

Health and safety policy

This is the statement of general policy and arrangements for:

Pembrokeshire Vintage and Classic Motorcycle Club

Overall and final responsibility for health and safety is that of:

Rod Malcolm

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Rod Malcolm

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of ill health and provide adequate control of health and safety risks arising from club activities.	Rod Malcolm	Club members to have access to any information and risk assessments for any club event via the club web site and/or club email system
To provide adequate information to ensure club members are competent to attend club events.	Rod Malcolm	Club members to ensure that they fulfill all legal requirements to ride on a public highway, for themselves and their vehicle.
To engage and consult with club members on health and safety conditions and provide advice and supervision as needed.	Rod Malcolm	Any questions and updates to be discussed at PVCMC monthly meeting. Outcomes to be recorded in minutes and circulated to members
To implement emergency procedures – evacuation in case of fire or other significant incident.	Rod Malcolm	Event organizer to be familiar with venue emergency procedure and take charge if necessary

Accident sheet available at each event	Provided by event organiser			
First-aid box and fire extinguisher is located at each event	Provided by host organisation or arranged by PVCMC			
Signed:		Date:	20/11/25	
Subject to review, monitoring and revision by:	Rod Malcolm	Every:	Twelve	months or sooner if any activity changes

Risk assessment

Organisation name: **Pembrokeshire Vintage and Classic Motorcycle Club**

What are the hazards?	Who might be harmed and how?	Control the risk?	Further action to control risk?	Who carries out Action?	When?	Completed?
Venue access and layout	Club members, customers and visitors could stray into unauthorised areas	<input type="checkbox"/> Ensure members know the extent of venue area <input type="checkbox"/> Ensure hazards are identified and any necessary measures put in place	<input type="checkbox"/> Ensure members are aware when there is access to venue <input type="checkbox"/> Keep venue host informed of PVCMC presence at site	Event organiser and all club member to monitor	From now on	20/11/25
Protecting the public	Club members, adults and children using adjacent areas	<input type="checkbox"/> Ensure vehicle and pedestrian access is maintained <input type="checkbox"/> All motorcycles to be secured using appropriate stand, engine turned off and keys removed	<input type="checkbox"/> Lease with venue host, and event organizer	Event organiser and all club members to monitor	From now on	20/11/25
Fire and emergency	Club members could sustain injury due to fire or accident	<input type="checkbox"/> Club members to familiarize themselves with venue <input type="checkbox"/> Venue to have suitable site evacuation plan and meeting point <input type="checkbox"/> First aid provision in place	<input type="checkbox"/> Phone available to contact emergency services <input type="checkbox"/> Venue information available to all club members <input type="checkbox"/> Regular contact with venue host	Event organiser and all club members	From now on	20/11/25
Slips, trips and falls	Club members could suffer injuries such as bruising or fractures if they trip over objects, or slip on muddy ground	<input type="checkbox"/> Generally good housekeeping at event venue <input type="checkbox"/> Paths and walkways to be used at each event venue.	<input type="checkbox"/> Regular contact with venue host <input type="checkbox"/> Report potential hazards to venue host	Event organiser All club members to monitor	From now on	20/11/25
Traffic and vehicles	Club members, general public and visitors may suffer serious, possibly fatal, injuries if struck by a vehicle	<input type="checkbox"/> All speed limits and advisory signage must be adhered to <input type="checkbox"/> Care taken when moving vehicles <input type="checkbox"/> Solo motorcycles must be secured using an appropriate stand while parked	<input type="checkbox"/> Trained drivers to only operate and secure vehicles <input type="checkbox"/> All vehicles to be properly maintained <input type="checkbox"/> Remind club members about speed limits and awareness of pedestrians	All club members	From now on	20/11/25

Risk assessment

Tools and Machinery	Club members, general public and visitors could sustain injury from tool and/or machine.	<input type="checkbox"/> Any work carried out to any vehicle must be done in a safe and professional manner <input type="checkbox"/> Solo motorcycles must be secured using an appropriate stand while parked <input type="checkbox"/> Park vehicles away from pedestrian thoroughfare <input type="checkbox"/> Care taken around hot engines and exhausts	<input type="checkbox"/> All vehicles to be properly maintained <input type="checkbox"/> Club members to be familiar with event venue	All club members	From now on	20/11/25
Fire (motor vehicle)	Club members, general public and visitors could sustain injury from fire	<input type="checkbox"/> Fuel leaks on vehicles to be reported <input type="checkbox"/> Fire extinguisher available at venue <input type="checkbox"/> No smoking around vehicles	<input type="checkbox"/> All vehicles to be properly maintained <input type="checkbox"/> Club members to identify location of fire extinguisher at each venue	All club members	From now on	20/11/25
Noise	Visitors, residents and general public	<input type="checkbox"/> All vehicles to meet MOT regulations on noise	<input type="checkbox"/> Consideration to others while at club events	All club members	From now on	20/11/25

Assessment review date: 20th November 2026 (usually within one year, or earlier if conditions change)