

EVENT SAFETY

IOA Major Events Conference

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Controller of Technical Standards

Responsibility

- Rule R5.2.1 The Organiser shall be responsible for the organisation of the event. He shall ensure that all other competition officials are appointed as necessary.
- Safety should be considered for all competitors, officials, and any third party people in the competition area.

Rule R2.7 Event Safety

- R2.7.1 All competitors in any competition to which these Rules apply take part at their own risk.
- R2.7.2 A competitor who has started the competition shall report to the finish whether or not he has completed the course.
- R2.7.3 A competitor who loses their control card (or SI card) shall report the fact to a finish official.
- R2.7.4 At all competitions the Organiser shall arrange for effective first –aid treatment to be available at the Finish, and shall be able to arrange the transfer of any casualty to an Accident and Emergency Hospital. A mobile phone shall be available for use.

Rule R2.7 Event Safety (Cont)

- R2.7.5 At all competitions the Organiser shall ensure that sufficient help and equipment is available to mount a search for a missing competitor.
- R2.7.6 The course shall be planned so that dangerous features such as quarries, high crags and deep marshes, and out of bounds areas, can be avoided easily. Dangerous features should be marked with yellow tape if they are in an area likely to be visited by any competitors, and are not already marked as dangerous. Yellow tape shall not be used for any other purpose.

Duty of Care

- Competitors have the right to assume that whilst they are solely responsible for their personal safety, the Organiser has put in place reasonable risk management arrangements to mitigate the hazards a competitor might reasonably not be aware of.
- In the eyes of the law, the Organiser is acting in loco parentis for children under the age of 16 and must be seen to take precautions over and above what a careful parent would take for the safety of their children.

Risk Assessment

- The IOA currently does not require an event Organiser to complete a formal risk assessment report.
- It is intended to publish shortly# Guideline 9 Event Safety that will cover the process of managing risks, and will formalise risk assessment
- However it is likely that the potential risks will be discussed by the Planner, Controller, Safety Officer (if appointed) and Organiser, and appropriate steps taken. Ideally this should be documented.

Risk Assessment

- Four basic questions
- (A) What are the risks?
- (B) Who is at risk?
- (C) Can the risks be reduced?
- (D) What procedures, personnel, and equipment will be in place to deal with an incident?

Risk Assessment for Orienteering

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

Name of Club / satellite club name / after school club			
Name of person completing this form		Position of person completing this form (coach, organiser etc)	
Venue for session / event / activity		Date for session / event / activity	
Name of person in charge of session / event / activity			
Risk assessment signed		Risk assessment dated	
Risk assessment checked by (name, position and date)	Print name & position (coach mentor, controller etc):		
	Sign and date:		

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference:	Place from which signed:
Nearest A&E hospital:	Name and Post code:	Map available (where):
Working telephone:	Landline or mobile: If mobile (reception checked?)	Number:
First Aid cover	Name of first aider:	Located where?

The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.

Hazard – note under these headings (see suggested examples to consider)	Possible outcome / injury including note on severity and likelihood of occurrence	Mitigation <ul style="list-style-type: none">• What control measure?• Who is responsible?
In area to be used (indoor / outdoor):		
Participants		
Other people/activities in area		
Weather		
Equipment		

Examples of hazards with the potential to cause harm

NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.

<p>Area to be used: Indoors</p> <ul style="list-style-type: none"> • Floor surface • Other equipment/obstacles • Shared use (dining room / other activities) 	<p>Area to be used: Outdoors</p> <ul style="list-style-type: none"> • Uneven surfaces • Slopes/steps • Slippery surfaces • Tree roots/branches • Vegetation (prickly, stinging) • Wire / ruined fences • Walls to be climbed • Litter (glass, used needles) • Water (streams, rivers, ponds) • Cliffs / crags • Traffic (including road crossings) • Rail / tram lines • Mineshafts / caves • Military debris 	<p>Equipment:</p> <ul style="list-style-type: none"> • Pencils in hand when running • Pin punches • Cane tops • Tent guys • Electrical equipment – cables • Generators • Cooking equipment
<p>Participants:</p> <ul style="list-style-type: none"> • Clothing / shoes • Existing medical conditions • Unexpected reactions/allergies • Disorientation • Tiredness 	<p>Other people / activities in area:</p> <ul style="list-style-type: none"> • Walking dogs • Cyclists • Horse riders • Forestry operations • Park maintenance • Shooting / archery • Golf • Stranger danger 	<p>Weather:</p> <ul style="list-style-type: none"> • Cold / heat • Rain / snow / hail • Excessive wind • Lightning

