

## Rally Risk Assessment Q&As

Meeting Thursday 23 July 2020 by Zoom™ with Club Centres

	QUESTION	ANSWER
	<b>AGMS</b> - this will be dealt with at another time.	Guidance will be issued shortly.
<p>All Centres should be familiar with completing a risk assessment for all rallies and other events that may be run. There is guidance in Centre Guidance, Section 3, 20 and at Annex 3 - F 'Risk Assessment'. Please note that risk assessments should be undertaken for each rally/event, and the guidance will be amended to reflect this in the update.</p> <p>The Covid-19 risk assessment has been implemented in line with the current Government Guidance.</p> <p><i>Any rally that is proposed requires the approval of the Centre Committee before a risk assessment is to be completed.</i></p>		
1	Is a risk assessment required for rallies less than 30 people? Or is it only applicable to rallies exceeding 30 people? ( <i>East Yorkshire Centre</i> )	A risk assessment is required for <b>ALL</b> rallies regardless of numbers attending.
2	<p>Statements 1,2 and 3 (of the Covid Risk Assessment) are possibly beyond the remit of a rally marshal/officer.</p> <p>If the rallier is from a different Centre they may not be truthful in their response. (<i>East Yorkshire</i>)</p>	<p>All aspects of the risk assessment need to be completed and should not be beyond the capability of the Centre to complete. The form is designed to identify risk and put certain measures in place to minimise or eliminate the risk presented and should not require further expertise.</p> <p>If the Centre Committee and rally officers feel uncomfortable with this maybe the rally should not proceed.</p> <p>If a non Centre member is booked on a rally these points could be raised before they arrive at the rally.</p>
3	Will socials be able to take place in village halls, schools etc with winter rallies? ( <i>Midland Centre</i> )	We don't know the answer to this at the moment. As soon as we have updates on indoor activities we will inform Centres. Guidance is being reviewed constantly and it is different in England, Wales, Scotland and NI.
4	Our centre runs 3 big indoor rallies including a family Christmas party, Christmas Rally and New Year for 100 plus people at a time all of which involve food, entertainment etc These rallies take a lot of preparation, when do you envisage being given the all clear to run these rallies? Ideally we could do with knowing in September as people need time to make alternative arrangements. Social distancing would be very difficult on these rallies. To comply with current social distancing guidelines numbers on these rallies would need to reduce by approx. 60% resulting in it not being financially viable. ( <i>Midland Centre</i> )	As soon as we have updates on indoor activities we will inform Centres. Guidance is being reviewed constantly and it is different for England, Wales, Scotland and NI. The Centre Committee should make the decision whether to go ahead with the event or not.
5	No Cash Payments - we understand why you have said this but	We are operating in different times now and a clear message needs to be communicated to ralliers in

	<p>cannot understand why, as all shops, supermarkets, restaurants and pubs still take cash - we know contactless is preferred but you can still use cash, so this is not a government must do. We feel that as long as cash is put in an envelope like a cheque and the marshal washes hands after handling there is no risk. Its all about putting control measures in place for handling cash ie: washing hands or using gloves and not touching your face. To do bank transfers before a rally will be a nightmare to control and people will not want to pay extra to use a contactless machine and often you cannot get a signal. Can we use cash if control measures are put in place like all the other establishments. If not how would you advise we treat a rallier who arrives who says they haven't paid by bank transfer as they dont know how to do it, dont have a cheque and want to pay by cash and tell us to stop being stupid as everyone else takes cash, this will happen? Do we ask them to leave or do we take the cash? (<i>Nottinghamshire Centre</i>)</p>	<p>advance that contactless methods of payment will be used.</p> <p>The Guidance and risk assessment states that non-cash payments are the preferred method and every effort should be made to offer a contactless alternative, where possible. There is further guidance about accepting a cheque payment.</p>
6	<p>On your risk assessment point 9 you talk about a first-aider? Are you saying that we need a first aider on every rally? or just how anyone would respond to assist? (<i>Nottinghamshire Centre</i>)</p>	<p>From Centre Guidance (Section 3, 25): "There is no requirement for Centres to have a first aid qualified person on a rally; however, it is advisable for ralliers to have their own in-date first aid kit. It is also recommended that Rally Officers maintain a list of useful local telephone numbers for use in the event of an emergency, e.g. local doctor, vet, and are also able to advise members of the exact location of such service providers, including directions to the nearest hospital".</p> <p>The Risk Assessment asks how first aid will be rendered and without introducing further risk to "first-aider" (person helping someone, not necessarily qualified) and "patient" (person who is ill)</p>
7	<p>Does the risk assessment requirement apply to rallies on commercial/Club sites? (<i>Cumbria Centre</i>)</p>	<p>Yes, all Centre rallies are run under the Club's Exemption Certificate whether they are on a licensed site or field. Having the Exemption Certificate means that Centres must rally in accordance with the Club's guidelines.</p>
8	<p>Does the Centre flag need to be flown? (<i>Cumbria Centre</i>)</p>	<p>Yes, this identifies the activity as one that is run in accordance with the Caravan Sites and Control of Development Act, 1960.</p> <p>This is possibly even more important to be visible as an organised event during these times where local areas may be nervous about visitors.</p> <p>Centres need to think about the cleaning of the flag/pole, and putting in mitigations for handing it between parties.</p>

