

# Risk assessment form

Event/ Activity (brief description): Orienteering during COVID-19				Date: 1/12/2020			
Leader in Charge: Matthew Bonewell	Numbers Attending:		Adults: <sup>1</sup>		Girls/Young Women:		General Public:
Consent for Event/ Activity forms completed: Yes                                      No                                      N/A			Venue: Thirtover Place		Instructor qualification checked* Yes                                      No		
Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of Risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date	
Infection of COVID-19 while participating in Orienteering.	Site users	Distancing will be followed whilst groups are on site, Groups are asked to use hand sanitiser at the start and end of their session.	L	H			
Infection of COVID-19 from the equipment.	Site users	As groups will be touching the Clippers to mark their clip sheets each clipper will be sprayed down at the end of the session with Viricidal cleaner. A bin will be provided for groups to put their clip sheets in at the end of the session. The laminated maps and compasses are to be cleaned	L	H			

<sup>1</sup> Adults refers to adult volunteers who are part of the team delivering the event or activity

\*Refer to [the activities finder](#) for information about instructor qualifications

		with viricidal cleaner at the end of the session and left to dry.				
Infection of site staff/site volunteers while setting up and putting away the equipment before and after the session.	Site staff/site volunteers	Site staff/site volunteers setting up the activity (getting out the maps, Compasses, the cleaning supplies and bin) will need to wear gloves to protect themselves. At the end of the session site staff/site volunteers (wearing gloves) will need to thoroughly spray down all the Equipment before putting them away. Gloves will be thrown away once cleaning has been completed and the bin bag sealed and disposed of in the main site bin.	L	H		


<b>Decision:</b> once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe)		Yes x No
<b>If you answered 'no' to the above 'Decision' questions please explain why:</b>		
<b>Risk Assessment completed by:</b> Matthew Bonewell - Site Manager insert name and role	<b>Date completed:</b>	1/12/2020
Has the <b>Risk Assessment</b> been shared with the leadership team?		Yes No
<b>Risk Assessment due for review:</b> insert date (no more than 12 months time)	<b>Date:</b>	1/1/2021



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## What to do



## How to do it

- ← Look at things that can cause injury or damage, thinking about activity, location and surroundings
- ← Think about the people around, not just members, who could be injured or affected by the activity
- ← See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?
- ← List actions required to reduce risk. Decide if you want to go ahead.
- ← Make sure everyone knows what they are going to do and by when. Make sure it is done and record it

Severity \ Likelihood	Slight harm superficial injuries, minor cuts and bruises	Harmful minor fractures, ill health leading to minor disability	Extremely harmful multiple injuries, major fractures, fatalities
<b>Unlikely</b> Rarely happens	Low	Low	Medium
<b>Likely</b> Often happens	Low	Medium	High
<b>Very likely</b> Nearly always happens	Medium	High	High