

The Ramblers Motorhome Club

Risk Assessment Form

Event Location:		
Start Date:		End Date:
Who is at Risk:	Members and Visitors, including children, attending the Event and Officials or regular occupiers of the venue.	
Completed by: (Trained Committee Member)	Name (Printed) _____ Signature _____	

Risk Assessment – Parking Area

Risk	Rating. L/M/H	Control Measures	Checked
Parking of vehicles and Fire Safety	M	<p>Motorhomes should be spaced and sited so that they do not restrict access to, or exit from, any other Motorhome or the venue in general.</p> <p>A clear unobstructed space of 3.5m (12 feet) must be maintained between facing sides of adjacent Motorhomes and they must not be parked within 3m (10 feet) of a permanent building. Where Motorhomes are parked end to end there shall be a 3m (10 feet) space between them.</p> <p>Emergency vehicles should be able to gain access to within 30m (100 feet) of any Motorhome in the venue.</p> <p>Cars must not be parked in the vicinity of Motorhomes.</p>	
Motorhome Fire	M	<p>Open fires and fire pits are prohibited.</p> <p>BBQs must not be in contact with the ground and supervised when lit. They must not be sited in an enclosed area.</p> <p>Members are advised to carry a fire blanket and a suitable fire extinguisher and be familiar with their use.</p>	
Injury to people in the parking area by vehicles.	M	<p>Hosts and others involved in directing parking should wear appropriate 'High-Viz' clothing.</p> <p>A speed limit of 5mph must be always observed.</p> <p>Cars belonging to Members and Visitors must be parked in the designated area.</p> <p>Motorhomes or Visitors cars shall only be driven by licenced and insured drivers.</p>	

Risk	Rating L/M/H	Control Measures	Checked
Injury to people cont'd	M	There should be no movement of vehicles after dusk, except when parking with the aid of a Host, or in the case of a Medical Emergency.	
Trips and Falls	L	The Code of Conduct encourages Members to carry a torch.	

Risk Assessment – Health and Welfare

Contamination of Drinking Water	M	The drinking water point shall be clearly marked, and the rinsing of chemical toilets will be strictly forbidden.	
Toilet Emptying & Pollution	M	Identify a suitable manhole on a foul sewer, remote from Motorhomes and provide signage. Provide protection to avoid falls or more serious injuries. Grey water to be disposed of at the foul sewer manhole.	
Dog Fouling	M	Dogs must never be exercised on a sports pitch or children's playing field. Dog foul must be cleaned up by the owners.	
Fear of Dogs	L	Dogs must be kept on a short lead and under control of their owners.	
Safety of children.	L	The safety and behaviour shall always be the responsibility of the parents or guardians. Children must not be left unattended in a Motorhome.	

Risk Assessment - Hall

Fire in Hall	M	Check all fire exits and ensure they are not obstructed. Check Disabled access and exits.	
Faulty Equipment	M	Visual check of all equipment including electrical cables. All electrical equipment to be EET tested annually.	
Slips, Trips and Falls	M	Check that floors and stairs are in good condition and remove any trip hazards. All spillages to be mopped up as quickly as possible.	
Burns and Scalds	M	Locate tea/coffee and cooking equipment in a safe place away from the occupants. Tea boiler, teapots etc to be placed on a solid and secure bench or table. Ensure that the equipment is used by competent adults and avoid overcrowding in the area.	