

COVID-19 RISK ASSESSMENT FORM

<p><b>Key Guidance</b> 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.</p> <p><b>Hazard</b> is anything that may cause harm, e.g. working at height on a ladder.</p> <p><b>Risk</b> 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.</p> <p><b>Dynamic Risk Assessment</b> 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.</p>	<p><b>Likelihood (L)*</b></p> <p>1 – Remote / Rare</p> <p>2 – Unlikely</p> <p>3 – Possible</p> <p>4 – Probable</p> <p>5 – Highly Probable (Almost Certain)</p>	<p><b>Multipled by</b></p>	<p><b>Impact (I)**</b></p> <p>1 – Minor</p> <p>2 – Moderate</p> <p>3 – Major</p> <p>4 – Severe</p> <p>5 – Critical</p> <p><i>Note: impact number is unlikely to change with control measures</i></p>	<p><b>Equals</b></p>			
<p><b>5 Step Process</b> → <b>Step 1</b> – Identify the hazards      <b>Step 2</b> – Decide who might be harmed and how      <b>Step 3</b> – Evaluate the risks and decide on precautions (control measures)      <b>Step 4</b> – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures      <b>Step 5</b> – Review your risk assessment and update as necessary</p>							

<b>Club:</b>	Saxons OC	<b>Assessor Name:</b>	Peter Martin
<b>Activity / Competition:</b>	Evening Orienteering: <b>Canterbury Thursday 8 October (evening)</b>	<b>Assessor's signature:</b>	<i>Electronically Signed</i>
<b>Generic or Specific Risk Assessment:</b>	Specific to Covid 19	<b>Assessment Date:</b>	1 September 2020 (v1)
<b>Relevant Publications / Pamphlets / Procedures:</b>	British Orienteering Guidance dated 13 July 2020	<b>Review Date (Step 5):</b>	As Government Guidelines are amended

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
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	EXAMPLE: Driving to / from training area	Driver fatigue / distraction causes RTA	<ul style="list-style-type: none"> <li>Multiple injuries / fatality to military personnel</li> <li>Multiple injuries / fatality in the general public</li> <li>Equipment damage</li> <li>Spill of fuel / lubricants (assumed low environmental impact)</li> </ul>	<ul style="list-style-type: none"> <li>Designated, trained drivers</li> <li>Spill kits</li> </ul>	2	5	10	No	<ul style="list-style-type: none"> <li>Minimise night driving by incorporating overnight stop or relief driver</li> <li>Require breaks every 2 hours</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Coach or club representative in charge of transport to incorporate all controls into task instruction.</li> </ul>
1	Attendance at event	Personnel <ul style="list-style-type: none"> <li>Who are unwell with a cough, fever or other respiratory symptoms</li> <li>Have been in close contact with a suspected or confirmed case of Covid 19 and within quarantine period.</li> <li>If they have returned from non exempt overseas country until they have completed the 14 day quarantine period.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of transmission of Covid-19 to other orienteering members, volunteers and general public</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	4	4	16	No	<ul style="list-style-type: none"> <li>Such personnel must NOT attend the event.</li> <li>Event flier to specify these restrictions for attendance.</li> <li>Tick box as part of entry to confirm that personnel do NOT fall into one of these hazards.</li> <li>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</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>BOF to provide Covid19 Risk assessment and guidelines to Organiser</li> <li>Organiser to impose the additional control measures</li> </ul>

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		<ul style="list-style-type: none"> <li>Currently undergoing Covid19 testing, until they receive negative result and are symptom free</li> <li>Been asked to isolate by NHS Test and Trace due to them being a contact of known Covid 19 case.</li> <li>If they have been advised to stay at home by Health Care professional</li> <li>Those who are at higher risk to pay particular care in decision to attend.</li> <li>Over 70's are to be aware that they are at higher risk.</li> </ul>							<ul style="list-style-type: none"> <li>are responsible for their own personal safety and for assessing their exposure to infection.</li> <li>Entry Form will have a tick box for entrants to agree to COVID Code of Conduct.</li> </ul>				
2	Transportation to/from event	<ul style="list-style-type: none"> <li>Close contact with other persons within vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to personnel within vehicle / other competitors and general public</li> </ul>	• Nil	3	4	12	No	Statement in Event Details:- <ul style="list-style-type: none"> <li>Personnel should only travel within the same vehicle with persons whom they have already had close contact with (i.e. family)</li> <li>Orienteers should consider using their own transportation and not public transport.</li> </ul>	1	4	4	Individual and Club responsibility to ensure that comply with national guidelines Organiser to state this in Event Details.
3	Car parking at event	<ul style="list-style-type: none"> <li>Reduced possibility to conduct social distancing within car parking area</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public (note general public unlikely to be present after dark).</li> </ul>	• Public street parking only	1	4	4	No	<ul style="list-style-type: none"> <li>Organiser to remind entrants of the need for social distancing in the car parking area</li> </ul>	1	4	4	Organiser to state this in Event details
4	Event size (note: typical number of entrants 30 – 40)	<ul style="list-style-type: none"> <li>Close proximity of personnel due to excessive participants at event and social distancing not being maintained</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public</li> </ul>	• No on-site Registration or Assembly	1	4	4	No	<ul style="list-style-type: none"> <li>Event will be open to experienced orienteers only.</li> <li>Pre entry only</li> <li>Pre allocation of start time</li> <li>Limited number of entries</li> <li>Competitors encouraged by organiser to turn up, race and go home</li> </ul>	1	4	4	Organiser responsibility. Stated in Event Details and on entry form
5	General activities pre and post event	Poor hygiene	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public</li> </ul>	• Nil	1	4	4	No	<ul style="list-style-type: none"> <li>Good Hand Hygiene</li> <li>Good Personal Hygiene</li> <li>Good Respiratory Hygiene</li> <li>Personnel to be informed to bring their own hand sanitiser</li> <li>Hand sanitizers available at</li> </ul>	1	4	4	All personnel attending event

