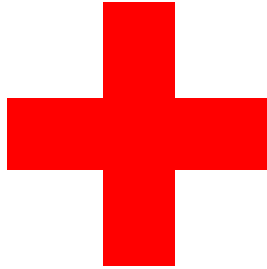


Guildford Orienteers

EVENT SAFETY, SEARCHING & FIRST AID

First Edition dated 10 November 2003



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This file to be kept and updated by the Hon Secretary, GO, and lent to event organisers.

Check list for First Aid kit in satchel

Description	Quantity
Leaflet	1
Medium sterile dressing	2
Large sterile dressing	2
Extra large sterile dressing	2
Sterile eye pad with bandage	2
Triangular bandage	3
Crepe bandage 5cm x 4.5m	1
Crepe bandage 7.5cm x 4.5m	1
Allsports EAB 7.5cm x 4.5m	1
Micropore dressing tape	1
Safety pins	6
Resuscitation face shield	1
Antiseptic wipes	1
2ml sterile eyewash bottles	2
Sterile washproof plasters	2
Sterile fabric plasters	2
Leucostrip 6.4cm 76mm	3
Leucostrip 4cm 38mm	8
Opsite Dressing 6.5x5cm	2
Opsite Dressing 15.5 x 8.5cm	1
Steropore adhesive dressing 5 x 7.5 cm	2
Steropore adhesive dressing 7.5 x 7.5cm	2
Latex gloves	5 pr
Single use instant coldpack	6
Self seal waste bags	5
Silver foil survival blanket	2
Scissors	1
Savlon Dry Antiseptic spray	1
Cohesive bandage 6 x 7.5cm	1
Cotton wool	1
Gauze	1

REPLACEMENT OF USED/ UNFIT ITEMS.

It is the responsibility of the organiser to ensure that;
 - the 1st aid kits/rucksack are complete & in good condition.
 - they are lodged in the enquiries tent at an event.

At the end of the event the organiser should arrange for used items to be replaced.

Check List for Emergency Rucksac

Sleeping bag (in poly bag)
 Bivvy bag (orange)
 Closed cell mat
 Warm clothing (jersey, hat, coat)
 Waterproof sheet
 Pencil + paper in polythene
 Torch
 Whistle

To be used in conjunction with 1st aid satchel.

Check list for Small First Aid kit

Description	Q'ty	Description	Q'ty
Leaflet	1	Self seal waste bags	2
Medium sterile dressing	1	Scissors	1
Large sterile dressing	1	Silver foil survival blanket	1
Sterile eyepad with bandage	1	Cetrimide cream 15g	1
Triangular bandage	1	Sterile washproof plasters	20
Conforming bandage 7.5cm x 4m	1	Latex gloves	2
Crepe bandage 5cm x 4.5m	1		
Micro-pore dressing	1		
Safety pins	6		
Resuscitation face shield	1		
Antiseptic wipes	10		
20ml sterile eyewash pods	2		
Double sided dressing 5 x 5cm	1		
Double sided dressing 10 x 10cm	1		
Single use instant cold pack	1		

Searching

Search if after a reasonable time an orienteer fails to download/hand in a card, and cannot be contacted by phone (mobile or home) or otherwise accounted for. It is useful to check for an unidentified car in the carpark. A companion/relative may express concern.

Informing the Police

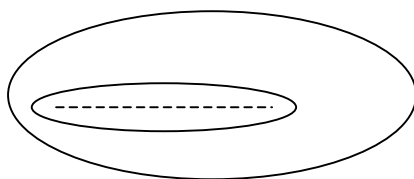
The police have said that they should be contacted early, even if it is only to warn them that they may be needed later. This allows them to give the incident a log number and keep sufficient manpower on duty or on call against a subsequent search. You must also stand them down if they are not required.

Method

1. One person, the Search Controller (SC), who is usually the event organiser, is to take charge of the search.
2. The SC should normally remain at the base (finish/download/carpark) until the casualty is found.
3. The SC must keep a written log of events. This may be needed for legal reasons.
4. The SC is to brief the searchers. They need to exchange phone numbers/call signs with him, and be given details of the name, age, gender, clothing worn, experience, etc of the missing person.
5. The SC and as many searchers as possible should have a mobile phone or two-way radio. Any searcher who does not have a phone/radio is to be instructed when to return. All searchers need a map, compass, whistle and if dark is approaching, a torch. They should eat before going out and have sufficient clothing to be able to remain with a casualty.
6. The SI boxes should be examined to find the last known position.
7. Two searchers should walk the course, starting at opposite ends. The remaining searchers should be given areas to search and these areas recorded on a map.
8. A methodical search pattern, as appropriate to the terrain, is to be used. The name of the casualty is to be called at intervals. Bear in mind that an unconscious casualty in undergrowth is only visible at close quarters.

