

All Divisions, Regions and Centres are required to complete a Risk Assessment (RA) for the rally/event that they are running.

Completing a RA shows the Club can evidence good practice when organising events for members and it demonstrates that the Club and its members are adopting a sensible and practical approach to Health and Safety.

All completed Risk Assessments are to be kept for 6 years by the Centre, per the retention schedule in Centre Guidance (Annex 2-F), and in accordance with the Limitation Act 1980.

We would like all Centre Committees to minute, at the first meeting after the Centre AGM, that the Committee agree to ask Rally Officers to complete a RA prior to a Centre event being run and this RA will be held on record by the Centre Secretary in line with retention guidance.

### HSE and training

The HSE (Health & Safety Executive) have really good information on RAs on their website: [www.hse.gov.uk](http://www.hse.gov.uk)

- This link covers event safety [www.hse.gov.uk/event-safety/getting-started.htm](http://www.hse.gov.uk/event-safety/getting-started.htm)
- This link covers RAs [www.hse.gov.uk/simple-health-safety/risk/index.htm](http://www.hse.gov.uk/simple-health-safety/risk/index.htm) and there is a useful short YouTube video accessible here that is very informative.

When completing a RA the law states that a RA must be **suitable and sufficient**. The RA will evidence that a proper check was made and you have identified who might be affected. Also, you would show that all obvious risks have been considered (taking into account the number of people involved). Precautions taken are reasonable and the remaining risk is low and all involved in running the rally/event have been considered.

It is important to note that according to the HSE ***"A Risk Assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks"***

You are not expected to list all hazards but to evidence that consideration has been part of the process when organising the event. You are not expected to anticipate unforeseeable risks.

### Completing the RA

Rally Officers and experienced ralliers are more than qualified to complete a RA and you may find that when you turn up at the rally venue there are some hazards that you would not have been aware of, e.g a large hole in the ground - this can be included on the RA and explain what the organiser did to ensure that this was dealt with - e.g. the area was taped off or a sign was put up warning ralliers of the hazard.

- Centre Guidance has a section on Risk Assessments in Section 3, Centre Activities, item 20 - Health & Safety - Risk Assessment. There is also a template for the Centre to use.

Any health related issues that may arise and need to be considered, e.g. the Covid pandemic, should be included within the RA.

### **Concerns expressed by completing a RA**

Running a rally or event for a Centre the Rally Officer and Centre are already representing the Club and therefore any issues could arise from that action alone. Completing a RA should offer some reassurance to Centres and volunteers. The Club is able to evidence that we are following good practice, and should there be an incident we would be in a far better position to show that we have considered the risks and documented them, than not.

*[Centre Guidance will be updated to reflect this advice]*