BOF RA Form – Basic contents

- Who completes the form – The Organiser
- Checked and signed by the Controller
- Contact details (mobile phone) of Organiser
- Event details
- Event Location – Co-ordinates, Grid Reference, and postcode
- Location of nearest A&E Hospital (Open weekends?)
- First Aid arrangements

BOF RA Form – List risks, possible

AFFECTING	Risks	Outcome	Mitigation
Competitors and Officials			
Other people in the competition area			
DUE TO			
The terrain			
The weather			
Equipment being used			

Example – Risk Assessment (From IOC 2015 Long Distance Risk Assessment)

- Risk: Potential for high winds and rain. This could reduce visibility and make the footing unsure.
- Outcome: Given the mountainous nature of the terrain it is prone to poor weather including fog and heavy rain.
- Mitigation: (1) Monitor weather forecast – **Organiser**
- (2) In severe weather participants will be required to carry a waterproof jacket and a whistle and this will be checked at the Starts – **Organiser**
- (3) If the weather forecast is poor, course lengths could be reduced by downgrading courses – **Organiser/Planner**

Safety Officer

- A responsible and experienced official who can respond directly to any incident in a calm and efficient manner
- Has full authority to take whatever action he/she deems appropriate in responding to an incident
- Works independently from Organiser and Co-ordinator (but should maintain a dialogue)
- Is the central point for radio and telephone communications
- Co-ordinates the work of first aiders, external first aid suppliers, rescue services, and gardai
- Recruits first aiders and personnel for search and rescue operations

Safety Officer (Cont)

- Works with Organiser and Planner in completing the Risk Assessment
- Draws up plans for casualty rescue and missing persons search
- Confirms the locations of the First Aid post and ambulance
- Arranges for the appropriate first aid and rescue equipment to be available on the day
- Has spare course and total controls maps available to be used by First Aid and Search and Rescue teams
- Keeps a log of all incidents recording times, actions, details, etc
- Leads a Search and Rescue operation if required
- Checks that all competitors have downloaded at the finish and all officials have returned from the area
- Stands down the First Aid and Search and Rescue teams.

Communication

- Radios are essential for major events especially with remote Starts and Finishes
- Their drawback is that they only operate on line of sight and a repeater station may be required, or a strategically placed official to pass on messages
- An official should log who are given radios and who returns them
- Mobile phones may work if network coverage is available (Or the Organiser needs to know where coverage is available)
- A telephone list should be distributed to the various officials

Extreme weather

- The decision to proceed, vary the format of the event, or cancel it rests with the Organiser but he/she should make the decision after consultation with the Controller, Planner, and Safety Officer
- The decision should be based on feedback from people in the competition area and be agreed by the Controller
- The decision shall be agreed by the Controller

Extreme Weather - Clothing

- The basic requirement is full body cover, a cagoule, and whistle
- The Organiser has the right to vary this by specifying additional clothing (additional clothing layers, hat, and gloves)
- If this is likely, notice should be given in the Final Information so that competitors come prepared, and in a notice on entry to the event assembly area.
- The clothing check should take place at the exit from the assembly area but a second check would be advisable at the start

Extreme Weather (Cont)

- The Finish should be manned as this is likely to be the first point of being informed of a competitor in trouble
- Ideally at least two first aiders should be stationed in the main competition area for a quick response
- If the competition area has a network of roads then a vehicle should be on standby to reach any incident

Equipment

- First Aid bags with basic medical supplies
- Splints
- Rucksack(s) with sleeping bag, bivvi bag, food, drinks (hot and cold), and spare clothing
- Torches
- Lightweight stretcher
- Spare course and all controls maps
- High-viz waistcoats or coats

Missing Competitors

- A record of starters should be provided to the Results Team – the start list with starters marked, and the SI Check box used in the start lanes, and/or the Start SI box
- Towards the end of the competition identify competitors who still have to download their SI card
- Initial enquiries
- (1) How long has the competitor been out?
- (2) Waiting parents or friends
- (3) Question finishing competitors as to whether they have seen the missing competitor
- (4) Vacant cars and keys in key box
- (5) Identify course