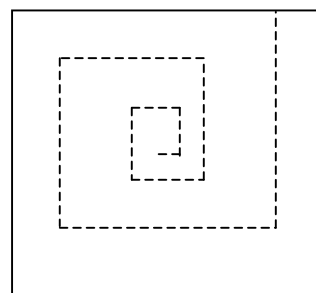
Search Methods

Linear Search (----- search route)



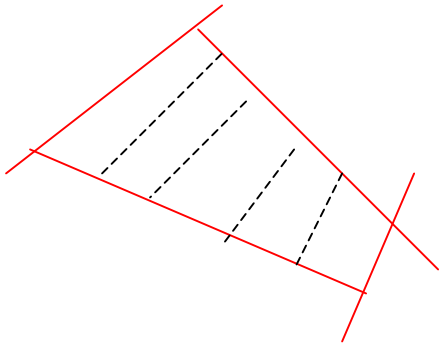
Search along top of features.

Box search



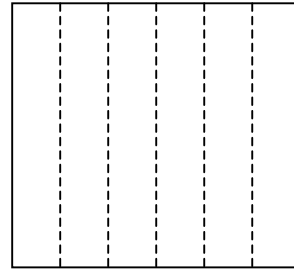
A single searcher starts in centre and moves outwards until the box is covered.

Sector Search



Use paths as the search area boundary

Line Abreast Search



A line of searchers covers the box.

9. Use cars to ferry searchers, to patrol any roads within the area and to evacuate the lost person.
10. The SC is responsible for ensuring that all searchers have returned safely.
11. The SC is responsible for ensuring that relatives of a lost person and of searchers who may be late home are kept informed, as necessary.

First Aid

1. The First Aid kit and rucksack is to be kept in the enquiries tent until needed.
2. The job of the person attending the casualty is to stop the injured person dying by dealing with the essentials - ABC – airways, breathing and circulation.
3. This done, unless they are suitably qualified, they should do no more first aid than is essential. Slightly injured runners can be evacuated but if in any doubt do not move the casualty. This is best done by the ambulance service.
4. The helper should keep the casualty warm, dry, reassured and comfortable, using the contents of the emergency rucksack.
5. The casualty should be formally handed over to the care of someone else – “you’ve got the weight”.

Police – Contact Details:

- To put police on standby:

Surrey: Tel: 0845 125 22 22 (Switchboard)

- ask for Contact Centre so that log number can be allocated

Sussex : Tel: 0845 60 70 999 (Switchboard)

-ask for Call-handle Centre so log number can be allocated

- Ring **999** for immediate action.

(Policy agreed Janet Phillips/Police dtd 11/11/03. Ref for Surrey P1889144)

JP 11/11/03

GO SAFETY CHECKLIST FOR ORGANISERS (or their Safety Officer)

Basics:

- Is the event large enough, or otherwise safety-critical enough, to warrant the appointment of an event Safety Officer (to take the role from the Organiser)?
- Document a risk analysis jointly with the Planner and Controller
- Agree all points of safety with the Controller (and Organiser, if a separate Safety Officer has been appointed to do event safety)

Before the event:

- Are there safety matters that need to be notified to competitors in advance (eg compulsory whistles)? Make these evident in pre-event fliers, website and other pre-race details
- Liaise with the Planner to ensure that course safety issues are fully considered eg dangerous features, road crossings
- Ensure that all helpers who go out on the terrain before, during and after the event are known about and checked safely back – use “phone buddy system” at least (ie if you don’t ring by 10pm I’ll take emergency action)

At the event:

