

Land Rover Series One Club Rally – Wimborne Football Club

Activity or Method Statement

The purpose of the event is to provide a meeting place for enthusiasts, enable them to display their vehicles, socialise and purchase Land Rover related items from trade stands & each other. A bar will be available inside Wimborne Football Club's main building. The event is non competitive, but will feature a gymkhana and runs off site. On site camping will be permitted and is expected to be used by 75% of entrants. The event is anticipated to attract in the region of 125-150 vehicles & an estimate of 250 people, including families and children. The event is not being advertised to the public and admission is strictly for members only, however due to the size, location and visibility of the event, it may attract some public interest. The site has some firm tracks and the fields are reported as well draining.

Access & Egress

The rally entrance is located off a quiet unclassified road (Cowgrove Road, Wimborne). The road is straight for approximately 100m to the East towards Wimborne and less than 50m to the West, traffic is expected to be light and of moderate speed in view of the narrowness of the lanes. Members' Land Rovers, possibly towing caravans or trailers will be slow moving, particularly when looking for the entrance. Drivers of other vehicles are likely to be able to judge the speed of these vehicles. Main flow of traffic will be from the village of Wimborne in a Westerly direction into the Football Club grounds on Friday & Saturday & from the site out to the road Friday and Saturday evening and Sunday afternoon. There are some suggested runs from the site on Saturday morning, vehicles leaving site will be marshalled into small groups of 5/6.

The access road is also shared with users of the Football Club bar facilities which are open to the public although the event is being held on a non-playing weekend and as such public traffic is expected to be very light.

There is a risk of collision; vehicles turning right across oncoming traffic are at greater risk.

A number of vehicles may arrive after dark (particularly on the Friday night), risks are increased as lighting and signalling equipment is not as visible as that on modern vehicles.

Collision risks are increased in bad weather due to reduced visibility & increased stopping distances.

There is a risk of vehicles driving against the main flow of traffic near site entrance.

There is a risk of making the Cowgrove Road entrance/exit hazardous (mud) to other road users when leaving the site if weather and ground conditions have been poor.

Emergency Entrance/Exit

There is one entrance to the site which would allow good access for emergency vehicles. **There is a risk that the emergency services do not get to the correct area in a timely fashion.**

In the event that the site needs to be evacuated (major incident) there is an additional exit to the North West of the camping area to an open field. Pedestrians can also evacuate via a gate in the North West of the site, onto the Cowgrove Road which is highlighted on event maps within the rally programme.

Vehicle Movements

Due to the type of event it is inevitable that vehicles will be moving around.

Vehicle movements can be classified in four areas:-

- Entrance & exit of site
- Movements in camping area
- Movements in show area
- Gymkhana and movement to / from

There is a risk of vehicle collision

There is risk of collision with a pedestrian

There is a risk of loss of control of vehicle due to slippery ground conditions, reckless driving, distraction or drivers under the influence of alcohol or drugs. Persons in tents are particularly at risk in these circumstances as they may be unaware of activity outside and have no impact protection

The greatest risk is of an injury to a person, particularly on areas where there may be a high density of people – trading areas & entrances, or where people may not be alert to traffic, for example camping areas. This is a family event so children may be present, they are at most risk in the camping area where they may be playing.

Risks increase in the camping area at the start and end of the event, due to volume of vehicle movements. Manoeuvring of vehicles, caravans & trailers is particularly high risk due to lack of visibility. Many vintage Land Rovers have generally poor visibility due to van-style bodywork or canvas sides without windows.

Gymkhana

The proposed Gymkhana is a test of vehicle control skills, it is not a speed event. It will take place in a cordoned off area of the field under close supervision, risks involved are not thought to be outside those already considered in the vehicle movements section.

Specialist equipment

A large cherry-picker (extending crane) vehicle will attend the event for the purpose of event photography. This will be operated by the hire-company personnel with one LRSOC photographer being elevated in the crane and will not be for public use.

Various forms of specialist Land Rover equipment may attend the event for demonstration purposes. Such equipment will be operated by the owner in a cordoned off area.

Fire

Risk of fire & particularly the spread of it will be greater in drier weather, however there are significant risks in wet weather, through the use of cooking equipment in tents.

There is a risk of fire due to discarded cigarettes or carelessness with lighted cigarettes. Greatest risk is near to the entrances of public enclosed places such as the Club-house building, where cigarettes are abandoned, due to smoking legislation.

There is a risk of fire due to camp site use of gas stoves & barbeques.

