

Health & Safety and Risk Assessment



A Guide

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1. WHY DO WE NEED TO BOTHER ABOUT HEALTH AND SAFETY

Three Reasons:

1. As a club we do not want to subject anyone to unnecessary risks or cause them harm.
2. As a registered company we are legally bound to do so under the Health & Safety at Work Act (1974) and the Management of Health and Safety Act (1996). Non-compliance could result in fines for the club and individuals and imprisonment of Directors.
3. In the event of a claim on the club's Insurance, we need to demonstrate to our insurers that we do not have a cavalier attitude to H&S and that we are a good risk. Failure to do so could result in excessive future premiums, restrictions placed on our activities or refusal of Insurance – which in effect would necessitate the winding up of the club.

Doesn't Health and Safety stop you doing things?

Generally no. H&S gets a bad press, it is often used as an excuse for stopping doing things, where there is another agenda or insurance companies who set an unaffordable premium. It is true that H&S will sometimes require you to do something a different way.

But don't we pay insurance to protect the club against claims?

Yes this is the case, but as we all know many people will file a claim, even if it is their fault and they have little to lose if they use one of the NoWin, NoFee, ambulance chasing companies. Often these companies win a settlement out of court because the defendant cannot produce all the legally required paper work, such as H&S policy, risk assessment etc. and Insurance companies pay out as it is cheaper than fighting a case in court, which they may lose on a technicality. Insurance companies take a dim view of clients that needlessly cause them to pay out.

So how does the club manage Health & Safety?

The club has a health and safety policy, which sets out how H&S is managed for various club activities. Much of this is done by Risk Assessment.

What is risk assessment?

Risk assessment is basically looking at all aspects of the activities we are involved in and considering what could go wrong, who and how someone could be hurt. We then need to consider how likely this could possibly happen and how badly someone could be hurt. Based on these thoughts we then need to decide if the risk is acceptable or if something needs to be done to reduce the risk.

This thought process needs to be written down in some form to prove that it has been considered, should the need arise.

But isn't it all common sense?

Yes, which means risk assessment should not be a complicated process. What we must consider is that not everyone is blessed with the same level of common sense (I'm sure we all know at least one!) but in addition we must consider children or the mentally disabled, who do not have the same perceptions of danger.

But I only run pub meets meeting in the pub car park - surely I don't need to do a risk assessment and the liability would be the pub's?

The very fact that it is an organised club meet means there must be a risk assessment. There will be new and increased risks produced by having the meeting.

Consider; people and vehicles will be there that would not have been there otherwise; many may not know the location. The extra vehicles could cause overcrowding and congestion in the car park, possibly having an impact on the road outside. There will be people milling about in the car park looking at vehicles – these will be members, members' families and the general public drawn in to look at “the unusual vehicles”. There will be bonnets up, possibly with engines running etc. etc.

2. GUIDE TO RISK ASSESSMENT

Risk Assessment can only be satisfactory carried out by the people who are organising and running the event and consists of two elements, a 'pre-event' assessment and an on-going risk assessment during the event itself. The risk assessment does not stop once the pre-event assessment is written but should be reviewed during the event as unexpected situations may occur which need actions above those considered before the event.

Example: A marquee was erected on day one of event, in warm dry weather on firm ground. There was minimal risk of collapse. After 5 days of rain the ground became soft and poles were showing signs of movement, on day six wind speeds increased. Here the correct things to do would be to monitor movement of the poles (say every 6 hours) and perhaps contact the marquee company for advice. By day 6 maybe the marquee should be closed off and the area around it cordoned off.

All these changes and actions should be recorded to supplement the original risk assessment.

How to do a Risk Assessment – 6 steps.

Step 1. Identify the hazards.

The hazards are the things that can cause harm. Eg. An entrance on a blind corner, a deep lake, vehicle movements. Ignore the improbable, meteor strikes, runaway bulls etc.

Step 2. Who may be harmed.

Consider everyone who could be affected by the hazards, particularly those created by the event itself. This will not only be members attending, but fellow organisers and helpers, members of the public and children.

Step 3. How great is the risk?

Use your general knowledge, life experience, knowledge of similar accidents & any local knowledge to decide what the likelihood of an accident occurring is and if it did occur how serious it would be.

When assessing this, take into account anything that has been put in place already to reduce the risk. [E.g. It's a deep lake, but it has a secure undamaged fence around it to keep people out.](#)

Having decided the likelihood of an accident and the seriousness of it calculate the risk from the tables on the following pages.

