

THE IMP CLUB

HEALTH & SAFETY GUIDANCE FOR IMP CLUB INDOOR STANDS

- ❖ **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 stand number on the site
- Return any storage/empty boxes to cars parked outside the halls, where possible, so the stand 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 being exhibited and those carrying equipment
- Be aware of any road signage, one-way systems or parking regulations
- Do not block any entry or exit points
- All vehicles should be driven by insured drivers with a current driving license
- Be aware of other vehicles and other stand holders when moving cars
- Cars on the stand should only have minimal fuel (maximum quarter of a tank)
- Batteries should be disconnected where possible
- Put cardboard or drip trays under any cars that tend to drip oil
- Keep a set of keys for each car on the stand so that vehicles can be locked overnight and can be moved in the event of an emergency
- Leave sufficient space between cars for ease of access by the public
- Once in place cars cannot be moved during the event unless requested by an organising official due to an emergency
- Follow any rules stipulated by the organisers

STATIC STAND

- Wear the supplied wristband at all times if required by the organisers to do so
- Ensure that all members working on the stand follow the guidance supplied by the organisers
- Use appropriate equipment to construct and dismantle stands
- If using a ladder, check it before use, and work in pairs
- Take care when moving and handling equipment
- All electrical equipment should be PAT tested before use
- Make sure there are no unmarked slip/trip hazards for visitors
- Highlight any guy ropes or tripping hazards
- Do not leave valuables unattended on the stand
- Lock cars and switch off electrical items overnight
- Make sure access and walkways are clear for visitors to the stand
- Do not keep any paperwork/leaflets on the floor

- 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

WORKING STAND

- Any stand with cars raised off the ground must be fenced off from the public
- Care should be taken with open toolboxes and tools present on the stand
- Great care should be taken with any work undertaken
- Suitable axle stands/supports must be used in raising/supporting cars off the ground
- There should be no lone working
- Take care using power tools or any mechanical devices with exposed moving parts and keep out of reach of the public
- Any use of flammable/inflammable liquids on the stand must be approved by the Event Safety Officer and will be monitored during the event by Stand and Event/Venue staff

FIRE

- Be aware of the designated fire assembly points, fire exits and the nearest fire extinguishers
- Follow the organiser's guidance in the event of a fire

EMERGENCY

- Be aware of the nearest emergency exit
- 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

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)
- 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 or bring in any other vehicles until permitted to do so
- Dispose of any rubbish in the bins provided
- Be aware of any other stands and exhibitors when dismantling equipment
- Take care when leaving the building and be aware of other individuals and their cars