

# 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**

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

# Risk assessment

|                      |   |   |   |                  |             |          |
|----------------------|---|---|---|------------------|-------------|----------|
| Traffic and vehicles | Club members, general public and visitors may suffer serious, possibly fatal, injuries if struck by a vehicle | <ul style="list-style-type: none"> <li><input type="checkbox"/> All speed limits and advisory signage must be adhered to</li> <li><input type="checkbox"/> Care taken when moving vehicles</li> <li><input type="checkbox"/> Solo motorcycles must be secured using an appropriate stand while parked</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Trained drivers to only operate and secure vehicles</li> <li><input type="checkbox"/> All vehicles to be properly maintained</li> <li><input type="checkbox"/> Remind club members about speed limits and awareness of pedestrians</li> </ul> | All club members | From now on | 20/01/26 |
| Tools and Machinery  | Club members, general public and visitors could sustain injury from tool and/or machine.                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Any work carried out to any vehicle must be done in a safe and professional manner</li> <li><input type="checkbox"/> Solo motorcycles must be secured using an appropriate stand while parked</li> <li><input type="checkbox"/> Park vehicles away from pedestrian thoroughfare</li> <li><input type="checkbox"/> Care taken around hot engines and exhausts</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> All vehicles to be properly maintained</li> <li><input type="checkbox"/> Club members to be familiar with event venue</li> </ul>  | All club members | From now on | 20/01/26 |
| Fire (motor vehicle) | Club members, general public and visitors could sustain injury from fire                                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Fuel leaks on vehicles to be reported</li> <li><input type="checkbox"/> Fire extinguisher available at venue</li> <li><input type="checkbox"/> No smoking around vehicles</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> All vehicles to be properly maintained</li> <li><input type="checkbox"/> Club members to identify location of fire extinguisher at each venue</li> </ul>  | All club members | From now on | 20/01/26 |
| Noise                | Visitors, residents and general public  | <ul style="list-style-type: none"> <li><input type="checkbox"/> All vehicles to meet MOT regulations on noise</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> 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     |
|--------------------------------|--|---|--|----------------------------------|-----------------|----------|
|                                |  |   |  |                                  |                 |          |
| <b>Venue access and layout</b> | Club members, general public and visitors could stray into dangerous areas | <ul style="list-style-type: none"><li><input type="checkbox"/> Carpark entrance is clearly marked</li><li><input type="checkbox"/> Ensure suitable care is taken when using carpark (steep slope on RHS)</li><li><input type="checkbox"/> Ensure pedestrian walkway areas are used and kept clear</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Ensure venue host is aware of club members arrival</li><li><input type="checkbox"/> 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><input type="checkbox"/> Venue host to display emergency procedure</li><li><input type="checkbox"/> Fire extinguisher available (inside main entrance)</li><li><input type="checkbox"/> First aid provision in place (behind bar)</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Phone available to contact emergency services</li><li><input type="checkbox"/> Suitable trained staff</li><li><input type="checkbox"/> Regular inspections of all equipment</li></ul> | Venue host | From now on | 20/01/26 |
|                           |  |   |  |            |             |          |