

VETERAN VESPA CLUB



HEALTH AND SAFETY POLICY AND PROCEDURES

**Including guidelines for Rally & Event
Organisers**

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Prepared by A J Purdy (VVC Health and Safety Advisor)

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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.

NB This VVC Health and Safety Policy & Procedure document provides useful information for organisers. All Events must be organised to these guidelines.

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. Over recent years the VVC have developed a generic risk assessment for most foreseeable adverse events. This should be used as a base level risk assessment for all VVC events. 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 organising 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 events 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, and include facilities for disabled access where practicable.

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 Club Rallies and One Day Events

4.1 Introduction

Rallies and events are the mainstay of the club and are covered in some detail here. **Appendix 1** below covers a range of considerations when planning a rally in a simple bullet point format and is a useful aid memoir during the rally/event planning. The points covered here give more depth to the important Health & Safety obligations when putting on events. To ensure we meet our obligations under the BMF liability cover all VVC Official Club Events must be approved by the VVC Management Committee and be shown as approved in the Minutes of the Meeting.

4.2 Risk Assessment

Each rally or event 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. This generic assessment must be reviewed and updated for any new hazard not currently covered. The event organizer must edit the top part of the assessment to include the date and venue of the event, a copy should be sent to the club safety advisor and another displayed at the event.

4.3 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.

4.3.1 Marshals

All VVC rallies and events are open to VVC members only. The VVC have built up a team of experienced volunteer marshals, their duties are given in **Appendix 2** below. Also note **Appendix 3** which gives some notes for marshals to use when on a ride out. For events where there is a sporting element the ACU (Auto-cycle Union) require a person/marshal with special responsibilities he is known as "The Clerk of the Course" (see also 2.3 above). New volunteers are always welcome, and help to ensure events continue in a safe manner.

4.3.2 Facilities

Hire a site well in advance and make sure it has adequate facilities to cater for the numbers you will have attending. All site should also have their own public liability cover, it is worth checking this out before confirming the use of the venue.

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. The VVC are obliged to pay an additional insurance premium, to be arranged by the General Secretary.

4.3.3 Requirements for additional liability cover

The cover obtained through the BMF is specifically for members of the VVC. There may be occasions when non VVC members want to attend our rallies. In these cases such people **MUST** be asked to take out membership of the Veteran Vespa Club. **The VVC will also need to acquire a permit in accordance with the ACU rules on sporting events.**

This will ensure that everyone attending a VVC rally in whatever capacity will be suitably covered for public liability. **(See again Appendix 2)**

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

Although it is not practicable to check that each rider has up to date insurance, tax and MOT it is important that this is stressed to all those taking part. On a road run BMF liability insurance and/or ACU cover does not apply each participant is personally responsible.

5.2 Maps

Use a current map or maps having a suitable scale when first planning your route. The Ordnance Survey Explorer 1:25 000 and the 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. Check for other organised events that maybe taking place in the area, how will these impact on what you want to do?

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.

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 briefing and 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 Rider Briefing

This is a very important part of any ride out, particularly at rallies where some new VVC members may not be familiar with VVC methods. The briefing will

be used to explain the routes, any specific hazards that are known, and to describe the follow-on method of managing junctions.

5.10 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 marshal 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 rider immediately behind the ride leader will be tasked with acting as a marker. The marker waits at the junction, and remains there until the tail end Charlie arrives. The marker then sets off rejoining the ride in front of the tail end. At the next junction the process is repeated with the next person behind the ride leader.

It is possible that some riders may not have heard or understood the ride out briefing and they may not act as expected at junctions. It is advisable that known identifiable marshals are dispersed throughout the line; they will be able to maintain order within the line and will have the confidence to take the junction marker role if required.

5.10.1 Vintage machines on ride out

Some of the machines used on rallies are very early examples and as such have 125cc engines and 3 speed gear boxes. These machines are fairly slow and may struggle to keep up in a group of scooters. The rally leader should understand the number of these machines on the ride out and how best to manage them safely. It may be advisable that these machines group up behind the lead rider with another designated marshal following them (in effect a second lead rider), this will enable these slower machines to be exempted from corner/junction marshalling. The decision to operate in this way should be based on the terrain encountered on the ride out. For short routes on slow minor roads this may not be necessary, but on longer routes taking in A roads where 40MPH and above are permitted, then protecting these bikes as described would be advisable.

