

COVID-19 RISK ASSESSMENT FORM

Key Guidance 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.

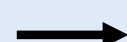
Hazard is anything that may cause harm, e.g. working at height on a ladder.

Risk 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.

Dynamic Risk Assessment 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.

Likelihood (L)*	Multiplied by	Impact (I)**	Equals
1 – Remote / Rare		1 – Minor	
2 – Unlikely		2 – Moderate	
3 – Possible		3 – Major	
4 – Probable		4 – Severe	
5 – Highly Probable (Almost Certain)	5 – Critical		
		<i>Note: impact number is unlikely to change with control measures</i>	

5 Step Process



Step 1 – Identify the hazards

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide on precautions (control measures)

Step 4 – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures

Step 5 – and upo

Club:	Southampton Orienteering Club	Assessor :
Activity / Competition:	Park event closed to club members	Assessor's signature:
Generic or Specific Risk Assessment:	Specific to Covid 19	Assessment Date:
Relevant Publications / Pamphlets / Procedures:	British Orienteering Guidance dated 13 July 2020	Review Date (Step 5):

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Orienteers - fatality • Orienteers or volunteers • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above <i>If Yes, move to column (n). If No, identify additional controls (Step 3e)</i>	Reasonable controls to be implemented to reduce risk to ALARP (Step 3e)
				L* (1 to 5) (Step 3b)	I** (1 to 5) (Step 3c)	Score*** (L x I) (Step 3d)			
1	Attendance at event	Personnel • Who are unwell with a cough, fever or other respiratory symptoms	• Risk of transmission of Covid-19 to other orienteering members, volunteers and general public	• Nil	4	4	16	No	• Such personnel should not attend the event • Event flier to state restrictions for

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		<p>19 case.</p> <ul style="list-style-type: none"> • If they have been advised to stay at home by Health Care professional • Those who are at higher risk to pay particular care in decision to attend. • Over 70's are to be aware that they are at higher risk. 							
2	Transportation to/from event	<ul style="list-style-type: none"> • Close contact with other personnel within vehicle 	<ul style="list-style-type: none"> • Increased risk of transmission of Covid 19 to personnel within vehicle 	<ul style="list-style-type: none"> • Nil 	3	4	<u>12</u>	<u>No</u>	<ul style="list-style-type: none"> • Social distancing to be observed between seats between • Personnel should be seated within the same members of the • Orienteers should use their own and not public
3	Car parking at event	<ul style="list-style-type: none"> • Reduced social distancing between driver and car parking attendant (volunteer) • Reduced possibility to conduct social distancing within car parking area 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Nil 	3	4	<u>12</u>	<u>No</u>	<ul style="list-style-type: none"> • Clear volunteer including timing • Volunteers to be outdoors social distancing guidelines while car parking duration • Organiser to ensure social distancing is maintained between vehicles
4	Event size	<ul style="list-style-type: none"> • Close proximity of personnel due to excessive participants at 	<ul style="list-style-type: none"> • Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and 	<ul style="list-style-type: none"> • Registration and assembly area chosen to cater for expected number of participants 	2	4	<u>8</u>	<u>No</u>	<ul style="list-style-type: none"> • Event promotion targeted to experienced orienteers

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					L* (1 to 5) (Step 3b)	I** (1 to 5) (Step 3c)	Score*** (L x I) (Step 3d)		
									bring their own • Hand sanitizer start and before
6	Toilets	<ul style="list-style-type: none"> Proximity of personal awaiting to use facilities Numerous personal coming into contact with same surface 	<ul style="list-style-type: none"> Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public 	<ul style="list-style-type: none"> Good Personal Hygiene 	3	4	12	No	<ul style="list-style-type: none"> Increase spacing portoloos Personnel to bring their own Setup queue to social distancing
7	Registration	<ul style="list-style-type: none"> Competitors coming into close contact with event staff/volunteers 	<ul style="list-style-type: none"> Increased risk of transmission of Covid 19 to personnel attending orienteers and volunteers attending event / and general public 	<ul style="list-style-type: none"> Nil 	3	4	12	No	<ul style="list-style-type: none"> All competitors entered – no registration. Ensure social distancing maintained Ensure volunteer access to PPE sanitizer Pre allocate all Cashless comp using a pre pa or contactless All hired SI/Em to be disinfected bagged prior to
8	Start	<ul style="list-style-type: none"> Competitors gathered at start area 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Nil 	3	4	12	No	<ul style="list-style-type: none"> Start areas to parks Start box arrangement with social distancing guidelines and number of people (e.g.six) at start

