

PENINSULA AND PLAINS ORIENTEERS (Inc.)



HEALTH AND SAFETY POLICY 2018

CONTENTS

- Health and Safety Policy
- Hazard Identification
- Emergency Procedures
- Road Safety Plan
- Search and Rescue Operations
- Special Activities

Document Control

Version:	Completed on:	By:	Approved by:	Audited by:
1	18 January 2017	Marcus Diprose	PAPO Committee	
2	30 January 2017	Marcus Diprose to add details regarding evacuation procedures		

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)
- Have procedures in place in the event an area needs to be evacuated
- Ensure that all Organisers and Controllers are aware of the above procedures

Participant's responsibilities:

At the Event:

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings, including road safety
- Not to smoke at events
- 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
- Prior to starting notify the organisers of any potentially serious health problems, e.g. diabetes, asthma, heart conditions, allergies etc.

While Competing:

- Carrying a whistle is recommended. The emergency call is 6 short blasts and if another competitor hears this, they must stop and assist.

- Wear appropriate clothing for the weather conditions and course length.
- Be suitably hydrated and/or carry water and/or know if water is available on their course
- Check in at the finish even if they have not completed the course.

Landowners' responsibility:

Landowners or managers are not responsible for any loss, damage or injury to the competitor or competitor's property arising from the natural hazards and risks associated with orienteering and attendant activities.

Controller's responsibility:

- Ensure that the requirements of this Health and Safety Policy are met by:
 - Being fully conversant with this policy and its attendant responsibilities.
 - Completing and putting on display at event registration a Hazard Identification Notice specific to the event, specifically:
 - (i) Course closure time
 - (ii) Safety bearings
 - (iii) Specific hazards
 - Completing and having available at registration the Emergency Procedures document specific to the event.
- Ensure that course are set:
 - To avoid known hazards on the map and have them mapped as 'out of bounds' if desirable and 'taped off' if necessary
 - With no controls placed at the edge of the map (unless there is a very obvious catching feature competitors are unlikely to cross, e.g. a river)
 - With adequate supplies of water available on the course in hot weather
- Advise competitors to carry a whistle and understand their obligations with respect to assisting others in case of emergency
- Ensure there is an adequate First Aid kit at the event and available at registration
- Take charge should an emergency situation arise, including, but not limited to:
 - Competitor illness or injury
 - Search and rescue for missing competitors
 - Force majeure events such as major storms, earthquakes or fire
 - The Controller retains responsibility until the situation is resolved or escalates to requiring FIRE, POLICE and/or SAR involvement and direction.



President's signature

Date 31/01/2018

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.

Peninsula and Plains Orienteers (Inc.)

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 like), 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:

Peninsula and Plains Orienteers (Inc.)

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 or an evacuation being necessary **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 Topo50 map grid references must be given and the Topo50 map name and number, plus the RAPID number (if available); refer to PAPO Map Emergency document in caravan.

The Topo50 map grid reference of the assembly area is: _____ (unless otherwise informed by the Controller in the event of an evacuation)

The Topo50 map name and number is: _____

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

Peninsula and Plains Orienteers (Inc.)

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.

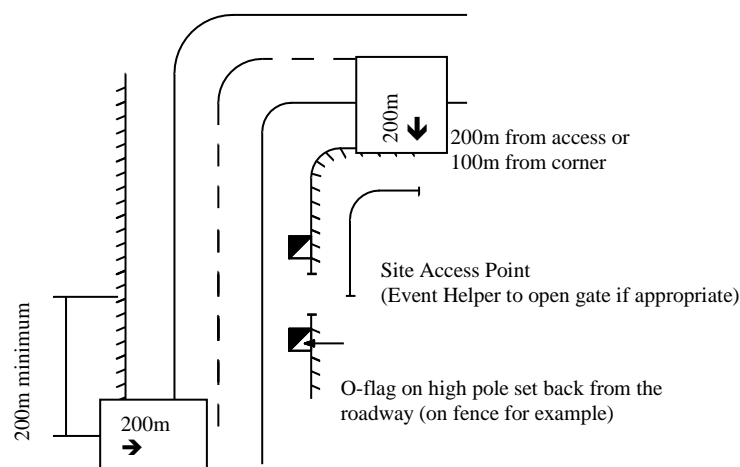
Clear and concise directions must be passed on to the Newsletter editor and web-page master. This includes the name of the roads to access the event, last town passed, the distance from a prominent landmark and a map reference. (You will know this for Search and Rescue purposes anyway) Also comment about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

Peninsula and Plains Orienteers (Inc.)

