. A record of any treatment should be kept.
4. In view of the fact that serious injuries are uncommon, that attendances at Quantock Orienteers' are generally fairly small and that all areas used by Quantock Orienteers are around only 30 minutes' drive from the nearest hospital, it is not considered appropriate to engage the expense of a specialist organisation such as St John's or the Red Cross at events.
5. Organisers are to decide the appropriate first aid provision at events. As a guide the following guidelines should be considered:
 - a. Events for Schools and Youth Organisations
The School or Youth Organisation should take responsibility for providing appropriate first aid. The Organiser should agree arrangements with the School or Youth Group in advance.
 - b. Public Events and Activities with expected attendance up to 150
The club first aid kit should be available near registration and clearly identifiable.
 - c. Public Events and Activities with expected attendance of 150 or more
The Organiser should, if sufficiently qualified volunteers are available, arrange that at least one person with a current Outdoor First Aid, First Aid at Work or First Aid Appointed Persons certificate is available near registration and clearly identified as the first aider by a hi-vis jacket/vest worn over their outdoor clothing. The club first aid kit should be with the first aider.
6. Quantock Orienteers' committee should consider first aid at least annually to check that this policy remains appropriate, that appropriate first aid is being provided at club events, that the first aid kit is being maintained and to decide from the records of treatment given whether any action needs to be taken to avoid the risks of accidents.

COVID-19

1. Quantock Orienteers recognises the serious threat that Covid-19 presents and works to ensure all events and activities are organised in line with government guidance.
2. There are two classes of event – virtual and SI-punching.
 -  Virtual events take place over an extended period of time with no officials, with participants not meeting, and with no physical equipment to touch. The risk is minimal.
 -  SI punching events require careful managing, as set out in the club's [Covid Safe Operating Procedures](#).
3. All participants are required to read and follow the [Participants' Code of Conduct](#) which lays down clear rules about social distancing and other CovidSafe actions.

ANNEX A - BRITISH ORIENTEERING RULES AND GUIDANCE

BRITISH ORIENTEERING RULES – JANUARY 2020

Full copy available at
<https://bof2.sharepoint.com/Competitions/Competitions%20%20Events/Forms/AllItems.aspx?id=%2FCompetitions%2FCompetitions%20%20Events%2FRules%2FRules%202015%2FRules%20of%20Orienteering%2020200101%20v3%2E9%2Epdf&parent=%2FCompetitions%2FCompetitions%20%20Events%2FRules%2FRules%202015&p=true&originalPath=aHR0cHM6Ly9ib2YyLnNoYXJlcG9pbmQuY29tLzpiOi9nL0NvbXBldGl0aW9ucy9FZHBocDlfQmh6dFByeTZnZHVPN2ZTb0JnTmxKRgStcC0xVC1OeVRSenN2LTFBP3J0aW1IPUk4Yk9vNGJHMTBn>

14.1 Safety includes safety and risk management throughout the duration of the event or activity. 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, traders and First Aid personnel.

14.2 See Appendix E: Event safety, for details on how to apply these Rules.

14.3 The Organiser must ensure that the necessary safety and risk management arrangements for the event or activity are in place both for competitors and non-competitors.

As a minimum, the Organiser is responsible for the following:

- ▼ risk assessment
- ▼ communications
- ▼ first aid
- ▼ personal safety
- ▼ mandatory competitor equipment/clothing requirements
- ▼ extreme weather arrangements
- ▼ particular terrain hazards
- ▼ electrical and other equipment
- ▼ roads and traffic & mandatory restrictions on under 16's with regard to traffic
- ▼ checks on starters/finishers
- ▼ missing or overdue competitor action plan
- ▼ casualty rescue plan.

14.4 The Organiser must complete and regularly update the risk assessment, in consultation with the Planner, Controller and other key officials.

14.5 The Controller (or for level D events if not by a Controller then either a licensed Organiser who has attended a British Orienteering event safety workshop or a licensed coach) must review the risk assessment and sign it to confirm it has been reviewed.




