

Peninsula and Plains Orienteers (Inc.)

Health and Safety Policy

The Peninsula and Plains Orienteers (Inc.) of Christchurch is committed to providing an enjoyable and safe environment for all participants at every orienteering event.

Peninsula and Plains Orienteers (Inc.) responsibility:

- Ensure all participants are aware of any significant hazards that they can be expected to encounter while taking part during the event. (refer Hazard ID form)
- Have procedures in place that can be followed in the case of injury and illness (refer Emergency Procedures form)
- Have procedures in place that can be followed in the case of a participant becoming lost or missing (refer Search and Rescue form)
- Ensure that all Organisers and Controllers are aware of the above procedures

Participant's responsibility:

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings, including road safety
- Keep clear of any plant or equipment
- Keep clear of any unauthorised areas or farm buildings
- Avoid disturbing livestock and keep away from all work activities
- Not allow children to wander unsupervised
- Carrying a whistle is recommended.

Landowners' responsibility:

Landowners are not responsible for the natural hazards and risks associated with orienteering and attendant activities.

----- President's signature

-----Date

Peninsula and Plains Orienteers (Inc.)

Risk Analysis and Management

Risks: Accident, injury or other forms of loss

People injured by falling on sharp or hard objects
Death by drowning
Getting lost in the Reserve
Tree branches falling on people
Exposure (hypothermia)

Causal Factors: Hazards, perils, dangers

People: Medical problems, eg. asthma
Instructions not followed
Recklessness
Equipment: Inappropriate clothing and footwear
Environment: Water, e.g. lakes and rivers
Rough ground
Dense vegetation

Risk Management Strategies: Normal Operation

People: Support people well briefed on their responsibilities
Explain the rules at a briefing before the start.
Check that everyone has appropriate clothing for the elements
Advise people of potential hazards
Advise people of the emergency procedures

Equipment: Check that everyone has a map, torch and whistle
Cell-phone and emergency numbers on site

Environment: Use map with detailed representation of terrain and hazards
Course set which allows non-hazardous movement between controls.

Risk Management Strategies: Emergency

People: Have someone qualified in First Aid
Equipment: First Aid kept in Orienteering caravan
Cell-phone on site
Environment: Visit site before the event to personally check it out.
Make sure emergency procedures are in place.

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Hazard Identification

Venue _____ Date _____

Special Hazards at today's event

Typical hazards include:

Cliffs, boulders, pits, rivers, streams, swamps, overgrown trimmings, vines, gorse, blackberry (or the likes), matagouri trees, tree roots, derelict and unstable fences, livestock

Please note it is the **participant's responsibility** to:

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings
- Not interfere with any plant or equipment
- Not enter any unauthorised areas or farm buildings
- Avoid disturbing livestock and keep away from all work activities
- Always know where your children are
- Carrying a whistle is recommended.
- **Check in at Finish and Hand in your Control Card or download your SportIdent stick if it is a SportIdent event** even if you do not complete the course.

Landowners are not responsible for the natural hazards and risks associated with orienteering and attendant activities

Participation today is at your own risk.

Today's safety bearing is: _____

Course Closure Time is: _____

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Emergency Procedures

This form is to be completed at each event and displayed on the caravan

Event: _____ Date: _____

Venue: _____

Controller: _____ Phone: _____

Planner: _____ Phone: _____

Persons with first aid training: _____
(see list with the First Aid Kit in the caravan)

Doctors: _____

Persons with mobile phones (and numbers): _____

In the event of a competitor being injured **the Controller is to be in overall charge** and is to ascertain the extent of injuries and location of injured person.

Minor injuries are to be treated with the first aid kit which is kept in the caravan.

For **major injuries** the injured person is to be kept warm but not moved until checked by a first aid qualified person, preferably a doctor. This person will decide the course of treatment.

If emergency services are to be called the NZMS map grid references must be given and the NZMS map name and number, plus the RAPID number (if available); refer to PAPO Map Emergency document in caravan.

The NZMS map grid reference of the assembly area is: _____

The NZMS map name and number is: _____

RAPID number (if available) and road name is: _____

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Road Safety Plan

The Peninsula and Plains Orienteers (Inc.) of Christchurch is committed to providing an enjoyable and safe environment for all participants at every orienteering event. This includes making the access to events as clear and as safe as possible.

Many of our events are on farmland off State Highways or busy roads. Each competitor must be extremely careful when coming to an event. They must abide by all statutory road rules and consider the safety of themselves and others. They must indicate clearly and ensure that the road is clear, in front and behind, before carrying out any turning manoeuvre. This is re-iterated on the “Events” page of the newsletter.

While the club cannot be responsible for the actions of its competitors it is the responsibility of the Planner/Controller and Chief Organisers to make access to events as clear and safe as possible. This can be achieved by following the steps outlined below.

Prior to the Event (at least 2 Months before)

The planner and controller are to visit the start/finish area of the event and discuss any specific road safety issues that exist. This includes (but is not limited to):

- the main road approaches to the event (from both directions)
- measuring the distance from a prominent feature for inclusion in the newsletter directions
- if access is from a side road then only an “Orienteering” sign should appear on the main road/side street sign post. (Under no circumstances should any existing signs be obscured!)
- if access is directly from the main road consider whether it is appropriate to have an advance warning sign on the road (200m before the entrance)
- the actual access point should be marked with well elevated orienteering flags on either side of the access gate
- is there room for vehicles to pull off the road safely
- if there is a closed gate check with the land owner to see if it can be left open during the event
- if a gate must remain closed, would it be appropriate to have someone available to open the gate

Road Safety information must be passed on to the Chief Organiser who is responsible for sign-posting the event according to the Controllers instructions.

