

**Risk Management Plan**

Event: <Insert event name>

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](mailto: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](http://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**

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| --- | --- | --- | --- |
| **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 3 seconds or less and lightning occurs once per minute or more). | BoM Weather warnings [www.bom.gov.au](http://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](http://www.bom.gov.au) |
| Fire | Injury, Loss of Property | Alert participants of fire emergency procedures in pre-event information.  No Smoking policy.  No open fires. | Contact local authorities |
| 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:

* 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.
* If necessary, evacuate to a safe area.

**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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