

**Report to** Mousehold Heath Conservators  
20 September 2019  
**Report of** Director of neighbourhoods  
**Subject** Norfolk Orienteering Club event 13 October 2019

---

**Item**

**9**

### **Purpose**

To seek approval for Norfolk Orienteering Club to hold an orienteering event on Mousehold Heath on 13 October 2019.

### **Recommendation**

To approve:

- 1) Norfolk Orienteering Club holding an orienteering event on Mousehold Heath subject to the conditions contained in paragraph 10 a-f being met; and,
- 2) the future approval of any requests from Norfolk Orienteering Club to hold orienteering events on the heath to the parks and open spaces manager, subject to this event not resulting in any problems.

### **Mousehold Heath management plan objectives**

The report helps to meet the Mousehold Heath management plan objective H: to promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

### **Corporate and service priorities**

The report helps to meet the corporate priority Great neighbourhoods, housing and environment

### **Financial implications**

Any financial implications arising from this report will have or will be met from approved budgetary provision.

**Ward/s:** Catton Grove and Crome

**Cabinet member:** Councillor Packer - Health and wellbeing

### **Contact officers**

Simon Meek - Parks and open spaces manager	01603 212403
William Stewart – Mousehold Heath warden	01603 213310
Nigel Hales – Mousehold Heath warden	01603 213310

## Background documents

None

## Background

1. During the development of the management plan over the previous year the conservators expressed a wish for the use of the heath by appropriate events to be developed further. The reason for this was to increase the role the site had to play in meeting the recreational needs of the residents of Norwich and also to raise the public profile of the heath.
2. Objective H To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride was approved by the conservators as part of the management plan in March 2019.
3. Project MI60/01 EVENTS was one of a number of projects approved to assist with the delivery of the objective and has the aims:
  - a. To improve and widen the understanding of the local history and nature conservation management of the Heath.
  - b. To increase use of the heath for events which benefit residents and visitors to the city.
4. Approval of MI60/01 enabled Norwich City Council events to allow small events within 'normal' parameters, such as low numbers, minimal site impact and events that have been approved previously and there have been no issues as a result of the event to take place.
5. Events outside of these parameters have a requirement to be brought before the conservators for a decision to be made if there is sufficient time to do so or via the Director of Neighbourhoods, Chair and Vice Chair under the scheme of delegation, if there is insufficient time.

## Report

6. A request was received by Norwich City Council events team from Norfolk Orienteering Club to hold an event on Mousehold Heath Sunday 13 October 2019. The event would take place between 1000 – 1415 and there would be approximately 100 participants.
7. As the size, type of event and the potential impact on the heath the club were advised that permission would need to be sort from the conservators at committee on 20 September.
8. An event management plan and map was requested from the club (**APPENDIX A**) and also a number of questions were asked regarding their proposal, to inform a discussion at the next management sub-group meeting.
9. The matter was discussed at management sub-group held on 22 August 2019 to inform this report.
10. At the management sub –group the following were proposed conditions for the event to go ahead.

- a. The event is to start from Wingfield Open Space (near the retail park car park) and not the Gilman Road site to minimise parking issues.
  - b. St Williams Chapel area to be marked 'out of bounds' on the event map.
  - c. The organiser to meet a warden on the day so that they can be welcomed them to the heath and to ensure they understand and comply with the conditions of the event happening.
  - d. The organiser to put up 'caution runners' signs at key access points to the heath based on advice from the wardens.
  - e. A 'leave no trace' policy to be implemented and litter collected at the end of the event when walking the heath to collect control points.
  - f. The event to be monitored by a warden and a review carried out with the parks and open spaces manager post event to inform any future decision.
  - g. Any photographs that the event organiser takes of the event will be provided and can be used by in future reports and publicity by the conservators.
11. There is a £50 charge made by the event team for the administration work associated with the event being held.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Mousehold Heath Conservators
<b>Committee date:</b>	20 September 2019
<b>Director / Head of service</b>	Director of Neighbourhoods
<b>Report subject:</b>	Norfolk Orienteering Club event 13 October 2019
<b>Date assessed:</b>	9 September 2019

