



DORSET LAND ROVER CLUB

HEALTH & SAFETY



Revised 2016





HEALTH & SAFETY POLICY STATEMENT

It is the policy of this Club, insofar as it is reasonably practicable, to ensure that Health & Safety issues as applicable to the Club have been and will be properly addressed.

It is the aim of the Club to issue all relevant persons with Health & Safety information pertaining to each and every activity.

All members are to take reasonable steps for the Health & Safety of themselves and others who may be affected by their acts or omissions.

All members are to co-operate with the Club so far as is reasonably practicable to enable the Club to comply with any duty or requirement imposed on it.

All Club equipment and tools provided are to be used in a correct and safe manner.

Any member can bring to the attention of Club officials any suggestions or ideas which could improve safety and prevent accidents.

In the event of an accident or injury members should seek the appropriate medical attention and notify Club officials who will properly document all details.

Members must comply with all hazard / warning signs and notices displayed at all times.

The 'Dorset Land Rover Club Limited'

Limited by Guarantee; Registered in England No. 6541230

Registered Office: Richmond Point, 43 Richmond Hill, Bournemouth, Dorset,
BH 2 6LR

Responsibilities (Off Road)

Off Road Event Organiser

The Off Road Event Organiser is the person who has organised the particular event. If they are unavailable a suitable deputy should be appointed by any members of the committee present.

Introductory Talk: This should follow the format of the Check List for Events (Appendix 1)

Specific Risks Any areas of the site which carry a high risk of damage or possible injury should be specially marked or excluded from the permitted area of use (i.e. Black Runs or Tiger Taped Areas). This assessment should be carried out prior to the event taking place. In the event of a re-assessment occurring during the event the Organiser shall take appropriate action (ie cordon off the newly identified hazardous area)

Senior Marshals These should be appointed by the Organiser to cover each individual group of vehicles. The Senior Marshals should be of sufficient experience in the club that they are aware of safety rules and procedures. They should be wearing Yellow jackets or Tabards.

Marshals There should be sufficient marshals to ensure safety on the course. They should be made aware of their responsibilities on the day. They should be wearing Yellow jackets or Tabards.

Unsafe Behaviour This should be reported up through Marshals to Senior Marshals and to the Organiser. Suspension of the individual from the event or removal from the site is at the discretion of the Event Organiser

Rights of Way Any rights of way which are close to courses should be appropriately marshalled or cordoned off to ensure the safety of the general public.

Safety Equipment A First Aid Kit and an approved fire extinguisher should be available on site.

MSA Permit The Event Organiser must be in possession of a valid MSA Permit for the event



Responsibilities (Off Road) [contd]

Senior Marshal: Safety

Ensure that only one vehicle is permitted on a course at a time, unless specifically permitted in special regulations for the event.

Ensure that sufficient Marshals are appointed to cover the area of the course safely

Ensure that Marshals are aware of the requirement to keep the course clear of spectators and that run off areas should also be clear.

In the event of an incident the Senior Marshal should take control of the situation or request assistance from the Event Organiser.

If unsafe behaviour is observed by the Senior Marshal or reported to them by a Marshal then the event should be suspended and the offender should have the event drawn to their attention. The nature of the incident or repeated incidents may require referral to the Event Organiser for further action.

Ensure that during any recovery of a vehicle that spectators are kept well clear of the vehicles or winching equipment

Marshal: Safety

Report to the Senior Marshal the status of the area of the course for which they are responsible such that the Senior Marshal can decide to hold or release the next vehicle on to the course.

Ensure that Spectators remain in safe positions through out the event in the area for which they are responsible.

Report to the Senior Marshal any unsafe behaviour they observe by Spectators or Competitors if this cannot be immediately handled by the Marshal or is a repeated problem.

Ensure that during any recovery of a vehicle that spectators are kept well clear of the vehicles or winching equipment

In the event of an incident the Senior Marshal should be informed.



Responsibilities (Off Road) [contd]

Scrutineer: Safety

Scrutineers are those recognised by the club as being capable of checking a vehicle against the check list in appendix 2

Scrutineers are permitted to make subjective judgements as to the safety of a vehicle for a particular event. Their view is final.



Competitors: Safety

It is the competitor's responsibility to ensure that his or her vehicle is in a condition suitable for the event.

The competitor should ensure that their driving capability matches the driving skill required before attempting any course

In the event of requiring recovery it is the competitor's responsibility to ensure that the recovery can be achieved safely.

A competitor should not behave in a manner likely to put themselves or others at risk. Such behaviour may lead to disqualification from an event at the discretion of the Event Organiser.

Any instruction given to a driver by a Marshal, Senior Marshal, or Event Organiser must be obeyed.

Spectator: Safety



It is the spectators' responsibility to ensure that they remain in a safe position.

