



HEALTH AND SAFETY AT WORK etc ACT 1974

CAITHNESS AND SUTHERLAND VINTAGE
VEHICLE CLUB LIMITED

SAFETY MANAGEMENT

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1. Safety Management Statement

Caithness and Sutherland Vintage Vehicle Club (CSVVC) is an organisation established in 1969 which is run entirely by non-stipend volunteers and which is incorporated as a Limited Liability Company in Scotland.

The nature of the club is to provide a forum for its members and others with a similar interest in restoring and owning vintage road motor vehicles and other forms of machinery, typically agricultural stationery engines and other equipment. Because of the interest in vintage vehicles, there is also an interest in running these vehicles on the public roads and at private venues. There is also an interest in attracting non-members of the Club to visit the Club at e.g. rallies and/or runs on the public roads.

Although each and every member is aware of his or her own responsibilities with respect to their own vehicles and the safety of themselves, their passengers and other road users (including pedestrians) as well as the well being of other peoples' equipment, cars etc., CSVVC is very aware of its responsibilities as an organisation in providing a structure and organisational framework that addresses the requirements of its duty of care to all its members, and members of the public that put their trust in the organisation during such as events as road runs and rallies.

This document is the Safety Management Statement that outlines the organisation, measures and analysis CSVVC has put in place. It is backed by a Safety Policy Statement, Safety Management System and Risk Analysis statements which form the detail to this document.

ALL MEMBERS AND OFFICERS OF THE CAITHNESS AND SUTHERLAND VINTAGE VEHICLE CLUB LIMITED ARE ISSUED WITH A COPY OF THIS SAFETY MANAGEMENT STATEMENT ON FIRST ELECTION TO THE CLUB, WHENEVER AN AMENDMENT IS MADE TO THIS STATEMENT AND WHENEVER REQUESTED BY ANY OFFICER OR MEMBER. IN ADDITION, THIS SAFETY MANAGEMENT STATEMENT IS AVAILABLE TO ANYONE ASSOCIATED WITH THE CLUB WHOSE ACTIONS ARE AFFECTED BY OR CAN AFFECT THE SAFETY AND SAFETY MANAGEMENT SYSTEMS OPERATED BY THE CLUB.

The entire document is available on the Club's website, www.csvvc.org and is printed and available for inspection at any Club meeting. Copies of the document, which is uncontrolled, are held by the Club's Chairman, Secretary, Treasurer and Safety Officer and brought by them to every Club meeting. The Safety Officer is the Club's Officer responsible for maintaining the document in a currently applicable state and for maintaining the register of documents issued (from the point of view of there being a comprehensive and current distribution list rather than complying with the requirements of a Controlled Document).

CSVVC has put in place a regime to ensure that the risks of injury to its members and others with whom the Club is associated, including but not limited to members of the public, is minimised. CSVVC asserts that reducing risks to zero would render the Club inviable through the costs of measures that would have to be applied. The Club's Overall Safety Policy is therefore to reduce risks As Low As Reasonably Practical (“ALARP”) and to put in place measures that identify and mitigate the remaining risks through effective safety management and training.

It is recognised that members of CSVVC are volunteers and are therefore encouraged to undertake the measures covered by the Club's Safety Policy. The Club will remove from membership any member who willingly and maliciously contravenes this policy or who, after advice on the policy has been provided to the member continues to contravene the policy, will be similarly removed from the membership. Members are also responsible, as part of their duties of care as a member, to alert the Officers of the Club to any risk that they identify as potentially hazardous. A member of the Club can call and chair an Extraordinary General Meeting of the Club if that member has identified and reported to one or more Officers of the Club a hazard which, in their opinion, would constitute an additional risk and, which, following a reasonable period, has not been identified as such by the Officers of the Club whether or not measures have been put in place to mitigate it, including all necessary measures, organisational changes and amendment to the Safety Management System, including notification to all members and others associated with the Club. This does not apply if the Officers of the Club have identified the risk so notified and have decided that no additional measures and/or alterations to the Safety Management System are required AND have notified this decision in writing to the member who identified the potential risk.

2 SAFETY POLICY STATEMENT

A. The Policy

The Club, in organising its events, including monthly meetings and the 40th Anniversary Road Run and Rally on 13/14 June 2009, expects participants to observe the following safety standards and other recommendations and will appoint Officials, Marshals, Stewards, Rally Run Leaders and Supervisors to this end.

A.1 Specifics

1. Obey the Law of the Land relating to the use of Public Road travel, whether on or off-road.
2. Obey the requirements of the Highway Code.
3. Obey the Rules and Regulations of Recognised Local Bodies relating to static events such as mentioned above.

