MOTOR CARAVANNERS' CLUB: RISK ASSESSMENT

BACKGROUND INFORMATION		
Event	Motor Caravan Rally	
Date / Time	Starts: 29/10/2027 13:00 Ends: 01/11/2027 12:00	
Location	Ackworth Cricket Club, Wakefield Road Ackworth, Pontefract WF7 7DF	
Organiser/Group	Motor Caravanners Club Yorkshire Group	
Risk Assessment Prepared by	Signature:	Checked by Stewards:
Description of Activities	Motor Caravan Rally for members only of The Motor Caravanners' Club	
Groups at Risk	Members attending the Rally. Visitors to those members.	
Estimated Attendance	30 Vans 60 people	
Hazard Rating	L = Low M = Medium H = High	
Site contact	Rally Hosts	
Key contact (if different from above)	01924 682148	

A&E dept (8 miles) Please call 999 or visit your nearest Emergency Department which, according to https://www.nhs.uk/service-search/find-an-accident-and-emergency-service/ is in: Pinderfields Hospital, Aberford Road, Wakefield WF1 4DG Telephone 01924 541000	**G.P.** (0.5 miles) According to https://www.nhs.uk/service-search/find-a-gp College Lane Surgery, Barnsley Road, Ackworth, WF7 7HZ Telephone: 01977 611023 If closed use the Emergency Services of 111 for advice or 999 if urgent.
Closest registered defibrillator (0 miles) – according to https://www.defibfinder.uk/ On-Site at the Boot & Shoe public house	**What 3 Words** According to https://what3words.com/ ///camcorder.shuttered.earl
Veterinary Practice (2.8 miles) According to https://findavet.rcvs.org.uk/home/ Hemsworth Vets4Pets, Wakefield Road, Hemsworth WF9 4AB Telephone 01977 624430	**Pharmacy** (0.5 miles) According to https://www.nhs.uk/service-search/pharmacy/find-a-pharmacy LO'S Pharmacy 29A Barnsley Road, Ackworth WF7 7HZ Telephone 01347 821254

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GENERIC RISK ASSESSMENT: Site				
Risk	**Group(s) at Risk**	**Rating L/M/H**	**Control Measures**	**Stewards Check**
Vehicle Access, Exit and Fire	Any Unit on site	Low	All Units shall be sited as to leave a minimum distance of 4M between facing sides of motor caravans, and at least 3m between awnings. A clear roadway of at least 6m should be maintained between rows of motor caravans and should always be clear giving emergency vehicles space to manoeuvre and have access to every unit on site. A clear passageway of 3M should be maintained between adjacent awnings when extended and the gap should not be blocked with windbreaks or any other apparatus. All vehicles should be able to leave the rally site without obstruction, driving forwards.	
Vehicle Fire	Any Unit on Site	Low	All Units should carry their own fire equipment. In the event of a fire personnel must vacate the unit the Fire Brigade must be notified. If safe to do so, without interfering with the Fire Brigade arrival, neighbouring units may be moved, and the fire may be fought with that equipment available on site. Vehicle horns should be sounded as an alarm.	
Injury of persons on rally site by vehicles	Members attending the rally. Authorised visitors. Members of the Public.	Low	A maximum 5mph speed limit shall be always observed by all vehicles. No unlicensed or learner driver shall be allowed to drive a vehicle including a motorcycle or motorised scooter (except for genuine use of a disability scooter). Movement of vehicles on the rally site will be discouraged other than for – entry or exit, re-siting a unit, transport of essential group equipment, disability scooters.	
Movement of Motorhomes after dusk, risk of injury to members and property due to bad light or darkness	Members and their guests.	Low	No vehicle movement after dusk unless pitching up with the aid of a marshal or host. If a medical emergency occurs, the host to be notified if possible and the vehicle to be escorted by host or marshal.	
Illness due to contamination of drinking water	Members attending the rally. Authorised visitors.	Low	There should be separate taps for drinking water and rinsing of chemical toilets, which should be clearly marked.	
Safety of children on a rally site	Children of members and authorised visitors	Low	The safety and behaviour of children always shall be the sole responsibility of the parents or guardians.	