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									<ul style="list-style-type: none"> distance apart • Consider the use of free controls to unnecessary controls and e • Competitors to other public area (Code of • Competitors to quickly away fr sites.
10	Finish	<ul style="list-style-type: none"> • Competitors gathering at the finish, with increased risk of aerosol droplets due to physical exertion 	Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public	<ul style="list-style-type: none"> • Nil 	3	4	12	No	<ul style="list-style-type: none"> • Ensure there is space between Download for c recover • Marshall the fir • Inform compet around the Fin • Finish should b area to provide outdoor social • Sanitizer shou before downlo
11	Download	<ul style="list-style-type: none"> • Complacency due to fatigue, competitors not adhering to social distancing • Numerous competitors waiting to Download 	<ul style="list-style-type: none"> • Increased risk of transmission of Covid 19 orienteers and volunteers attending event / and general public • Increased risk of transmission of Covid 19 to event volunteers 	<ul style="list-style-type: none"> • Nil 	3	4	12	No	<ul style="list-style-type: none"> • Set up queue t social distancing • Set up downlo official is at lea athlete.
12	Setting/collecting controls	<ul style="list-style-type: none"> • Covid 19 may survive on a surface such as controls for several hours 	<ul style="list-style-type: none"> • Increased risk of transmission of Covid 19 to orienteers and volunteers attending event Increased risk of transmission 	<ul style="list-style-type: none"> • Nil 	2	4	8	No	<ul style="list-style-type: none"> • Equipment to b and post event • Organiser to c

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		receiving treatment	person receiving treatment						<ul style="list-style-type: none"> help / self-clear If injury is more than 24 hours from the point of the event, the organiser is to provide help / contact 999 for relevant details
15	Result Publication	<ul style="list-style-type: none"> Personal gathering in close proximity to view results 	<ul style="list-style-type: none"> Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public 	<ul style="list-style-type: none"> Nil 	2	4	8	No	<ul style="list-style-type: none"> Centralised results on touch screen displayed at the event Results to be published via website or other means
16	Water Point	<ul style="list-style-type: none"> Covid 19 may survive on a surface for several hours 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Nil 	3	4	12	No	<ul style="list-style-type: none"> Competitors to use water and ensure hydration pre a To be noted on
17	Access & permission	<ul style="list-style-type: none"> Close proximity of personnel due to excessive participants at event 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Nil 	3	4	12	No	<ul style="list-style-type: none"> The organiser or owner reserve the right to refuse entry of anyone which in their opinion may increase the risk to themselves or others by contracting Co
18	Code of Conduct	<ul style="list-style-type: none"> Failure to comply. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Nil 	2	4	8	No	<ul style="list-style-type: none"> British Orienteering developed a Code of Conduct, this is displayed at start to in entry details to competitors are
19	Payment	<ul style="list-style-type: none"> There is an increased 	<ul style="list-style-type: none"> Increased risk of transmission of Covid 19 to orienteers and volunteers attending event / and general public 	<ul style="list-style-type: none"> Nil 	2	4	8	No	<ul style="list-style-type: none"> Consider paym

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Authorising Person	Name	Post	Date
Existing and additional controls agreed	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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"> Multiple fatalities or permanent, life changing injuries. Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. Multiple incidents causing a major environmental impact.
4	Severe	<ul style="list-style-type: none"> A single death or multiple life-threatening injuries. 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. Single incident causing a major environmental effect or multiple incidents causing significant effect.
3	Major	<ul style="list-style-type: none"> Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. Moderate damage to an extended area and/or area with moderate

Risk Score Calculation						
		Likelihood				
		1	2	3	4	5
Impact	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 Rating						
Risk Rating		Authorisation				
1 – 3 (Low)		Organiser				
4 – 9 (Low)		Organiser				
10 – 15		Club H&S Officer				

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