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Increased presence on the heath and over a wider will be a positive impact.
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The event not only has courses for more established runners but shorter courses for beginners and also young people.
<b>Equality and diversity</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an increase in vehicles travelling to the event. A condition of the event going ahead is that it starts from the Wingfield site to enable parking at the retail park. This should reduce the impact on surrounding roads compared to the event starting at Gilman Road.
Natural and built environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an impact on the vegetation of the heath but only minimal as set routes are not run. Sensitive areas have been marked as out of bounds.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At the end of the event the organisers will walk the heath to remove markers from the heath and collect any litter on route.
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle use to the retail park will have an impact although the number of people attending via sustainable forms of transport is not known.
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle use to the retail park will have an impact although the number of people attending via sustainable forms of transport is not known.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment				
Positive				
Negative				
Neutral				
Issues				



## ***NORFOLK ORIENTEERING CLUB (NOR)***

### **EVENT MANAGEMENT PLAN - Proposed - MOUSEHOLD HEATH EVENT**

**13<sup>TH</sup> October 2019**

#### **1 Event Outline**

It is proposed to organise a orienteering event on Mousehold Heath on Sunday, 13<sup>th</sup> October 2019. This is regional event that attract Norfolk Orienteering Club members possibly club members from Suffolk OC and West Anglia OC as well as members of the public.

#### **2 Plan Aim & Objectives**

The main aim in providing this cross country orienteering event is to highlight the benefits of the sport of orienteering to the wider public. It is hoped to use the event as a means of publicising '**the thought sport**', or '**cunning running**', as widely as possible. We will certainly be encouraging maximum participation, with entry on the day and there will be courses suitable for all capabilities, including families, with help on hand to aid newcomers.

The type of event is a cross country event with competitors using a dedicated map of the area and a compass, pursuing their selected course over the mapped area checking in each control point on their selected course

Orienteering competitors are predominantly of individuals, not groups of people, running/walking. Although newcomers do tend to go round a course as a family or small group on one of the shorter courses.

Note that neither the general public nor road traffic is in any way impeded.

All competitors are reminded, both verbally and in writing that they do not have any right of way and must ensure the safety of members of the public. All competitors are covered by the British Orienteering Federation Public Liability Insurance to a limit of £10M (Cover note attached as an Annex)

#### **3 Description of activities**

This will be a standard format orienteering event.

The following colour coded courses will be available for competitors, both male and female:

<u>Course</u>	<u>Length km</u>	<u>Time mins</u>	<u>Difficulty</u>
White	1.0 – 1.5	15 – 35	1
Yellow	1.5 – 2.5	25 – 45	1/2
Orange	2.5 – 3.5	35 – 60	2/3
Light Green	2.5 – 3.5	35 – 60	4
Short Green	2.5 – 4.5	45 – 75	4/5
Green	3.5 – 5.0	45 – 75	5
Blue	5.0 – 7.5	55 – 90	5
Brown	7.5 +	65 – 105	5

Note; Difficulty (1) is an easy course aimed at juniors accompanied by parents and anybody new. (2) older juniors and newcomers; (3) juniors and seniors with more experience; (4) moderate to hard course for juniors and seniors; (5) technically and physically hard for older Juniors & Seniors. A orienteering junior is classed under 21 years of age.

Entry for the event will be on the day, thus the number of Maps printed per course are an estimate. Extra maps can be printed on site using an inverter, vehicle (battery) and printer.

The Event Schedule is attached at Appendix 1.

## **4 Event Management Structure**

The normal control structure for all British Orienteering Federation event requires three nominated event officials; Organiser, Planner and Controller. Appendix 4 shows their responsibilities.

The Organiser is the main Point of Contact for the event.

On the day of the event the club has a dedicated mobile phone contact number 07793 212269 at the event centre Registration Tent (location to be confirmed).

## **5 Emergency Procedures**

Any emergencies will be dealt with by Emergency Services on 999.