5.10.2 Roadworthy Vehicles

It is the responsibility of all riders to ensure that the machine they intend to use on the ride out is in road worthy condition. In the event that the scooter becomes un-roadworthy during the course of the ride it **must** be taken out of use. It will be collected by a back up vehicle if available or the rider can call their own break down service. Typically issues that can make a scooter unfit for use is:

- Partial or total engine failure
- Brake failure

- Clutch failure
- Fuel Leaks
- Cable failure such as; clutch, brake, gear selector, throttle (often these can be fixed by the road side)

In the event that a machine is seen to be un-roadworthy and the rider continues to use it he will be asked to stop riding and deal with the problem in the most appropriate way. Any rider continuing to use an unfit machine will be considered as not part of the ride out, this is necessary to maintain the standing and liabilities of the club.

5.11 Breakdowns or Accidents

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.

5.11.1 Breakdowns, Buddy System

The VVC have put in place a “buddy” system to ensure riders in trouble get help. For each ride out there will be a group of buddies appointed, these will be members known to have a good level of maintenance expertise, and as such can help with basic road side repairs, these will be identifiable by wearing green Hi-vis jackets. If the machine cannot be repaired the buddy will either stay with the rider until breakdown recovery arrives, or (for example when in areas of poor phone signal) will ride on to an appropriate place and call for help, returning to inform the rider that help is on its way. For this system to work effectively those involved must be able to read a map so that directions can be given to the breakdown services.

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

These Buddies will wear green Hi-vis jackets and will travel behind the tail end rider. If one or more are called upon during the ride out, they will, if possible, be exempt from these duties for any further ride-outs during the weekend.

5.11.2 Accident and/or Injury

If the rider or passenger is injured, they **must not** be left alone and if possible more than one buddy will stay to help. Whenever it is practicable a message should be forwarded to the lead rider, this will be best achieved by text. If all riders do not appear at the next scheduled stop, the lead rider should check for text messages so he is aware of any incidents that have occurred behind him.

5.12 Final Thoughts

The VVC take the health and safety of their members and the general public very seriously, equally each rider must share this responsibility.

Riding with due care with a well maintained machine will ensure we all have fun, and that's what it is all about.

6 APPENDIX 1

Checklist For Event Organisers

The designated VVC Committee Events Support person and H&S Advisor (Anthony Purdy) will assist and advise on the completion of the Risk Assessment and wording for Event Notices. The following bullet points provide a quick reference guide for event organisers:

- VVC Events are open to VVC Members only. This is to comply with our BMF & ACU Affiliations. Request Membership numbers on Entry Forms.
- To ensure compliance with the requirements of the BMF liability insurance all VVC Official Club Events must be approved by the VVC Management Committee and be shown as approved in the Minutes of the Meeting.
- A field based event will also need to acquire a permit in accordance with the ACU rules on sporting events. This will ensure that everyone attending a VVC rally in whatever capacity will be suitably covered for public liability.
- Produce a risk assessment based on the kind of roads and hazards you may come across on the ride out. When planning the routes take note of possible issues. See next point
- Consult current club generic Rally/event Risk Assessment add any new items that may not be covered
- Consider numbers of entrants, can the facilities cope with the amount you have in mind, often useful to set a maximum number. Remember all events are VVC members only, no casual day visitors.
- For Full Rallies Select suitable venue such as caravan/lodge park with camping and motorhome facilities
- for one-day events, overnight stop facilities should be nearby for those travelling from further afield
- Plan ride out routes incorporating pre-booked tea/coffee stops
- Useful to have a place where members can disperse for a lunch stop, or consider packed lunch.
- Consider venue for Gala dinner, although not essential, on site is best but often not possible
- Where practical keep ride mileage to between 60-70miles
- Contact Richard Rawlins for rally cog badge design ideas, final draft should be approved by the committee prior to procurement.

- If site has limited numbers, what local hotel/B&B facilities are nearby.
- Complete the top section of the risk assessment with rally details and send to Safety representative for filing. This is required to conform with VVC insurance if the rally is to be promoted as a VVC event.
- On the rally day ensure copy of the risk assessment is visible and all riders are briefed on procedures including follow-on, slow riders, buddy system and first aider. Riders need to be selected for these marshalling jobs in advance
- Decide if event is a Field event or solely a ride out event, for field events ensure that gymkhana equipment is available, and willing hands are there to set it up and dismantle it.
- Useful to have an assistant when planning routes as this helps with the knowledge of the route.
- As lead rider ensure your machine is as good as possible, above all reliable!
- All Event Notices & Ride Out Instructions MUST inform entrants of their responsibilities as follows:
 - (a) To ensure that their machine is prepared to the best possible mechanical standard for the ride out/s. They should hold break down insurance in case of problems.
 - (b) As required by law all riders must hold a current driving licence and their machines must have valid insurance, road tax and if applicable, MOT certificate.
 - (c) If during the course of the event it becomes apparent that the rules of the club are being compromised and people's safety is at risk then immediate action will be taken to rectify the situation.
- For example where dangerous or erratic riding, speeding, overtaking, sudden breaking is the problem then the offenders will be asked to adjust their riding behaviour. Failure to comply will result in the offender being asked to leave this part of the event.
- Similarly if a machine develops a failure, engine, steering, brakes, clutch or cables etc then the rider will be instructed if necessary to stop and fix the issue before any further participation on their part continues. The VVC cannot condone the use of a machine not fit for purpose.

