

Risk Assessment 2016/17

INTRODUCTION

The risk assessment is designed to highlight risks that are likely to occur on trips organised by the Oxford University Orienteering Club (OUOC), and to identify appropriate courses of action. Further information to this document regarding club policy can be found in section 13 of the OUOC "Code of Conduct".

Orienteering events visited by the club will occur all around the UK. Competitions are organised under guidelines from the British Orienteering Federation (BOF).

Summer multi-day events (normally held abroad) are organised independently of the club and it is up to individual members to make their own travel arrangements. Travel insurance is recommended. A Trip Registration Form will be sent to the University Insurance Department at least one month ahead of the trip.

At events, club members are expected to:

- Know how to use a compass and whistle.
- Be aware of course closure times / be familiar with the use of safety bearings.
- Carry specialist clothing if courses require (waterproof jacket, full leg cover, whistles).
- Tackle courses appropriate to their abilities.
- Inform club officials of any relevant medical conditions - this information will be kept strictly confidential, unless required.
- Behave responsibly.

The club will:

- Ensure that individual comply with the above requirements.
- Fill out an event registration form.
- Record injuries in the accident report form.
- Recommend running kit available for purchase to club members to protect limbs from cuts / scratches etc.
- Provide means for members to train sufficiently to reduce the probability of injury whilst competing.

Hazard	Persons who might be affected	Risk Controls in Place	Likelihood of Risk	Severity of Risk	Overall Risk	Further Actions Necessary to Control Risk
Drugs and Alcohol	Participants	<p>The consumption of alcohol and non-prescribed drugs is prohibited during club fixtures and training.</p> <p>Club committee to check insurance of car drivers. Drivers to comply with road safety laws and have a full driving licence.</p> <p>Hire MPV drivers must have passed the University test and be over 21.</p>	1	4	5	None
Travel resulting in minor/major accident	Participants and Public	<p>Trip registration form to be sent to Sports Fed by 5pm on Thursday before the fixture.</p> <p>Registration form for trips abroad to be sent a minimum of one month before the trip departing. Club committee to supply safety officer with insurance details and risk</p>	2	4	6	None

assessment.

In the event of a major accident security services must be contacted on 01865 289999

Minor sprains and other running related injuries	Participants	First Aid kit and exposure bag carried by nominated safety officer at events and training when first aid is not provided - often first aiders present at events.	4	2	8	Advise on correct warm-up procedures and provide strapping advice if required. Perhaps train more First Aiders. Encourage participants to train.
Major breaks (especially on training weeks, and therefore the possibility of remote areas)	Participants	First Aid equipment provided and often first aiders present. Carry a whistle on remote areas and a cagoule if weather conditions are poor.	2	3	6	Attempt to move to a visible place on the course and attract others' attention. Availability and location of mobile phone known to all to call for help.
Cuts and bruises	Participants	Clothing regulations of BOF.	5	1	5	Provide basic First Aid cover.
Hypothermia / heat exhaustion	Participants	Advise on clothing/food/drink to bring. Experienced members care for novices.	2	3	6	Use of a space blanket in First Aid kit. Borrow shelter provided by ASO on training days.
Ticks - can carry Tick Borne Encephalitis and Lyme Disease and it is theoretically possible that they could transmit other diseases.	Participants	Participants required to wear BOF specified clothing (full body cover from foot to shoulder). Further, all participants briefed to warn each other if they find a tick.	2	3	6	Ensure everyone is aware of the correct method for removing ticks.
Getting permanently lost (poor map reading, foul weather conditions, or badly copied/losing map)	Participants	Novices taught basic map and compass skills. Carry a whistle to attract attention if on a remote area and a cagoule if weather conditions are poor. Ensure everyone is fully prepared.	2	3	6	Ensure that everyone knows contingency plans. Get hold of weather forecast and suit training to weather conditions.
Inexperienced novices enter an event/training for the first time	Participants	Experienced members of the club to brief all novices at their first event - Where to seek first aid; Appropriate clothing; How to navigate to the finish; Aware of course closing time.	4	1	4	Ensure that everyone knows where to report to when in difficulty. Aware of race abandoning procedure.
Have a medical condition unknown to the Club	Participants	Membership condition declaration form on membership to club.	2	4	8	Consult medical condition form.
Exhaustion	Participants	Advice given on suitable course lengths.	3	1	3	Encourage participants to train.
Minibus drivers injuring themselves whilst at an event or suffering fatigue on long journeys.	Passengers	Second driver added to the insurance whenever possible. Drivers encouraged to take turns and break regularly on long journeys.	4	1	4	Further notes: drivers expected to have completed University-run Minibus Course.