- Decide how mobile phones will be used – if they work, which numbers where, make sure they will be switched on and listened for, make a directory
- Decide how any available radios will be used – who will have them
- Access to the car park – are there any traffic turning/junction risks? Should the local police be notified?
- Safety in the car park, assembly area, route to Start(s) and from Finish(es) – are there any dangerous features to be taped off (eg lakes, cliffs, animals) or monitored (eg road crossings)?
- What are appropriate First Aid arrangements? Where should the facilities be sited and how should they be publicised?
- Are whistles and/or cagoules going to be compulsory (or subject to weather conditions)?
- What system will be used to ensure that every starter is checked back? What are the decision criteria for a competitor to be considered missing? How will the decision that a competitor is missing be triggered without undue delay (eg don’t wait till courses close for an early starter on a short course)?
- What action will be taken when a competitor is decided to be missing? Ensure that all preparatory actions have been made (eg search team on standby, spare maps of courses, torches if it might be dark, mobile phones or radios)
- If any safety system requires power (eg computer to read an SI box) make sure that there are contingency arrangements in case of primary power failure
- Consider all battery-powered equipment – fully charged, spare batteries
- Ensure there is an appropriate system for checking helpers out of the forest after clearing up after the event.

GUILDFORD ORIENTEERS EVENT SAFETY POLICY

DRAFT 2

This safety policy shall apply to all events organised by Guildford Orienteers.

This safety policy is based upon the B.O.F. Rules 2003, particularly Rule 1.7, and Appendix E to the Rules, dated November 2002. It is recommended that Organisers and Planners read these during the preparation of an Event. They are available on the BOF web-site: www.britishorienteering.org.uk and copies are attached to this policy.

Appendix E provides additional guidance to Rule 1.7. It is the policy of Guildford Orienteers to apply the following decisions to the specific points raised by the above Rules and in the Appendix.

1. All pre-event literature, both paper and electronic, shall contain the statement:
“ALL COMPETITORS TAKE PART IN THIS EVENT AT THEIR OWN RISK AND ARE RESPONSIBLE FOR THEIR OWN SAFETY”.
2. All overprinted maps and control description sheets shall contain the statement:
“YOU MUST REPORT TO DOWNLOAD EVEN IF YOU RETIRE.”
3. At all events, a First Aid Box belonging to Guildford Orienteers shall be made available at the Enquiries Tent. A First Aid sign shall be hung on the Tent.
 - a) **Grade C5 Events:** a notice shall be fixed to the first aid box informing: “NO QUALIFIED FIRST-AIDER IS AVAILABLE – THIS BOX IS FOR INDIVIDUAL USE.” In addition the ADDRESS and TELEPHONE NUMBER of the nearest ACCIDENT AND EMERGENCY HOSPITAL to the event shall be displayed.
 - b) **Grade C4 and C3 Events:** The Organiser shall seek to employ the services of a qualified first-aid person to be present at Registration throughout the event. If one is unavailable, the above shall apply.
 - c) **Grade C2 Events:** The Organiser shall seek arrange for an ambulance (St. Johns or Red Cross) to be present throughout the Event. If one is unavailable, the above shall apply.
 - d) Whichever of the above applies, then this shall be publicised in the pre-event information.
4. The Organiser and the Planner should make a definite arrangement before the event to recruit helpers who are willing to stay behind at the end of an event should a search become necessary. (These could be the control-collection volunteers.) A minimum number is 4 helpers. Such helpers should bring to the event the following:
 - a) Whistle
 - b) Head-torch
 - c) Spare food
 - d) Additional warm or weather-proof clothing
 - e) Mobile phone

The Organiser shall satisfy himself that an efficient arrangement is in place to check people out of the forest, either electronically or by the use of control card

stubs. For overprinted courses, a set of overprinted maps should be present at Download. For master-map courses, the master-maps should always be transferred to Download once the last competitor has started his course.

Should a competitor be identified as overdue, then the Organiser should refer to BOF Rules Appendix E 3.4 (copy attached) as to how to proceed.

5. Any decision regarding the cancellation or curtailment of an event shall be made following consultations between the Organiser, Planner and Controller.
6. The Planner shall identify any particularly hazardous features within the terrain that maybe concealed from competitors e.g. mine-shafts, deep marshes, hidden cliffs concealed by vegetation. They should be marked on the ground with yellow-and-black tape. Their presence should be publicised in the pre-event literature. They need not be specifically identified (other than as part of the normal operation of mapping) on the map.
6. The Organiser, Planner and Controller should review the B.O.F. Risk Assessment Form as pertaining to the event and act accordingly.

NH Nov 03