Any instruction given to a spectator by a Marshal, Senior Marshal, or Event Organiser must be obeyed.

Any children or animals must be kept under proper control at all times.

Failure to observe safety requirements may result in the spectator being asked to leave the site by the Event Organiser

Responsibilities - Shows

Events Organiser

It is the responsibility of the Event Organiser to ensure that any displays or stands are safe for the general public to approach.

Areas unsafe for the general public must be clearly and robustly marked in order to prevent access.

If the public are to be involved in any activities a prior risk assessment must be completed as per Appendix 3.

The Disclaimer must be completed by any non-club member participating in any 'event' held at a show. Appendix 4

Any event requiring Marshals must have them suitably attired in Yellow Jackets or Tabards. There must be sufficient Marshals available to ensure the safety of the Public

A copy of the Club's Valid Public Liability Insurance Certificate must be available on site.

Responsibilities (Camping on Non Registered Sites)

Event Organiser

The Event Organiser will ensure that the recommendations of the ALRC for camping at a non registered site shall be followed.

The event Organiser will ensure that a permit for camping on a non registered site has been obtained from the ALRC



SAFETY and GREEN LANING

The joy of green laning is the 'long trail', the exploration of more inaccessible bits of our country side. The spirit of green laning is one of adventure; not thrill seeking. (From the Tread Lightly Code of Practice)

It's all very well going for an adventure – indeed that's why many people buy Land Rovers to begin with. And for some of us, Dorset may be the limits of our exploration, whilst for others it might be Wales, or for yet others, Morocco and the Sahara. Wherever the spirit of adventure takes you, it's important to think about your safety, and the safety of any passengers.

TRAVELLING ALONE or TOGETHER?

Accidents and breakdowns (of the mechanical rather than the psychological variety) can happen to anyone, anywhere. Although in Dorset you're never far from 'civilisation' and can probably get a phone signal, **think carefully before going off on your own**. Are you sure of the route? Have you driven it before? It's not the part of this document to preach about regular servicing of your vehicle (that goes without saying really), but common sense should prevail, especially if you're travelling further afield. Getting stuck half-way along Strata Florida with the weather closing in and entirely on your own would not be a good plan!

- Let someone know where you're going and what time you're aiming to get back. If your plans change, let the person know!
- Don't succumb to the temptation to 'do just one more lane'... that's when Sod's Law will come into operation. **If in doubt – turn back!**
- Make sure your phone is fully charged and that you have an in-car charger as well.
- If you do get into difficulties, you'll need to know where you are in order to summon help. So at least a map and possibly a GPS unit should be considered essential!
- Even on a day out in Dorset, the weather can change rapidly – go prepared for cold and wet! A space blanket doesn't take up much space and can literally be a life saver.
- Think about doing a basic First Aid course and always carry a First Aid kit.
- Carry a tow rope and shackles – rated for twice the weight of your vehicle!
- If you choose to carry cutting equipment for lane clearance make sure you know how to use or are qualified to use it. An accident leading to sudden blood loss in a remote area can quickly transform into a dire emergency.
- Do not undertake lane clearance beyond the scope of your abilities or the capacity of your equipment, remember a tree can easily crush you and/or your vehicle; be wary of any fallen cables that might be hidden - high voltage, turn around and inform relevant authorities!
- Never attempt a water crossing if fast flowing, unsure of depth or in flood.
- In the event of a puncture always try to find a hard level surface on which to jack up the vehicle, jacks can sink in soft ground or the vehicle fall off it on sloping ground - danger of death or serious injury!

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FIRST AID

Although you hope that nothing will go wrong, accidents do happen, and so you should always carry a first aid kit – especially if you are travelling as a single vehicle. It would be well worth doing a basic first aid course if you're intending doing lots of laning, especially travelling overseas.

Recommended basic First Aid Kit Contents:

A pair of latex gloves (but make sure you're not allergic to latex!)

Wound dressings – various sizes

Non-adherent dressing pads

Eye pad and finger stall

Assorted waterproof plasters

Micropore tape

2 x Triangular bandages

Space blanket (adult size)

Laerdal resuss mask

Instant ice pack

First Aid scissors

Antiseptic wipes

Antiseptic hand wash



*Don't succumb to the temptation to 'do just one more lane'... that's when Sod's Law will come into operation. **If in doubt – turn back!***



Never attempt a water crossing if fast flowing, unsure of depth or in flood.

SAFETY AT RTV EVENTS

Everything is done to make the club's trial events as safe as possible, but all participants, passengers and spectators must remember that all forms of motor-sport are potentially dangerous. Every RTV event will have a 'clerk of the course'. It is the responsibility of this individual to make sure that the club's Risk Assessment procedure has been observed – but all individuals attending events need to take responsibility as well. Please observe and obey all warning notices, and any instructions issued by marshals or event officials. First aiders and first aid kits are present at all events – make sure you know who and where!