Missing Competitors (Cont)

- If safety bearing was to a boundary road, check that for any returning competitors

Missing Competitors - Search

- If following the various enquiries and the visit to the safe bearing road, the Search process should be set in motion
- Assemble the search party members and notify the local gardai and emergency services that an initial search operation is taking place. Ideally the search teams should operate in teams of two and be provided with radios, maps, first aid bags, food, drink, high-viz waistcoats or coats, and if sufficient, emergency sacks.

Missing Competitors – Search (Cont)

- The search method used will depend on the type of terrain – forest or open mountain
- (1) Covering the course backwards. The team doing this should collect the SI boxes that can be interrogated to see how far the competitor got on the course.
- (2) If the competition area is bounded by roads and tracks then a car should make a sweep of these roads.
- (3) Ribbon Searching. The search teams should travel along linear features such as roads and major paths checking the land immediately to the sides

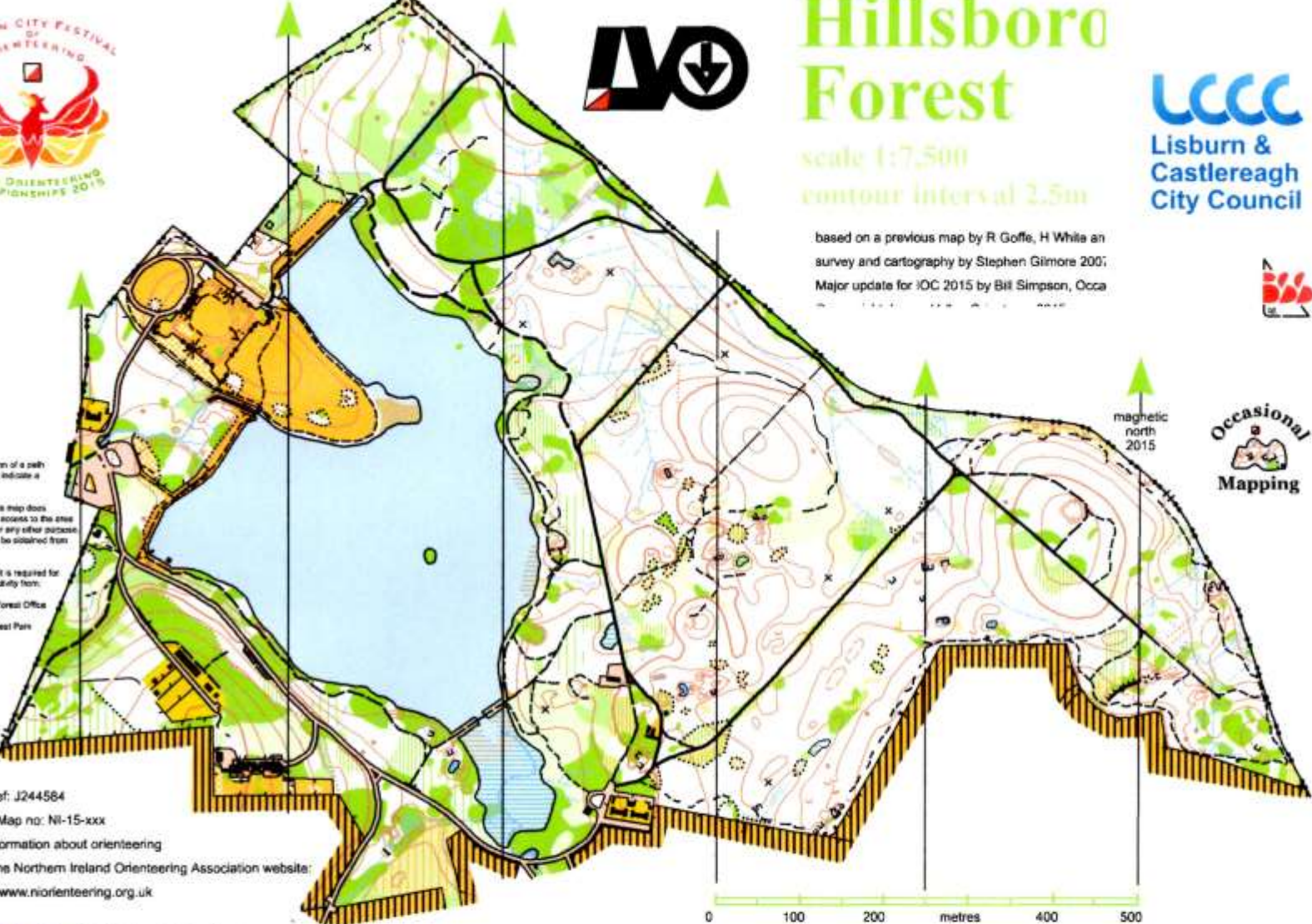


Hillsboro Forest

scale 1:7,500
contour interval 2.5m



based on a previous map by R Goffe, H White an
survey and cartography by Stephen Gilmore 2007
Major update for IOC 2015 by Bill Simpson, Occa



on of a path
indicate a
map does
access to the area
or any other purpose
be obtained from
is required for
copy from
Forest Office
West Park

of: J244564
Map no: NI-15-xxx
Information about orienteering
the Northern Ireland Orienteering Association website:
www.niorienteering.org.uk

- distinct vegetation change
- indistinct vegetation change
- open land
- rough open land
- rough open scattered trees
- forest: run
- forest: slow run
- forest: walk
- forest: fight
- undergrowth: slow run
- undergrowth: walk

- minor road
- forest road
- vehicle track
- large path
- small path
- indistinct path
- narrow ride
- fence, ruined fence
- high fence, crossing point

- parking area
- tunnel
- building, ruin: large, small
- boulder, boulder field, cave
- rockface: passable, impassable
- marsh, seasonal marsh
- uncrossable marsh, linear marsh
- ditch
- stream, footbridge

- contour, index contour
- form line, steep earth bank
- earth wall, low earth wall
- gully: large, small
- knoll: large, small
- depression: large, small
- pit, broken ground
- thicket, hedge
- distinctive tree

Missing Competitors – Search (Cont)

- Sectoring: The terrain around the competitor's course is divided into natural sectors and comprehensively sweep searched.
