

BSA Owners Club

RISK ASSESSMENT

ACTIVITY:		Open Day and Rally			
Branch:	National	Location:	Wicksteed Park	Date:	23.04.08
Explanatory note:		<p>This RA is for the annual Open Day and Rally currently held at Wicksteed Park and is for the BSAOC event only.</p> <p>The event comprises of a weekend rally for BSAOC members and their guests with a day that is open to the public as a showcase for the BSAOC. It involves the static display of motorcycles, the parade of motorcycles in an arena, 'arena games' and a number of 'auto jumble' stalls. A marquee or club house with a bar is used for socialising and entertainment.</p> <p>The area of Wicksteed Park including the site used by the BSAOC is a 'public place' for 24 hours per day. The arena and static display areas are not a public place.</p>			
Other relevant risk assessments:		<p>Those held by Wicksteed Park.</p> <p>BSAOC Branch Weekends</p> <p>BSAOC Organised Runs</p> <p>BSAOC Club/Branch Stands at Shows</p>			
Restrictions/conditions of occupancy		<i>See Wicksteed Park terms and conditions</i>			
Physical hazards arising:		<p>Trips and slips caused by ropes, wires and cables and iron pins.</p> <p>Trips and slips caused by Auto-jumble stock.</p> <p>Minor injuries caused by falling Auto-jumble stock.</p> <p>Electric shock from PA system, lighting etc.</p> <p>Trips and slips caused by site features such as man holes and drains.</p> <p>Minor injuries from contact with moving motorcycles.</p> <p>Minor injuries from motorcycles toppling over.</p> <p>Minor burns from contact with hot motorcycles.</p> <p>Falls from motorcycles during 'arena games'.</p> <p>Falls from motorcycles whilst riding within the event area.</p> <p>Physical hazards included in the BSAOC RAs listed above.</p>			
Health hazards arising:		There are no known health hazards.			
Groups at risk in general:		<p>Officials</p> <p>Members and their guests.</p> <p>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 acquire copies of relevant Wicksteed Park RAs.</p> <p>The BSAOC will nominate two officials to ensure that relevant H&S guidelines are followed.</p> <p>The BSAOC will produce a tick list of precautions to be completed upon set up and at least once during the event.</p> <p>The BSAOC will make its members and guests aware of their responsibilities.</p> <p>The BSAOC will, in advance, consider the suitability of arena activities.</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 will carry out a simple visual inspection of the site and require Wicksteed Park 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>A reasonable distance will be maintained between jumble stalls and they will be required to keep any walk ways clear of their wares.</p> <p>Any jumble wares not on the ground must be displayed securely on stable tables or stands.</p> <p>Any wires and cables must be covered to prevent trip and slips.</p> <p>Motorcycle movements will be kept to a minimum.</p> <p>Motorcycle helmets may not be worn only for the purpose of riding to, participating in and returning from a static display or an arena parade.</p> <p>All motorcycles moving within the event area must not exceed walking pace.</p> <p>Motorcycles in a static display must have cooled down.</p> <p>There must be a minimum of a bikes width between bikes on display.</p> <p>All motorcycles must be stable on their stands and boards/plates used if necessary.</p> <p>The public must be excluded from the static display area and the arena.</p> <p>The arena and static display areas will be clearly marked and cordoned off.</p> <p>The perimeter barrier of the arena will be capable of containing any activity within it.</p> <p>The movement of bikes in the static display area to and from the arena will be marshalled and the public excluded from the roped off corridor during this operation.</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 to be reviewed	Annually	BSAOC Reference:	OD&R
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 the Open Day and Rally

This checklist is for the additional risks associated with the Open Day and Rally and must be completed in conjunction with the listed other relevant BSAOC RAs.

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

Date of weekend and completion of checklist:-

Name of person confirming date of checklist completion:-

Names of the two officials/marshals:-

		YES	NO
1	Have other relevant RAs been complied with?		
2	Has the marquee provided and the BSAOC marquee been erected properly?		
3	Are there any large marquee pins likely to cause injury?		
4	If the answer to 3 is yes have they been highlighted with covers or barrier tape?		
5	Have members and their guests been made aware of any significant risks?		
6	Have attendees been asked to keep motorcycle movements to a minimum?		
7	Have Attendees been told to keep their speed to walking pace?		
8	Are all bikes on display either owned by or are the direct responsibility of BSAOC Members?		
9	If the answer to 8 is NO do they comply with the Road Traffic Act or are they covered by public liability insurance?		
10	Is there enough space for the public to move safely between bikes?		
11	If the answer to 11 is NO, has the static display area been roped off?		
12	Is there a reasonable distance between auto-jumble stalls?		
13	Are the walkways between stalls clear of trip hazards?		
14	Are the jumble wares safely set on the ground or on stable tables?		
15	Do the stalls have any cables or wires trailing on the		

	ground?		
16	If the answer to 15 is YES, are they covered to prevent trips and slips?		
17	Are any erected structures secure and stable?		
18	Are any jumble ware displayed above shoulder height?		
19	If the answer to 18 is YES, are they secure?		
20	Is the arena clearly marked and signed 'NO PUBLIC ENTRY' ?		
21	Is the arena perimeter barrier capable of containing any activity within it?		
22	Has a route from the static display area to the arena been identified?		
23	Have enough marshals been recruited to supervise the movement of bike to and from the arena?		
24	Have the marshals been briefed and given an obvious means of being recognised?		
24	Have there been any accidents at this event?		
25	If the answer to 19 is YES, has a brief report been sent to the BSAOC Nat. Sec? (please attach a copy to this check list)		
27	Have any other safety comments been made? If so please record them.		