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									start and before down load.				
6	Registration								<ul style="list-style-type: none"> <li>All competitions to be pre entered – no requirement for registration.</li> <li>Ensure social distancing maintained</li> <li>Ensure volunteer has access to PPE and hand sanitizer</li> <li>Pre allocate all start times</li> <li>No hired dibbers</li> </ul>				Organiser
7	Start	<ul style="list-style-type: none"> <li>Competitors gathered at start area</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	2	4	8	No	<ul style="list-style-type: none"> <li>Start areas to be close to car parking</li> <li>Start arranged to comply with social distancing guidelines and maximum number of people in groups (e.g.six) at start area</li> <li>Starting areas to be marshalled</li> </ul>	1	4	4	Organiser
8	Race	<ul style="list-style-type: none"> <li>Increased risk of aerosol droplets from competitors</li> <li>If competitor has Covid 19 and is unaware, there is the potential for them to over exert themselves</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Organisers are aware of who is participating and search policy in place</li> <li>Competitors are to assist others in case of emergency or requiring medical assistance</li> </ul>	1	4	4	No	<ul style="list-style-type: none"> <li>Course design to be mindful of route choices which may result in number of competitors running alongside each other,or passing each other or dog leg routes</li> <li>Competitors advised of COVID 19 Code of Conduct before entering and on Event Details</li> <li>Competitors to be advised that when following another competitor they should remain at least 10m behind to avoid aerosol inhalation from other competitor's</li> <li>Competitors to maintain 2m distance apart at control sites</li> <li>No O controls, no need for touching or close proximity</li> <li>Competitors told to give way to other public users of the area (Code of Conduct)</li> <li>Competitors told to move quickly away from control sites.</li> </ul>	1	4	4	Competitors Planner/Organiser
9	Finish	<ul style="list-style-type: none"> <li>Competitors gathering at the finish, with increased risk of aerosol droplets due to physical exertion</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	2	4	8	No	<ul style="list-style-type: none"> <li>Ensure there is sufficient space between Finish and Download for competitors to recover</li> <li>Marshal the finish area</li> <li>Inform competitors not to wait</li> </ul>	1	4	4	Organiser Competitors

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									around the Finish area • Finish should be in an open area to provide adequate outdoor social distancing • Sanitizer should be available before download				
10	Download	<ul style="list-style-type: none"> <li>Complacency due to fatigue, competitors not adhering to social distancing</li> <li>Numerous competitors waiting to Download</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 orienteers and volunteers attending event / and general public</li> <li>Increased risk of transmission of Covid 19 to event volunteers</li> </ul>	• Nil	3	4	12	No	<ul style="list-style-type: none"> <li>Set up queue to comply with social distancing</li> <li>Set up download so download official is at least 2m from athlete.</li> </ul>	1	4	4	Organiser to ensure social distancing is maintained.
11	Setting/collecting controls	Not Relevant – no controls will be placed											
12	Other personnel on area (likely to be few, in the dark)	<ul style="list-style-type: none"> <li>Dog walkers</li> <li>Other members of the general public</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to competitors or other personnel on the area.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed in the safety brief</li> <li>Monitored during the event and reassess as required</li> <li>Deconflict with other users of area</li> </ul>	1	4	4	No	<ul style="list-style-type: none"> <li>Competitors to practice common sense when approaching personnel on the area and to keep to social distancing guidelines</li> <li>Competitors to maintain good personal hygiene</li> <li>Competitors are to avoid other users, this is to be stated by (Code of Conduct)</li> </ul>	1	4	4	Competitors
13	First Aid	<ul style="list-style-type: none"> <li>Close contact between First Aider and person receiving treatment</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to First Aider and person receiving treatment</li> </ul>	• Nil	2	4	8	No	<ul style="list-style-type: none"> <li>The injured party should be provided with material then injured party to conduct self-help / self-clean</li> <li>If injury is more serious then the point of the first aid/organiser is to coordinate help / contact 999 with relevant details and location</li> </ul>	1	4	4	Organiser
14	Result Publication Online after the event only								<ul style="list-style-type: none"> <li>Centralised results including on touch screen are not to be displayed at the event.</li> <li>Results to be published online via website or other electronic means</li> </ul>				Organiser
15	Access & permission												
16	Code of Conduct	<ul style="list-style-type: none"> <li>Failure to comply.</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public</li> <li>Increased risk of transmission of Covid 19 to event volunteers</li> </ul>	• Nil	2	4	8	No	<ul style="list-style-type: none"> <li>British Orienteering have developed a Code of Conduct, this is to be referred to in entry details and all competitors are to adhere to it</li> </ul>	1	4	4	Organiser Competitors

