

BSA Owners Club

RISK ASSESSMENT

ACTIVITY:		Organised Runs			
Branch:	<i>Any</i>	Location:	<i>Any site used for the above</i>	Date:	<i>23/04/08</i>
Explanatory note:		<p>This RA is for runs organised by the BSAOC or one of its Branches. It may or may not be part of another event.</p> <p>It is almost certain that all or most of such a run will follow a route consisting of public roads. This RA is intended for use when there are sufficient participants to warrant the use of 'direction marshals' at junctions with the number of participants considered as sufficient being determined locally taking account of the simplicity of the route and/or the familiarity of the participants with the route.</p>			
Restrictions/conditions of occupancy		<p><i>If any part of the run is to be on private land (ie no public access) then the owner of the land must be asked if there are any conditions or restrictions that apply.</i></p>			
Physical hazards arising:		<p>Injuries resulting from a Road Traffic Accident.</p>			
Health hazards arising:		<p>It is unlikely that such an activity would present any health hazards.</p>			
Groups at risk in general:		<p>Officials Members and their guests. Visitors and the general public.</p>			

Principal organisational precautions:	<p>The BSAOC will write an H&S statement that will be published in the Star and included in the Club Handbook.</p> <p>The BSAOC will expect all persons participating in or visiting the event to comply with the Road Traffic Act and to adhere to the Highway Code.</p> <p>The BSAOC Branch organising the event will nominate two officials who will be BSAOC members to ensure that relevant H&S guidelines are followed.</p> <p>The BSAOC will produce a check list to be completed at the start of the run if applicable.</p> <p>If the run is part of an event listed in the official calendar or just a Branch run the BSAOC Branch will be required to complete the check list and return it to the National Secretary.</p> <p>The BSAOC Branch will make its members and guests aware of their responsibilities in that each person is responsible for their conduct on the road and must make their own decisions with regard to road craft, their own safety and the safety of others.</p> <p>Once on the road, no marshal should give any instruction to any participant other than to indicate a turning or change in direction nor should they attempt to control traffic unless in an emergency.</p> <p>Marshals should be identified at the start of the run and wear a reflective waistcoat.</p> <p>The 'drop off system', or any other system if used, should be properly explained at the start of the run.</p> <p>The run leader should brief the participants on the route and any junctions or any other features of the route that the briefer considers worthy of specific mention.</p> <p>The BSAOC Branch will be required to complete the check list and return it to the National Secretary.</p>			Check
Further organisational actions:	<p><i>The BSAOC will carry adequate PL insurance for its officers and members. .</i></p> <p><i>The BSAOC National Secretary will keep a copy of completed paperwork.</i></p> <p><i>The BSAOC will review this RA periodically.</i></p>			
Specific requirements:	<p>Compliance with the RTA in a public place.</p> <p>Compliance with PL insurance restrictions.</p>			
RA to be reviewed annually	23.06.06	BSAOC Reference:	CR	
Risk assessment compiled by: Signed:	<i>Dave Brady</i>	Position: Review Date:	<i>National Chairman 09.10.2011 Reviewed by National Secretary</i>	

Checklist for Organised Runs

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

Name of Branch:-

Date of run and checklist completion:-

Name of person confirming date of checklist completion:-

Names of the two officials/marshals:-

		YES	NO
1	How many participants taking part?		
2	Have the participants been told that they are expected to comply with the Road Traffic Act and to adhere to the Highway Code?		
3	Have the two officials/marshals been identified to the participants?		
4	Has the route been explained to the participants and any significant junctions etc. highlighted?		
5	Have the participants been made aware that they are responsible for their own conduct on the road and must make their own decisions with regard to road craft, their own safety and the safety of others?		
6	Do marshals understand their role in that they are there as guides to indicate the route?		
7	Do marshals understand that they should not attempt to control traffic unless it is in an emergency?		
8	Are the two officials/marshals wearing reflective waistcoats?		
9	Is the 'Drop Off' or any other system being used on this run?		
10	If the answer to 9 is yes, has it been explained to the participants?		
11	If the answer to 10 is yes has it been emphasised that safe positioning on the road at 'drop offs' is the responsibility of the person 'dropped off'?		
12	Have any other safety comments been made? If so record them below.		

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