

ANNEX 3 - F: Risk Assessment for Rallies

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help activity organisers to identify the likelihood of harm and whether it can be reduced to a reasonable level, through the introduction of control measures. In many instances, the mitigating action will be to adhere to the guidelines in Centre Guidance, eg waste disposal and pitch layout. These notes are intended to assist organisers when carrying out a risk assessment, which is a straightforward process. The aim is to consider any circumstances that could cause injury or damage, and propose mitigating actions to prevent or at least minimise the consequences.

Hazards

A hazard is something that has the potential to cause harm and the following headings may serve as useful examples, but are by no means exhaustive.

1. Fire

Consider possible sources of ignition eg electrical fault, barbeques, smoking, fireworks. Then consider those combustible materials that may be present, eg dry vegetation, paper, cardboard and wood. If the sources of ignition cannot be removed, then find a way of removing combustible materials and consider the means of extinguishing fires. There is also a risk of fire spreading when outfits are sited too closely together; however, adherence to the pitch spacing guidelines in Centre Guidance mitigates this risk. There is further guidance on fire prevention in the Sites Directory & Handbook.

2. Liquefied Petroleum Gas (LPG)

LPG needs to be treated with appropriate care, with cylinders stored securely in gas lockers; however, there may sometimes be a need to use free standing cylinders, which should be secured appropriately so as to be protected, for example, from accidental damage.

3. Temporary Electrical Supply

Some larger rallies make provision for temporary supplies. All electrical work must be carried out by a competent person and there should be appropriate certification for the installation. Ralliers should avoid too many trailing cables, with excess placed under caravans. Cables should not be coiled to avoid overheating.

4. Vehicle/Outfit Movement

Consider any risks arising from vehicle movement and whether any additional restrictions are required, for example, over and above the 5mph (walking pace) limit in Centre Guidance. Ralliers could be injured whilst directing the movement of outfits, but the use of high visibility clothing could be a mitigating measure.

5. Waste Disposal

There should be an effective system for waste disposal in accordance with Centre Guidance, but consider the consequences of inappropriate waste disposal. Many rally sites are in rural locations, close to rivers, lakes and ponds, large trees or on uneven ground. There may be potential flood risks or exposure to strong winds, which necessitates checking weather forecasts. Sites could also be on farms, where the presence of animals and farm machinery require good supervision of children.

6. Terrain and Surroundings

Due note should be taken of the general location of the site. Many are on uneven ground, perhaps located on farms where the presence of animals might be hazardous, not just because of their temperament, but also for reasons of hygiene. Sites near to rivers, lakes and ponds pose different risks, especially for children, as do those liable to flooding. The location of large trees might influence the decision on where to pitch outfits to reduce the risk from falling branches. If there are overhead power lines nearby, kite flying, for example, should not be allowed. Windy and wet conditions might exacerbate the potential for problems, which would suggest the monitoring of weather forecasts.

7. Lighting

Many sites will not have lighting. Therefore, suitably powered torches should be taken to assist when walking around the site in darkness.

8. Tents and Marquees

When using tents and marquees, consider whether there are sufficient entrance / exit doors to cover emergency situations and that there is adequate ventilation. All marquees should be constructed of a fire resistant material. Party tents, gazebos and shelters might not be of such material and, if being used, might require extra measures to reduce any risk.

9. Food Preparation

The potential for bacterial contamination can be mitigated by ensuring that the person in control of food preparation holds a valid Food Hygiene Certificate. If external caterers are being used, then ensure that they have appropriate certification. The presence of a certificate holder can be used as a control measure.

10. Sports Activities

Ensure as far as practicable that the area is clear of any items that could increase the risk of injury and ensure proper supervision.

11. Village Halls or Similar Premises

There are likely to be rules set by the 'owners' of such premises, which may require a risk assessment. Consider the intended Centre activities in the premises and determine if there is a risk of injury and what can be done to reduce the risk. For example, if a spillage occurs,

have in place a system for immediate clean up; ensure all fire exits are maintained clear and unlocked at all times when the building is in use. Nominate a person or persons to be in control whenever the building is occupied.

Emergency Plans

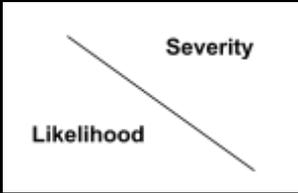
In addition to a risk assessment, rally organisers would be well placed to consider any actions that they would take in the event of an emergency. This might include, for example, having available useful local telephone numbers, eg the doctor, and the location of the nearest surgery and hospital. In the event of a flood risk, consider an early warning system and the means of moving outfits away from the site, eg alternative exits.

Risk Assessment Completion

The generic rally risk assessment form below is intended to assist you with completing a risk assessment. The form will need to be adapted having considered the hazards, risks and control measures. Some items may not be relevant to your activity, others may need customising to suit your specific location and/or activity; moreover, additions may be required. The assessment requires the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently.

12. Risk Matrix

When completing a risk assessment it is advisable to use the matrix below to estimate the likelihood of an incident occurring, and the likely severity of the consequences. By using the matrix it is possible to obtain two different results, i.e. before any additional Control Measure or after such measures. An example of a risk assessment form can be found below:

|  | Slightly Harmful (eg superficial injury, discomfort, distress) | Harmful (eg sprains, minor fractures, ill health) | Extremely Harmful (eg major fractures, amputations, fatality) |
|---|--|---|---|
| Highly Unlikely | LOW (L) | LOW (L) | MEDIUM (M) |
| Unlikely | LOW (L) | MEDIUM (M) | HIGH (H) |
| Likely | MEDIUM (M) | HIGH (H) | VERY HIGH (VH) |

Should any risk level be assessed as greater than Low, every effort should be made to reduce it. If the subsequent residual risk rating is assessed as Medium, the risk arising from the activity going ahead should be assessed against the benefit. Should the residual risk rating be High or Very High, the activity should not take place.

13. Risk Assessment Form



| | | |
|------------------|---------------------------------|--------------------|
| CENTRE: _____ | RISK ASSESSMENT FORM | ACTIVITY: _____ |
| Assessment by: | Rally Organiser: | Date: |

| What is the hazard? | Who might be harmed and how? | What are you already doing, i.e. Control measures? | Do you need to do anything else to reduce/manage risk, i.e. additional Control measures? | Action by | Residual Risk (L, M, H, VH) |
|-------------------------|--|---|---|------------------|-----------------------------|
| <i>Vehicle movement</i> | <i>Rally Marshals injured when directing traffic</i> | <i>Vehicle movement restricted to 5 mph , per Centre Guidance</i> | <i>Monitor weather & ground conditions to restrict vehicle movement.</i> | <i>R Marshal</i> | <i>L</i> |
| | | <i>Ralliers to arrive in daylight hours only</i> | <i>Marshals to wear hi-vis vests. Consider lighting - use torches</i> | <i>R Marshal</i> | <i>L</i> |
| | <i>Ralliers struck by moving vehicle on site</i> | <i>Vehicle movement restricted to 5 mph , per Centre Guidance</i> | <i>Restrict vehicle movement in inclement conditions. Vehicles parked in separate area.</i> | <i>R Marshal</i> | <i>L</i> |
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