

Bonaly Scout Centre – Activity Risk Assessment & SOP

Orienteering (Leader Supervised)

| No | Hazard | Who it affects | Unmanaged risk | Control measures | Managed risk |
|---------------|---|---------------------------|----------------|--|--------------|
| 1 | Insufficient Supervision | Participants | Medium | Supervisors will be given copies of the risk assessment, standard operating procedure and instructions for use of the activity. Maximum of 12 participants per supervisor. | Low |
| 2 | Getting lost/Overdue for return time. | Participants | Medium | Briefing on map work and boundaries of the activity. Under 18's must be in groups of at least 3. Appropriate course matched with participant's age/ability. | Low |
| 3 | Falling/Injury | Participants | Medium | Ensure appropriate footwear is worn. Brief participants on dangers of running/falling and what to do in case of an injury. | Low |
| 4 | Straying into out of bounds/danger areas | Participants | Medium | Participants made aware of out of bounds areas and how they are identified on the map. Appropriate course matched with participant's age/ability. Check points to be located in appropriate areas. | Low |
| 5 | Arrows | Participants | High | Participants made aware if archery is in progress and location of archery range. | Low |
| 6 | Traffic | Participants | Medium | Participants made aware of boundary road and car park. | Low |
| 7 | Hypo/Hyperthermia and exposure | Participants | Medium | Instructors to ensure participants have appropriate clothing for the prevailing conditions and to monitor participants during the session. | Low |
| 8 | Medical conditions that could affect the activity | Participants | Medium | Instructors to check with group if there are any medical conditions/Injuries which may affect their participation. | Low |
| 9 | Slippery/uneven surfaces and trip hazards | Supervisor & participants | Medium | Instructors to make participants aware of conditions underfoot. | Low |
| Assessor | | Date | Review Date | | |
| Mark Campbell | | 24/02/24 | 24/02/25 | | |

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Orienteering Instructions

The leader supervising the activity must read and comply with the Standard Operating Procedure, Risk Assessment and these instructions and must have completed the sign out sheet before using the activity; they must supervise the activity for its entire duration and not hand over responsibility to any other person at any time.

A member of the Bonaly team is available to offer guidance and answer any questions at this time.

Please meet at the Blair Barn for all self-led activities

Description:

Orienteering is a group of sports that requires navigational skills using a map and compass to navigate from point to point in diverse and usually unfamiliar terrain, and normally moving at speed. At Bonaly we have beginner's courses which rely on natural navigation using features on the site. For more advanced orienteering there is a course in Bonaly Country Park.

Location:

Orienteering is a site wide activity:

Course 1 is numbered 14 to 20 and is a short course with orienteering points situated around the main camping field

Course 2 is numbered 1 to 13 and is a longer course with orienteering points across the entire site

Set up:

A member of the Bonaly team will issue the equipment; all equipment is to be returned to them at the same place at the end of the session.

Equipment provided:

| | |
|--------------------------------|----------------------|
| Leaders orienteering point map | Leaders answer sheet |
| Individual orienteering maps | Demonstration marker |
| Participant answer sheets | Pencils |

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Running the session:

- 1) Prior to the activity the supervisor should walk the course to check for any hazards and choose appropriate orienteering points for their group.
- 2) Explain to the participants the purpose of the activity; to use the maps to navigate to the orienteering points across the site and to then record the orienteering point information.
- 3) Show the participants the sample Orienteering point marker so they are aware of what they are looking for and what they need to record in their answer sheets.
- 4) Discuss with participants what maps are and how to pinpoint your location on a map using features (buildings, roads, rivers etc). Ensure everyone can pinpoint their location on the map.
- 5) Discuss map orientation with the participants and ensure that they all understand the importance of orientating the map with the surroundings and keeping it orientated.
- 6) Brief the participants on the relevant safety precautions, particularly the boundaries of the activity and out of bounds areas, the importance of staying in groups, the potential for slips, trips and falls and what to do in an emergency - refer to SOP and Risk Assessment.
- 7) Depending on the age of the participants you can run the activity in one of two ways.
 - a) Send the participants to find one specific orienteering point and then return to the supervisor.
 - b) Send the participants to find several or all of the orienteering points and then return to the supervisor.

With younger participants you may choose to send a supervising adult with them.

- 8) However you choose to run the session when the participants return check their answer sheet against the leaders answer sheet to confirm they have found the correct orienteering point and recorded the correct information.

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Standard Operating Procedure – All Activities

Supervisors will be given copies of the Standard Operating Procedure, Risk Assessment and Instructions for the activity.

The safety of participants is at all times the responsibility of the supervisor.

The supervisor must:

Read and comply with the Standard operating procedure, Risk Assessment and Activity instructions.

Complete the sign out sheet before using the activity

Must supervise the activity for its entire duration and not hand over responsibility to any other person at any time.

Ensure there is adequate first aid provision.

Maintain adequate group control at all times.

Ensure participants are suitably attired for the prevailing weather conditions and activity.

Be aware of any participant medical conditions that may affect the activity.

Make participants aware of conditions underfoot.

Fully brief participants on the activity, paying particular attention to risks highlighted in the Risk Assessments and Standard Operating Procedures.

Report any loss or damage to the equipment/activity.

Standard Operating Procedure – Orienteering

Maximum group size per supervisor of 12

The Supervisor must:

Walk the planned course prior to activity to check for any hazards.

Brief participants on map work and boundaries of the activity area, particularly out of bounds areas/danger areas such as archery range, car park and roads.

Choose an appropriate course for the ability of the group.

Ensure under 18's are in groups of at least 3.

Ensure they check out/in all the participants.

Brief participants on what to do in case of an injury.