- Vantage points: In open areas the terrain can be scanned from a high vantage point

Missing Competitors – Search (Cont)

- If the missing competitor is not found after these searches then the search operation should be handed over to the emergency services and gardai following a briefing by the Safety Officer
- Additional club members may be required at this stage to assist with the search

Missing Competitors - Rescue

- Once the missing competitor is found and they are injured
- (1) The search team finding the competitor must be sympathetic and reassuring, and use his/her first name
- (2) First Aiders must be got there ASAP and the recovery method agreed
- (3) The competitor must receive any treatment (first aid, food, drink, warmth, additional clothing, and shelter) to prevent a worsening of their situation, and to provide comfort until their evacuation
- (4) The competitor must not be left alone once found
- (5) The competitor should only be moved if it can be done without aggravating any injury. If in doubt leave it to the professional first aiders or emergency service personnel

Missing Competitors – Rescue (Cont)

- Once the missing competitor has been found
- (1) Notify the other search, first aid, and emergency teams that the search is being called off, and check that they all safely return to the assembly point.
- (2) Notify family and friends with details of where the missing competitor has been taken

Fatality

- If someone dies in the competition area the gardai needs to be informed and they have to inspect the site before the body is moved
- The death will have to be confirmed by a doctor
- Family and friends need to be informed and comforted in a sympathetic manner
- The Chairman Of IOA should be informed who may wish to issue a press release

'Lost' Children

- Lost children should be taken to the Organiser or other recognised official and only handed over to a known parent or accompanying adult
- Children treated at the First Aid site should be accompanied by an adult

Questions

- Can we rely on 'A competitor takes part at their own risk'?
- Do clubs and event organisers need to consider safety in a more formal and structured way?
- Should the IOA hold specific safety courses?
- Should a Safety Officer be a named official with detailed responsibilities for all major (C2) events?
- Do clubs have enough trained first aiders for a minimum of two to be available at each event, and if not do training courses need to be set up?



Hiboo_Mar15 related OCAD8.ozd



How Mars related OCAD9.oct