The first step in making things as safe as possible for all concerned is **scrutineering**. By definition, all vehicles that compete must be road legal (which means a valid MOT where applicable), but in addition:

- Vehicle must have front and rear recovery points
- Rear coil springs (where fitted) to be jubilee clipped (or similar) to prevent springs dislocating
- Steering linkages will be checked
- An additional return spring is required on mechanical throttles.
- The battery must be secured
- Seatbelts
- The hand brake must work
- The foot brake must work

Any load must be securely tied down.

Fire extinguishers are advised but not essential. The condition of the chassis, suspension and steering should be covered by MOT requirements. In the final analysis, the safety and trial-worthiness of a vehicle must be the responsibility of the driver and/or owner. It doesn't have to look good – but it must be safe!

The next step is **signing on**. By signing on (and paying your entrance fee!), you are covered by the event MSA insurance – but please note that this covers people not vehicles! Passengers are permitted in front seats aged 12 or over in hard tops and 16 or over in soft tops. Passengers (or their parent/guardian) must also sign on.

Make sure you attend (in every sense!) the drivers' briefing

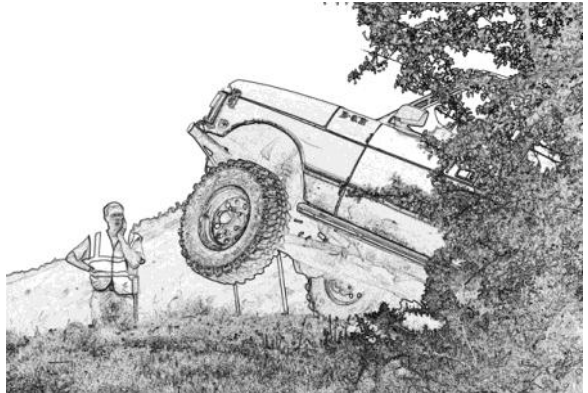


Once everyone has signed on, there is a **drivers' briefing**. It is very important that you attend (in every sense!). Key safety issues that will be mentioned will include:

- It is the driver's responsibility to assess whether or not to drive a section. There is no pressure to drive a section if you are not comfortable with it.
- Some of our sites contain bridleways/footpaths: please take care crossing these tracks and give priority to other users. Some areas might be marked as being 'out of bounds' – there will be good reasons for this, so please observe and obey any signage or barriers.
- Seat belts must be worn correctly whilst on a section. A three-point seat belt must be fitted across the shoulder as well as the waist.
- Drivers are not to start a section until they have instructed by a marshal.
- Any new drivers? New drivers are encouraged to have an experienced member to sit in with them for a least the first trial.
- The ALRC recommended speed limit is 5 mph, anyone found breaking this limit will be asked to leave.
- Marshalls are to supervise all recoveries. Keep well clear of winch-ropes, anchor points and vehicles being winched or recovered.

And for the spectators...

Be aware that vehicles might deviate from the course set for all sorts of reasons. Keep well clear, especially on steep slopes. Wearing a high-viz jacket (especially if you are taking photographs near the 'track') is an excellent idea. The club welcomes families to spectate at RTV events, but parents must keep children under control at all times – both in parking areas and around the course.



Some areas might be marked as being 'out of bounds' – there will be good reasons for this, so please observe and obey any signage or barriers.

Marshalls are to supervise all recoveries. Keep well clear of winch-ropes, anchor points and vehicles being winched or recovered.

Appendix 1

To be read at the start of every club off road event.

Check List for Events Host

Walk the courses before driving.

Drive slowly around the area, safety is important. A 10 mph speed limit covers the site.

You cannot drive the course or in the site unless you have paid and been scrutineered.

Keep children and pets under control.

Do not drive a course if you have doubts about your ability to drive the course safely.

If you are driving off road for the first time or would like advice we will get an experienced member to drive the course with you.

Ensure that you understand how to recover from a failed hill climb.

If you get into difficulties, don't move, the Marshal will get you assistance.

Get into order at the start of the courses to prevent delays.

The verdict on the score is the final decision of the Senior Marshal for the section.

Listen to the instructions you are given, if instructed to leave the course by a Marshal you must do so.

Wear your seat belts or you will be scored at ten for that course.

Smoking is **NOT** permitted within vehicles on the course.

Refuelling of vehicles is not permitted on the site.

Please return from lunch at the time called by the Senior Marshal in your group.

Please take care and enjoy your day.



Appendix 2

To be administered at the start of every club off road event.