Refuelling of vehicles & generators, and storage of fuel also present a fire risk. Electrical fires are a risk, through faulty wiring in vehicles or generators and unsecured batteries.

Buildings

There are several buildings on the site that are part of the Football Club infrastructure. Only the main Club-house and permanent toilet and shower facilities on the site will be used for this event, others will be secure. The Club-house building is mainly used as function room with bar and entertainment facilities and will be secured outside of published opening times. The toilets/showers can be accessed independently for general event use throughout the weekend.

Portable toilet and shower facilities are also being hired for use on the camping site. The shower facilities require gas canisters for water heating and electrical hook-up for lighting.

Site Hazards

There is a river adjacent to the South of the camping area. This will be cordoned off by hazard tape and a life-buoy provided. **There is a risk of drowning.**

A Public Footpath Across the site adjacent to the hedge at the western end of the main camping field running from Cowgrove Road in the North to the river in the South.

There is a risk that members of the public may inadvertently walk into the Camping/Gymkhana area.

Welfare – General

Toilets and showers in the Club-house building and hired in to the site will be provided for all of those attending the rally and provisions made for cleaning. **There is a risk that these may become unusable between service intervals.**

There will be volunteer 1st aid cover provided by qualified members during the event, this cover is for minor issues and first response situations until the paramedics or hospital can take over. Although a vehicle based event, there is no racing, rallying etc taking place where the likely hood of severe injuries would be greater than usual.

Welfare – Marshals

Marshals, organisers, helpers are considered in law as employee's of the club and as such the club has a particular duty to ensure their safety. **There is a risk of organisers being ill equipped or unprepared for the tasks.**

Consideration must be given to marshal's welfare – weather conditions must be considered. **There is a risk of sunburn, sunstroke, dehydration in sunny conditions and a risk of exposure in wet & windy conditions. Lone isolated marshals are at a greater risk**

Violence / aggressive behaviour

Being a club event not open to the general public, it is anticipated that this will not occur on site, however, plans for it must be considered.

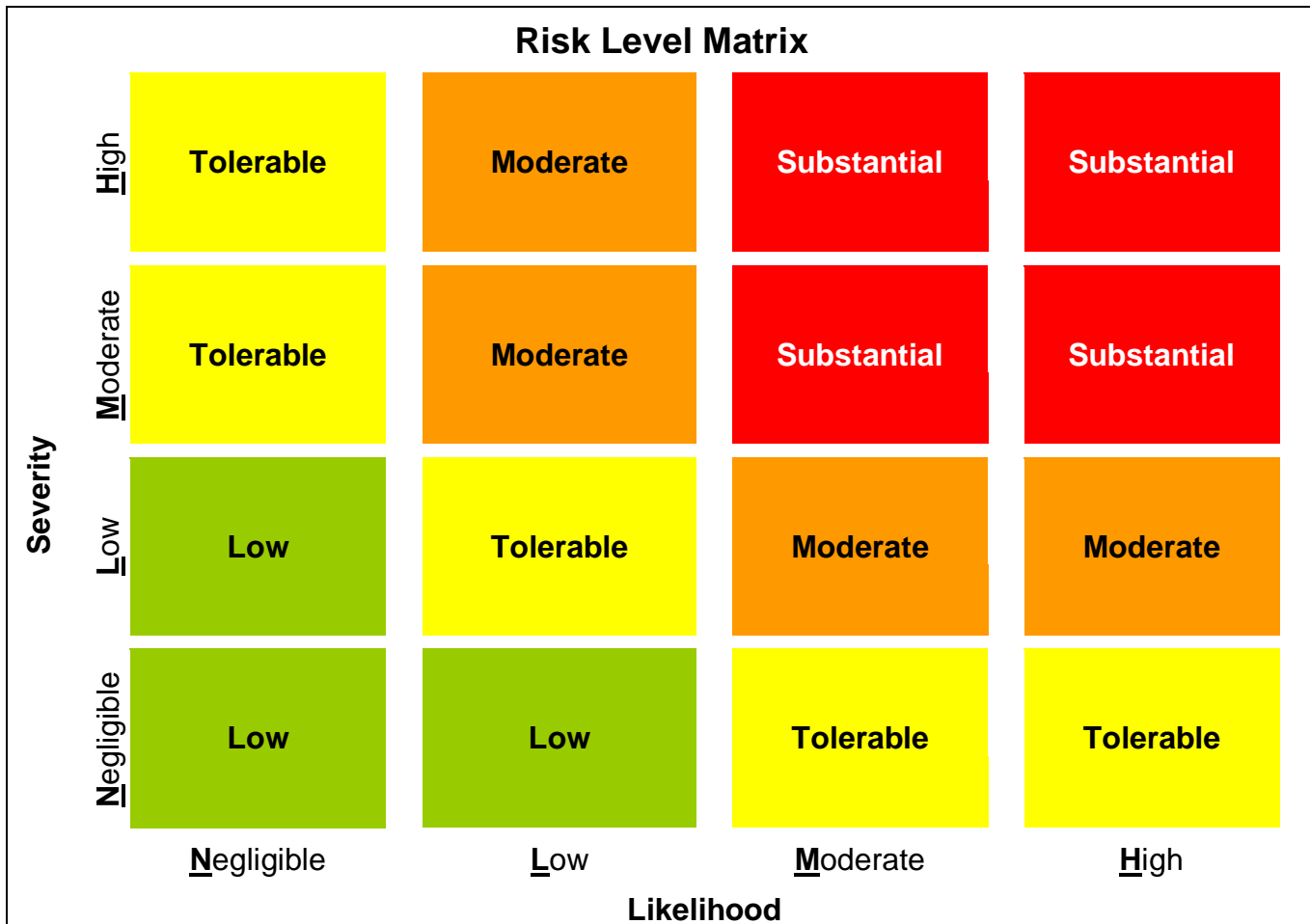
Areas at greatest risk are the bar area, rally control / entry, marshalling of camping area, marshals at entrance/exit. Safety of marshals must be considered at these points & safety to all in the bar area. Lone marshals out of visible sight of others are at particular risk.

