



EVENT RISK MANAGEMENT PLAN

Event Location.....
Map.....
Date.....

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1. Introduction and Event Details

Orienteering Queensland is committed to providing an enjoyable and safe environment to all participants at this event. This document relates to this event only. It gives details of the proposed procedures that will be put in place to ensure the safety of competitors, supporters and members of the public for the duration of the event. All officials will be aware of these procedures. A copy of this document will be available at the event.

Event Date.....
Event Location.....
Event Map.....

2. Events Structure

This event is 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 Organizing 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.

3. First Aid

The First Response will be organised by the Event Organiser or Nominated First Aid Person. The nearest ambulance is detailed in the map folder.

Casualties requiring medical treatment will be transported to the nearest hospital Emergency Department (detailed in Event Report Risk Assessment) or a hospital of their choice. In case of Queensland Ambulance Service involvement transport and casualties management will be under their control.

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.

4. 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.

5. 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 are expected to be fit enough to compete, and to wear clothing suitable for the conditions on the day.

At race start (where necessary) 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.

First Aid will be given as detailed in section 3.

Signage will be placed on all public roads in accordance with the event traffic management plan (Section 7).

● **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.

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 referenced at Appendix (iv)

- **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 complete a participation card with clipcard stub, or have their details entered on the event computer before starting.

Competitor details, as per participation card and clipcard stubs or computer will be held at the finish.

As each competitor finishes they will be checked off against their clipcard stub or the computer. If the event is being run with SportIdent electronic timing reports can be run from the computer. 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 so as to be recorded as returned.

6. 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 Orienteering Queensland.

7. 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).

For more complex parking arrangements details should be inserted at Appendix (v)

8. Appendices

Appendix (i)

Event Risk Assessment Form

The form is attached at end of this document.

Appendix (ii)

Course-Setting Guidelines

Course setting guidelines are available on the Ugly Gully Club pages of the Orienteering Queensland Website:

https://oq.orienteeing.asn.au/restricted/downloads/course_setting.pdf

Appendix (iii)

Site Specific Hazard Identification

Hazard identification will done by course setter and organiser prior to the event. Hazards and action taken to mitigate or remove will be listed in this section. Necessary information will be supplied to competitors at Registration in the Event Risk Assessment, *Appendix (i)*, and at Start if deemed necessary.

Appendix (iv)

Search and Rescue (SAR)

Attached: *SAR Plan, SAR Log*

All competitors must carry a whistle to signal need for assistance on the course.

Assistance must be rendered to any competitor needing or requesting same from another competitor.

A copy of this Search and Rescue Plan is kept on the event equipment trailer.

Appendix (v)

Traffic Management (Special Arrangements)

Appendix (vi)

Event Master Map

Attached