Important information for competitors

If you wish to take part in events please take note of the following points:

1. Vehicles must have front and rear recovery points (*see addendum below*)
2. Seatbelts
3. The battery must be secured
4. Any load must be securely tied down
5. The hand brake must work
6. No passengers under 14 years (except for Tyros)
7. MOT or photocopy of your MOT must be shown (if an MOT is required for your vehicle)
8. An additional return spring is required on mechanical throttles
9. Steering linkages will be checked
10. Rear springs on coil-sprung trucks to be jubilee clipped (or similar) to prevent springs dislocating
11. Wheel spacers are not to be used
12. A 24mm, 3 strand, 8 ton tow-rope in nylon or polypropylene to be carried for recovery user
13. Fire extinguishers are advised but not essential

THESE THINGS WILL BE CHECKED

**Will vehicles please be at the site by 9.15am for scrutineering
Anyone arriving after 10.00am will NOT be allowed to compete**

RULES FOR RECOVERY POINTS DURING RTV EVENTS

The use of shackles will no longer be acceptable. This will of course mean that tow balls are the only obvious recovery point available. ALRC regulations state that they must be bolted to the vehicle (not welded) with h/t bolts 8.8 or higher. If using a standard bumper or bolting direct to the rear cross member, a 6mm min backing plate must be used to prevent bolts pulling through.

On RRC or Disco rear, the best option is a drop plate bolted in the factory position & triangulated back to the chassis legs. Rather than restrict the departure angle, the drop plate can be cut down but must retain the triangulation pieces. Whilst the fitting of tow balls to the front bumper of these vehicles can be awkward, if you have difficulties it is suggested that you phone or email the Club Chairman who can advise.

Defenders & Series front bumpers are strong enough to take a ball bolted directly to them (with backing plate), the strongest position being in front of one chassis leg. Vehicles with winch bumpers with built in recovery eyes will still need to attach a tow ball because shackles will not be allowed. Forged jate rings will be permitted (x2) with a bridle attached directly to them which has been threaded through a tow rope eye. This would have to remain attached during the trial & restrained in some way to stop it causing a danger by falling loose.

Risk Assessment - Appendix 3

Have members of the Public to be passengers signed the disclaimer?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are the Vehicles fitted with Seat belts for Passengers?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Can the terrain to be covered without the risk of a roll?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Can Passengers be safely escorted to the vehicles prior to the drive?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are there sufficient Marshals to ensure safety of members of the public waiting for rides and leaving the rides?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Is the driving course separated from the general public?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Has the course been agreed with the Show site Organiser?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Will Marshals ensure that seat belts are worn by passengers?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Is the course exclusively Off Road?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Any answer **NO** means that the Risk Assessment cannot permit the activity

Appendix 4 - DISCLAIMER

Warning

Participation in sport and leisure activities can be dangerous and despite the organisers taking all reasonable precautions, unavoidable accidents can happen in respect of which you are present entirely at your own risk.

Indemnity

I confirm that I am familiar with the nature of the activities which I wish to undertake and acknowledge those risks which are inherent therein.

I hereby declare that I am in good health, and that I am not suffering from any other medical condition or disability which might make it unsafe for me to participate in any activity organised or provided.

In consideration for being permitted to participate in activities in connection with the event organised by Dorset Land Rover & Range Rover Owners Club, I accept that I shall be solely responsible for any decision as to my fitness to participate or discontinue to participate in any activity. I understand that Dorset Land Rover & Range Rover Owners Club reserve the right to remove me from the facility or activity at any time if they consider my actions to be dangerous or detrimental to any other party.

I further agree that I shall not seek to claim against Dorset Land Rover & Range Rover Owners Club, nor their Officials, the Landowner, the promoter or other bodies or individuals connection with the activity in respect of any damage to my property howsoever caused, and whether by the negligence or breach of statutory duty of the said bodies or persons.

If the participant is under 18 years, the parent or legal guardian should counter sign the indemnity.

Name of participant .(1)

Signature:

Name of participant .(2)

Signature:

Name of participant .(3)

Signature:

Countersignature by Parent/Guardian *(for participants below 18 years):*

.....

Date:

Name of participant .(6)

Signature:

Name of participant .(7)

Signature:

Name of participant .(8)

Signature:

Countersignature by Parent/Guardian *(for participants below 18 years):*

.....

Date:

Addenda & Notes

Green Laning Disclaimer Notice

The club's organised green lane trips are led by an experienced club member. Unfortunately, we live in an increasingly litigious society, and this is why all participants/drivers on a club organised green lane trip are now required to sign a Disclaimer:

DISCLAIMER: By participating in this trip you willingly accept that neither the group leaders or Dorset Land Rover Club Ltd shall accept any liability for damage or injury to vehicle, property or person, including third parties (due to negligence or otherwise) and that if any liability should occur it shall be the responsibility of the individual participant(s) to address any claim(s) made against them

HAVE FUN



BE SAFE!

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