Note:

Any off site activities will be subject to separate risk assessments where appropriate.

Persons Affected

- Organisers
- Marshals
- Site Staff
- Attendees
- Members of the Public



Likelihood of hazard being realised – combines perceived probability and frequency
Severity – human & property damage, business & legal implications

<i>Start Here</i> ⇒⇒	<i>Elimination</i> (Remove it)	<i>Substitution</i> (Find Alternative)	<i>Physical</i> (Barriers/ Signs)	<i>Information</i> (Briefings/ Info sheets)	<i>Protective</i> <i>Equipment</i>
	Y	Y	Y	Y	n/a
		Y	Y	Y	Y
				Y	Y
	No Action required, unless cheap and beneficial				

RISK ASSESSMENT REPORT FORM				
Ref	Hazard, conditions and existing controls	Likely -hood	Sever ity	Risk
	<u>Access & Egress</u>			
1.1	Risk of collision, when entering & leaving site. Risk increases after dark. No existing controls.	M	H	S
1.2	Risk of traffic queue on Cowgrove Road. A significant proportion of the traffic is anticipated to come from the town of Wimborne so will be turning left into the site. Due to volume of traffic entering site and fact Rally control sited approx 20m from entrance, queue will be formed inside Football Club car park off of public highway so queue should not extend to main road.	N	M	T
1.3	Increased collision risk in bad weather, due to poor visibility and greater stopping distance. No existing controls	M	H	S
1.4	Vehicles driving against the main flow of traffic. Site exit road wide enough for two way traffic but may be single lane through gateway. Rally traffic will be monitored and controlled at peak times.	L	L	T
1.5	Vehicles leaving site leaving mud on road, making road hazardous. Police may request it to be cleaned. There is no activity on site that would cause excessive mud to occur.	N	M	T
	<u>Emergency Entrance/ Exit</u>			
2.1	Emergency services do not get to the correct area in a timely fashion due to lack of communication.	L	H	M
2.2	Major incident requiring evacuation (Large fire, bomb threat).	N	H	T
	<u>Vehicle Movements (and Gymkhana)</u>			
3.1	Risk of vehicle collision. 5mph speed limit in operation	N	L	T
3.2	Risk of collision with pedestrian. 5mph speed limit in operation.	M	M	S
3.3	Risk of loss of control of vehicle due to poor ground conditions. Majority of vehicles in attendance will have four wheel drive.	N	M	T
3.4	Risk of reckless driving, distraction or driving under the influence of drink or drugs leading to an accident. Controls in place; road traffic act.	L	H	M
3.5	Risk of collision between vehicle & tent, resulting in injury of occupants.	L	H	M
	<u>Fire</u>			
4.1	Risk of fire due to discarded cigarettes – dependent on weather conditions. Can also occur in bins for collection of cigarette butts. Smoking in public places legislation reduces the risk inside building but increases the risk directly outside.	M	M	S
4.2	Risk of fire on Campsite due to use of BBQ, gas stoves etc. Risk dependant on weather conditions, camp fires pose a major risk in the camping area at all times. Rule of no open fires will be implemented	M	H	S
4.3	Risk of fire due to refuelling of vehicles or generators.	M	H	S
4.4	Risk of fire through faulty wiring in vehicles or unsecured batteries.	L	S	M
4.5	Risk of fire involving gas powered shower block	L	H	M