14.6 The risk assessment form must be kept for 5 years after an event or activity has taken place.

14.7 The Organiser must have a system in place for communicating with key officials at the main locations such as start (s), finish (s), car park, assembly/arena and download.

14.8 The Organiser must ensure that appropriate First Aid is available.

14.9 First Aid provision must be appropriate to the particular needs of the event bearing in mind:

- ▼ the time of year
- ▼ the location of the start (s) & finish
- ▼ the terrain & area involved
- ▼ the format of the competition
- ▼ the nature of the competitors taking part.

- 14.10 Competitors are responsible for their own personal safety and for assessing their own ability to complete the course. However, Organisers must have made reasonable risk management arrangements to mitigate the hazards that a competitor might reasonably not be aware of.
- 14.11 Organisers are permitted to impose whatever additional requirements they think appropriate for an event or activity and must make sure they notify competitors of these requirements
- 14.12 Competitors must wear clothing that fully covers their torso and legs unless the Organiser has stated otherwise and permitted shorts to be worn (this will depend on the terrain). The Organiser is permitted to prevent competitors who do not comply with the full leg and torso cover requirements from taking part.
- 14.13 The Organiser must give notice if additional safety measures are required, competitors must comply with these requirements. These are to be notified to competitors either in advance or during the event. These measures may include the following:
-  The carrying of a lightweight waterproof hooded running jacket or similar waterproof clothing.
 -  The carrying of a whistle.
 -  The carrying of a spare torch at night events.
- 14.14 The Organiser is responsible for deciding what action to take (For example such as delaying or cancelling the event, shortening courses or providing water points) in exceptional circumstances: this includes extreme weather conditions.
- 14.15 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.
- 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 on the ground as dangerous.
- 14.18 The Organiser must ensure that any mains voltage electrical equipment is installed correctly and used appropriately by suitably experienced persons.
- 14.19 The Organiser must include in their risk assessment all road crossings and traffic into and out of the event car park.
- 14.20 The Organiser and Planner must pay particular attention towards competitors under 16 years of age. They must be seen to take precautions over and above what a careful parent would take for the safety of their children.
- 14.21 For those aged under 16 on the day of the event, courses must not have any routes that require them to cross roads with significant traffic unless appropriate traffic management arrangements have been put in place. Such arrangements may include mandatory safe routes, crossings controlled by lights/marshals, the use of underpasses/bridges, timed controls etc. Roads with traffic management that induce low speeds (15mph as on many campuses) are acceptable but busy public roads are not.
- 14.22 A parent or guardian is not permitted to sign a disclaimer in order to allow a junior under the age of 16 to compete where the courses have any routes that require competitors to cross roads with significant traffic unless appropriate traffic management arrangements have been put in place.
- 14.23 The Organiser must inform competitors that they are required to report to the finish and/or download once they have started a course, whether or not they have completed the course.
- 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.
- 14.25 The Organiser must prepare a casualty plan if they anticipate any significant difficulties in recovering a casualty from any parts of the competition area.
- 14.26 An Organiser must report a serious incident/accident as soon as possible via an incident report form available on the British Orienteering website. This is to be sent to the British Orienteering National Office. This must be received at the National Office within 14 days of the occurrence.
- 14.27 Incident is a term used to cover all circumstances when there might be a claim. For example, an accident when there is personal injury or when property or livestock are damaged or any other occurrence where a claim might arise.

14.28 The Chief Executive must be informed by telephone at the Emergence Contact number included on the last page of this document, if a serious incident has taken place; such as a fatality or a missing child.

14.29 Minor incidents must be recorded by the association/organising body/club/Organiser and retained in case a claim is made at a later date.

14.30 Event officials must forward all correspondence regarding an incident, unanswered to British Orienteering or their brokers, as soon as they receive any.

ANNEX B - QO EMERGENCY PROCEDURES

When dealing with injuries:

- 🦋 Stay calm, take stock of the situation and identify what happened.
- 🦋 If there is danger of further injuries, remove the hazards first.
- 🦋 Provide first aid as best you are able - preferably get a trained first aider to deal with the injured person unless this will result in a delay.
- 🦋 Do not move someone with major injuries unless they are in danger from further injury.
- 🦋 Do not hesitate to call 999 if necessary.
- 🦋 Make sure the Organiser is aware of the incident.
- 🦋 While the incident is dealt with, ensure any children are adequately supervised.

