

**21 JULY 2020**

EMAIL CORRESPONDENCE THAT ACCOMPANIED RISK ASSESSMENT FORM

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Hello All

Thank you for your patience and for bearing with us during these difficult times when everyone is trying their hardest to do what is right, and in our case, help to offer you support and advice which will mean that you get the opportunity to safely go out rallying again.

This email is intended to explain exactly what is required of a Centre before you are able to proceed with rallies. Please read through carefully. Please also note that at the current time, the guidance relates only to rallies taking place in England and will be updated in due course when further guidance is released about Wales and Scotland (*although I understand the rally programme for Scotland has been cancelled for the remainder of 2020*).

### **1. Timeframe**

Rallies may recommence from **Friday 7 August**. *(NB we have been in touch separately with a small number of Centres who have holiday rallies running from the first weekend of August to explain the requirements to enable these rallies to proceed).*

### **2. Risk Assessment Requirements**

A full risk assessment for **each individual rally** must be submitted to [governance@camc.com](mailto:governance@camc.com) at least **7 clear working days** in advance of the rally start date. This means that for rallies commencing on 7 August, the risk assessment needs to have been submitted by Friday 31 July.

**A new risk assessment form** has been devised, a copy of which is **attached** in pdf and word format. This needs to be completed in the normal way in accordance with the advice in Centre Guidance, and most importantly, the second section needs to be completed which demonstrates that all risks associated with making the rally covid-secure have been considered. Please take your time to complete the form and elaborate in as much detail as possible to explain the measures that you are adopting. Please also include any areas which may not currently be mentioned.

As well as submitting your risk assessment in advance, please ensure that a full copy is taken to the rally just in case there is a request to see it from the Police, Environmental Health or a landowner. You must be able to demonstrate that adequate steps have been taken to oversee the safety of those present at the event and minimise the risk of transmission of the virus.

### **3. Covid-Secure Protocol for Rallies**

As previously circulated, the protocol for running rallies has been updated to reflect recent changes in Government guidance and a copy is **attached**. Please refer to this document when completing the section of the risk assessment relating to Covid-19 and also ensure that everyone attending the rally is aware of the changes and new ways of operating.

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#### **4. Question Session via Zoom**

If having read through the details within this email and the documents, there are still questions that you would like answered, Rebecca and I will be online via **Zoom** between **12 noon and 1pm on Thursday 23 July**. The purpose will be to answer any questions or address any issues that you think might arise, so please dial in or join the meeting at any time. Please could I ask you to decide between your Committee members who you would like to allocate to attend, if required, as we can only accommodate one representative per Centre. The details you require are:-

Join Zoom Meeting

<https://zoom.us/j/98836412715?pwd=alRZTm1oYnlBa3J0aW5WMFo1K1djdz09>

Meeting ID: 988 3641 2715

Passcode: 260864

#### **5. FAQ document**

Any questions submitted in advance or raised on the Zoom call will be collated, alongside the answers, and shared with all Centres.

#### **6. Track and Trace**

As referred to in the risk assessment, the rally officer is responsible for obtaining the lead name and contact details for the rally booking and retaining these for 21 days after the end of the rally, to comply the Government's Track and Trace programme. You may be required to provide this information to the NHS as part of this scheme – but not to anyone else. This information does not need to be shared with a landowner – they may just need to be given reassurance that you have an arrangement in place to collect and retain the data.

#### **7. Exemption Certificate**

Just as a gentle reminder, all rallies operate under the Club's exemption certificate (paragraph 6 of the Act) and Centre Guidance is an essential part of the Club demonstrating that Centres are supported and sufficiently briefed to ensure that rallies are carefully and properly administered. Please always keep this in mind as we would not like to put the Club's certificate at risk.

I hope that this has covered all areas and that having reviewed the documents in detail, you will feel able to make a decision about whether you can confidently allow a rally/rallies to proceed from August onwards. For some Centres, I fully appreciate that you may decide that the responsibilities are too onerous for you to take on as volunteers, and that is absolutely fine. We are very keen to allow you the option to continue to run a rally or to decide not to.

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Rebecca and I will continue to monitor the guidance issued by the Government and may from time to time advise you if any changes need to be made.

Best wishes, Emma

Emma McQuillan

Head of Governance

Caravan and Motorhome Club