If gates need to be attended then inform the Event Coordinator who will arrange for additional helpers on the day.

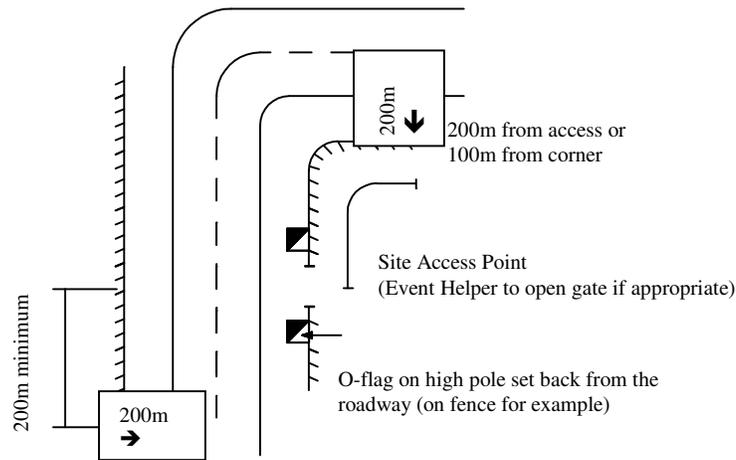
Clear and concise directions must be passed on to the Newsletter editor and web-page master. This includes the name of the roads to access the event, last town passed, the distance from a prominent landmark and a map reference. (You will know this for Search and Rescue purposes anyway) Also comment about any significant access point features such as gates, narrow roads, poor visibility etc.

Road Safety Plan (continued)

Signposting on the Day of the Event

The Chief Organiser is to check site signposting and safety aspects with the planner/controller. Avoid large signs on the main road or highway. Only use the “Orienteing” signs to indicate directions to the appropriate side road.

If access is directly from the main road follow the Controller’s instructions. This may include placing advance warning signs (200m →) from each direction (on the end of poles to be at about 1.5m above ground). These should be on the fence-line thereby being off the highway. The site entrance should then be marked with O-flags (again elevated on poles) either side of the site access gate.



If possible the large “Orienteing” banner should be erected in a paddock visible from, but well back from the road.

If possible the controller will arrange with the landowner to have access gates left open. If not then the gates could be “manned”. (Check with the Controller if this is necessary). This would purely be to open/close gates to facilitate a clear entry to the site. On no account should the person direct traffic from the highway or ever be on the highway (including the verges).

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Search and Rescue (SAR) Procedures

General:

During the event the Controller is to take note of any group or individual who has taken a time much longer than expected.

At the course closure time, any unmatched stubs are collected and handed to the Controller or SportIdent is checked to determine if anyone is still on a course.

When stubs cannot be matched to control cards the following procedure shall take place:

DO NOT COLLECT CONTROLS FROM COURSE THE MISSING COMPETITOR MAY BE ON.

Check the person is actually missing:

Is it certain the person is lost?

- Have they reported in at the finish? Check back through control cards or registration forms; check if SportIdent stick has been downloaded if it is a SportIdent event.
- Is their car still at the event?
- Who knows the person(s)?
- Have other family members/friends seen the person(s)?
- Use telephone number on stub to check location of competitor (They may have gone home)

If it appears that the competitor is still on the course:

Gather and record information about the person(s):

Who are they and what are their details?

- What is their age group?
- Are they experienced?
- What is their level of fitness and general health?
- What are they wearing?
- Do they have a watch
- Do they have a whistle and know how to use it?

What course were they on?

Did anyone on that course or other courses see them?

How long have they been out?

Where are the most likely places they might have gone off the course?

Consider that the competitor may:

- Have become disoriented
- Have run off the map
- Be injured and either conscious (and responsive) or unconscious/dead

Consider prevailing weather conditions and daylight remaining

The Search:

Orienteers to carry out a sweep of the area - organised jointly by Controller and Course Planner

Consider the competitor may:

- Be injured but conscious and able to respond to voice/whistle or
- Unconscious or dead - must be physically found so check bottoms of cliffs, streams etc.
- have run off the map
- have been distracted, then become disorientated which is common with young children, and people on courses too difficult for their ability

Group together available orienteers. (qualified first aider to remain at Search HQ) Check who has cell phones; record numbers and provide number of Search HQ to each cell phone holder.

Orienteers in pairs, (preferably carrying cell phones) traverse the course in both directions along the likely corridor (approx. 100metres wide if possible). Make lots of noise: call out name and then listen.

Send a vehicle (preferably with cell phones) around the roads on the map and bordering the map.

Rescue:

If person is found the Controller at Search HQ is called and all the searchers called back in.

If found injured, location needs to be given accurately and first aid (preferably by doctor) arranged.

If found dead, apart from attempting CPR, the body should be left where and how it was found and the Police notified .by the Controller.

Who to Contact?

If not found in this initial sweep, hand over search to:

- Park Ranger (if available) for assistance
- Police - if initial search fails, a body is found, or insufficient manpower or daylight is left (Note: Controller and Course Planner should be available for any Police queries)
- Police to contact next of kin if applicable.

END