

BSA Owners Club

RISK ASSESSMENT

ACTIVITY:		Branch Weekends			
Branch:	Any	Location:	Any site used for the above	Date:	23.04.08
Explanatory note:		<p>This RA is for 'Branch Weekends' that usually involve camping and a group motorcycle ride to a predetermined place along a predetermined route. There may be some games organised as part of the event.</p> <p>The event may or may not be held in a 'public place'. The venue could be a licensed camp site or a field near to a public house.</p> <p>The BSAOC has a policy of welcoming interested members of the public in to its events even if they are not specifically intended for public attendance.</p>			
Other relevant risk assessments:		<p>Organised Runs.</p> <p>It is assumed that a licensed site will comply with the standards required by the local authority and that an inspection will have been carried and that the inspection will have determined that the site is of an acceptable standard. It is highly unlikely that the owner of a field not normally used for such events will have a risk assessment but the owner will still have a duty of care to any persons who use the field.</p>			
Restrictions/conditions of occupancy		<p><i>The owner of the land must be asked if there are any restrictions or conditions of occupancy and if they know of any hazards that we should be aware of.</i></p>			
Physical hazards arising:		<p>Trips and slips caused by ropes, wires and cables. Electric shock from PA system, lighting etc. Trips and slips caused by site features such as man holes and drains. Minor injuries from contact with moving motorcycles. Minor injuries from motorcycles toppling over. Minor burns from contact with hot motorcycles. Falls from motorcycles during 'silly games'. Falls from motorcycles whilst riding within the event area.</p>			
Health hazards arising:		<p>It is unlikely that such a site 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 Branch will ask the land owner if there are any known hazards and what the risks are.</p> <p>The BSAOC Branch organising the event will nominate two officials to ensure that relevant H&S guidelines are followed.</p> <p>The BSAOC will produce a check list of precautions to be completed upon set up and at least once during the event.</p> <p>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 their guests aware of any significant risks on any site used.</p> <p>The BSAOC Branch will make its members and guests aware of their responsibilities.</p> <p>The BSAOC will require all persons participating in or visiting the event to comply with the Road Traffic Act.</p> <p>The BSAOC Branch will carry out and record a simple visual inspection of the site and require the owner to effect rectification immediately.</p>		Check
Further organisational actions:	<p><i>The BSAOC will carry adequate PL insurance for its officers and members. Any non-member will be required to have comparable PL insurance in order to participate in the event or they will be required to become a member of the BSAOC.</i></p>		
Principal physical precautions:	<p>All electrical equipment will be fitted with an RCD.</p> <p>A reasonable distance will be maintained between tents.</p> <p>Any wires and cables must be covered to prevent trip and slips.</p> <p>Motorcycle movements within the site will be kept to a minimum.</p> <p>All motorcycles must be stable on their stands and boards/plates used if necessary.</p> <p>The public, and especially children, should be chaperoned if the site is not a public place.</p> <p>Motorcycles should not be used in 'silly games' if the site is a public place or if there are members of the public present who are not BSAOC members or their personal guests.</p> <p>Any site hazards that cannot be removed/rectified will be marked with hazard tape.</p>		Check
Specific requirements:	<p>Compliance with the RTA in a public place.</p> <p>Compliance with PL insurance restrictions.</p>		
RA review	Annually	BSAOC Reference:	BW
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 Branch Weekends

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 completion of checklist:-

Name of person confirming date of checklist completion:-

Names of the two officials/marshals:-

		YES	NO
1	Is the campsite registered with the Local Authority? If the answer is YES then go to question 6. If the answer is NO continue below.		
2	Are there any obvious hazards on the site that make it unsuitable for camping?		
3	Are there any obvious hazards that make the site unsuitable for motorcycles?		
4	Have members and their guest been made aware of any significant risks?		
5	If the answer to 2 and 3 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)		
6	Is the 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?		
7	Is all electrical equipment fitted with an RCD safety device and has it been tested?		
8	Does all electrical equipment appear to be in good condition?		
9	Are all cables and wires secured or covered to prevent trips and slips?		
10	Do tents have a safe distance between them? (equivalent of one tent should be a minimum)		
11	If the site is not registered have any fire points been established and are they clearly marked?		
12	Have attendees been asked to keep motorcycle movements to a minimum?		
13	Have attendees been told that they must comply with the Road Traffic Act?		
14	Have attendees been told to ensure that their bikes are stable when left on their stands?		

15	Will there be 'silly games'?		
16	If the answer to 15 is YES has a brief description been written along with any obvious risks and any steps taken to reduce the risks? (attach a copy when returning this check list)		
17	Have non-members been told that they are not covered by the BSAOC Public Liability Insurance?		
18	Have there been any accidents at this event?		
19	If the answer to 18 is YES, has a brief report been sent to the BSAOC Nat. Sec? (please attach a copy to this check list)		
20	Have any other safety comments been made? If so please record them here.		