## **6 Evacuation Procedures**

For events held in forest/woodland areas with no buildings in use, the main danger would be fire or extreme high winds exceeding 40mph.

Procedures – Fire: evacuate the area to open land, proceed to event centre to be accounted for; if extreme high wind is forecast the event would be cancelled in advance.

## **7 Traffic Management**

Not required. All competitors will be advised that normal Highway Code rules apply and that is their personal responsibility when crossing traffic routes. Most courses will be planned to avoid busy roads and there will be some timed out crossing points manned by marshals where this cannot be avoided.

## **8 Severe Weather & Event Cancellation**

In the event of cancellation of the event, due to severe weather, or other reason, competitors will be notified via the NOR website.

## **9 Medical provision**

Emergency First Aid at Work qualified personnel will be available at the event centre for minor injuries. All other medical emergencies will be referred to the NHS. The nearest Accident & Emergency Department is at the Norfolk and Norwich University Hospital.

## 10 Media

Media Plan to be provided separately by NOR PR Representative (Nicky Nicholls). It is hoped to publicise the event through local TV, radio and newspapers in advance of the event.

## 11 Lost Children Policy

**Safety Check:** All competitors carry an SI Card (dibber) which is linked to the event software (Autodownload) through which a safety check is initiated, as a standard operating procedure, once all starts have finished. Through this software we can ascertain any competitors who have not finished, with details including; Dibber number, name, start time and course. Any junior competitors considered to be overdue will be searched for by marshals and/or responsible adults

Lost Children Procedure is detailed at Appendix 5.

### Appendix 1: Event Schedule (All times approximate)

0700-1000	Control placing (some controls may be put in place the previous evening)
0830-1000	Event Centre set up
1000-1200	Registration
1015 -1215	Starts. (On completion of Starts safety checks commence)
1415	Courses Close, event finishes
1430 -1545	Control collection
1600	Event Centre closes all equipment accounted, depart venue.

### Appendix 2: Marshalling & Security

There will be marshalling at any dedicated car park, certain road crossings and roaming patrols to check on the security of vulnerable control sites.

### Appendix 3: Site Plans

The Event Centre will be next to a dedicated car park either Gurney Road or Gilman Road. Registration, download, results and control staff will be located there. Start and Finish areas will be close will near the Event Centre.

### Appendix 4: Roles & Responsibilities

**The Organiser is responsible for:**

Establishing the event framework - this includes everything before the start and after the finish including the start & finish.

The safety & welfare of the participants and other members of the public in the event area

Risk assessment, risk management and contingency plans

The equipment to be used including electronic punching, clocks etc.

Volunteer helper requirements

Checklists for managing the event on the day and after the event (car park, assembly, registration, start, finish, results)

Creation of an event timetable

Event safety and missing competitors' procedures

**The Planner is responsible for:**

Planning courses in accordance with the guidelines

Choosing control sites

Determining the shape and length of the courses

Ensuring the course will challenge the participants and differentiate between them

Preparing draft control descriptions

Placing controls

**The Controller is responsible for:**

Ensuring the standards required for the event are delivered during the organising, planning, delivery and reviewing of the event

The event and competition rules are adhered to

Communicating with event officials using tact to influence the decisions the event officials take regarding the event

Advice to event officials with regard to the potential pitfalls that should be guarded against

Checking and advising on all aspects of the organisation of the event with the organiser and the planner

Ensuring that the risk assessment has been carried out

Ratifying the final paperwork for the event (final courses; course lengths and climbs; map corrections; control code allocations; course description sheets; overprinted maps)