9	<p>Most of the Centres run their rallies in the same format, following your guidelines normally, so could one 'general' risk assessment form apply for all our rallies. This would be a much more workable method and stop your workload reviewing an assessment form, which will look exactly like the last one sent in. Don't forget you will be looking at 69 Centres times approx 30 rallies per year, that's over 2070 risk assessment forms. Can these forms be sent in all together for all the rallies or do they have to be one at a time 7 days before?</p> <p>Would you please clarify who has to fill these forms out, as at the top you have 'Rally Organiser' this is the Rally Secretary who may not attend the rally, or is it the Rally Marshal who is going to be onsite on site? (<i>East Dorset Centre</i>)</p>	<p>There needs to be a Risk Assessment for every event and rally. It should not be a blanket assessment as all locations pose different elements of risk.</p> <p>The form needs to be completed by the person on the rally field - rally marshal/officer. Help can be given in advance by Committee members and those with risk assessment expertise.</p>
10	<p>Can you clarify what the position is for Scotland and by definition, Wales, Northern Ireland and Eire? (<i>SCC North Centre</i>)</p>	<p>Guidance is being reviewed constantly and it is different for England, Wales, Scotland and NI. <i>[NB the current guidance for each nation is detailed at the end of this document].</i></p> <p>The Centre Committee is authorised to make the decision whether to go ahead with the event.</p>
11	<p>Are the Welsh Centres allowed to rally in England but not in Wales at the moment? (<i>South Wales Centre</i>)</p>	<p>Yes - but must comply with guidance relating to rallies in England.</p>
12	<p>Signage to be displayed. You advised previously that the club were working on this. (<i>Upper Thames Centre</i>)</p>	<p>The Club has produced signs for its sites and some will also be applicable for rallies. These are now available on Box for you to print off and use.</p>
13	<p>Referring to the VAT if a rally is held and the landowner does not have the 5% allowed, I assume that we would still charge the 20%? (<i>Avon Centre</i>)</p>	<p>The Club position is that the reduction in VAT should be passed on to the membership and therefore even if required to pay VAT at 20% to the landowner. Our members should not be required to pay more than 5% for the rally.</p>
14	<p><b>Make sure that clinically extremely vulnerable people (including their household members and the people who care for them) are not encouraged to attend rallies due to the risks posed.</b></p> <p>I am included in the extremely vulnerable people group, as is my husband, due to being part of the same household, who is also not going to be encouraged to attend rallies. As from 1<sup>st</sup> August 2020, this group is no longer required to shield, but <b>advised</b> to adopt strict social distancing measures. This is the same advice given to the rest of the population in</p>	<p>The Centre needs to keep this in mind as part of their assessment of the rally. We are not saying that the clinically extremely vulnerable cannot attend, and the risk assessment is not intended to be “discriminatory” but purely to highlight the risks involving vulnerable people. Individuals in this category need to make their own decision about whether to attend.</p> <p>This measure is also included on Club sites and CLs. Members will be asked to voluntarily to confirm before staying on a site, and the same should apply to a rally:-</p> <ol style="list-style-type: none"> <li>1. that they are not experiencing any Covid-related symptoms</li> <li>2. they have not been in contact with someone</li> </ol>