	<u>Site Hazards</u>			
5.1	River, deep water: The river is adjacent to the campsite, rally vehicles will not be permitted near the lake although pedestrian access will possible. Warning printed in program advising that parents supervise children and area taped off with hazard tape. Buoyancy aid provided.	M	H	S
5.2	Footpath. Risk of members of the public inadvertently walking into camping/Gymkhana area	M	L	M
	<u>Welfare – general</u>			
6.1	Toilets & showers will be provided for all of those attending the rally and provisions made for these to be cleaned and serviced. There is a risk that these units may become unusable between service intervals.	L	M	M
6.2	There will be first aid cover provided by qualified members during the event, this cover is for minor issues and first response situations until the paramedics or hospital can take over. Although a vehicle based event, there is no racing, rallying or speed event taking place, where the likelihood of severe injuries would be greater than usual.	L	H	M
	<u>Welfare – Marshals</u>			
7.1	Marshals, organisers, helpers are considered employees of the club and as such the club has a particular duty to ensure their safety. There is a risk of “staff” being ill equipped or unprepared for the tasks.	L	H	S
7.3	Consideration must be given to marshal’s welfare – weather conditions must be considered. There is a risk of sunburn, sunstroke, dehydration in sunny conditions and a risk of exposure in wet and windy conditions.	L	M	M
	<u>Violence – aggressive behaviour</u>			
8.1	Being a club event not open to the general public, it is anticipated that this will not be a problem on site, however plans for it must be considered. Areas at greatest risk are the bar area, rally control/entry, marshalling of camping area, marshals at entrance/exit. Safety of marshals must be considered at these points and safety to all in the bar area. Lone marshals out of visible sight of others are at increased risk.	L	M	S
	<u>Weather</u>			
8.2	Being an outdoor event the level of risk may change and new hazards develop dependant on the weather and changes in it throughout the event. The risk assessment should be reviewed regularly (Prolonged continuation of any particular weather condition can be as hazardous as changes in the weather) and with any significant changes in the weather.	M	M	S

