



## Buckmore Park Scout Campsite – Orienteering Activity Instructions and Risk Assessment

### **Activity Instructions**

Orienteering is an exciting outdoor sport that fits comfortably with the aims of the Scout Association in that it exercises both the mind and the body. Orienteering can be participated in both recreationally and competitively, either way the aim in orienteering is to navigate around a course marked on an orienteering map. In a competitive environment participants will look to find the best route to complete the course in the quickest time.

Scouting can introduce young people (and leaders) to the sport of orienteering and those that are interested may go on to compete with local specialist clubs. One of the features of orienteering is that everyone can participate (or compete in orienteering competitions) no matter what age or level of fitness. As an individual improves navigation skills and fitness levels they will be able to see improvement in their orienteering results.

Buckmore Park is fortunate to have an orienteering map covering the whole campsite with a variety of terrain types and features and an interesting network of paths and tracks.

The following paragraphs detail the plans and safety measures in place at BPSC which ensure that all age groups participating in mountain biking at BPSC can understand the risks involved with the activity, how they have been mitigated and can enjoy the activity safely.

At the time of writing the BPSC Activity Manager for Orienteering is Gavin Jessup.

#### **Responsibilities of Session Leaders (whether provided by BPSC or by a visiting group):**

##### **Group Size**

- Whilst Session Leaders can supervise relatively large groups of orienteers, there should be an appropriate number of adults to look after participants, particularly for younger members who may need to be accompanied throughout in small groups.

##### **Preparation and Equipment**

- The session leader should arrange sufficient copies of the relevant course maps and course descriptions. These are available for download from the Buckmore Park website. Session leaders will also need a supply of pencils and pens.



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Compasses are recommended for Courses A and B and essential for all other Courses.

- The session leader will need to determine how many adult helpers will be required. For younger participants an Adult may be required to accompany every group.
- The session leader should have a method to ensure all participants are accounted for at the end of the session.

### **Briefing**

A safety brief will be given to participants at the beginning of session, which will cover the following points:

- Outline of the format of orienteering session.
- Procedures in event of accident.
- Welfare check/medical conditions.
- Warn that it is a woodland area with lots of trees and roots.
- What to do if get lost. The woodland at Buckmore Park runs for several kilometres in some directions.
- All participants must return to the session leader – even if they do not complete the course set.

### **Pre-existing conditions**

- The session leader must make themselves aware of any participants suffering from Asthma, Epilepsy, severe allergies or any other relevant medical condition and ensure that prescribed medication is available if required. Medication is to be carried by the adult with the participating group with the individual in suitable proximity.

### **Weather**

- Weather does not have a significant impact on orienteering although maps and course descriptions need to be kept dry. Participants will need appropriate clothing (waterproofs). If there is a lot of rain the ground can become slippery and extra care is required.



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### **Conduct of Session**

- The session leader will give the briefing and hand out equipment (as set out in the sections above).
- The session leader must check the age of the group and plan an appropriate course. As with all Scout activities safety is of paramount importance. Please ensure young people understand the boundaries of the course to avoid them getting lost. Consider whether the young people need to be closely supervised, in groups or they have the skills to work individually.
- The session leader must make a careful note of the number of people sent out on the orienteering courses and check them all back in at the end.

### **Planning & Reporting**

- All incidents, accidents, near misses and hazards must be reported using appropriate forms.
- Deflects and damages must be reported – including any missing controls.
- Any safety concerns arising from the session must be reported to the Activity Manager.



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### **Orienteering Risk Assessment**

Risks Arising and Hazards Identified	Persons at Risk	How is the risk controlled What further Controls Are Needed	Person Responsible for controls
Medical conditions and allergies	Activity participants	Leader with group must know and be prepared for conditions and allergies in their group	Session Leader
Insufficient first aid cover	Activity participants	Inform all groups on site they are responsible for own their own first aid.  Groups have own first aiders and first aid kit	Operations Committee  Leader in charge of group
Someone being run over	Activity participants	All on site informed of site speed limit of 5 miles per hour.  Speed limit signs on site	Session Leader  Operations Committee
Trip Hazards	Activity participants	Trip hazards are inevitable in woodland. Only mitigation is to monitor and remove man made hazards and inform groups (via this risk assessment) to warn all people in their group of the risks of running in woods.	Session Leader
Security / Getting lost	Activity participants	Session Leaders should brief their group on course boundaries, fences, out of bounds areas and entrance, Toilets, etc.	Session Leader



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		Clear instructions what to do if get lost included in the session briefing	Session Leader
Fall into caving centre	Activity participants	The Caving Centre has been secured. Regular monitoring (at least monthly) of Caving Centre by Management Team to ensure all locks remain in place	Caving Activity Manager
Heat Exhaustion / Hypothermia	Activity participants	Leaders to take sensible precautions in extreme weather and modify length of session if necessary. Drinks carried if really hot.	Session Leader  Session Leader

DOCUMENT PREPARED BY GAVIN JESSUP – ACTIVITY MANAGER

DATE OF ACTIVITY INSTRUCTIONS AND RISK ASSESSMENT 31/12/2018

DOCUMENT APPROVED BY BPSO OPERATIONS COMMITTEE

SCHEDULED FOR REVIEW ONE YEAR FROM DATE OF ASSESSMENT