



north west
orienteering club

Health and Safety Policy

2011

(Includes Hazard, Emergency, and Search and Rescue
Procedures)

President's signature Phillippa Poole

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North West Orienteering Club Inc.

Health and Safety Policy

North West Orienteering Club Inc is committed to providing an enjoyable and safe environment to all participants at every orienteering event. This policy is consistent with that of the New Zealand Orienteering Federation 2005.

North West Orienteering Club 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 Notice)
- Have procedures in place that can be followed in the case of injury and illness (refer Emergency Procedures)
- Have procedures in place that can be followed in the case of a participant becoming lost or missing (refer Search and Rescue procedures)
- Have procedures in place in case forest has to be evacuated
- Ensure that all Coordinators and Controllers are aware of the above procedures.

Participants' responsibility:

- Read all notices concerning the special hazards that may be associated with the event
- Obey all instructions and warnings
- 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
- Carry a whistle. Emergency call is 6 short blasts. If another competitor hears this, they must stop and assist
- Notify the organisers of any potentially serious health problems e.g. diabetes, asthma, angina, allergy
- Check in at Finish even if they have not completed the course
- Drive with lights on low beam in Woodhill Forest

Landowners' responsibility:

Landowners are not responsible for the natural hazards and risks associated with orienteering and attendant activities.

Controller's Procedures:

Before the event the Controller should:

- (a) Note the grid references for the Event Centre in case the Police or Ambulance/Rescue helicopters are needed.

NOTE: you must specify the map series and map used. Example coordinates:

Woodhill Forest HQ, Restall Road	NZMS 260	Q10 381938
Intersection of Willets and Coast Road	NZMS 260	Q10 330955
Event Centre Jessie's Delight	NZMS 260	Q10 432995

- (b) Know the location/availability of the nearest telephone - if using a mobile phone, check out the reception before the event.
- (c) Ensure competitors are aware of a "safety bearing" to follow. This should be simple: N, S, E, or W to the road, then turn S etc. Information should be in the programme and displayed at the event.
- (d) Checked that no courses have controls placed at the edge of a map (unless there is a very obvious catching feature they are unlikely to cross: e.g. a river)
- (e) Ensure a course closure time is in the programme
- (f) Insist competitors carry a whistle
- (g) Ensure adequate supplies of water are available on courses in hot weather
- (h) Ensure the host club has a First Aid kit at the event



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Hazard Identification Notice

Venue:

Date:

Special Hazards at today's event:

Typical hazards include:

Cliffs, pits, streams, swamps, overgrown trimmings, vines, overhanging branches and sticks at eye level, tree roots, derelict and unstable fences, livestock

Today's safety bearing is:

Course Closure is at:

It is the participant's responsibility to:

- Obey all instructions and warnings
- Keep clear of any plant or equipment, unauthorised areas or farm buildings
- Avoid disturbing livestock and keep away from all work activities
- Not allow children to wander unsupervised
- Carry a whistle. The recognised emergency call is 6 short blasts.
- Notify organisers of any potentially serious health problems
- Check in at Finish even if you do not complete the course

Participation today is at your own risk. Landowners are not responsible for the natural hazards and risks associated with orienteering and attendant activities.



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Emergency Procedures

Venue:

Date:

Controller:

Planner:

Coordinator:

Persons with First Aid training:

Doctors:

Persons with mobile phones:

The NZMS grid reference of the assembly area is:

In the event of a competitor being injured the Controller is to be 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 at Registration.

For major injuries the injured person is to be kept warm but not moved until checked by a first aid qualified person, preferably by a doctor. This person will decide the course of treatment. If a rescue helicopter is to be called the NZMS map references must be given.

If a forest needs to be evacuated, forest staff will organise the evacuation, with event officials. Competitors should assemble at the gate through which they entered the forest.

- (ii) Have run off the map
- (iii) Have been distracted, then become disorientated
- common with young children, and people on courses too difficult for their ability.

[C] Who to Contact?

- (a) **Police** - if initial search fails, a body is found, or insufficient manpower or daylight is left. It takes 2+ hours to get a Police search organised - may not be able to mount a full search until the next day.
- (b) **Next of kin** - if not at the event, they should be notified at the same time the Police are contacted

[D] Police Queries:

Controller, Course Planner and next of kin should be available for any queries

[E] The Rescue

Once the missing person is found the Search Controller must be informed immediately so they can:

- (a) Arrange evacuation of found person:
 - if injured, a stretcher may have to be improvised
 - a person suffering from severe hypothermia must not be walked out.
- (b) Recall other search teams - If the person is dead, apart from attempting CPR, the body should be left where and how it was found and the Police notified.

Competitors can help to avoid a search by:

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