Actions Form				
Required and/or suggested control measures		Complete by (date)	Action by	Action completed on (date)
1.1 – 1.3	Place event signs and warning signs on verge of Cowgrove Road in each direction. Cordon off queue area within main car park. Marshals placed to monitor traffic at peak times, act as extra visual aid of entrance for attendees and maintain traffic flow into site entrance to avoid build up on main road. Marshals to report back to rally control any traffic build up. Marshals are not to manage traffic in the main road. Visibility should be good until late evening due to long daylight hours, unless weather bad. Should investigate forms of lighting, warning beacons near entrance.			
1.4	Marshals to control narrow gateway to site and regulate traffic through gate to car park / access road as necessary.			
1.5	Contingency plan for cleaning the road required – investigate contractors, seek advice from Football Club			
2.1	Ensure rally control informed of all calls to emergency services. Control to put out a spotter to intercept emergency services and advise location.			
2.2	Organisers to direct people in the direction of main Football Club club-house complex (North East of site). Vehicle route across campsite and via exit gate to Football Club car park and / or Cowgrove Road or to North West exit route to open field if main exit blocked. Pedestrians evacuate via main gate or via pedestrian gate onto Cowgrove Road from North West of site. A loudhailer will be available to broadcast information.			
3.1	Ensure 5MPH speed limit requirements are well signed & high profile. Enforcement may be required. Marshals should act as banksmen when caravans and vehicles are manoeuvring in the camping area. Their main objective is to ensure nothing or no one enters into the blind spot of the reversing vehicle & warn the driver if it does.			
3.2	The design of event layout reduces the need for vehicle movements and separates vehicle display /trade stand area from the camping area, the intention is to keep vehicle movement to a minimum. Peak vehicle movement will occur 9.30 – 10.30 Saturday Morning and 14.00 – 15.00 as vehicles congregate to leave site on runs and assemble for the vehicle line-up There will be clear routes for vehicles and traffic will be marshalled during those periods.			
3.3	Day visitors without show vehicles to park in car park before rally control. Support vehicles to park in car park or designated areas as per site map.			
3.4	Monitor ground conditions if wet, restrict vehicle movements or re-route traffic if existing tracks become hazardous. Review 3.2 Organisers, monitor vehicles for any erratic or anti social driving behaviour, or intoxicated persons who may drive a vehicle and request them to refrain from driving, call police if necessary.			
3.5	Site tents away from main traffic routes.			
4.1	Monitor conditions, issue warnings if ground becomes excessively dry. Place bins for cigarette outside “public” enclosed spaces, ensure these are damped down regularly and removed away from flammable material.			
4.2	Do not allow the use of camp fires or any other form of fire or cooking equipment that would give rise to air borne sparks (this to be emphasised in event programme). Ensure barbeques are sited off the ground. Campsite layout set up in accordance with DEFRA regulations to minimise the likelihood of a fire spreading should one start in this area.			
4.3	Do not allow refuelling in the camping area. Suggest set aside a specific location for refuelling.			
4.4	A vehicle fire through a wiring fault can not be predicted, but the likelihood of an occurrence on the show ground is no greater than on the public roads. These types of fires are more likely to occur when the vehicle is mobile, whilst on site the vehicles will be mostly static.			
4.5	Risk of fire involving gas powered shower block: The area containing the gas cylinders will be cordoned off and ‘No Entry’ and ‘No smoking’ signs erected. Spare cylinders will not be stored adjacent to the block and will be cordoned off and ‘No Entry’ and ‘No smoking’ signs erected.			
4.1-4.5	Three ‘Fire Points’ will be provided, clearly signed and shown on site map.			
5.1	River: Rally vehicles will not be permitted near the river, signs/hazard tape will be placed at appropriate places between the camping area to stop traffic. Emergency buoyancy aid to be provided adjacent to river. Warning printed in program advising parents to supervise children.			
5.2	Risk of pedestrians walking into camping/gymkhana area: The boundary between the public footpath and the event area will be cordoned off with hazard tape and warning signs erected.			
6.1	Toilets and Showers becoming unserviceable: There are both permanent and temporary showers and toilets on site so failure of one would not affect the other. Regarding the hired shower block, the hire company provides an emergency weekend call out service should it be required.			

6.2	First Aid cover: A First Aid tent will be set up adjacent to Rally Control. A small First Aid Kit will be available in the tent. Contact numbers for First Aid qualified volunteers will be held by Rally Control (and, subject to their agreement, by each of the volunteers).			
7.17.2	All Marshals, organisers and helpers should sign on before taking on a task and sign off once finished. The safety officer or show officer should review this list regularly to check every one is accounted for.			
8.1	<p>Organisers should satisfy themselves that the person is fit and capable enough of undertaking the task given and that they know how to undertake it safely. Marshals should be organised in teams of two, particularly when working away from the main body of the event and out of sight. The organisers should ensure that the person has the correct safety equipment for the task. For example Hi-Viz vest for traffic duties.</p> <p>Should marshals have to work on their own, regular checks should be made at least every half hour. This can be done by phone or in person. If regularly done by phone, a physical check should be made every two hours. Every effort should be made to find lone marshals an assistant at the earliest opportunity. A list of mobile numbers for all marshals will be held in Rally Control. PMRs (Personal Mobile Radios) linked to Rally Control will be provided for marshals who require them.</p>			
8.2	<p>The organisers should satisfy themselves that the person has adequate protection against the weather, the location of the marshal should be considered with relation to the weather, shade or shelter may need to be provided as well as refreshment. In periods of extreme weather, consideration must be given to changing marshals at more regular intervals.</p> <p>Marshals should not be placed in positions identified as high risk on their own. Marshals should not adopt a confrontational approach. If a situation arises which may result in violence the marshal should back down and then seek assistance to resolve the issue. This may require police assistance if a person's actions present a risk to others on site or if it occurs as a result of an incident on the public highway.</p> <p>The licensee has specific duties relating to issues in the bar and serving of alcohol. The organisers should support the licensee in their duties. If necessary the bar area should be closed until the issues are resolved.</p> <p>Risk assessment should be reviewed in cases of prolonged heat, prolonged heavy rain, change from dry to wet or windy conditions. Particular consideration should be given to fire, stability of structures & safety of pedestrian and vehicle routes</p>			