

DVO - Event Safety – December 2012

The Committee Meeting of 11 Dec 2012 discussed event safety and in particular how the club should hold and manage its events to ensure, as far as it reasonably can, that competitors, officials and helpers are not exposed to undue risk at DVO's events.

The discussion covered a number of aspects of event safety and made good progress towards developing an approach. This paper sets out a number of the areas of discussion and, where applicable, the position that was reached. It was proposed to further develop this towards adopting a formalised approach as soon as reasonably practicable.

Item	Commentary
Risk Assessments	<p>Risk Assessments (RA) are a good vehicle for collecting, assessing and mitigating potential risks.</p> <p>It was agreed that a RA is to be carried out for all level A-D events. It was also noted that this is a requirement of the BOF insurance. [activities???</p> <p>The responsibility for completing the RA is delegated by the Club to the Organiser of the event.</p> <p>The RA may be signed off by the Controller, another Controller, a Coach or an Event Workshop Tutor as long as that person has attended an Event Safety Workshop.</p>
RA Process	<p>DVO needs to ensure that RAs are carried out prior to the event being held.</p> <p>It was proposed that [the Event Officials Co-ordinator] should ensure that each event Organiser is asked to complete a RA, and that the completed RA needs to be signed off (as above), and a copy of the signed-off RA returned to [the Event Officials Co-ordinator].</p> <p>If no signed-off RA is provided to the Club then (assuming that reminders are not fruitful) the event will be cancelled.</p>
Historical RAs	<p>[someone] will keep all RAs. [the Event Officials Co-ordinator] will be able to provide copies of RAs for each area to an event Organiser for his/her information in completing any new RA.</p> <p>[store on Club Database?]</p>

Item	Commentary
First Aid	For Level A and B Events the Club will normally 'buy in' First Aid services. For Level C Events [??? – responsibility to be with the finish team] For Level D Events [first aid kit at finish] Agreed to purchase 3 x survival packs through Sue Russell (less than £10 each)
Safe-guarding	[review safe-guarding approach to date]