Risk Assessment Definitions

Seriousness :-

Negligible Injury (N)	Bump, scratch, bruise etc not needing first aid
Minor Injury (M)	Cut, sprain or other injury needing first aid attention
Significant Injury (Si)	Broken bone, cut requiring stitches or any other similar injury that could not be treated out of a standard first aid box, but would require A&E or ambulance attention.
Serious Injury/Fatal (S)	Back Injury resulting in immobility, head injury resulting in concussion or unconsciousness, multiple broken bones or any other injury which would likely result in being kept in hospital or could result in a fatality.

Likelihood :-

Negligible likelihood (N)	Rare type of incident, no history of it at the location. E.g. Being hit by a runaway lorry (Unless previous incidents had occurred at the location)
Unlikely (U)	A type of accident that could or has been known to occur in that type of setting but is not common place. E.g. A person being injured by walking into a parked car.
Possible (P)	A type of accident known to happen in that type of situation unless certain safety measures are put in place. E.g. Cars are known to fall of jacks, it's why we put

	blocks or axle stands under them.
Very likely (V)	A type of accident that is almost inevitable and is regularly known to happen unless the hazard is removed or some other means is used to prevent it or bring attention to it. E.g. Tripping over tent guy-ropes.

NOTE: The health and safety executive puts a person being hit by a manoeuvring vehicle into the '**very likely**' category unless there is some means to separate them. This is why you now see marked walkways in car parks etc.

Ignore the inconsequential e.g. sting from a stinging nettle and the **improbable** e.g. meteor strike

Risk Assessment Table

Probable Severity of any accident	Serious Injury/ Fatal (S)	Tolerable Risk (T)	High Risk (H)	High Risk (H)	High Risk (H)
	Significant Injury (Si)	Tolerable Risk (T)	Moderate Risk (M)	High Risk (H)	High Risk (H)
	Minor Injury (M)	Low Risk (L)	Tolerable Risk (T)	Moderate Risk (M)	Moderate Risk (M)
	Negligible Injury (N)	Low Risk (L)	Low Risk (L)	Tolerable Risk (T)	Tolerable Risk (T)
		Negligible (N)	Unlikely (U)	Possible (P)	Very Likely (V)
		Likelihood of accident occurring			

High Risk – The risk **MUST** be reduced.

Moderate Risk - If at all possible this risk should be reduced, if not you must ensure that everyone is aware of the hazard and the risks involved.

Tolerable Risk – This level of risk is acceptable, but if there is a simple way to reduce it further then this should be done.

Low Risk – No action required, but if you can identify a simple way to convert this to NO risk, it would be good practice to do so.

Step 4. Reducing the risk

Having carried out the assessment and taken into account all existing protective measures there may still be risks to get under control. **YOU CANNOT RUN AN EVENT WITH HIGH RISKS. This type of risk can and MUST be reduced, even if it means cancelling the event or changing the location.**

The following procedure should be used to reduce risk:-

- **1st Try to remove the Hazard.** E.g. There is a large rotten tree branch over the camping field, there is evidence of bits already fallen off. Action – get branch removed.
- **2nd Try to substitute the Hazard** E.g. The portable toilets have a rotten floor and there is a risk of falling through. Action – Get a replacement toilet.
- **3rd Cordon off the hazard** E.g. The farmer will not allow the rotten branch to be removed. Action – Cordon of the area in the drop zone, put up notices so people know it is a no go area, otherwise they may think it's the vehicle free picnic and play area!

For some events (off road driving) you may be able to organise training and information prior to the event to helpers, marshals or even participants, which would reduce the risks on the day.

Step 5. Record what you have found and how you have reduced risk

This in essence is the risk assessment. Use the forms provided (see *appendix*) and make additional notes as required.

Step 6. Publicise, review and make written amendments during the event.

Make people aware of the risk assessment; their feedback could be useful and highlight something that has been overlooked. Review it during the event particularly if circumstances change. For example more people/vehicles attended than expected or changing weather conditions. Make a note of any changes you make during the event. This can be as simple as a note in the margin of the original assessment.

What to do with the risk assessment form(s)

Prior to the event fill in the appropriate risk assessment form with as much information as you have. If it is not possible at that time to answer some of the questions, write “TBA” (to be ascertained). These can then be answered when you get to the event.

A copy of the pre-event risk assessment **MUST** be sent the club's Health & Safety advisor at least 2 weeks before the event.

For a show you may be requested to send a risk assessment to the organisers – you should send a copy of the Club's Health & Safety policy, the relevant generic assessment and your own pre-event assessment.

This will allow time for feedback and any alterations required prior to the event.

A copy should be sent after the event if any changes were made. This can be a copy of the original with notes attached.

Note: This is NOT optional - if a sufficient pre-event risk assessment is not received before the event the event will not be authorised by the club and will therefore not be covered by the Club Insurance.

Ensure you take a copy of the risk assessment and the relevant generic assessment with you on the event. You may need to give it to the authorities if there is an incident.

PUB MEETS

Things to Consider (The Hazards)	What you can do about it (Risk Control)
Access ➤ Is it safe to get in and out of the car park? Is it a busy road or quiet road? Is the junction on a blind bend?	Is there more than one way to enter or exit? If so encourage use of this entrance. Use marshals, but don't put them at risk. - Find alternative venue
The Venue. ➤ Is it big enough to take the expected number of vehicles and allow for the regular amount of customers vehicles as well? ➤ Will it force some vehicles out into the road? Is it a busy or dangerous road? ➤ Is there sufficient space for people to move around and look at the vehicles safely and keep out of the way of moving vehicles? Land Rovers often have poor visibility when reversing.	Is there an overflow car park or adjacent field that could be used? Can you make the parking safer if it was marshalled? Can you form a passageway to allow people to get from the pub to the car park safely? - Change venue.
Children ➤ Is the site children friendly? Consider busy roads, particularly if poorly fenced. ➤ Are there other hazards for children; deep ponds, building works etc? Dad may venture no further than the car park, but children may wander and find unseen hazards. ➤ Is any play area safe?	Warn adults with children of any hazards that they may access. This should be done verbally and preferably backed up with a note on paper. Report defective equipment to the Landlord.

Unsociable/ unsafe driving at the venue by club members or others who may bring the club into disrepute.	Ask them to stop, ask them to leave, call the police, disband the meeting.
Maintenance activities. ➤ General maintenance should be discouraged, but urgent repairs may be required to get a vehicle home. ➤ Jacking up a vehicle can be unsafe. ➤ Draining fluids can be hazardous to the environment and become a slip hazard. ➤ Tools and parts can be a trip hazards.	Try to get the vehicle removed to a safer place to do the work or if not possible place a cordon around the vehicle and those working on it. Collect all fluids and ensure disposed of correctly off site.
General Public and Land Rovers. A collection of vehicles is likely to attract the interest of the general public. Therefore we must consider hazards that as owners we might take for granted, but could catch others out. The classic is having the bonnet up, most of us have probably experience what happens when you knock the bonnet prop and the bonnet & spare wheel descend upon you. We need to protect the general public from this. Moving vehicles also present hazards, particularly as the general public will not be aware of visibility limitations and lack of steering lock, so they may think they are out of the way of a vehicle when they are not or assume a driver can see them, when they cannot.	Ensure vehicles are not left unattended with bonnets up or with engines running. Have a marshal or banksman to assist moving vehicles if there are a crowd of people or vehicles are tightly packed.

The Pub This almost goes without saying and you are likely to rule out a dodgy premises before even considering a venue any further, but as the organiser you are inviting people to a place they would not otherwise come to, therefore it is just worth considering, does the pub have a reputation for violence, drugs etc? Is the pub in a good state of repair and appear legally compliant (You're not an expert but consider - are fire escapes locked or blocked, fire extinguishers missing etc. ?)	Change venue!
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CLUB STAND AT SHOWS

If you are organising a stand at a show, you need to make a risk assessment of the stand and area that the club is using. The show organisers will need to make an assessment of the whole show ground, that is not your problem. The organisers may ask you for a copy of your stand risk assessment.

If you are just attending a show on your own or with other Land Rover friends and have filled in an individual entry form for each vehicle then you do not need to make a risk assessment.

Things to Consider (The Hazards)	What you can do about it (Risk Control)
Insurance Vehicles that are taxed and driven to the event can be assumed to have insurance, as it is the legal responsibility of the owner/driver. The show organisers may choose to check this. Any exhibits trailered to the show should be checked for insurance prior to allowing them off the trailer, even if the vehicle is a non runner	Don't allow un-insured vehicles to exhibit. If a vehicle is untaxed or tax expired it can be deemed to be uninsured. Trailered vehicles without insurance must remain tied to the trailer and the trailer secured to the tow car. It might be possible that static exhibits could be covered by the club insurance but this would need to be confirmed in good time before the event.
Terrain Is the show area on sloping ground? Could it be possible for vehicles to run away?	Check vehicles have adequate hand brakes; add extra means of securing if required. Do what is possible to prevent un-authorised access to vehicles which could result in release of the hand brake.
Tents, Awnings etc. Are tents etc. properly constructed so that they will not collapse and cause injury?	Ensure safe or dismantle.

Are guy ropes, pegs etc. adequately identified and made visible to avoid trips and falls. Is the structure safe in windy conditions that it will not break loose and cause damage to property or injury?	Cordon off area or mark with Hi-Viz tape. Ensure adequately secured, dismantle in extreme conditions.
Moving Exhibits Eg. Winching activity, off road demos, PTO driven equipment. These exhibits have their own hazards, which need to be assessed individually.	Contact club health & safety advisor.
Vehicle condition Consider leaking petrol/ lpg Damaged body work resulting in sharp edges. Adaptations/ modifications to vehicles which give rise to projecting parts which may cause a trip hazard or injury.	Remove vehicles with leaking fuel. Tape up sharp edges. Highlight and make visible problem parts
Vehicle display Ensure any display is safe. If a vehicle is jacked up ensure it cannot fall. If displayed with the bonnet up, ensure it cannot injure. Do not assume that because the vehicle is behind a cordon no other safety measures are required.	Keep wheels on vehicles, support vehicle on blocks with a large surface area of contact between vehicle and blocks. Test stability regularly, particularly on wet or boggy ground. Remove spare wheels from bonnet & add additional secure bonnet support, do not rely on vehicle bonnet support. Do not leave engine bay area unattended if engine is running.

Display items e.g. Club shop items, vehicle parts, memorabilia. Consider items which may cause injury i.e. saws, knives, badges and small items which could be a choking hazard for small children. A “DO NOT TOUCH” notice is not sufficient.	Keep such items out of reach or in secure display cabinets.
BBQ Is the BBQ of sound construction and stable? Is it on level ground? Is a fire extinguisher/ fire blanket readily accessible by the user? Is the BBQ sited so that easy escape from the area can be made in the event of a fire?	Ensure fire extinguisher or blanket is at hand (if extinguisher foam is most suitable) Ensure BBQ located outside. Ensure location of BBQ does not block off escape route from nearby tents, caravans etc. Ensure BBQ will not collapse or fall over.

GYMKHANAS

The Gymkhana is designed as a fun event, using a motor vehicle.

It is not a competitive vehicle event and has elements where the participant is outside of the vehicle undertaking tasks.

The time taken to do these tasks will have more influence over the final result than the driving.

The Driving elements of the event are reliant on precision driving rather than speed and the points system for faults ensures that there is no advantage to sacrificing precision for fast driving.

There are of course still Health and Safety aspects that need to be taken into consideration. If organising a Gymkhana, please contact either the H&S Advisor or the Club Secretary (details in Legend).

ROAD RUNS

All driving events organised by the club will be controlled by the road traffic act regardless of whether they are run on a public road or not. The club is not affiliated to the RAC motor sport association so does not have a mandate to run any form of competitive event. It is important the vehicles do not display any form of 'competition' numbers, which may give the general public, authorities or insurers the perception that any event is of a competitive nature.

Things to Consider (The Hazards)	What you can do about it (Risk Control)
Travelling in Convoy There does not appear to be any law against vehicle convoys, but the police have powers under a number of acts to disperse them if they choose to. The attitude to convoys varies from force to force. Convoys can cause other motorists to become impatient and take risks, interrupt the flow of general traffic and cause obstruction. Driving in convoy can add additional stresses to the drivers. Particularly if they do not know the area, this may cause drivers to take risks or break speed limits in order to catch up.	 Keep the groups of vehicles small, 4-6 vehicles recommended, dispatch groups at 5 minute intervals, avoid areas where congestion may be likely. Consider the impact of at number of vehicles queuing at junctions along the route When planning the route, identify areas where it is possible to stop and reform the convoy. If it is known that there are some tricky junctions where the group could be separated plan a reassembly point as soon as possible after the junction. Brief the drivers in advance regarding these locations and let them know that there will be a reassembly point. Ensure that drivers have a map showing the final destination, so they can make their way by the most direct route, should they

Convoy driving can be hazardous when visibility is poor (heavy rain, fog, falling snow)	become detached from the group. The convoy should be abandoned. If already started, lead the convoy to a well known local land mark or main road so the group can disperse safely.
Route Planning Consider the road types, speed limits and traffic expected for the time of day. Do not place stress on drivers that may cause them to take unnecessary risks or break traffic rules. Vintage Land Rovers are generally slow and lack acceleration, this could present a danger to the occupants of the vehicle and other road users if the route contains right turns across fast main roads, straight across main roads or right turns on dual carriage ways through central reservations.	Once the route has been planned, get someone to drive it at a similar time of day and check that it can be done in the time period expected. Consider the age and limitations of the vehicles. The time period allotted to the drive should be based on an average speed of 25mph. Plan the route to avoid dangerous features a key one is turning right across major roads. Consider turning left onto a main road and then a right further along, deviate the route to make use of roundabouts, back streets and service roads to avoid dangerous turns at junctions. When supplying any form of road book, map or route guide point out any hazards that can, not be avoided, for example blind bends, tricky junctions etc.

OFF ROAD DRIVING

This covers events (or parts of events) which take place on unsurfaced tracks. This may include public rights of way such as green lanes (BOAT's) and white (unclassified) roads. It also covers events on private land. **If using private land, drivers need to satisfy themselves that they have sufficient insurance cover.**

Note that it is the policy of the Series One Club Ltd not to promote any off road activity that cannot safely be driven in a standard factory specification series one vehicle.

The difference between organising an informal event with a group of friends and a club event is that the club event is open to all members of all abilities and the level of their driving skills may be unknown to you. As the event organiser you have a duty of care towards the members and their passengers to ensure that they will remain safe on the event. It is therefore important that the organiser assesses the route prior to the event and it is not driven "blind".

In the risk assessment the overall route should be categorised as follows, up to two features along the route can be graded higher **provided they are not extreme.**

Mild – effectively country lanes without a sealed surface that could be driven in a standard 2WD car in good weather. Fords are no deeper than the depth of a tyre. Negligible risk of vehicle damage.

Moderate – lanes where there is some rutting and could be a risk of getting stuck. Steep climbs or descents requiring 4WD but not resulting in the risk of a failed climb or an uncontrolled descent. Fords are no deeper than ½ a wheel. Side slopes are no greater than 10°. Low risk of vehicle damage.

Difficult – some knowledge and experience of off road driving is required.

There may be steep hills which could result in a failed climb and require the knowledge of how to descend in reverse safely. Knowledge required on how to make controlled descents in difficult conditions. Ford depths which are up to a wheel's depth and have a moderate current. Side slopes of greater than 10° but not exceeding 30°, V gullies. There is a moderate chance of vehicle damage.

Extreme – **The club will not promote routes with features in this category.** Climbs which have a high probability of first time failure or

require winching or other assistance. Descents where the driver is not in complete control of the vehicle. Side slopes greater than 30°. There is a risk of putting the vehicle on its side or rolling over. Ford depths are greater than a wheel depth, or strong currents are present. There are severe drops at the track edges. There is a high risk of vehicle damage.

Vehicle Safety.

The organiser cannot be expected to check that each vehicle has a current road tax, MOT and insurance (and therefore assumed to be road legal) however, if the organiser observes something about the vehicle that they consider could be a risk to the vehicles occupants, other participants or members of the public it should be rectified before the start of the event or the vehicle excluded.

In addition the organiser must consider increased levels of risk from the vehicle due to driving off road. The most common hazard, which can result in vehicle fires, is a loose battery.

Whilst a full scrutineering of a vehicle is deemed unnecessary, a check on the security of the battery must be made. Loose batteries must be secured by suitable means prior to the event starting or the vehicle excluded from the event.

Safety of vehicle occupants.

The organiser should consider the safety of people in participating vehicles in the context of the intended route. Is the vehicle overcrowded?

Could people be thrown out of it? Special consideration should be made regarding children. Could the occupants be injured by the contents of the vehicle?

In these situations the organiser must advise the participants and make a note on the risk assessment. It is the participants choice as to whether to ignore this advice, but if you feel strongly that they could be putting themselves at serious risk you should ask them not to take part or cancel the event if they insist on taking part.

Safety of the General Public

When driving off road, it is important not to put any passers-by at risk. You need to consider what action your group will take if they meet walkers, horse riders, bikes etc. The risks are likely to be greater in wet or muddy conditions when it is not always possible to predict the exact movement of the vehicle. The best solution wherever possible is to stop and let others pass by and, in the case of horses, to switch off the engine, lights etc.

Recovery Activities

Extra care must be taken if carrying out recovery activities. The public may be curious but, not understanding what is happening, could get in the way and become injured. Ropes and winch wires may not be seen and could be a trip hazard or cause a horse or bike rider to fall, therefore ensure recovery operations are well marshalled and ropes and wires made visible by hanging something over them e.g an item of Hi-Viz clothing.

When making a recovery the organiser should ensure that the intended plan is safe, that the recovery equipment is in good condition and that anchoring points on the vehicles are sound. The organiser should also ensure that both parties (The recoverer and the recoveree) have discussed the plan and are fully aware of what is going to happen and what they are required to do.

Driver Competence

The organiser may well be aware of many participants' skills and abilities from previous events, but should be cautious of any new participants. They must be made aware of the level of difficulty and the risks involved. Whilst it is the driver who must assess his capabilities, some people may over estimate their skills or give the impression they are more skilled & knowledgeable than they are. It is advisable to place unknown drivers in front of an experienced driver, so they can be evaluated, helped if needed and corrected if they pose a risk to themselves or others.

Mild or moderate routes with one or two more difficult features are an ideal training opportunity for novice drivers. A plan will need to be made to help see novices through these sections safely.

These safety guidelines are in addition to the “off road driving code of conduct” supported by LARA, GLASS, ALRC and all other responsible 4x4 clubs and which the club expects its members to adhere to.

Things to Consider (The Hazards)	What you can do about it (Risk Control)
Unexpected or difficult obstacles which are beyond the skill level of the drivers or beyond the capability of standard vehicles. Weather Conditions The route and its features must be assessed for different weather conditions that could occur on the day. A safe hill climb in the dry could be hazardous in the wet. Risk to General Public. If a planned route is to take in un-metalled roads, green lanes or other forms of tracks which may come into contact with the general public risks to the public must be considered. Vehicle may slip or slide into a person, vehicle or animal in difficult ground conditions.	Assess the route before the event. Grade the route in accordance with LRSOC guidelines. Ensure all participants are aware of the level of difficulty and devise a plan to help novices. If the section of route is classified as extreme find an alternative route. If possible plan alternative routes that can be used in different weather conditions or consider bypassing sections of the route. In your risk assessment consider what other groups of users you may meet and how you will respond to them to ensure that they pass each other with safety. Stop vehicle and allow others to pass. If this not possible stop and explain how you intend to pass and where the vehicle is likely to go. Alternatively reverse to a place

Vehicle may frighten horses or livestock giving rise to injury of livestock, injury of rider or injury of occupants of participating vehicles. Vehicle Safety You must consider the condition of the vehicles and they are safe for the intended route. This includes safety of passengers. There is a risk of fire from unsecured batteries. Recovery Risk of failure of rope, hawser or recovery points resulting in injury. Occupants of open top or soft top vehicles are at greater risk than those in hard top vehicles. Bystanders also at risk.	where passing can be carried out more safely. Where possible stop, switch off engines, lights, radios etc. that may cause alarm to the animal (s) and allow them to pass. If this is not possible pass cautiously, turning off lights etc. and be prepared to stop instantly if the animal shows signs of distress. Alternatively consider reversing to an area where passing can be achieved more safely. A simple scrutineering check should be made to check the occupants are seated safely for the terrain and they will not be hurt by loose objects in the vehicle. Batteries should be checked for secure fitting, insecure batteries should be rectified or the vehicle turned away from the event. Inspect rope or hawser for defects before use. Check recovery points of all vehicles involved in the recovery are secure. (e.g. Bolts tight, area around mounting points free from corrosion and strong enough) Do not make snatch recoveries or use kinetic energy ropes. Ensure that bystanders are outside the maximum arc of circumference that could be made by a failed towing line.
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Risk of injury from recovery line through lack of visibility e.g. horse riders/cyclists etc. may run in to it. People could trip over it. Risk of injury to occupants of recovered vehicle. Those in soft top or open vehicles at greater risk: - driver of vehicle to be recovered not understanding what is to happen. - Risk of vehicle turning over Inexperienced drivers Inexperienced drivers may place themselves and others at risk e.g. driving too close to other vehicles /driving too fast etc. Drivers may not admit to a lack of experience or exaggerate their skill level	Hang items over the line to make it more visible. Post marshals if deemed necessary, e.g. If recovery line passes across track, road or footpath. In any form of recovery that is not a straight forward pull of a vehicle that has lost traction on a flat surface, passengers should leave the vehicle. Ensure all participants of the recovery understand the plan, the direction the vehicle will be going in and how communication will be handled. (Especially emergency stop) Ensure driver of the recovered vehicle knows the position of their front wheels – not always easy in slippery condition when being towed. Consider marking the steering wheel so that the driver knows the “wheels dead ahead position” with a bit of tape. Talk to unknown drivers to try and establish their knowledge & skill level. You may be able to gauge some idea from the vehicle. Pair up known experienced drivers with newcomers. Talk to known novices about the route before setting off discuss difficult sections of the route with
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	them and have an experienced driver mentor them, possibly sitting in the vehicle with them.
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OTHER EVENTS

The Generic Risk Assessments and short Risk Assessment Forms take care of the most common type of events that you may organise. In these the risks should be minimal and as they take place in public places, we can to some extent assume that some of the risk assessment work and actions to keep the area safe has been done by other individuals.

If you are running an event that differs from these (for example at your own property or a borrowed field) you will need to undertake a full risk assessment. Contact the H&S Advisor or the Club Secretary (details in Legend).

If the event is to be held in a location very familiar to you (such as your own back yard) you should get someone who is unfamiliar with the property to come along with you as hazards you take for granted and subconsciously deal with may catch others out.

You do not need to go overboard on precautions and they should be proportional to the number of vehicles and people attending.

The easiest thing to do is cordon off areas where you do not want people to go, keep sheds where hazardous equipment or chemicals are stored locked and think of hazards to children as well as adults and warn the adults of the risks to their children.

Do your assessment well in advance of the event and if you have any queries contact the Health & Safety Advisor.

If you are having camping as part of the event (other than on a registered Camping Site), you will need to have a camping permit.

This can be organised through the Show Officer or Club Secretary. The Camp site area should be set up in accordance with the ALRC guidelines (*Information regarding this is included in the Area Reps Guide or you can download a copy from www.lrsoc.com).*

3. WHAT IF THINGS GO WRONG?

General Advice

The LRSOC has had a good track record of safety and your events should run without any issues, particularly if you have carried out a risk assessment and acted upon the findings, however nothing is 100% certain and if things do go wrong you need to know what to do; for the safety of everyone involved, for legal compliance and to minimise/mitigate the clubs' liability.

Irrespective of the incident, the basic procedure is the same:

1. Before rushing into help, check that you are not putting yourself and others in danger and adding to the casualty list. If this looks to be the case ring the emergency services in the first instance and wait for their arrival.
2. Check for casualties, the most serious casualties are usually the quiet ones, call for help if needed.
3. Make the area as safe as possible. If the club event is part of a larger event notify the event organisers ASAP.
4. Get as much information about the incident as you can. If you are unable to do it yourself due to being involved with the ongoing incident get some else to do it. Collect photographs, sketch plans, obtain vehicle registrations and if possible witness names and addresses. Try to find some independent witnesses i.e. those not involved with the club or the incident.
5. Make a log of events and times as they happen.
6. Co-operate with the authorities, supply the police with your risk assessment (which you should have with you) and any other relevant documentation. Ensure you get a receipt for it or that the police officer has noted its receipt in their note book and you have recorded the police officer's number. NOTE: It is important to supply the risk assessment at the earliest opportunity, if supplied at a later time it could be implied that it was done after the event with the benefit of hindsight.

7. Contact a club official as soon as possible – we will be able to provide help or guidance.
8. Fill in the accident report form and send it to the Club's Health and Safety Advisor as soon as possible. *(a blank form is included in the Area Reps and Club Officers Guide or you can download a copy from www.lrsoc.com).*
9. Send copies of any correspondence received in connection with the incident to the club official who is dealing with it. Do not respond to any correspondence unless the reply has been agreed with the club.

Road traffic collision.

In the event of an RTC during a club event, the club has no real involvement, the Road Traffic Act prevails and it is between the parties involved. However, because it occurred during a club event, the club has a duty of care to ensure, as far as reasonably practicable, that the proper procedures are followed and advise our members accordingly.

You should however still follow the club incident procedure, as the information may be required at a later date. Loss adjusters are very astute at minimising the amount they pay out and will try to apportion even a small percentage of the blame elsewhere if at all possible, which they may if they become aware that the incident took place during a club event.

As organiser it would be prudent to make sure other club vehicles not involved in the incident are moved on so as not to add to the road congestion in the area.

So where does the road traffic act apply?

Reading the act is heavy going and confusing, but this summary taken from the Direct.gov website sums it up quite well.

“Most of the provisions apply on all roads throughout Great Britain, although there are some exceptions. The definition of a road in England and Wales is ‘any highway and any other road to which the public has access and includes bridges over which a road passes’ (RTA 1988 sect 192(1)). In Scotland, there is a similar definition which is extended to include any way over which the public have a right of passage (R(S)A 1984 sect 151(1)).

It is important to note that references to ‘road’ therefore generally include footpaths, bridleways and cycle tracks, and many roadways and driveways on private land (including many car parks). In most cases, the law will apply to them and there may be additional rules for particular paths or ways. Some serious driving offences, including drink-driving offences, also apply to all public places”

From this it can be taken that it applies anywhere that the general public has access to.

So what must a driver involved in a traffic accident do?

The citizens advice bureau states the following :-

“A driver involved in a traffic accident should stop whether or not the accident was their fault if:-

- anyone, other than themselves, is injured; or***
- another vehicle, or someone else’s property, is damaged; or***
- an animal in another vehicle or running across the road is injured; or***
- a bollard, street lamp or other item of street furniture is damaged.***

If you have to stop, you must remain near the vehicle long enough for anyone who is involved directly or indirectly in the accident to ask for details. This could be, for example, the owner of an injured animal, a relative of someone who is injured, or the police. The driver must then give their name and address, the name and address of the owner of the vehicle (if the driver is not the owner), and the registration number of the vehicle.

The driver may also have to report the accident to a police officer or at a police station, in person, as soon as practicable and in any case within 24 hours. This duty arises whenever the driver has not given their name and address at the scene of the accident, whether or not they were asked to do so.

If any personal injury is caused to another person, the driver must also produce a valid insurance certificate if asked to do so by a police officer, injured person, or anyone else directly or indirectly involved in the accident. If the insurance certificate is asked for, but

not produced at the time, the accident must be reported to a police station as soon as practicable, or in any case within 24 hours, and the insurance certificate must be taken to a police station within seven days of the accident. However if the driver is asked at the time of the accident to produce insurance details and does so, there is no further obligation to report the accident to the police, as long as they have complied with the duties described above”.

In cases where no one is injured :-

“If you have been involved in a traffic accident and nobody has been hurt in it there may be no reason to involve the police. If both parties involved stop and exchange names, addresses and registration details, this is sufficient to comply with road traffic law and there’s no need to involve the police. Only call in the police if you believe you’ve been provided with false information from the other individual or are concerned they may have been driving illegally.”

Non Vehicle Related Incidents

This could be anything from a minor injury at a club event or stand where a member requires a plaster to a major injury to a club member or member of public where an ambulance is required. In all cases follow the procedure and report it. If you are unsure whether you need to report it – report it anyway.

It is important to report all these types of incidents, even if the person involved says, “Don’t worry about it” or “It was my fault”.

For minor injuries just fill in the report form and send it off as quickly as possible, for major injuries please contact the club by phone as quickly as possible.

Sometimes non serious looking injuries can be discovered to be serious later or after the incident the person may decide to try and make a claim, regardless of whether it is valid or not. A compensation solicitor’s first tactic is to see if legal procedures have been followed. If they have not the solicitor is almost guaranteed to obtain a pay out for their client, irrespective of the circumstances.

Off roading incidents.

Events run on greenlanes will be subject to the road traffic act and those procedures followed.

There is a risk of vehicle damage on an off road event and an increased risk of injury. If a club member causes major damage to their own vehicle or injury to themselves or their passengers, please report it. It is possible that they may try to seek compensation through the club.

APPENDIX 1 RISK ASSESSMENT and OTHER FORMS

USE THE ONLINE RISK ASSESSMENT SYSTEM
WHICH CAN BE ACCESSED FROM THE AREA
REPRESENTATIVES BOARD ON THE FORUM OR AT :

<https://www.lrsoc.com/forum/index.php?page=8>