	<p>England.</p> <p>People who have been 'shielding' have been kept extremely well informed over the past four months with correspondence and advice from the Government, on how to protect themselves against the virus. They should not be excluded from attending rallies, which I believe, is probably one of the safest holidays possible in the current climate. I believe that the wording in Control Measure 1 is discriminatory, unnecessary and should be removed from the Risk Assessment.</p> <p>I would also like to know if this Control measure is included in risk assessments for CAMCH Club sites and C L's? (<i>Berkshire Centre</i>)</p>	<p>with confirmed or suspected Covid in the last 14 days</p> <ol style="list-style-type: none"> <li>3. they are not under any self-isolation orders</li> <li>4. they have not arrived from a local lockdown area.</li> </ol> <p>The message from the Club is that everyone is responsible and plays their own part in helping keep others safe too <i>#wereallinthis together</i>.</p>
15	<p>The committee were somewhat concerned in terms of the onerous nature of the risk assessment documentation circulated and the fact that Rally Officers may see the task as overwhelming and therefore shy away from actually running centre rallies, to this end I have been nominated to join your Zoom meeting tomorrow Thursday 23 July 2020.</p> <p>I would also like to ask, if for the benefit of all you could develop a much more detailed template perhaps based on the HSE guidance 5 Steps to Risk Assessment (with instructions /notes on the completion) that could be used by all centres with notes on deletions/additions as required? This would make I am sure the current the situation more acceptable to all and result in a more simpler, uniform and manageable system for all parties</p> <p>My final point is where a centre is to run a rally during the current Covid 19 situation on a Club Site and acting currently as a "Booking Agent ", with and including following the advice and guidance currently issued by CMHC do you still require a risk assessment submission?, please advise. (<i>South Lancashire Centre</i>)</p>	<p>We understand that this may be the case for some Centres and the Executive are fully aware that some Centres may decide not to run rallies for this reason.</p> <p>The risk assessment template is the same for all Centres and created in conjunction with HSE. A risk assessment is recommended for every rally, even prior to Covid-19, and it is important that the Centre takes responsibility for completing a new form for each event as different risks may apply.</p> <p>Final point - yes, all rallies whether on licensed site, Club site or field require a Centre Risk Assessment form to be completed.</p>
16	<p>If someone becomes ill whilst on a rally who is ultimately responsible if there are any concerns raised? (<i>Northumberland Centre</i>)</p>	<p>If someone falls ill whilst on a rally, they should follow the guidance within the protocol.</p>
17	<p>Will the risk assessments be approved before the rally can be run? (<i>Northumberland Centre</i>)</p>	<p>You will not receive an approval as such from the Governance team, and therefore as long as the risk assessment has been submitted at least 7 days in advance of the rally, you are able to proceed. If there are any concerns, you will be contacted to address these.</p>

18	How will “hazards” on rallies be monitored? <i>(Berkshire Centre)</i>	All of this needs to be considered by the Centre when completing the risk assessment. For example: taps - there should be signs in place and the expectation that the rallier will clean it before and after use. Hazards refer to areas or items that may be used by multiple people.
19	Will the Centre receive a response to the completed risk assessment from the Club? <i>(Berkshire Centre)</i>	Please do not expect a response from the Governance office. However do keep a copy of the completed risk assessment. A risk assessment is required to be completed for every Centre event and might be called upon for reference at a later date. Have a copy of the risk assessment available at the rally in case it is requested by the police or the landowner.
20	If there will not be a reply from CAMC Governance, why do we need to complete it seven days beforehand? <i>(East Sussex)</i>	The Governance team needs to monitor that risk assessments have been completed in advance of rallies taking place. You will not receive an approval from us but we need to know that it has been completed in good time, and we will be randomly quality checking selected risk assessments and coming back to Centres if there are any particular concerns.
21	Will the Club offer e-learning to rally officers? <i>(Berkshire Centre)</i>	Unfortunately, no. However we are always able to help with questions. Completing the risk assessment should not require additional skills to those that a seasoned rallier will already possess.
22	What will happen if a rallier does not comply with the new regulations and guidance? <i>(Berkshire Centre)</i>	We would expect the Centre to treat this in the same manner they would treat any disciplinary incident on a rally. There is guidance on this in Centre Guidance (Section 3, point 38). However, we do not feel that it would be fair to expect Rally officers to “police” rallies - remember #weareallinthisogether
23	Could the Club produce a more detailed template for the risk assessment to help rally officers complete it with more confidence? <i>(South Lancashire Centre)</i>	We are not expecting Centre members to be HSE qualified and it is the process of completing a risk assessment that is the most important aspect in running a rally.
24	Are there any implications relating to the Club’s PLI and Covid-19? <i>(Berkshire Centre)</i>	The Club’s liability insurance has a wide remit and our advice with regard to Covid-19 would be that great care should be taken to record such things as cleaning, adherence to procedures, training etc and that evidence of these exists. This is on the grounds that, like any liability claim, we would have to demonstrate that we have taken reasonable precautions in the event of an incident, especially as it may be impossible to show where someone gets the virus from.
25	Will Centres be informed about rallies booked on Club sites? <i>(East Hampshire Centre)</i>	Yes. There is currently a backlog in the site operations team and they have now been given the guidance that we have shared with you. They will be in touch in due course.
26	How can we complete a risk assessment on a site that is geographically distanced? <i>(Wiltshire)</i>	The priority at the moment is for the Covid measures to be captured and these can still be addressed prior to

