

# BSA Owners Club

## RISK ASSESSMENT

ACTIVITY:		Club/Branch Stands at Shows			
<b>Branch:</b>	<i>Any</i>	<b>Location:</b>	<i>Any site used for the above</i>	<b>Date:</b>	<i>23.04.08</i>
<b>Explanatory note:</b>	This RA is for Club stands set up by Branches and/or official representatives of the BSAOC. These stands are usually part of a show or other event organised by another body and the BSAOC is there as a participant.				
<b>Other relevant risk assessments:</b>	Those prepared by the main organiser.				
<b>Restrictions/conditions of occupancy</b>	<i>The owner/main organiser of the event must be asked if there are any conditions or restrictions that apply.</i>				
<b>Physical hazards arising:</b>	<p>Trips and slips caused by ropes, wires, cables, marquee pegs etc.                      Injuries caused by marquee dislodged by wind.                      Electric shock from lighting, heating and PA systems etc.                      Trips and slips caused by site features such as manhole covers and drains.                      Minor injuries from contact with moving motorcycles.                      Minor injuries from motorcycles toppling over.                      Minor burns from contact with hot motorcycles.                      Burns from motorcycles catching fire.                      Sprains and strains from lifting motorcycles onto stands.</p>				
<b>Health hazards arising:</b>	It is unlikely that such an activity would present any health hazards.				
<b>Groups at risk in general:</b>	<p>Officials                      Members and their guests.                      Visitors and the general public.</p>				
<b>Principal organisational precautions:</b>	<p>The BSAOC will write an H&amp;S statement that will be published in the Star and included in the Club Handbook.                      The BSAOC will require all persons participating in or visiting the event to comply with the Road Traffic Act.                      The BSAOC Branch will ask all participants whether they and their motorcycles comply with the Road Traffic Act, with a current road fund licence being sufficient proof.                      The BSAOC Branch will ask for proof of membership for the owners of bikes on display.                      The BSAOC Branch organising the event will nominate two officials to ensure that relevant H&amp;S guidelines are followed.                      The BSAOC will produce a check list of precautions to be completed prior to the event opening.                      The BSAOC Branch will make its members and guests aware of their responsibilities in that each person is responsible for their own conduct.                      The BSAOC Branch will be required to complete the check list and return it to the National Secretary.</p>				<b>Check</b>

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<p><b>Further organisational actions:</b></p>	<p>The BSAOC will carry adequate PL insurance for its officers and members.          If for a specific reason a non-members bike is displayed on the BSAOC stand the owner will be required to provide evidence of PL insurance at least equal to that held by the BSAOC.          The main organiser will be asked for proof of their PL insurance.</p>			
<p><b>Principal physical precautions:</b></p>	<p>All electrical equipment will be fitted with an RCD.          An additional RCD will be used at the point from which power is taken from the provided system.          All wires and cables must be covered to prevent trips and slips.          The BSAOC designated area will be kept uncluttered and walkways will be kept clear.          Motorcycles in the public area must have cooled down before public access is allowed.          All motorcycles must be stable and boards/plates used if necessary.          Do not use elevated stands on uneven or soft ground – if in doubt use pegs for added security.          The static display must be roped off unless there is sufficient space to have one bike width between bike.          All motorcycles on display must have minimal fuel in their tanks.          A suitable fire extinguisher must be on the stand and all those manning the stand told where it is.</p>			<p><b>Check</b></p>
<p><b>Specific requirements:</b></p>	<p>Compliance with the RTA in a public place.          Compliance with PL insurance restrictions.          Any specific requirements of the main organiser.</p>			
<p><b>RA review</b></p>	<p>Annually</p>	<p><b>BSAOC Reference:</b></p>	<p>CBSS</p>	
<p><b>Risk assessment compiled by: Signed:</b></p>	<p><i>Dave Brady</i></p>	<p><b>Position: Review Date:</b></p>	<p><i>National Chairman 09.10.2011 Reviewed by National Secretary</i></p>	

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## Checklist for Club/Branch Stands at Shows

This checklist is to be completed by an official of the Branch or by another Member involved in the organisation of the weekend before and during the weekend.

Name of Branch:-

Date of weekend and checklist completion:-

Name of person confirming date of checklist completion:-

Names of the two officials/marshals:-

		YES	NO
1	Is the event out doors and does it involve the use of the BSAOC marquee?		
2	If the answer to 1 is yes then is the marquee erected properly and are the pegs and guy ropes all in place and secure?		
3	If any banners etc. are hanging in the marquee are they securely fixed?		
4	Are there any obvious hazards that make the site unsuitable for a Club stand?		
5	Have members and their guests been made aware of any significant risks?		
6	If the answer to 4 is yes, have the hazards been reported to the owner and have they been removed/rectified or have barriers been put in place? (please record the hazards and what you did about them)		
7	Is the Club/Branch using any electrical equipment that it has brought onto the site and /or is being connected to a generator or the main electrical supply?		
8	Is all electrical equipment fitted with an RCD safety device and has it been tested?		
9	Does all electrical equipment appear to be in good condition?		
10	Are all cables and wires secured or covered to prevent trips and slips?		
11	Do the tanks of display bikes have only a minimum of fuel in them?		
12	Are there any leaking fuel taps?		
13	If the answer to 11 and/or 12 is yes then have the tanks been drained?		
14	Is there a suitable and in date fire extinguisher on the		

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	stand?		
15	Are there any fire points on the site and are they clearly marked?		
16	Have attendees been asked to keep motorcycle movements to a minimum?		
17	Have bikes been allowed to cool down before being put on display?		
18	Have attendees been told to ensure that their bikes are stable when left on their stands?		
19	If elevated stands are being used are they stable when a bike is on them?		
20	If the answer to 19 is NO then have the stands been removed from use or pegged down?		
21	Are all bikes on display either owned by or are the direct responsibility of BSAOC Members?		
22	If the answer to 21 is NO do they comply with the Road Traffic Act or are they covered by public liability insurance?		
23	Is the designated area uncluttered and free from obvious hazards?		
24	Is there enough space for the public to move safely between bikes?		
25	If the answer to 24 is NO, has the static display area been roped off?		
26	Have there been any accidents at this event?		
27	If the answer to 26 is YES, has a brief report been sent to the BSAOC Nat. Sec? (please attach a copy to this check list)		
28	Have any other safety comments been made? If so please record them.		