EVENT RISK MANAGEMENT

Introduction

Orienteering Queensland is committed to providing an enjoyable and safe environment to all participants at this event. This document gives details of the proposed procedures that should be put in place to ensure the safety of competitors, supporters and members of the public for the duration of an event. All officials will be aware of these procedures. A template for the risk management plan of your event is given later in this document.

Event Structure

Events are organised and run by Orienteering Queensland under the control and management of the Event Officials, the Controller (if appointed), the Course Setter and the Event Organiser

The Event Controller or Organiser is responsible for overseeing the running of the event and ensuring that everyone knows what is required of them. If there is no appointed Controller, the Event Organiser and the Course Setter are jointly responsible for the safety of the courses and conduct of the event. The Organising Club and Orienteering Queensland will provide all necessary material items, and will organise the helpers for registration, start and finish procedures, and other duties as required.

The Event Officials and the Orienteering Queensland Events Coordinator are jointly responsible for liaising with the Property Manager(s) prior to the event.

First Aid

The First Response will be organised by the Event Organiser or Nominated First Aid Person. The nearest emergency services should be included in the event management plan.

Casualties requiring medical treatment will be transported to the nearest hospital Emergency Department or a hospital of their choice. In case of Queensland Ambulance Service involvement transport and casualties, management will be under their control.

A first-aid guide is provided on the OQ website. The common injuries experienced by competitors at this event are sprained ankles, heat related conditions (rare), cuts and abrasions.

- Minor Injuries: Initial first aid can be obtained from Nominated First Aid Person who hold first aid certificates with first aid kits and stretcher available on the event trailer.
- Major Injuries: The injured person is to be kept warm, but not moved until checked by a qualified First Aider or QAS Officer or doctor, nominated for each event. This person will decide the course of treatment.

Communications

The base for all communications will be at the Registration Area where the Event Organiser will be located. The Event Organiser will have the contact numbers for the landowner, medical centres and emergency services. Competitors contact numbers will be on the event participation stubs or event computer and will be held at the assembly area. NB: Mobile phone reception may be limited in parts of the map.

Emergency Preparedness

The following strategies will be put in place for the emergencies listed.

- The Weather: Cancellation will occur if, in the opinion of the event controller or landholder, conditions are too dangerous for safe competition or the landholder directs. This will include very strong winds, high rivers, extreme fire risk.

- Competitors sustaining injury whilst on the course: Competitors will be advised that they are expected to be fit enough to compete, and to wear clothing suitable for the conditions on the day. At race start all competitors will be advised, where necessary, as to whether they will encounter other road/land users, such as other recreationalists, hunters, vehicles and animals. Pre-event information will advise all competitors that if they encounter any person requiring assistance, to stop, offer help and if they can be left, report to the next official they see so first aid can be taken to the injured person. Otherwise, stay with them and keep them warm. When another competitor arrives get them to go for help - either back to the start or to the closest official.

- Competitors becoming fatigued, ill or otherwise unable to continue: Competitors, where necessary, will be instructed to carry whistles and that, for use in emergency, they are to give six short blasts every minute. Water will be provided on the courses at key points.

- Competitors becoming lost: Safety navigation directions will be advised to all competitors before they start. The area is well serviced by tracks. If a search for lost, missing, or overdue competitor or other person is required the search will be conducted according to the Search and Rescue Guidelines.

- Fire in the area: If a fire within the area is reported 000 is to be dialled immediately. During periods of designated high fire danger, competitors will be told at the Start that if they see a fire, they are to return to the assembly area immediately if safe to do so. All orienteering events are non-smoking. The Event Controller and the finish officials will work out how many and which runners are still out on the courses and which areas they are likely to be in. If there is an immediate danger to these competitors, and it is safe to do so, vehicles will be dispatched to pick up these competitors, or instruct them to return to the Assembly Area. Once the emergency services arrive, the Event Controller and the officials will advise if people are still missing and follow the official instructions.

- Accounting for all competitors at end of event: All competitors are required to register on-line (internet) or on the day, prior to the event, and have their details entered on the event computer before starting (or manually recorded otherwise). As each competitor finishes, they will be checked off. Throughout the event, the finish officials can advise the organisers how many competitors are still to finish. All competitors will be instructed that if for any reason they cannot complete the event they must report back to the officials at the finish or registration areas to be recorded as returned.

Incident reporting, investigation and analysis

The person responsible for incident reporting and analysis is the Event Organiser. Officials will be requested to report any incident or injury that they assist with to the Event Organiser, who will document the incident with as much information as is available at that time. Once the documentation is completed and the Event Officials are satisfied that all information is noted, it is to be signed off by both parties.

Any information added after this date, should be signed and dated by the Event Organiser. The Event Organiser will collate all the incident forms for the event and note if any procedures can be improved or changed for the safety of competitors in future events. Forms are forwarded to the Orienteering Queensland Administration Officer (admin@oq.asn.au).

Traffic management

Location of the registration /assembly area will be detailed prior to the event and signage to this area will be in place on the day of the event. Vehicle access to and from the parking area should not traverse competitor assembly areas. Ideally parking will be located some distance from assembly areas to minimise dust nuisance and risk to competitors especially children.

