



THE CAITHNESS AND SUTHERLAND VINTAGE VEHICLE CLUB LIMITED
 Burnside Cottage
 GILLS
 KW1 4YB

Tel: 01955 641288
 email: secretary@csvvc.org

Event Risk Assessment Form – CSVVC – 40th Anniversary Vintage Vehicle and Machinery Road Run and Rally and Display

Activity / Area of Concern	Hazards Identified	Person(s) at Risk	Current Risk Factor (High, Medium or Low)	Action to be Taken to Minimize Risk	New Risk Factor (High, Medium or Low)
Parking on Site,	Pedestrians walking among moving cars, Visitors to site, Visitors exiting site,	Stewards, Exhibitors, Members of the Public	High	Stewards wearing Hi-Viz vests to direct cars to designated parking areas. Entrance / Exit channels are clearly signposted and controlled by Stewards Stewards wearing Hi-Viz vests to control exit from car parks	Low
Insufficient spaces for parking	Parking on approach roads to Site	Members of the Public, Nuisance to other road users	Medium	Overspill car park to be indicated	Low Possible Police Control local to Site
Disabled Car Parking	Access to Event	Disabled Persons	Medium	Designated Disabled Car Parking Area Designated Parking Area supervised by Stewards	Low
Transport /Vehicle movements on/ off Site	Risk of being struck by moving vehicles	Members of the Public, Stewards, Exhibitors, Contractors	High	A Banksman / Steward to be available when Transport / Vehicles are reversing Audible warning Alarms when Transport / Vehicles reversing Visitor / Pedestrian walkways to be clearly signposted / marked Vehicle speeds to be restricted on Site No parking in through-fares entrances / exits or anywhere that will cause obstruction.	Low



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Temporary Structures, Marquees, Display Boards, Guy Ropes, Stakes	Possible Injury to people due to construction, collapse, overcrowding, fire, slips, trips & falls, Cuts	Members of the Public, Stewards, Exhibitors, Contractors	High	Stewards to ensure that all Marquees & Temporary Structures are erected by competent persons with suitable equipment and clothing. Site to be clear of members of the public during construction / setting up and removal of above. Guy-ropes, stakes and Roped Off Areas to be clearly marked and visible. Stewards, Site personnel, Exhibitors and contractors to be aware of Fire Fighting Equipment and use. All Fire Exits are clearly signed and free of obstruction throughout the event. Stewards to ensure overcrowding do not occur. First Aid Services on Site. Fire & Ambulance services on Site	Low Fire & First Aid Services on Site and able to respond quickly
Catering – Fires, Contact with Hot Surfaces, Hot Water/Oil, Food Hygiene	Injury due to Burns, Scalds, Cuts, illness due to Food Contamination	Members of the Public, Stewards, Contractors	High	All cooking appliances and utensils must comply with HSE & Food Hygiene Regulations. Checks on Gas Appliances – Electrical Equipment on setting up. Caterers are trained in preparation, handling and cooking of food, use of any cutting implement. Caterers are trained in usage / emptying of hot oils. Good Housekeeping practices - work areas to be kept tidy, Food & Goods are stored correctly. Fire Extinguishers and Fire Blankets available. Spillage Kit available. First Aid Services on Site.	Low Event staff to ensure caterers certificates are verified and comply with relevant Food Hygiene Regulations prior to event.



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Spillages – Oil, Diesel, Hot Oils	Damage to environment	Members of the Public, Stewards, Contractors	High	Drivers to ensure their vehicles are maintained and in good working order Caterers are trained in emptying / cleaning of all cooking appliances Spillage Kits in place	Low
Electrical Equipment, Diesel / Electrical Generators, Cables	Injury due to electrocution, Tripping over cables, Diesel Fuel Storage, Diesel Fumes	Members of the Public, Stewards, Caterers	High	All Site & Contractor to be acquainted with Electrical Equipment on Site. Portable Electrical Equipment to be fully serviceable and complies with Electrical Regulations. Residual Current Devices (RCD's) to be installed on supply. Qualified Electrician to inspect and advise on use of electrical power. Diesel Fuel to be segregated and fumes directed away from enclosed areas. Diesel / Electrical Generators to be segregated. Cables to be protected from trips or damage.	Low
Adverse Weather – Torrential Rain, Flooding, High Winds, Sunburn	Damage to Temporary Structures, Marquees, Persons suffering from sunburn	Members of the Public, Stewards, Contractors, Exhibitors,	Medium	All Temporary Structures & Marquees are to be securely tied down. First Aid Service on Site. Stewards to be supplied with protective clothing if required. Stewards to acknowledge risks of sunburn. No Transport / Vehicle movements on Site in heavy rain.	Low



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Welfare Facilities	Injury due to slips, trips and falls, Damage to Environment, Comfort provisions,	Members of the Public, Stewards, Contractors, Exhibitors,	Medium	Chemical Toilets at various locations on Site. Toilets are clearly signposted. Toilets with adequate lighting. Hand Wash facility available. Rest Room or provision on Site. Entrances & Exits are kept clear for Emergency Services	Low Staff to check the COSHH Assessments for Chemical Toilets before use.
Emergency Arrangements	Injuries, illness	Members of the Public, Stewards, Contractors, Exhibitors,	Medium	First Aid Service on Site Staff trained in First Aid on Site Local Emergency Services informed of Event location / Site and timing. Public Address System to relay any information to people on Site.	Low Local Doctor / Practice informed about event – location - timing
Disposal of Waste, Debris	Fire, Health & Environmental Hazard	Members of the Public, Stewards, Contractors, Exhibitors,	High	Staff aware of Fire Fighting Arrangements. Fire Extinguishers and Fire Blankets available. Waste bins fitted with plastic bag liners located throughout Site. Contractor to up lift Skip(s) and dispose of waste Waste put to Recycling if possible.	Low Emergency Services on Site.