

## COMPLETE COPY OF A MESSAGE FROM CLUB OFFICES – RECEIVED 5<sup>TH</sup> AUGUST 2020, WITH REGARD TO CENTRE RALLYING AND THE COMPLETION OF RISK ASSESSMENTS.

We have received a lot of feedback from Centres regarding the completion of the **Covid-19 Risk Assessment Form** and a **Rally Assessment Form** and the concerns that some of you have. I wanted to take the opportunity to explain the Club's position on this and what is required from you, as volunteers, and hopefully help to put your mind at rest.

As a volunteer who runs a Centre and organises rallies and events for other members you are acting on behalf of the Caravan and Motorhome Club. We have provided you with guidance to follow (Centre Rules and Centre Guidance) and by requesting that you complete a risk assessment you can feel confident that you are approaching health and safety in the correct way. As volunteers, Health and Safety legislation does not apply to you in the same way that it does to employees, however the Health and Safety at Work etc Act 1974 requires the Club to protect other people, including members of the public, *volunteers* and customers/members from risks to health and safety. Completing a risk assessment for Centre activities ensures that you have followed a duty of care to each other and fellow members.....this means that Risk Assessments are the key to managing this!

Firstly, the **Covid-19 Risk Assessment Form (NEW)**

This must be submitted to the Governance office **seven** days before a rally, until we are informed that this is no longer a requirement. This assessment is unusual in that it may need to be shown to the police or authorities should there be interest in a rally or an incident involving Covid-19 on a rally, and this must be recorded with the Club so that we comply with current Government legislation. We are aware that Local Authorities are conducting "spot checks" for Covid-19 compliance and risk assessments – a Club Site was visited on 2 August and thankfully the Local Authority were satisfied with the measures implemented. Another Local Authority requested that a Centre complete a full event form in order to run their rally, so this is important that all Centres comply with completing the risk assessment and ensuring the rally is Covid secure.

*If you are not comfortable with completing this type of assessment or implementing a Covid secure rally, then please do not run one **#weareallinthistogether***

Please note that while we are implementing measures to contain Covid-19, this will be an additional requirement on all Centre Rallies until further notice.

### **Rally Risk Assessment Form (in Centre Guidance)**

This form is for the Centre to record and keep on file, and does not need to be sent to the Governance Office. Previous Centre Guidance stated that this was advisable to complete, however we now believe that this should be implemented and is a requirement for all Centre rallies and events as good practice. Centre Guidance will be amended to reflect this advice. Completion of this form will assist the Club if we are ever asked about an incident on a rally field. I am sure that most risks are generic to all rallies, but all sites will have different aspects that may require some additional planning to be implemented.

We are not asking any volunteer to be a qualified health and safety expert. Many of you are seasoned ralliers and understand the set-up of a rally and you would look at a venue, assess its suitability, and check the site entrance for vans, spacing requirements, are there any

mounds or pot holes etc? All of this constitutes a risk assessment being undertaken, and the requirement moving forward is for this to be recorded. It is a change in culture to reflect today's society and you will be implementing good practice.

The form does not require a signature. If there is an incident, it is the Club that will need to respond to the authorities and being able to access to a completed risk assessment, will help the Club evidence that the correct practices are implemented. A risk assessment will not impact the Club's Public Liability Insurance, however if we are required to evidence good practice this is a simple way of proving it.

I hope this alleviates any concerns that have recently been expressed.