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| **DESCRIPTION OF TASK / ACTIVITY** | **Orienteering**  This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for running an Orienteering session. To cover foreseeable hazards, this assessment is based on Running a session in a wooded area. School grounds provide a more controlled environment so some of the hazards may not be applicable to all events.  Elements may be removed if they are not applicable and additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.  It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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| 1 | Inappropriate activity plan | * Supervisors to be familiar with the route and the activity * The Supervisor must be approved by Active Schools or hold a British Orienteering Level 2 coaching award for wooded areas or complex courses, or Level 1 coaching award for simple course (i.e. open park land) * A member of accompanying staff will hold an appropriate First Aid qualification * Supervision ratios will be a minimum of 1:12 * Young people will appropriately informed and prepared for the planned activities * Activities have been planned to suit the abilities and needs of individual group members * Does venue have easy access for Emergency Services * Ensure all members of staff and (if appropriate) young people understand the actions required in the event of an incident or emergency (including who has the list of participants and medical details, who has the emergency phone, details for contacting Emergency Services and Base Contact during the visit | In preparing excursion specific Risk Assessment you can add details of supervisor’s experience or qualification  Is supervisor familiar with the activity?  If using an Approved Activity Provider, refer to their risk assessment  Supervision ratios may need to be increased to meet specific needs  Consider adding names of any members of staff allocated specific responsibilities during the visit |  |  |  |
| 2 | Inadequate clothing or equipment | * Young people and Parents to be informed of the activity and clothing required * Leaders will visually check equipment before use * Leaders will check that young people have appropriate clothing | Activities may have to be adjusted or curtailed if participants have inadequate clothing or equipment |  |  |  |
| 3 | Slips and Falls | * Supervisors to be familiar with the route and the activity * Supervisors to discuss the activity plan and actions to take if problems occur * Activity has been chosen taking account the ability level of the group and weather conditions * Supervisors are to check the activity area on arrival and note any specific hazards * Participants will be briefed on the specific area being used and any out of bounds areas * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if the plan needs to be curtailed  Parts of the route to the activity, or the activity, may require close supervision of the group or individuals |  |  |  |
| 5 | Delayed access to medical assistance | * Member of accompanying staff will have an appropriate First Aid qualification * Appropriate first aid equipment will be carried by the supervisor * All group members have be briefed on the actions to take in the event of an incident or emergency * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | Consider briefing young people on what they need to do if a problem occurs |  |  |  |
| 6 | Young person (s) lost | * Supervisors to be aware of participants * Participants to operate in pairs until they develop skills and experience * Young people have been briefed on what to do if they become separated from the group, including location of any meeting points * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure | Consider adjusting supervisor ratios for individuals at specific risk |  |  |  |
| 7 | Weather  Current weather conditions  Rapid changes to conditions | * Supervisors will obtain weather forecast for duration of activity * Leaders will ensure that each participant is appropriately clothed and has sufficient food and water * A member of accompanying staff will be First Aid trained * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity | Consider needs of individual group members with additional support needs  Consider pre-planned wet weather alternatives |  |  |  |
| 8 | Water Hazards (streams and rivers, lochs or boggy ground) | * Activity areas to be chosen to avoid streams, rivers and other water hazards * Young people to be warned about specific hazards or out of bounds areas | Consider placing adults near any water hazards in case young people stray near to hazards |  |  |  |
| 9 | Pre-existing medical conditions | * Parents must complete consent and medical information forms * Supervisors must familiarise themselves with any pre-existing medical conditions * A member of accompanying staff will be First Aid trained * All staff and group members to be briefed on the location and use of any inhalers or auto-injectors carried by members of the group | Consider adding details of any pre-existing medical conditions |  |  |  |
| 10 | Inappropriate behaviour | * Code of conduct agreed with all group members prior to the expedition | Consider adding details for supporting specific individuals |  |  |  |
| 11 | Other members of the public | * Prepare code of behaviour to avoid disturbing others * Clearly set areas for the activity to ensure group can be monitored at all times * Orienteering is one sport where young people are more likely to be acting under remote supervision, close to the public. Therefore participants should be briefed on actions to take if they encounter problems with members of the public | Consider adding a reporting procedure if young people encounter problems |  |  |  |
| 12 | Insect and animal bites and stings | * Supervisors must be briefed on potential hazards, safety precautions and appropriate First Aid, including Ticks and Lime’s disease, insect stings and adder bites | Dependent on the route, consider also including hazards and precautions for drinking water from natural sources |  |  |  |
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| **Prepared by:** | |  | **Date:** |  | | |
| **Date for review:** |  | | |
|  | | | | | | |
| **Checked and Approved by:** | |  | **Date:** |  | | |

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