GENERIC RISK ASSESSMENT: Site (Cont'd)				
Risk	**Group(s) at Risk**	**Rating L/M/H**	**Control Measures**	**Stewards Check**
Safety of Children and Dependent Adults	Children of Members and Dependent Adults and Visitors	Low	None of these groups should be left unattended in the Motorhome for any period without the close supervision of a Parent or Carer close by.	
Walking on a rally field after dusk, risk of tripping, falling etc.	Members and their guests	Low	Members should be made aware of the risks and encouraged to carry a torch to light the way	
Any incident	All	Any	The rally host and Group Safety Officer will be informed ASAP of any incident.	

GENERIC RISK ASSESSMENT: Hall				
Risk	**Group(s) at Risk**	**Rating L/M/H**	**Control Measures**	**Stewards Check**
Fire in hall / rented premises	Members attending the rally. Authorised visitors.	Low	1. Inform all members of fire exit. 2. Check disability access and exits. 3. Ensure exits are clear of obstruction.	
Injury to members from faulty equipment	Members attending the rally. Authorised visitors.	Low	Marshalls to make a visual check that all equipment and electrical cables are in good condition.	
Slips, trips and falls in kitchen and hall areas.	Members attending the rally. Authorised visitors.	Low	Check floors are in good condition. Remove or block off any trip hazards. All spillages to be mopped up.	
Injury caused to members by moving of table and chairs.	Members attending the rally. Authorised visitors.	Low	1. Use table and chair trolleys where available. 2. Advise members to only assist if they are able-bodied. 3. Ensure 2 people lift heavy items e.g. tables 4.	

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SPECIFIC RISK				
Risk	**Group(s) at Risk**	**Rating L/M/H**	**Control Measures**	**Stewards Check**
Grass or hedge fire.	Members & children attending the rally. Authorised visitors.	Low	● Call the fire brigade immediately. ● Alert members with audible warning ● Move motorhomes at risk if safe to do so ● Fight fire with On-site fire equipment if confident in its use **DO NOT PUT YOURSELF AT RISK: LEAVE IT TO THE PROFESSIONALS**	
Grass fire caused by external heat sources, e.g. BBQ, discarded charcoal, vehicle exhaust.	Members & children attending the rally. Authorised visitors.	Low	● When pitching up in dry conditions, care should be taken not to allow hot exhausts to encounter tinder dry grass ● If BBQs are being used it is advised that a bucket of water should be placed by the front wheel of the motorhome	
Grass rally fields. Hidden obstacles obscured by vegetation; risk of falls, cuts & bruises.	Members & children attending the rally. Authorised visitors.	Low	● Stewards to inspect the field for any hazard that may be visible and mark it with tape. NOTE: not all hazards are apparent, and members should be advised on entry to rally fields.	

Certificate of Exemption
Rallies organised on un-certificated sites shall be authorised through application of the Certificate of Exemption (C of E) granted to the Club. The issuing authority for the C of E is in England :- Camping and Caravanning Exemption Teams, Ground Floor Zone A, Natural England, Eastbrook, Shaftesbury Road, Cambridge, CB2 8DR
This is to certify that the rally to be held, as detailed above, has been approved by the Council of Management as an official Club Rally under the terms of the Certificate of Exemption granted to the Club under the Caravan Sites and Control of Development Act, 1960. The Rally Officer shall ensure that the rally is conducted in accordance with the "Code of Practice for the Organization of Rallies" and any untoward incident reported to the Club Office. The Local Authority in whose area the site is situated may request confirmation that the Club has a Certificate of Exemption under The Caravan Sites and Control of Development Act, 1960. The Rally is covered by the Club's PUBLIC & THIRD PARTY LIABILITY INSURANCE POLICY. For and on behalf of the Motor Caravanners' Club.