Parking marshals will be appointed if necessary. Access gates will be manned at all times when parking on area. Competitors and spectators will park as directed, in the designated parking area(s).

Risk Management Plan

Date: <Insert event date>
Type: <Insert type, OY, club etc>
Organiser: <Insert organiser name and contact number>
Course setter: <Insert organiser name and contact number >
Controller: <Insert organiser name and contact number >

This document forms a template for your event. You should update the listed information and procedures so that they are suitable for your event. Relevant forms for completion during/after an incident are included at the end of the document.Delete this text when the document is finalised.

Aims:
To keep participants safe throughout the course of the event
To effectively manage hazards and reduce risks that may arise during the events
To appropriately respond to any danger, incident, or emergency that arises during the event
To provide concise safety instructions to participants before they begin their course
To ensure course setters, controllers and officials are aware of safety requirements and procedures

Safety Procedures:
Competitor starts and finishes will be recorded. This can be done through:

	Sportident equipment and computers: All starters will be recorded leaving the start line (manually and electronically) and crossing the finish line (electronically). The computer provides data on the number of persons remaining in the field.
	MapRun: Starters need to be recorded manually. The App will record finishers.
	Other: manual recording of both starters and finishers.

See later section for details on search procedures for missing persons.

Standard Safety Procedures:

	Competitors must carry a whistle and the standard emergency signal is six whistle blasts at one-minute intervals. Any competitor hearing this signal or encountering a fellow competitor in distress is required to abandon their course and render appropriate assistance.
	All competitors are advised of a safety bearing for emergencies and of potential hazards they may encounter on their course. This information is provided at the Start briefing, and, where possible, written on the map.
	The Event Organiser will maintain a written record of information received and action taken in relation to safety incidents and accidents. These records will be made available to the Queensland Police Service should a full-scale search under their control be required. Copies will also be sent to the Orienteering Queensland Administration Officer (admin@oq.asn.au).
	The Event Organiser has the authority to cancel an event in the event of extreme weather conditions, or in the event of an extreme fire hazard warning.

The Event Organiser will have the following items readily available:

	Drinking water at the assembly area, and Emergency drinking water on all long courses
	First Aid kits at the assembly area
	Maps identifying the location of all controls
	4WD vehicle for recovery of injured competitor/s if required
	Keys from land managers for any access gates if required
	Mobile Phone and contact list for emergency services and all officials

Communications and Contacts;
Communication between officials will be by: <Insert communication eg mobile phone>

Emergency Contacts:
000 Police, Ambulance, Fire Brigade or 112
State Emergency Services 13 25 00
Weather warnings www.bom.gov.au
Hospital: <Insert name of nearest hospital>

General Site Safety

	Signage to be erected to direct vehicles to parking areas.
	Electrical leads & cables are to be run where there is no pedestrian traffic.
	All freestanding tents to be weighed down with sandbags or pegs.
	Only official traffic controllers empowered to control or direct traffic.
	Competitor and public areas to be inspected for dangerous items/areas prior to competitor arrival. Water hazard areas and erosion hazard areas to be taped off.
	Cleaning or repair to public areas and facilities to be arranged with the relevant asset owner.

Risk Action Plan

Hazard/Issue Identified	Potential Outcome	Controls for a manager to implement	Reference/Guidance/Responsible
Storms	Lightning strikes Hail, Rain	Ensure weather information is checked 24 hours before the event. Monitor weather conditions prior to and during the event. Inspect track conditions prior to the event. Event to be stopped if local thunderstorms appear close (defined as being when the interval between lightning flash and thunder is 30 seconds or less and lightning occurs once per minute or more).	BoM Weather warnings www.bom.gov.au
Heavy rain preceding event	Flash flooding	Check creek/river levels, and condition and safety of bridges/crossing points before and during event. Monitor weather conditions prior to and during the event. Warn participants not to step into running water above knee-height. Declare potentially unsafe creek crossings out-of-bounds. Position marshals at likely crossing points to ensure compliance and safety of all competitors. If hazardous conditions arise suddenly, participants awaiting starts should be prevented from starting, the event cancelled, and search procedures instigated for any missing competitors.	BoM Weather warnings www.bom.gov.au
Fire	Injury, Loss of Property	Strict no smoking/no fires policy. Monitor fire danger ratings for forest events: - High: Alert participants of fire emergency procedures in pre-event information. Check current fire threats with local authorities. - Extreme: consider postponing event - Catastrophic: postpone event	BOM: fire danger ratings
High Winds /Falling Timber	Injury	Assembly area to be assessed for potential risk before event. In event of very high winds, consider postponing event.	BoM for wind warnings