A.2 General

1. Club Membership will be deemed to acknowledge awareness of this Policy.
2. The Safety Policy will be made known to all participants through the medium of the Rally brochure, Club newsletters and the Club website, www.csvvc.org
3. It is recommended that any juveniles (over 12 but under 16 years of age) and juniors (over 16 but under 18 years of age) have parental/guardian's permission before participating in any Club event unless accompanied by a parent or guardian.
4. Children under 12 years of age must always be accompanied by a responsible adult if attending any Club event.
5. The Club will monitor this policy and update it where necessary through its Safety Committee.
6. Any amendments will be issued through the Club's newsletter.
7. The Club will operate insurance as detailed below.

B. Club Responsibilities

1. Club events will normally be advised in the Club newsletter ("Second Sunday") and Club website (www.csvvc.org) to enable members to determine suitability for their own participation.
2. The Rally Run leader will undertake the following:
 1. Determine choice of route
 2. Determine timing, pace and progress of the Rally and may seek help in managing same.
 3. Offer comments on weather conditions and abilities required (vehicles and participants) as appropriate
 4. Although not responsible for the behaviour of individual drivers with regard to safety and competence, may comment on these aspects as necessary.
 5. After consultation with at least one other adult Club member, may preclude any driver or participant in the event of any person deemed to be inadequately prepared.
 6. In the event of any incident or accident, to summon roadside assistance as necessary and arrange to notify the appropriate authorities and participants' next-of-kin as soon as possible.

C. Drivers' (Members') Responsibilities

1. All participants shall comply with the Club's Safety Policy
2. All participants are responsible for their own safety and the safety of others by showing competence in their driving skills and by being properly attired and equipped.
3. All participants are responsible for ensuring their vehicles are in safe mechanical order,

including lights where necessary, and are suitably equipped to negotiate the Rally Run.

4. All participants are responsible for carrying suitable spares i.e. spare wheels, additional clothing, food and drinks as conditions may require during the event.
5. All participants are encourage to carry their own personal First Aid kit and any specific medication they may require and be capable of self-administration as appropriate.
6. Any participants who leave or intend to leave the Rally at any intermediate point must arrange to inform the Rally Run leader to this effect for the benefit of all concerned.

D. Invitee Drivers and Members of Associated Clubs

1. Invitees may participate in Club Rallies providing their have received permission to enter from the Club's officials and agree to abide by Rules laid down.
2. Invitees are invited to become Club Members providing they accept the provisions of the Club.

E. Insurance.

The Club will operate insurance as below:

1. To cover Club Officers and any appointed Officials (Marshals, Leaders, Stewards) against Third Party/Public Liability for its events and activities e.g. Rally Runs, Meetings, Static Rallies etc.
2. The Club will encourage all members to maintain as a minimum Public Liability insurance (Third Party) for their personal cover when participating in Club events from such sources as Domestic Household Contents or other Private Insurance policies.

F. Legislation

1. The Club and its members will always endeavour to recognise and work within the requirements of the Health and Safety at Work, etc. Act 1974 and as amended and any legislation related to the environment, food hygiene, public safety and fire regulations.
2. The Club and its members will at all times comply with any requirements of Local Authorities wherein it holds its activities and events.

3. SAFETY MANAGEMENT SYSTEM

All participants in any Club Road Run or Rally is responsible to the Club and its officials for the health and safety of themselves and any member of the public whether or not a fee has been charged for admission to any of the Club's events and whether or not any member of the public was involved in the Club's activities.

The Club, in its Safety Management Statement believes that risks are minimised both by identifying risks, implementing measures and monitoring that these measures are in place and are being observed by all concerned.

The Club's Safety Management System comprises:

1. Publication and notification of the safety measures in place
2. Training in the use of specific measures
3. Monitoring the adherence of these measures

In addition, the Safety Management System contains measures to

1. Address safety related incidents, including notifying the emergency services, next of kin etc as necessary.
2. Assess the impact of any safety related incident and identifying and putting in place measures to prevent recurrence or, at the very least ,mitigation of the effect of a repeat of the incident.
3. Take appropriate action against non-compliance of safety measures, which might include drastic action such as dismissal of individuals or expulsion from Club events and activities.

The Club will appoint a Safety Manager as an official of the Club with a place on the Club committee and responsible to the Committee for the safe operation of the Club, the effectiveness of the Safety Management system and the maintenance of the Club's Safety Management Statement. The Safety Manager will chair a Safety Committee on which will sit the Club Chairman in an advisory role, any member of the Committee also in advisory roles and any Club or non-Club person who has responsibility to the Club for any of the Club's activities or sub-activities within a Club event.

The Safety Manager will be responsible for preparing a training plan within the Safety Management System and ensure that any person acting on behalf of the Club at Club events has been adequately trained on the respective elements of the Safety Management Policy and System.

The Safety Manager is responsible for maintaining an Accident Register and for ensuring that this is available at each and every Club event. The Safety Manager is responsible for ensuring that any reported accident has been properly dealt with and that any additional safety measures to prevent recurrence of the accident have been brought to the attention of the Club Committee. The Safety Manager has to satisfy himself that the Club Committee have taken satisfactory steps to put these additional measures in place or have, at the very least, adequately assessed the risk of such an accident recurring.

