

# 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:	20/01/26	
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	Who might be harmed and	Control the risk?	Further action to control risk	Who carries out the Action?	When?	Completed	What are you already doing?	What further action is needed?	Action by whom?	Action when?	Done
Venue access and layout	Club members, customers and visitors could stray into unauthorised areas	<ul style="list-style-type: none"><li>Ensure members know the extent of venue area</li><li>Ensure hazards are identified and any necessary measures put in place</li></ul>	<ul style="list-style-type: none"><li>Ensure members are aware when there is access to venue</li><li>Keep venue host informed of PVC MC presence at site</li></ul>	Event organiser and all club member to monitor	From now on	20/01/16					
Protecting the public	Club members, adults and children using adjacent areas	<ul style="list-style-type: none"><li>Ensure vehicle and pedestrian access is maintained</li><li>All motorcycles to be secured using appropriate stand, engine turned off and keys removed</li></ul>	<ul style="list-style-type: none"><li>Liaise with venue host, and event organizer</li></ul>	Event organiser and all club members to monitor	From now on	20/01/26					
Fire and emergency	Club members could sustain injury due to fire or accident	<ul style="list-style-type: none"><li>Club members to familiarize themselves with venue</li><li>Venue to have suitable site evacuation plan and meeting point</li><li>First aid provision in place</li></ul>	<ul style="list-style-type: none"><li>Phone available to contact emergency services</li><li>Venue information available to all club members</li><li>Regular contact with venue host</li></ul>	Event organiser and all club members	From now on	20/01/26					
Slips, trips and falls	Club members could suffer injuries such as bruising or fractures if they trip over objects, or slip on muddy ground	<ul style="list-style-type: none"><li>Generally good housekeeping at event venue</li><li>Paths and walkways to be used at each event venue.</li></ul>	<ul style="list-style-type: none"><li>Regular contact with venue host</li><li>Report potential hazards to venue host</li></ul>	Event organiser All club members to monitor	From now on	20/01/26					

# Risk assessment

<b>Traffic and vehicles</b>	Club members, general public and visitors may suffer serious, possibly fatal, injuries if struck by a vehicle	<ul style="list-style-type: none"> <li>□ All speed limits and advisory signage must be adhered to</li> <li>□ Care taken when moving vehicles</li> <li>□ Solo motorcycles must be secured using an appropriate stand while parked</li> </ul>	<ul style="list-style-type: none"> <li>□ Trained drivers to only operate and secure vehicles</li> <li>□ All vehicles to be properly maintained</li> <li>□ Remind club members about speed limits and awareness of pedestrians</li> </ul>	All club members	From now on	20/01/26
<b>Tools and Machinery</b>	Club members, general public and visitors could sustain injury from tool and/or machine.	<ul style="list-style-type: none"> <li>□ Any work carried out to any vehicle must be done in a safe and professional manner</li> <li>□ Solo motorcycles must be secured using an appropriate stand while parked</li> <li>□ Park vehicles away from pedestrian thoroughfare</li> <li>□ Care taken around hot engines and exhausts</li> </ul>	<ul style="list-style-type: none"> <li>□ All vehicles to be properly maintained</li> <li>□ Club members to be familiar with event venue</li> </ul>	All club members	From now on	20/01/26
<b>Fire (motor vehicle)</b>	Club members, general public and visitors could sustain injury from fire	<ul style="list-style-type: none"> <li>□ Fuel leaks on vehicles to be reported</li> <li>□ Fire extinguisher available at venue</li> <li>□ No smoking around vehicles</li> </ul>	<ul style="list-style-type: none"> <li>□ All vehicles to be properly maintained</li> <li>□ Club members to identify location of fire extinguisher at each venue</li> </ul>	All club members	From now on	20/01/26
<b>Noise</b>	Visitors, residents and general public	<ul style="list-style-type: none"> <li>□ All vehicles to meet MOT regulations on noise</li> </ul>	<ul style="list-style-type: none"> <li>□ Consideration to others while at club events</li> </ul>	All club members	From now on	20/01/26

# Risk assessment

Assessment review date: 20<sup>th</sup> January 2027 (usually within one year, or earlier if conditions change)

Organisation name: Pembrokeshire Vintage and Classic Motorcycle Club Site specific – Tafarn Sinc, Rosebush, SA66 7QU

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Venue access and layout	Club members, general public and visitors could stray into dangerous areas	<ul style="list-style-type: none"><li>□ Carpark entrance is clearly marked</li><li>□ Ensure suitable care is taken when using carpark (steep slope on RHS)</li><li>□ Ensure pedestrian walkway areas are used and kept clear</li></ul>	<ul style="list-style-type: none"><li>□ Ensure venue host is aware of club members arrival</li><li>□ Care taken when parking close to road</li></ul>	Event organizer and club members	From now on	20/01/26

# Risk assessment

<b>Fire and emergency</b>	Club members, could sustain injury due to fire or accident	<ul style="list-style-type: none"><li>▫ Venue host to display emergency procedure</li><li>▫ Fire extinguisher available (inside main entrance)</li><li>▫ First aid provision in place (behind bar)</li></ul>	<ul style="list-style-type: none"><li>▫ Phone available to contact emergency services</li><li>▫ Suitable trained staff</li><li>▫ Regular inspections of all equipment</li></ul>	Venue host	From now on	20/01/26