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17	Payment		•	• Nil	2	4	8	No	• Payment online, along with online entry	0	0	0	Organiser

Authorising Person (approved by British Orienteering)	Name	Post	Date	Signature
Existing and additional controls checked	Mark Glaisher BO#135681	KNC Events coordinator and approved by British Orienteering to check Risk Assessments for Local (Level D) events	29 <sup>th</sup> Sept. 2020	M. J. Glaisher (electronically signed)

**NOTES**

**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	<ul style="list-style-type: none"> <li>Multiple fatalities or permanent, life changing injuries.</li> <li>Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species.</li> <li>Multiple incidents causing a major environmental impact.</li> </ul>
4	Severe	<ul style="list-style-type: none"> <li>A single death or multiple life-threatening injuries.</li> <li>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.</li> <li>Single incident causing a major environmental effect or multiple incidents causing significant effect.</li> </ul>

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	<b>Review periodically</b> to ensure conditions have not changed and working within ALARP and risk appetite.

<table border="1"> <tr> <td><b>3</b></td> <td><b>Major</b></td> <td> <ul style="list-style-type: none"> <li>• Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life.</li> <li>• Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation.</li> <li>• Single incident causing significant environmental impact.</li> </ul> </td> </tr> <tr> <td><b>2</b></td> <td><b>Moderate</b></td> <td> <ul style="list-style-type: none"> <li>• Multiple injuries requiring first aid.</li> <li>• Moderate damage to an area, and that can be remedied internally.</li> <li>• Multiple incidents causing minor environmental effect.</li> </ul> </td> </tr> <tr> <td><b>1</b></td> <td><b>Minor</b></td> <td> <ul style="list-style-type: none"> <li>• An Injury requiring first aid</li> <li>• Limited short-term damage to an area of low environmental significance/ sensitivity</li> <li>• Incidents causing minor environmental impacts</li> </ul> </td> </tr> </table>	<b>3</b>	<b>Major</b>	<ul style="list-style-type: none"> <li>• Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life.</li> <li>• Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation.</li> <li>• Single incident causing significant environmental impact.</li> </ul>	<b>2</b>	<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Multiple injuries requiring first aid.</li> <li>• Moderate damage to an area, and that can be remedied internally.</li> <li>• Multiple incidents causing minor environmental effect.</li> </ul>	<b>1</b>	<b>Minor</b>	<ul style="list-style-type: none"> <li>• An Injury requiring first aid</li> <li>• Limited short-term damage to an area of low environmental significance/ sensitivity</li> <li>• Incidents causing minor environmental impacts</li> </ul>	<table border="1"> <tr> <td><b>4 – 9 (Low)</b></td> <td><b>Organiser</b></td> <td></td> </tr> <tr> <td><b>10 – 12 (Medium)</b></td> <td><b>CLub H&amp;S Officer or COntroller</b></td> <td><b>Good risk mitigations</b> to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.</td> </tr> <tr> <td><b>15 – 16 (Medium to High)</b></td> <td><b>2CLub H&amp;S officer or Controller</b></td> <td><b>Requires active management</b> – review of desired outcome with additional resources or change to output requirements.</td> </tr> <tr> <td><b>20 (High)</b></td> <td><b>3* – BOF Head Offcie</b></td> <td><b>Contingency plans</b> may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.</td> </tr> <tr> <td><b>25 (Very High)</b></td> <td><b>4* – BOF Head Office</b></td> <td><b>Event should not proceed.</b></td> </tr> </table>	<b>4 – 9 (Low)</b>	<b>Organiser</b>		<b>10 – 12 (Medium)</b>	<b>CLub H&amp;S Officer or COntroller</b>	<b>Good risk mitigations</b> to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.	<b>15 – 16 (Medium to High)</b>	<b>2CLub H&amp;S officer or Controller</b>	<b>Requires active management</b> – review of desired outcome with additional resources or change to output requirements.	<b>20 (High)</b>	<b>3* – BOF Head Offcie</b>	<b>Contingency plans</b> may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.	<b>25 (Very High)</b>	<b>4* – BOF Head Office</b>	<b>Event should not proceed.</b>
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British Orienteering would like to thank the Army Orienteering Association and [Mark Davis and Des Dickinson both from the BAOC for their assistance in the preparation of this document.](#)

William Harvey Hospital, Ashford, has full A&E services  
 Kennington Road, Willesborough, Ashford, Kent TN24 0LZ  
 01233 616207

There are **no** Emergency Department services at the Kent & Canterbury Hospital but there is a Minor Injuries Unit, Ethelbert Road, Canterbury, Kent, CT1 3NG  
 01227 864244