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| **Key Guidance** This section provides a quick overview of some of the key concepts in risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.  **Hazard** is anything that may cause harm, e.g. working at height on a ladder.  **Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a ‘possible’ likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a ‘moderate’ impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.  **Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this Form, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP. | | | | **Likelihood (L)\*** | | **Multiplied by** | **Impact (I)\*\*** | **Equals** |  |  |  |
| 1 – Remote / Rare  2 – Unlikely  3 – Possible  4 – Probable  5 – Highly Probable   (Almost Certain) | | 1 – Minor  2 – Moderate  3 – Major  4 – Severe  5 – Critical  *Note: impact number is unlikely to change with control measures* |  |  |  |
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| **5 Step Process** | Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 – Evaluate the risks and decide  on precautions (control measures) | | Step 4 – Record your significant  findings and include in Ex / Coord instructions as necessary. Implement control measures | | | Step 5 – Review your risk assessment  and update as necessary | | | |

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| **Club:** | Click or tap here to enter text. | **Assessor (No, Rank, Name):** | Click or tap here to enter text. |
| **Activity / Competition:** | Click or tap here to enter text. | **Assessor’s signature:** | Electronically Signed |
| **Generic or Specific Risk Assessment:** | Specific to Covid 19 | **Assessment Date:** | Click or tap here to enter text. |
| **Relevant Publications / Pamphlets / Procedures:** | British Orienteering Guidance dated xxxx | **Review Date** (Step 5)**:** | As Government Guidelines are amended |