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?
- Have they uplifted their gear from the Start/Finish/Caravan?
- Have other family members/friends they are with seen the person(s)?
- Use telephone number on registration form 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/known medical conditions?
- What are they wearing (polypropylene/gloves/hat/jacket etc)?
- 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 beyond the estimated winning time and the course closure time?

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 (for Hypothermia/dehydration/sunstroke) and daylight remaining

The Search:

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

Contact Search: 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.

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

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 – an improvised stretcher maybe required. If a person is suffering from severe hypothermia he or she must not be walked out.

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.

Competitors can help to avoid a search by:

- Always checking in at the Finish even if you do not complete your course
- Carrying a whistle
- Wearing a watch, and being aware of course closure time. Abandon your course if over time.
- Wearing adequate clothing for the weather
- Not panicking if you become lost. Staying with a control until found.
- Ensuring proper use of medication (e.g. inhaler carried by asthmatics, angina pills, barley sugar type lollies for diabetics etc.)
- Having an adequate intake of liquid while competing
- Not competing if feeling ill

Peninsula and Plains Orienteers (Inc.)

Evacuation Procedures

Fire, Earthquake, Natural Disaster

PAPO has the following procedures in the event of a fire, earthquake, other natural disaster or other situation at an event. The following needs to be flexible depending on the map for the event and common sense should prevail depending on the situation:

- As assembly point for evacuation is to be displayed on the Emergency Procedures form at each event.
- On notification of a threat from fire, earthquake, other natural disaster or other situation at an event, the Controller assumes the command role.
- Ensure everyone is removed from immediate danger.
- In an emergency dial 111 if this has not already been done.
- Determine a safe Assembly Point and Exit Route as soon as possible, i.e. upwind from any fire.
- Activate warning systems by having cars, bikers, or runners moving along safe roads and tracks continuously sounding car horns, air horns or whistles. They can collect participants en route and return them to the Event Centre or safe Assembly Point.
- Exit route should be determined according to the circumstances on the day, with signage if necessary. The Controller should ensure everyone is accounted for and that someone signs off participants as they leave.

Peninsula and Plains Orienteers (Inc.)

Specific Club Activities

Mapping:

PAPO creates new orienteering maps and updates current maps on a regular basis. Usually PAPO engages contractors to carry out this work. The relationship between PAPO and the mapper is governed by a contract of services entered into between PAPO and the mapper. The contract of services outlines the roles and responsibilities of the parties, including health and safety issues.

Items to take into account by PAPO in any mapping activities, include but are not limited to:

- PAPO is to advise the mapper of any known hazards on the map being updated before any work is undertaken.
- If necessary, a pre-work meeting should be held between PAPO and the mapper to discuss any hazards relating to the map, including how the map is affected by weather conditions.
- If the map location is in an area with little or no mobile phone coverage the PAPO personal locator beacon is to be carried by the mapper.
- If the map is in a remote location the mapper should leave information with a PAPO representative of when they are expecting to leave and return from the mapping work, and if necessary, the mapper should inform a PAPO representative when they return.

Training Camps:

PAPO is sometimes asked to conduct training camps for junior orienteers. At a minimum the following should be considered by PAPO for any training camp:

- For maps used as part of the training camp the Hazard Identification Form is to be completed by either the overall camp organiser or the planner/controller of the course to be used on that day. This form is to be displayed prominently and brought to the attention of all camp participants.
- If necessary the overall camp co-ordinator can make the decision as to whether police checks should be made for all helpers at the camp. This decision should be made in consultation with the PAPO committee.

Coaching:

PAPO undertakes coaching throughout the year to help club members develop and improve orienteering skills. These sessions involve the use of club maps. For any coaching session organised by PAPO then at a minimum the Hazard Identification Form is to be completed by the overall organiser of the coaching session and clearly displayed at that session for all participants to read.