

EVENT RISK ASSESSMENT

Background Information

Event	Motor Caravan Rally
Date/Time	
Location	
Organiser/Group	
Risk Assessment Prepared by	
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	

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Specific Risk			
Risk	Group(s) at Risk	Hazard Rating (Low/Medium/High)	Control Measures
Vehicle Fire	Any Unit on site	Low	All Units shall be sited as to leave a minimum distance of 6M between facing sides of motor caravans. A clear roadway of at least 6m should be maintained between rows of motor caravans and should be clear at all times 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 rally. Authorised visitors. Members of the Public	Low	A maximum 5mph speed limit shall be observed by all vehicles at all times. No unlicensed or learner driver shall be allowed to drive a vehicle including a motor cycle 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.
Illness due to contamination of drinking water	Members attending 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 at all times shall be the sole responsibility of the parents or guardians.
Any	All	Any	The rally host will be informed ASAP of any incident.
Prepared by:			
Signature	Name	Date	Position

Specific Risk			
Risk	Group(s) at Risk	Hazard Rating Low/Medium/High	Control Measures
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 of time without the close supervision of a Parent or Carer close by.
Movement of Motorhomes after dusk around a rally field 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 host to be notified if possible and the vehicle to be escorted by host or marshal.
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
Prepared By			
Signature	Name	Date	Position

Specific Risk			
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