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Activity / element**  (Step 1a) | **Hazards identified**  (Step 1b) | **Who or what might be harmed and how**, e.g.  • Orienteers - fatality  • Orienteers or volunteers• General public - injury • Environment - spill(Step 2) | **Existing control measures**  (Step 3a) | **Assessment with  existing controls** | | | **Is residual risk acceptable in the context of risk appetite for the activity?  (Yes / No) – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify  additional controls* (Step 3e) | **Reasonable additional controls that can be implemented to reduce risk  to ALARP** (Step 3f) | **Reassessment with additional  control measures** | | | **List required action(s)  to instigate controls** (Step 3j) |
| **L\*  (1 to 5)** (Step 3b) | **I\*\* (1 to 5)** (Step 3c) | **Score\*\*\*  (L x I)** (Step  3d) | **L  (1 to 5)** (Step 3g) | **I (1 to 5)** (Step 3h) | **Score  (L x I)** (Step 3i) |
|  | EXAMPLE: Driving to / from training area | Driver fatigue / distraction causes RTA | * Multiple injuries / fatality to military personnel * Multiple injuries / fatality in the general public * Equipment damage * Spill of fuel / lubricants (assumed low environmental impact) | * Designated, trained drivers * Spill kits | 2 | 5 | 10 | No | * Minimise night driving by incorporating overnight stop or relief driver * Require breaks every 2 hours | 1 | 5 | 5 | * Coachor club representative in charge of transport to incorporate all controls into task instruction. |
| 1 | Attendance at event | Personnel   * Who are unwell with a cough, fever or other respiratory symptoms * Have been in close contact with a suspected or confirmed case of Covid 19 and within quarantine period. * If they have returned from non exempt overseas country until they have completed the 14 day quarantine period. * Currently undergoing Covid19 testing, until they receive negative result and are symptom free * Been asked to isolate by NHS Test and Trace due to them being a contact of known Covid 19 case. * If they have been advised to stay at home by Health Care professional * Those who are at higher risk to pay particular care in decision to attend. * Over 70’s are to be aware that they are at higher risk. | * Risk of transmission of Covid-19 to other orienteering members, volunteers and general public | * Nil | 4 | 4 | 16 | No | * Such personal must NOT attend the event. * Event flier to specify of these restrictions for attendance. * Tick box as part of entry to confirm that personal do NOT fall into one of these hazards. * Over 70s should be aware from UK Government information that their age group is at greater risk from COVID-19 and whilst every effort has been made by the organiser to reduce the risk to as low as practicable, they are responsible for their own personal safety and for assessing their exposure to infection. * Entry Form should request that athletes agree to COVID Code of Conduct | 1 | 4 | 4 | * BOFto provide Covid19 Risk assessment and guidelines to Organiser * Organiser to impose additional control measures |
| 2 | Transportation to/from event | * Close contact with other personnel within vehicle | * Increased risk of transmission of Covid 19 to personal within vehicle / other competitors and general public | * Nil | 3 | 4 | 12 | No | * Social distancing guidelines to be observed (i.e. empty seats between personal) * Personal should only travel within the same vehicle with personal whom they have already had close contact with (i.e. family) * Orienteers should consider using their own transportation and not public transport. | 1 | 4 | 4 | Individual and Club responsibility to ensure that comply with national guidelines |
| 3 | Car parking at event | * Reduced social distancing between driver and car parking attendant (volunteer) * Reduced possibility to conduct social distancing within car parking area | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public * Increased risk of transmission of Covid 19 to event volunteers | * Nil | 3 | 4 | 12 | No | * Clear volunteer plan in place, including timings and duties. * Volunteers to be advised of outdoor social distancing guidelines whilst conducting car parking duties. * Organiser to ensure social distancing is maintained between vehicles | 1 | 4 | 4 | Organiser responsibility |
| 4 | Event size | * Close proximity of personnel due to excessive participants at event and social distancing not being maintained | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public | * Registration and assembly area chosen to cater for expected number of participants | 2 | 4 | 8 | No | * Event promotion- should be targeted to experienced orienteers as n *Novices may require additional support which it may be difficult to provide in a COVID-secure manner. Therefore, events or activities should not be targeted at complete beginners at this stage* * Pre entry only * Pre allocation of start time * Consider limiting the number of entries * Competitors encouraged by organiser to turn up, race and go home | 1 | 4 | 4 | Organiser responsibility |
| 5 | General activities pre and post event | Poor hygiene | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public | * Nil | 2 | 4 | 8 | No | * Good Hand Hygiene * Good Personal Hygiene * Good Respiratory Hygiene * Personnel to be informed to bring their own hand sanitiser * Hand sanitizers available at start and before down load. | 1 | 4 | 4 | All personal attending event |
| 6 | Toilets | * Proximity of personal awaiting to use facilities * Numerous personal coming into contact with same surface | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public | * Good Personal Hygiene | 3 | 4 | 12 | No | * Increase spacing between portoloos * Personnel to be informed to bring their own hand sanitiser * Setup queue to comply with social distancing | 1 | 4 | 4 | Organiser |
| 7 | Registration | * Competitors coming into close contact with event staff/volunteers | * Increased risk of transmission of Covid 19 to personnel attending orienteers and volunteers attending event / and general public | * Nil | 3 | 4 | 12 | No | * All competitions to be pre entered – no requirement for registration. * Ensure social distancing maintained * Ensure volunteer has access to PPE and hand sanitizer * Pre allocate all start times * Cashless competitions by using a pre payment method or contactless payments. * All hired SI/Emit dibber/cards to be disinfectedand pre bagged prior to issue | 1 | 4 | 4 | Organiser |
| 8 | Start | * Competitors gathered at start area | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public Increased risk of transmission of Covid 19 to event volunteers | * Nil | 3 | 4 | 12 | No | * Start areas to be close to car parks * Start box arranged to comply with social distancing guidelines and maximum number of people in groups (e.g.six) at start area * Starting areas to be marshalled * Maps placed in boxes appropriately spaced apart * Code of Conduct should be displayed for all orienteers at start. | 1 | 4 | 4 | Organiser |
| 9 | Race | * Increased risk of aerosol droplets from competitors * Numerous competitors potentially touching controls on the course * If competitor has Covid 19 and is unaware, there is the potential for them to over exert themselves | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public Competitor with Covid 19 may have respiratory difficulties whilst conducting physical activity | * Organisers are aware of who is participating and search policy in place * Competitors are to assist others in case of emergency or requiring medical assistance | 2 | 4 | 8 | No | * Course design to be mindful of route choices which may result in number of competitors running alongside each other,r passing each other or dog leg routes * Competitors advised of COVID 19 Code of Conduct before entering and at the event. * in start area and on flier to * Competitors to be advised that when following another competitor they should remain at least 10m behind to avoid aerosol inhalation from other competitor’s * Competitors to maintain 2m distance apart at control sites * Consider the use of touch free controls to avoid unnecessary contact with controls and equipment * Competitors told to give way to other public users of the area (Code of Conduct) * Competitors told to move quickly away from control sites. | 1 | 4 | 4 | Competitors  Planner  Organiser |
| 10 | Finish | * Competitors gathering at the finish, with increased risk of aerosol droplets due to physical exertion | Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public | * Nil | 3 | 4 | 12 | No | * Ensure there is sufficient space between Finish and Download for competitors to recover * Marshall the finish area * Inform competitors not to wait around the Finish area * Finish should be in an open area to provide adequate outdoor social distancing * Sanitizer should be available before download | 1 | 4 | 4 | Organiser  Competitors |
| 11 | Download | * Complacency due to fatigue, competitors not adhering to social distancing * Numerous competitors waiting to Download | * Increased risk of transmission of Covid 19 orienteers and volunteers attending event / and general public * Increased risk of transmission of Covid 19 to event volunteers | * Nil | 3 | 4 | 12 | No | * Set up queue to comply with social distancing * Set up download so download official is at least 2m from athlete. | 1 | 4 | 4 | Organiser to ensure social distancing is maintained. |
| 12 | Setting/collecting controls | * Covid 19 may survive on a surface such as controls for several hours | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event Increased risk of transmission of Covid 19 to event volunteers | * Nil | 2 | 4 | 8 | No | * Equipment to be cleaned pre and post event. * Organiser to consider that same person set out and collect same controls * Wipe all control boxes before collection | 1 | 4 | 4 | Organiser/planner/controller |
| 13 | Other personnel on area | * Horse riders * Dog walkers * Other members of the general public | * Increased risk of transmission of Covid 19 to competitors or other personnel on the area. | * Detailed in the safety brief * Monitored during the event and reassess as required * Deconflict with other users of area | 2 | 4 | 8 | No | * Competitors to practice common sense when approaching personnel on the area and to keep to social distancing guidelines * Competitors to maintain good personal hygiene * Competitors are to avoid other users, this is to be stated by (Code of Conduct)f | 1 | 4 | 4 | Competitors |
| 14 | First Aid | * Close contact between First Aider and person receiving treatment | * Increased risk of transmission of Covid 19 to First Aider and person receiving treatment | * Nil | 2 | 4 | 8 | No | * The injured party should be provided with material then injured party to conduct self-help / self-clean * If injury is more serious then the point of the first aid/ organiser is to coordinate help / contact 999 with relevant details and location | 1 | 4 | 4 | Organiser |
| 15 | Result Publication | * Personal gathering in close proximity to view results | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public | * Nil | 2 | 4 | 8 | No | * Centralised results including on touch screen are not to be displayed at the event. * Results to be published online via website or other electronic means | 1 | 4 | 4 | Organiser |
| 16 | Water Point | * Covid 19 may survive on a surface for several hours | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public * Increased risk of transmission of Covid 19 to event volunteers | * Nil | 3 | 4 | 12 | No | * Competitors to bring own water and ensure adequate hydration pre and post event * To be noted on event details | 1 | 4 | 4 | Organiser |
| 17 | Access & permission | * Close proximity of personnel due to excessive participants at event | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public Increased risk of transmission of Covid 19 to event volunteers | * Nil | 3 | 4 | 12 | No | * The organiser and the land owner reserve the right to refuse entry of any personnel which in their opinion may increase the risk to themselves or others of contracting Covid 19. | 1 | 4 | 4 | Organiser  Land Owner |
| 18 | Code of Conduct | * Failure to comply. | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public * Increased risk of transmission of Covid 19 to event volunteers | * Nil | 2 | 4 | 8 | No | * British Orienteering have developed a Code of Conduct, this is to be displayed at start and referred to in entry details and all competitors are to adhere to it | 1 | 4 | 4 | Organiser |
| 19 | Payment | * There is an increased risk with the exchange of cash | * Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public Increased risk of transmission of Covid 19 to event volunteers | * Nil | 2 | 4 | 8 | No | * Consider payment online, along with online entry * Consider contactless payment * Consider the ability of personnel paying for a set number of events in advance * Do not accept cash | 1 | 4 | 4 | Organiser |

