

RISK ASSESSMENT FOR IMP CLUB ORGANISED EVENTS (e.g., IMP ECOSSE, WWW)

Below is a basic risk assessment template covering most foreseeable; hazards, risk levels, controls to mitigate risk

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action done when?	Done
1a	Slow moving or hesitant vehicles looking for the site entrance	Motorists & Pedestrians could suffer serious injury if involved in a road traffic incident	Entrance will be well signposted	Ensure adequate signs are in place before the event opens.	Organisers	Before event	
1b	Vehicle movement on the site	Pedestrians and other motorists could suffer serious injury if struck by a vehicle	Follow the speed limit and any road signage at the venue		All	Constantly	
			The assembly area for Scenic runs is to be cleared of all pedestrians prior to departure and vehicles will only be directed to leave when it is safe to do so.		Organisers	Before run commences	
			When reversing a caravan, motorhome or trailer, or when loading or unloading a car onto or off a trailer, drivers are to ensure that they have the assistance of another person who can ensure that any pedestrians/onlookers are kept at a safe distance.	Organisers are to speak to drivers of caravans on arrival and offer assistance as required	All	Constantly	
			Follow the site rules with respect to the designated roadways in the camping area and ensure that they leave a safe distance between camping units		All	Constantly	
			All vehicles must be driven by a qualified driver, who holds a current driving license appropriate for the vehicle being driven		All	Constantly	
	Non-compliance with road traffic act	Damage to people or property	Collecting in declaration forms		Lead organisers	On arrival	
2	Individuals being unclear as to the procedure following an emergency incident	Bystanders and onlookers taking incorrect or inappropriate action	Follow the site emergency procedures	.	All	Constantly	
3	Fire risk within the site	Visitors suffering burns or other injury caused by uncontrolled fire,	Know where fire points and extinguishers are on site.		All	On entry	
		Visitors using camping gas, or other flammable fuels coming into contact with hot or burning equipment	Do not leave barbeques unattended and follow site emergency procedure if necessary.	Be vigilant and take care	All	Constantly	

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action done when?	Done
		Visitors in neighbouring tents	Follow the site rules for safe distances between tents and any evacuation procedures they have in place			Constantly	
		Visitors igniting flammable material inadvertently with a cigarette or lighter.	Be aware of the fire risk and follow any site smoking regulations	Stay alert and dispose of cigarettes safely	Marshals	Constantly	
		Leaking fuel igniting during refueling or whilst being worked on	Any work on vehicles involving fuel lines or refueling must be carried out in an isolated area and NOT in the camping area under any circumstances.	Purpose-made fuel cans must be used if refueling. Organisers to monitor and intervene, if necessary, by getting vehicles moved to an isolated place on site	Organisers	Constantly	
4	Slips, trips and falls	People walking close to tents tripping over guy ropes	Take care in camping areas	Be vigilant	All	Throughout the event	
		Visitors slipping on spilt engine oil or hydraulic fluid	Owners of cars that have an oil leak have been instructed to place cardboard under the vehicle to catch any spillage	Monitor regularly	Owners	Throughout the event	
5	Cuts & Lacerations	Any visitors by coming into contact with sharp edged objects	First aid box held by the lead organiser		Lead organisers	Throughout the event	
6	Electrocution or Electric shock	All persons on site using or coming into contact with electrical equipment	Follow site rules	Care to be taken with any generators, power cables and any fuel	All	During the event	
			All Imp Club portable electrical equipment must be PAT tested & have appropriate labelling to confirm this prior to use		Lead organisers	Before use	
7	Scenic runs	Personal injury of participants whilst taking part on a Scenic Run	Routes have been designed so as not to inconvenience other road users. Route planning has enabled the avoidance right turns and known busy roads & towns where ever possible.	None - once off-site the participants are driving at own risk	Lead organisers	For scenic runs	

Event:

Date:

Lead organisers:

August 21

Version 1