Providing feedback on all aspects of the event to organisers and planner

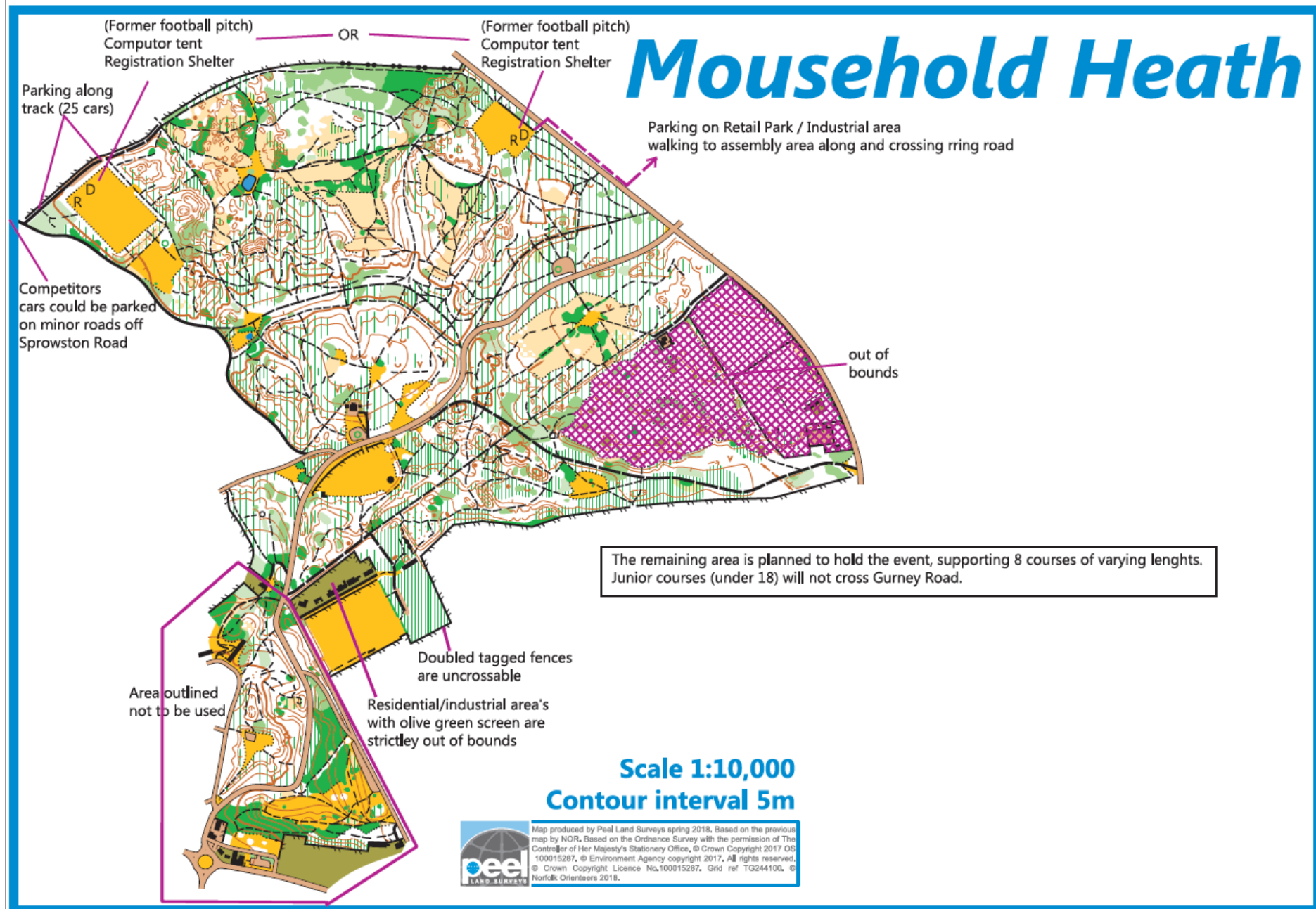
**Appendix 5: Lost Child Procedure**

- If a child (Young Junior) is identified as being overdue through the safety check the responsible adult/parent must be notified by the Organiser/event centre.
- The Organiser/event centre will arrange a search party of at least two marshals and/or responsible adults.

- The search party is to notify the Organiser/event centre of progress and/or when the lost child is found.
- If the child is not found after a reasonable search the Police are to be notified.

#### **Appendix 6: Key Contacts**

Organiser	TBC
Event Centre	Dedicated car park area.



