Bedfordshire Centre
Caravan & Motorhome Club

RISK ASSESSMENT RECORD - WITH ALL CONTROL MEASURES IN PLACE

Activity Assessed:	Assessor:	Assessment Date:
Caravan Rallies	Chairman / Secretary (Bedfordshire Centre)	01/12/2018

HAZARD potential for harm	Will Affect	PRECAUTIONS/CONTROLS already in place to remove hazard, reduce risk level	RISK (with controls)			Additional Controls Needed. Details
			Low	Med	High	
Traffic entering / exiting the site.	Anybody in vicinity of the hall car park entrance	Warning signs erected. Rally organiser made aware of responsibility. Rally organiser to provide traffic marshals at busy periods with high visibility vests (arrival and departure of caravans attending rally). For visitors arriving on site request they park in front of school car park and walk to drop off / collect children - put cones across the access to playground.	*			Cones are located next to fence by site agent property
Injury whilst moving caravans	Rally attendees	Rally organiser / traffic marshals to ensure caravan movements are adequately supervised and additional persons are available to assist as required.	*			
Fire	Caravan occupants / Site buildings	Rally organiser to ensure that caravans are sited inline with latest Caravan & Motorhome Club guidelines (currently 6 metres wall to wall of outfits and away from buildings. Ensure no caravans have gas bottles located outside of the caravan connected to supply within.	*			
Water contamination		Drinking water tap clearly marked and separate from chemical toilet cleaning / disposal area. Chemical disposal point clearly marked. Remind rally attendees that waste water containers are to be used and responsibly emptied.	*			
Adverse weather conditions	Rally attendees	Rally organiser to check weather forecast for potential issues. If severe (Met Office) weather warnings are in place rally organiser to contact senior committee member to review conditions and possible cancellation. Ice - rally organiser to contact site agent to grit site.		*		
Inside the school	Rally organisers	It is expected the school has risk assessments, which can be provided to hirers covering areas such as: the hall (general), furniture (tables and chairs) kitchen area and equipment.	N/A			It is requested that the school make the relevant risk assessments available to rally organisers as appropriate

It shall be the responsibility for the rally organisers to identify and highlight any areas they believe to be a risk to the rally attendees or the school and take appropriate action or seek support from committee members

Signature Date:

Bedfordshire Centre, The Caravan & Motorhome Club