Temperature	Heat Exhaustion Sunburn Dehydration	Postpone the event if temperature exceeds 35 degrees. Ensure sunscreen is available to competitors. Ensure water is available at the assembly area. Advise participants to BYO water. Provide water at strategic locations on the course. Show the location of water on maps for all courses.	BoM Weather Observations
Traffic	Collision	Caution signs will be prominently positioned on vehicle tracks. Erect warning & closure signage.	Parking Attendants/Organiser
Other people/activities in the area	Injury, disruption	Mark out-of-bounds area on map, design courses to avoid areas used by others, advise competitors of other activities	Organiser/ Course Planner
Lost Participants	Injury, Dehydration	Keep records of participants' start and finish times. *If any participant has not returned by course closure time, a search will be initiated by 4WD/ bike/foot as appropriate by allocating areas of the map to be patrolled, keeping in touch by radio. This procedure will continue for 2 hours.* If after that time people are still missing, then Emergency Services will be alerted.	Organiser to coordinate search
Local Hazards	Injury	Tape any dangerous areas. Design courses to minimise likelihood of participants encountering such hazards	Organiser/ Course Planner
First Aid	Lack of timely first aid for injury or illness	Locate nearby medical facilities and contact numbers. Ensure First Aid Kit is available on site.	Organiser
Electrical	Electric shock, fire	Ensure generator (if used) is appropriately located away from vegetation. Electrical cables to be inspected and kept dry.	Organiser

In the Event of Fire or Very High Winds

If notified of a fire threat or very high winds which could cause a hazard to participants, the Event Organiser will:

	Use the air horn to summon runners back to the assembly area (3 short blasts, repeated every 30 seconds for 3 minutes)
	If it is safe to do so, send out an official person to a point on the map where runners might be encountered, such as a control point, track junction or a water point, to inform runners to abandon their course and return to the assembly area by a safe route as quickly as possible.
	Evacuate to a safe area, ensuring all participants are accounted for.

Rescue Procedures

Scope: Report of competitor requiring medical assistance

Co-ordination & Control: The Event Organiser has the overall responsibility, control and co-ordination of any incident or emergency, until relieved by Emergency Services personnel.

Communications: Mobile phones are to be the primary method if available or UHF radios/satellite phones used as a backup.

Pre-rescue:
Event Organiser receives report that competitor/s require attention and initiates Incident Report Sheet
Seek information from other competitors on name, age, uniform, type of injury or problem of the person.
Use course map to determine the person's whereabouts and decide on the best means of reaching and retrieving them.
Event Organiser engages rescue personnel.
Identify and assemble equipment required to effect a rescue.

Briefing:
Event Organiser appoints rescue team leader, briefs leader and other team members.
Details to be covered:

	Information relevant to person requiring assistance
	Location of person using course map
	Command and communication system, organiser and leader to have radios
	Allocated time for recovery;
	Any special instructions.

Medical Assistance:
If necessary, the Event Organiser will arrange for medical assistance to be on hand for the anticipated return of the rescue team.

Debriefing:
The Event Organiser obtains further relevant information from person who required assistance, rescue team leader and medical staff
The Event Organiser records details thus far and assists in arrangements for further assistance for the recovered person. This assistance may be arranging for a Queensland Ambulance Service vehicle to convey the person to a doctor's surgery or hospital.

Search Procedures
Report of a missing competitor

Co-ordination & Control: The Event Organiser has the overall responsibility, control and co-ordination of any incident or emergency, until relieved, if required, by Emergency Services personnel. A flowchart for search and rescue is available on the OQ website.

Communications:
Mobile phones are to be the primary method of communication if available with UHF radios/satellite phones used as a backup.

Pre-search:

	Report of overdue competitor from Finish Team Manager at course closure time
	Initiate search and rescue log (see appendix)
	Check details of competitor re actual start time etc
	Checks with family/travelling companions regarding details relating to the missing person
	Make enquiries re missing person from remaining competitors and event team members
	Check vehicles at the Assembly area
	Determine personnel required and plan search
	Search personnel identified and assembled

Briefing
Appoint search team leader. Brief leader and other team members. Details to be covered:

	Information relevant to person missing
	Potential course taken by missing competitor
	Command and communication system
	Allocated time for recovery
	Any special instructions

Debriefing

On rescue, obtain further relevant information from missing person and from search team leader

	Record all details provided
	Assist in arrangements for further support / assistance to the missing person and their family.
	Complete OQ incident report (available on OQ web-site)

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SEARCH AND RESCUE LOG

Event:

Date:

Emergency type:

Search Coordinator:

Time	Action taken

Personnel	Contact No.	Role

Outcome:

Event organiser to complete and submit an OQ incident report after the event

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ASSISTANCE REQUIRED REPORT FORM

NAME OF COMPETITOR:

SI NUMBER:

SEX:

CLASS/COURSE:

START TIME:

LOCATION IF KNOWN:

REPORTED BY:

TIME OF SIGHTING (INJURED COMPETITOR):

LAST KNOWN LOCATION (LOST COMPETITOR):

CLOTHING WORN:

NATURE OF INCIDENT/INJURY:

ASSISTANCE REQUIRED:

CONTACT (FAMILY, CLUB, LOCAL ADDRESS, etc.,):

HOME ADDRESS:

PHONE:

INFORMATION RECORDED BY:

DATE & TIME: