

# ***VETERAN VESPA CLUB***



## **HEALTH AND SAFETY POLICY AND PROCEDURES 2012**

Prepared by A J Purdy

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# 1 INTRODUCTION

As a club the Veteran Vespa Club (VVC) have a duty of care to the world at large in respect of its actions. The scope of this duty increases when the club organises events. We become responsible for controlling the event and the actions of those who attend.

With this in mind it is important for the VVC to have suitable liability cover for all the events it runs and those it attends.

The VVC has therefore become affiliated to the British Motorcycle Federation (BMF), and as such benefit from public liability cover specifically designed for motorcycle clubs, and the kind of events they get involved with.

To ensure that the VVC remain covered by this policy the club must abide by the policy and practice guidelines published by the BMF. Fundamental to this is the need to carry out a risk assessment for each event where the VVC will be represented. The BMF has some basic principles for running events, these are:

Events should promote a positive image of motorcycling incorporating:

- Behaviour appropriate to the event
- Due consideration for others
- Recognition of the framework of the law

The BMF publish a series of guidelines to assist its affiliated clubs in running successful events. These have been used to develop the following policy and practice for the VVC.

## 2 VVC Policy and Practice

### 2.1 Risk Assessment

The safety of those taking part in an event and the public must be considered when organising an event.

The avoidance of damage to property and the environment must also be considered.

For any event it is important to carry out a risk assessment. The Health and Safety Executive (HSE) recommend a system known as “The Five Steps to Risk Assessment”. These principles will be used to evaluate hazards and risks associated with VVC activities.

### **2.1.1 The Five Steps**

1. Look For the Hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide what control measures are required to manage those risks
4. Record your findings
5. Review the assessments and revise if necessary

## **2.2 Consideration for others**

When organizing an event we should take account of the effect it could have on others. This is particularly true of rallies close to residential areas, and road runs where there is possible interaction with the public.

## **2.3 Responsibility**

For each event it is recommended that one person is recognized as having overall responsibility, for sports type activities, this person would be known as **Clerk of the Course**. He/she should ensure they have a team to help them, these people are normally known as marshals or stewards.

## **2.4 Health and safety**

Under safety legislation an accident book must be maintained in the format prescribed by the HSE.

## **2.5 Amenities**

Facilities should be adequate for the type of event and numbers expected. This could include, Toilets, showers, baby care, dish washing, refuse handling, etc.

## **2.6 Emergency Services**

This depends very much on the kind of event being run. The organizers should ensure that emergency services can be contacted quickly and have ready access to the site. Having qualified first aiders is worth consideration.

## **2.7 Weather**

Always a difficult one, but the provision of a marquee or other covered facility is recommended.

## **3 Shows and Exhibitions**

The following are some basic notes designed to assist the club when attending or putting on a show.

### **3.1 Planning**

It is important to plan well in advance when attending a big show, for example the VMSC show at Coventry. Consider how large a stand you would like, does this match the organizers expectation? Gather volunteers to help.

### **3.2 Booking**

Book as early as possible to stand the best chance of getting the space you want.

### **3.3 Stand Space**

When planning this, consider how many machines you want to display. Have a way to separate them from the viewing public (or little Johnny is sure to climb on one). Have table and chairs for your volunteers, this will ensure they do not get too tired and may do it again next time. Make sure there are enough volunteers for each to get a rest (they might like to see some of the show). All this takes space so consider it carefully.

### **3.4 Cash**

Have a starting float, and somewhere secure to store it, particularly if the show takes place over more than one day.

## **4 Camping and Club Rallies**

### **4.1 Risk Assessment**

Each rally must have a risk assessment specific to the event. A generic assessment has been prepared as guide; many of the hazards identified in this document will be relevant to any event.

### **4.2 The Basics**

This type of event is a main stay of the clubs activities. Running such events is complex. Safe Access to the site for arrivals and ride-outs is important. Sign - posting on roads leading to the site will be a real help to those attending. Display a list of rules and other guidance appropriate to the event in a prominent place. A local map for attendees may be useful. These can often be obtained from local tourist offices. Consider the neighbours, rally events can be noisy, if close to residential areas you may need to have a time when the site goes quite.

In case of emergencies know where the local police station and local hospital are located. Consider having a first aid team in attendance such as the local St. John Ambulance who will do it for a donation, or have your own qualified first aiders.

Consider the need for such things as a marquee in case of bad weather.

#### **4.2.1 Marshals**

Give due consideration to the number of marshals you may need, this will depend on the size of the event; large events will clearly need more looking after than small ones.

#### **4.2.2 Facilities**

Hire a site well in advance and make sure it has adequate facilities to cater for the numbers you will have attending.

Toilet and washing facilities/showers probably need to be about one cubicle per ten people (with twenty as an absolute max). For ladies you may need a slightly higher ratio of say one to eight. Consider refuse handling and disposal, a good idea is to hand out refuse bags to all the campers. If the site does not have its own Biffa bins consider hiring a small skip. These measures will make tidying the site much easier. Leaving a tidy site behind will ensure a welcome from the owners the next time.

If you need a bar on site bear this in mind. In the off-season rugby clubs can be good venues.

Some of those attending may not be staying on site so check out local hotel and B&B accommodation (location and cost). You should have this information available when advertising the event or shortly after.

Some attendees may want to eat off site so check out local pubs and restaurants for opening hours and if possible quality and cost.

Check out the location of local bakers and supermarkets for those who need to get food on arrival.

If you are having food on site it is usually best to sub contract this to a local supplier who will have the facilities to keep food fresh and hygienic, ensure they have a **Food Hygiene Certificate**.

If attendees have barbecues or there is a bonfire ensure they are safely located relative to people, vehicles, tents or other things that could be set alight. Consider the safety of any children on site. This will need very careful consideration in your risk assessment.

Fireworks can be dangerous and the special rules, which apply under the BMF Liability Insurance, must be followed to maintain cover under the policy. For details of the Bonfire / Fireworks Endorsement on the BMF Liability Insurance policy see BMF form EVENTS 3.

### **4.2.3 Requirements for additional liability cover**

The cover obtained through the BMF is specifically for members of the VVC. There will be occasions when non VVC members will attend our rallies. In these cases such people should be asked to take out rally membership of the Vespa Club of Britain (VCB). The VVC will also need to acquire a Social Gathering permit from the ACU in line with the current VCB rules. This will ensure that everyone attending a VVC rally in what ever capacity will be suitable covered for public liability.

## **5 Road Runs**

Road Runs are probably the most popular type of event the club organises. The notes below will help in the organising of these types of events

### **5.1 Road Traffic Insurance**

You may want to check that all riders taking part in an event have vehicle Insurance and a current MOT Certificate.

Appendix 1 contains an example of “notes for riders” this is a useful document to hand out to participants. It should set out the expected behaviours of rally attendees.

### **5.2 Maps**

Use a current map or maps having a suitable scale when first planning your route. The Ordnance Survey Landranger 1:50 000 series are good in this respect.

When the route is set let those taking part know which maps they need beforehand.

### **5.3 Route Planning**

Choose roads that you know to be open to motorcycles.

Where minor roads are to be used which may have indifferent surfaces, the ability of the riders and the types of motorcycles taking part should be taken into account. You might have some sections where easier alternative routes are available.

If there is a ford on the route it could be a hazard, particularly when water levels are high.

If the chosen area for the main part of the run is at a distance, use known major roads or motorways to bridge the gap.

Have a designated venue and a set time for meeting up for the main part of the run.

Routes through beautiful countryside have obvious advantages, but in popular tourist areas they can be busy with other traffic, so try to take the quieter roads. Distances may increase but lack of hassle may compensate for this and even reduce the time taken.

Provide those taking part with a route card showing map references and approximate distances at given points.

## **5.4 Riding the Route**

It is important that the Run Leader should have covered the full route at least once in the days just prior to the event. In this way any hazards on the route are likely to be picked up.

It would be of advantage if the marshals also have recent knowledge of the route.

## **5.5 Safety**

All riders taking part should understand that, while the objective is to have an enjoyable day, this will be best achieved by staying safe.

Obedying speed limits and other legal requirements should help to achieve both.

Riders should also show consideration for all other road users, even if it is not always returned. Where horses are being ridden on roads please show extreme consideration. When in a group consider stopping and switching of engines, a group of scooters can be quite noisy.

**N. B.** Statistically most accidents are caused by riders (assuming there is no tail-end Charlie) trying to keep up due to fear of getting lost or being left behind. Avoid this by appropriate marshalling.

## **5.6 Meeting Point and Time of Departure**

These both need to be clearly defined beforehand.

The meeting point should be easy to find both for those with or those without the defined maps.

There are advantages if the meeting point is a café or similar where riders can relax under cover if they are early.

## **5.7 Stopping Points**

Distances between stopping points should not be greater than the least able on the run can cope with.

Stops should usually be at points where tea and coffee or soft drinks, as well as toilets, are available. Alternatively riders should know to bring a flask.

## **5.8 Fuel Availability**

The location of Petrol Stations on the route is an important consideration.

To minimise the chance of problems riders should start the run with a full tank of fuel. For old Vespas in particular the availability of two stroke oil should be considered.

## **5.9 Marshalling the route**

At the head of the ride out-group is the ride leader. The ride leader knows the way and sets off at a relaxed pace (generally about 5-10mph below the speed limit). Unless agreed beforehand, no one will overtake the ride leader

At the back of the group is the tail end Charlie. The tail end also knows the way and follows at the same pace as the riders at the back of the group. Unless agreed beforehand, the tail end will not pass anyone in the group

When the group gets to a junction the person immediately behind the ride leader will be tasked with acting as a “markers” (High Viz). The marker waits at the junction, counting the riders that pass, and remains there until the tail end Charlie arrives. The marker then sets off. At the next junction the process is repeated with the next person behind the ride leader.

Depending on the route and availability of stop points there are two options.

- When the ride runs out of Markers, the lead rider finds a place to stop to allow the markers to move forward, then set of again.
- The markers unobtrusively makes their way back to the head of the group ready to mark again.

### **5.10 Breakdowns**

There should be a contingency plan to cover the possibility of a breakdown or other mishap.

Mobile telephones are useful in these circumstances and some should be carried within each group.

The bike or rider in trouble should not be left alone.

A marshal or another rider should stay with the broken-down vehicle and rider until assistance arrives.

It is usually best that the main party continue so as to keep the road clear.

## 6 APPENDIX 1

### Notes to Accompany a Road Run

These notes can either be provided to each rally attendee or used as an aid to those organizing the event.

1. Please help to promote a positive image of motorcycling by:
  - a) Showing due consideration for others at all times.
  - b) Respecting speed limits and other legal requirements.
2. The Ordnance Survey Landranger 1:50 000 series map, covering this event, is numbered (xxx). You will find this map useful as a route card will be provided with map references and approximate distances at given points. Bring a map and know where the lunch stop is located before you set out.
3. The starting venue is the (xxxxxxxx) café on the A(xxx) road, from (town xxxxx) to (town yyyyy) at (miles xxxx) distance east from the junction with the B(xxxx) road.
4. There will be two brief toilet stops at one-quarter and three-quarters distance. If you require coffee at these stops please bring a flask.
5. Please ensure you start the run with a reasonably full tank of fuel, as we shall not see a petrol station until we reach the lunch stop.
6. The nearest place to buy two stroke oil is xxxxxx
7. Roads vary from sound tarmac to some with loose chippings –Take Care.
8. Some roads are over unfenced moorland so be aware that sheep may act erratically.
9. Horses being ridden on quiet roads may be easily startled by motorcycles. Please be considerate.
10. Please don't overtake unless essential.
11. Try not to ride too close to the next person but if it cannot be avoided try to ride in staggered formation.
12. We shall have marshals at the head and tail of groups. Please follow their instructions.
13. We shall be riding in groups in order to keep numbers per group below ten.
14. Enjoy the run.