7 APPENDIX 2

Notes For Club Marshals & First Aiders

Marshals

Thank you for agreeing to be a marshal. The intention is that we have a list of volunteers who may or may not be called upon to undertake duties at our events.

These duties may entail:

- Marshalling a ride out
- Presiding over a field event at a field rally
- Manning the reception
- Any other duty that the event organiser needs help with on the day.
- Setting up and dismantling rally site
- Setting up and dismantling field events

VVC First Aiders:

We have a group of trained volunteer First Aid members. Wherever possible we will endeavor to have a minimum of one First Aider on a rally site or following at the rear of each ride out with an in-date first aid kit. Red Hi Vis.

- Whilst undertaking marshal duties on a rally site please wear a marshal's **Red Hi Vis jacket**
- On ride outs please wear the **Green Hi-Vis jackets** as required.
- The event organiser is normally the Chief Marshall and the leader of the ride out/s.
- An ACU accredited Clerk of the Course must be appointed at sporting/competition events, this will require an ACU permit.
- A list of potential Marshals will be circulated to the event organiser and Clerk of the Course, if applicable.
- By having a list of volunteers we will try to ensure that the load is spread and does not involve everyone being called upon at every event they attend!
- Please see attached notes relating to Ride Out instructions.

8 APPENDIX 3

VVC Ride Out System Follow On Principle

Members in other motor vehicles are not part of the ride out and must travel the route independently, and definitely not add to any possible road congestion caused by the presence of the VVC Vespa group

- The Lead Marshal will wear a **BLUE Hi-viz** and follow the route.
- The riders of slow machines will follow on behind the Lead Marshal and will not be part of the marshalling. (If they wish, this is optional)
- After the slow machines, if any, there will be another Lead Marshal in a **BLUE Hi-viz** who will also know the route, if possible, and will signal to the riders behind where they require a direction marshal to be positioned.
- The rest of the riders behind the slow machines will take turns to sign the way as directed and **MUST** stay at their position and then fall back into line in front of the Tail End Marshal who will be in a **BLUE Hi-viz**.
- Any rider who does not wish to be a Marshal should remain at the back of the line in front of the Tail End Marshal.
- The last three riders of the line behind the Tail End Marshal will wear **Blue Hi-viz** jackets and will be the ride out buddies. They are there to assist broken down riders. The last buddy will drop off in turn as requested by a stricken rider who should clearly signal to them if they require assistance.

The role of a ride out Buddy is to support a broken down rider so no one is left alone. The Buddy should remain with the rider in trouble until the problem is rectified or until they are excused by the stricken rider at which point the Buddy can continue along the ride out route and rejoin the rest of the riders.

We as a club have a responsibility and duty of care to all our fellow members but the emphasis is on the individual to ensure that they have prepared their machine to the best possible mechanical standard for the work it will be required to do. It is also the responsibility of the individual rider to have adequate break down cover. This point must be stressed in the event info, prior to the event taking place.

- We ask that there is no overtaking, just stay in line and enjoy the ride through the countryside. All riders to adhere to road traffic laws including speed limits.
- We often ride on a good many narrow minor roads, some can have gravel/loose chippings up the middle of the road, also maybe horse muck, so riders are asked to please be careful. Riders should not ride too close to the rider in front so as to allow avoidance of potholes.
- when riders slow to negotiate a steep uphill, the group must not bunch, but maintain a good distance so that should any riders in front stop or swerve there is time to react safely. Any rider whose machine once stopped can not pull away up the hill due to clutch or power issues must not hinder the progress of other riders, keep well to the side and return to bottom of hill when safe to do so and seek help from a buddy
- Because we are often out in the country there is the possibility of encountering horse riders. If we do, then riders should act responsibly and either go very slowly or if they have a loud exhaust, or if necessary, switch off your engine. We may also meet cyclists
- We ask riders to make sure they have a full tank before they start as often there are no filling stations on route.