	Centre)	the rally taking place. If the rally is on a commercial site you could enquire what their current Covid guidance is and incorporate that into your risk assessment also.
27	Could there be a live music act held on a rally, where the ralliers are socially distanced? ( <i>Nottinghamshire Centre</i> )	As of 11 July, performing arts (which includes music) can now take place outdoors with a socially distanced audience.
28	Does a risk assessment need to be signed? ( <i>West Hampshire Centre</i> )	No, this is not a requirement. The Centre Committee as a collective are responsible for the risk assessment being properly completed and adhered to - so a signature is not essential.
29	Are visitors allowed on a rally? ( <i>West Hampshire Centre</i> )	No, the current guidance does not allow this. We will inform you as soon as this changes.
30	Would having hand sanitising points on a rally field be a further contamination risk point? ( <i>East Sussex</i> )	No, we do not believe this to be the case. It is consistent with all other shops and facilities which are making hand sanitiser available. We would encourage all ralliers to carry hand sanitiser themselves too.
31	Which disinfectant would the Club recommend? ( <i>East Hampshire Centre</i> )	As part of the Club's list of approved products and most easily accessible are Greenham (super professional antiviral disinfectant), Milton (sterilising fluid or tablets) and Dettol (antibacterial surface cleaner spray or disinfectant liquid). There is a list available to download on Box with further information.
32	Can Welsh Centres rally in England? ( <i>South Wales Centre</i> )	Yes. At the moment a Welsh Centre could rally in England and follow the risk assessment and rally guidance for England.
33	Could Rally plaques be sanitised and then collected by ralliers ( <i>Derbyshire</i> )	Whilst Centres may feel confident that they can deliver elements in the way they always have done at rallies, albeit with safeguards, the protocol has been specifically drafted to minimise risk at every opportunity whilst on the rally field and ensure a consistent approach is applied by all Centres. For this reason I would suggest that for the next few months particularly, you follow the protocol and as an example, don't allow rally plaques to be distributed at the rally.
34	Where do we stand with regards to activities on the rally field, sports (boules competition, walking treasure hunt, sing-a-round) or similar activities ( <i>Club Singers</i> )	With regards to activities, at the moment the protocol advises against any sort of social or organised activity being arranged as part of a rally because of social distancing and the limits on numbers being able to get together outdoors.
*	<b>Current Guidance for Wales (as at 23.07.20)</b>	The current guidance for Wales states that organised outdoor activities, including team sports and classes, involving <b>up to 30 people</b> are allowed to take place. The activity must be outdoors and organised by a business, a public body or charitable institution, a club, or the national governing body of sport or other activity. The personal organising the activity needs to have

		carried out an appropriate risk assessment.
*	<b>Current Guidance for NI (as per 29.06.20)</b>	Groups of <b>up to 30 people</b> outdoors are permitted. No date yet announced for wider or extended group gatherings.
*	<b>Current Guidance for Republic of Ireland (as at 21.07.20)</b>	<p>People can now meet at organised events in limited numbers. These events can include sports, music / entertainment, religious events, family events (such as weddings, funerals and so on) large conferences and exhibitions, as well as community, charity events and other types of events.</p> <p>Mass gatherings should be organised in advance and follow public health advice for COVID-19, including advice on physical distancing. Gatherings should be of no more than 50 people indoors or <b>200 people outdoors</b>.</p>
*	<b>Current Guidance for Scotland (as at 22.07.20)</b>	Public gatherings, either inside or outside, are still prohibited apart from some exceptions. Rallying does not fall into any of the exceptions.