The Organiser will:

- 🦋 Contact the injured person's family if necessary.
- 🦋 Ensure everyone affected is able to get home.
- 🦋 Together with the First Aider, fill in the QO Accident Book (in the First Aid kit) and complete an incident/accident report form. Send the report form to BOF as soon as possible.
http://www.britishorienteering.org.uk/downloads/documents/events_insurance_accidentreportform.doc

ANNEX C - QO MISSING COMPETITOR PROCEDURES

It is the Organiser's responsibility to coordinate action in the event that a competitor fails to return from a run. It is recommended that the organiser takes actions as follows:

Deciding if someone is missing:

- regularly check with registration to see if anyone is overdue
- if anyone has been out for a long time, collate all useful information: i.e. name, age, ability, clothing and exact time of starting
- it is possible to interrogate SportIdent (SI) controls to find who has punched and at what time, and hence narrow down a last known position
- check that the missing person has not gone home

Deciding when to organise a search

- the urgency depends on the missing persons age and ability, the weather and hours of daylight remaining (in the case of young people, their parents will probably judge the urgency best)
- if parents go out to search themselves, find out where they are going and what time they will return
- if concern is growing, it may be worthwhile asking other people to stay behind in the event that an organised search is necessary
- it may be worth delaying control collecting and instead use the collectors to search for the missing person, but if controls are being collected, tell collectors who is missing and ask them to keep a look out

Organising a search

- send a hasty response – individuals or pairs to run the course forwards and in reverse as young competitors in particular are likely to be waiting at or near a control
- gather as many people as possible, group into pairs or threes
- assign search areas, keeping to roads, paths and tracks as most lost people will stay on paths and because it is extremely difficult to search an area of woodland effectively
- note that roads can be searched efficiently by car
- give search parties a phone number or radio and tell them to be back by a certain time
- search parties could also be asked to collect controls, as this may confirm the last known position
- search parties should periodically call out the missing persons name and listen. Do not blow whistles as this will confuse other searchers, note that the international distress signal is six short blasts on a whistle
- the organiser should stay in the assembly area
- if the first search does not find, search again and consider calling the police

ANNEX D - QO CASUALTY RESCUE PLAN

If there is a report of an injured competitor who is unable to get back to the start/finish:

- Do not hesitate to call 999 if necessary.
- Inform the Organiser immediately.
- Obtain as much information about the casualty as possible.

The Organiser will organise a team to go to the casualty:

- If possible, the team should include a trained first aider, and the person reporting the injury to make sure the casualty is found.
- The team should take a first aid kit and a means of communication.
- All should have appropriate clothing in case it is necessary to stay with the casualty for a prolonged period, and the team should also take extra clothes for the casualty.

The Organiser will:

- Decide if the people and resources available are capable of safely evacuating the casualty.
- If necessary, call 999 if not already called, or to update the emergency services with new information.
- Follow the QO Emergency Procedure (Annex B of this document).

ANNEX E - QO FIRST AID KIT CHECKLIST

Date checked

Recommended Number in kit Expiry date

minimum no

Gloves medium size	3 pairs
Gloves large size	3 pairs
Face shield	1

Cleaning wipes	6
Skin closures (Steri-strip)	1 pack
Sticking plasters	20
Large sterile wound dressing (18cm x 18cm)	2
Medium sterile wound dressing (12cm x 12cm)	2
Medium sterile first aid dressing (7.5cm x 10cm)	6

Large crepe bandage (7.5cm wide)	1
Medium crepe bandage (5cm wide)	1
Adhesive tape	1 roll
Triangular bandage	6
Safety pins	6

Sterile eye pad dressings	2
Eye wash bottle	1

Instant cool pack	1
Blizzard bag	1
Foil blanket	1
Tweezers	1
Scissors	1
Accident book	1
Pencil	1
Torch	1
Whistle	1
Clinical waste bags	1