ITEM 9

Mousehold Heath Conservators  
20 September 2019

**NORFOLK ORIENTEERING CLUB**

**TYPICAL RISK ASSESSMENT**

**Location:** Mousehold Heath

**Time Period Covered:** From survey, cartography to proposed event date.

**Event:** Orienteering competition

**Proposed Event Date:** Sunday 13<sup>th</sup> October 2019

**People covered by RA:** Event Official(s); Event Helpers, Orienteering competitors, the public.

Benefits to competitors	The Hazard	Location of the Hazard	Who could be harmed	Risk Level	Mitigation	Implementation/Monitoring	Mitigated Risk
Health benefits (physical and psychological), challenge, engaging with the physical environment  ***	Road crossings	Non-designated Road crossings	Official(s) Helpers Competitors	Low	Event Planner: avoids busiest crossings/significant hazards in course planning.  Event Organiser: produces online Final Details Sheet plus Safety Information Sheet displayed at Start.  Event Controller: checks courses prior to event for any new hazards.	Hazard(s) as shown on Competition Map.  Use of marshalled crossing points if necessary.  Competitors reminded to take care at Start.	Low
For younger competitors: development of self-confidence, experiential learning, problem-solving, engaging with the physical environment	Vehicles/bicycles	Roads, pavements	Official(s) Helpers Competitors	Low	As above.  Courses located mainly in pedestrianised areas.	Final Details Sheet published online. Safety Information Sheet displayed at Start.	Low
	Steps/ Passageways/ Uneven ground	All	Official(s) Helpers Competitors	Low	Worst areas avoided through planning. Competitors generally experienced at handling challenging terrain.	Final Details Sheet published online. Safety Information Sheet displayed at Start.	Low
	Collision with members of the public/collisions between competitors	All	Competitors Members of the Public	Low	Final Details Sheet, distributed to all competitors, reminds competitors of risk.  Event held at a time/day of the week with less members of the public expected in the city centre.  Competitors generally experienced at avoiding	Competitors individually briefed at Start.  Safety Information Sheet displayed at Start.	Low



ITEM 9  
Mousehold Heath Conservators  
20 September 2019

					collisions.		
	Getting lost/overdue	All	Competitors	Low	Courses are graded for competitors of different skill levels + organisers advise novices on which course to select.  Safety check mechanism on Autodownload software enables organisers to confirm overdue competitors.	Further advice given on day as necessary	Low
	Adverse weather	All	Official(s) Helpers Competitors	Low	In the event of adverse weather, advice posted on club website prior to event, and further information to be provided at event regarding adequate clothing/footwear.  Potential for exposure mitigated by urban environment.	Further action taken on day as necessary.	Low
<b>Children</b>	<i>Children under the age of 10 years of age are to be accompanied by adults at all times.</i>						

Note; A requirement of British Orienteering & Insurers is that orienteering events officials complete a specific RA by identifying any hazard, level of risk, controls & implementation, including other users of the area.

### Risk-Benefit Assessment (RBA)

Risk is an inherent feature of most competitive sport, including orienteering, and often a degree of risk is considered beneficial. Challenging environments allow competitors to test their abilities in the presence of hazards. The benefits of such experiences are now well documented, and include physical and psychological wellbeing. Unlike conventional risk assessment, RBA takes account of benefits by bringing together consideration of both risks *and* benefits when deciding on appropriate control measures.

### General risk control measures:

- Courses graded for competitors of different skill levels and advice given on which course to select.
- Courses and controls checked on the day of the event prior to commencement.
- First Aid kit and trained First Aider to be present at event.

### Other comments, observations, or actions:

- Risk levels *prior* to mitigation have been rated 'low' in all cases. Whilst such gradings are inherently subjective, the low rating is logical if using the accepted definition of risk as 'probability of an adverse event occurring.' This is because the historical record has shown that there are very few, if any, recorded instances of the risks listed materialising at prior events— if there had been, urban orienteering would likely have ceased. A 'medium' or 'high' ranking would suggest that these risks materialise from time to time, which is seldom the case. The mitigation measures undertaken are intended to reduce the risks further still from their already low level.