

THE IMP CLUB

HEALTH & SAFETY GUIDANCE FOR IMP CLUB OUTDOOR STANDS

(SINGLE DAY EVENT)

- ❖ **The Imp Club insurance is public liability cover only**
- ❖ **This covers the club if a member of the public makes a claim against the club relating to injury or property damage**
- ❖ **It does not cover damage to members or non-members cars unless specifically caused by the Imp Club or its possessions**

SET UP

- Follow the guidance issued by the organisers with respect to unloading equipment and movement of cars
- Know your allotted location on the site
- Return any storage/empty boxes to cars so that the area is not cluttered
- Complete the risk assessment and retain on the stand for the duration of the event

VEHICLES

- Keep to the specified speed limits for cars within the grounds and minimise movement where possible
- Be aware of any road signage, one-way systems or parking regulations
- Do not block any entry or exit points
- All vehicles must only be driven by insured drivers with a current appropriate driving license
- Be aware of other vehicles and other drivers, pedestrians and children when moving cars
- Leave sufficient space between cars for ease of access by the public
- Once in place cars should not be moved during the event unless requested by the organisers
- Follow any rules stipulated by the organisers
- The vehicle should be in such condition that there are no rust sharp edges etc., which could put stand members or members of the public at risk.

STAND

- Keep the entry ticket on show inside the vehicle at all times
- Ensure that all members on the stand follow the guidance supplied by the organisers
- Use appropriate equipment to construct and dismantle stands
- Take care when moving and handling equipment
- Make sure there are no unmarked slip/trip hazards for visitors
- Eliminate or minimise tripping hazards, and highlight any that cannot be eliminated
- Do not leave valuables unattended on the stand and lock cars overnight (if applicable)
- Make sure access and walkways are clear for visitors to the stand
- Throw away any rubbish left on the stand regularly to keep the stand tidy and uncluttered
- Be aware that this is a family event and children will be present
- Report any safety concerns to the organising team

FIRE

- Know where the nearest fire extinguishers are located and how to use them safely
- Follow the organiser's guidance in the event of a fire

EMERGENCY

- Follow the guidance of the organising team should an emergency arise

FIRST AID

- Ensure there is a basic 'in date' first aid kit available on the stand
- Know where the organised first aid station is located
- Contact an official organiser if a member of the public is unwell while on the stand
- Understand the events first aid procedure

ACCIDENT/INJURY/INCIDENT

- Any accident/Injury/incident must be reported to the organising team
- Details, location and stand number should be given to enable any required action to be taken by the organisers
- Record details and keep any evidence that may be required in the event of a subsequent insurance claim or investigation by any authorities
- Write up the notes as soon as possible to help with recall at a later date and ask other members who are witnesses to do the same (needs to be fed back to the committee). Take photographs.
- Complete an accident/injury/incident log if necessary and forward to the secretary after the event

TAKE DOWN

- Follow the organiser's guidance for dismantling the stand
- Do not move any cars until permitted to do so
- Dispose of any rubbish in the bins provided
- Be aware of any other stands and exhibitors when dismantling equipment
- Leave the area clear and free of any rubbish
- Take care when leaving the site and be aware of other individuals and their cars