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| **Authorising Person (at unit level)** | **Name** | **Post** | **Date** | **Signature** |
| **Existing and additional controls agreed** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

NOTES

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| **Risk = Likelihood x Impact**   |  |  |  | | --- | --- | --- | | **Likelihood** | | **Definition** | | **5** | **Highly Probable  (Almost Certain)** | Is expected to occur in most circumstances | | **4** | **Probable** | Will probably occur at some time, or in most circumstances | | **3** | **Possible** | Fairly likely to occur at some time, or some circumstances | | **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime | | **1** | **Remote / Rare** | May only occur in exceptional circumstances |  |  |  |  | | --- | --- | --- | | **Impact** | | **Definition (Health Safety and Environment)** | | **5** | **Critical** | * Multiple fatalities or permanent, life changing injuries. * Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. * Multiple incidents causing a major environmental impact. | | **4** | **Severe** | * A single death or multiple life-threatening injuries. * Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. * Single incident causing a major environmental effect or multiple incidents causing significant effect. | | **3** | **Major** | * Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Single incident causing significant environmental impact. | | **2** | **Moderate** | * Multiple injuries requiring first aid. * Moderate damage to an area, and that can be remedied internally. * Multiple incidents causing minor environmental effect. | | **1** | **Minor** | * An Injury requiring first aid * Limited short-term damage to an area of low environmental significance/ sensitivity * Incidents causing minor environmental impacts | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Score Calculation** | | | | | | | |  | | **Likelihood** | | | | | | 1 | 2 | 3 | 4 | 5 | | **I**  **m**  **p**  **a**  **c**  **t** | 5 | **5** | **10** | **15** | **20** | **25** | | 4 | **4** | **8** | **12** | **16** | **20** | | 3 | **3** | **6** | **9** | **12** | **15** | | 2 | **2** | **4** | **6** | **8** | **10** | | 1 | **1** | **2** | **3** | **4** | **5** |      |  |  |  | | --- | --- | --- | | **Risk Management** | | | | **Risk Rating** | **Authorisation** | **How Risk should be managed** | | **1 – 3 (Low)** | **Organiser** | **Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite. | | **4 – 9 (Low)** | **Organiser** | | **10 – 12**  **(Medium)** | **CLub H&S Officer or COntroller** | **Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same. | | **15 – 16 (Medium to High)** | **2Club H&S officer or Controller** | **Requires active management** – review of desired outcome with additional resources or change to output requirements. | | **20 (High)** | **3\* – BOF Head Offcie** | **Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable. | | **25 (Very High)** | **4\* – BOF Head Office** | **Event should not proceed**. | |

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