



british motorcyclists federation

## Events 1 Guidelines for BMF affiliated Clubs on organising Events

### PRINCIPLES

Events should promote a positive image of motorcycling incorporating

- Behaviour appropriate to the event
- Due consideration for others
- Recognition of the framework of the law

### POLICY / PRACTICE

#### **Duty of Care**

We all have a duty of care to the world at large in respect of our actions. This tends to increase in its scope when we are party to the organisation of an event; we become responsible for the control of and/or the result of the actions of others taking part in the event.

#### **Risk Assessment**

The safety of those taking part in an event and the public at large must be a prime consideration when organising events. The avoidance of damage to property of all types must be considered. The avoidance of damage to the environment must also be considered.

Whenever an event is organised, an informal risk assessment is probably carried out. However, in today's world it is a good idea to do this in a formal manner. The BMF recommend the "Five steps to risk assessment" method of the Health and Safety Executive.

- i) Look for the hazards.
- ii) Decide who might be harmed and how.
- iii) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- iv) Record your findings.
- v) Review your assessment and revise it if necessary.

A booklet "Five steps to risk assessment" produced by the HSE is available. The details appear on their website [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

#### **Liability Insurance**

The organisers of events should have suitable liability insurance cover. This has two important aspects. Firstly, it covers the persons involved against claims for negligence. Secondly it ensures that persons who suffer injury as a result of that negligence are properly recompensed.

The BMF has a Civil Liability Insurance Scheme that provides the cover most clubs need. This protection is wider in scope than most Public Liability Insurance and includes other aspects such as Member to Member cover. This is included with your BMF Club Affiliation.

### **Consideration for Others**

The effect the event could have on other people, such as those on properties neighbouring the event and in public places, should be considered and the event arranged in such a way as to keep detrimental effects to a minimum.

### **Oppressive Practices**

Practices that could be considered oppressive to sections of the community at large should be avoided.

### **Responsibility**

A specified person should be recognised as having overall responsibility for the event. This person would be the contact should any problem arise that needs resolving or adjudicating. This person could delegate responsibility for particular areas of the event.

### **Health and Safety**

It is a requirement under Health and Safety legislation that the new style accident book is maintained. The new stylebook is available from HSE books.

### **Marshals/Stewards**

An adequate number of Marshals/Stewards should be on hand to deal with the running of the event. These persons should have their responsibilities/duties defined.

### **Amenities**

Facilities should be adequate for the type of event and numbers expected. This could include toilets, washing and showering, baby care, dish washing, refuse handling, etc.

### **Emergency Services**

Depending upon the nature of the event ensure you have on site or can quickly contact any of the Emergency Services (Medical, Fire and Police) that may be needed.

### **Weather**

Make allowance for changes in the weather.

## **GENERAL NOTES**

These BMF Guidelines are produced to assist BMF Affiliated Clubs and BMF Members to organise and run events that are safe, secure and considerate. Please follow them.

Separately available on request from the BMF Membership Department are Hints and Tips that may help in the running of particular types of event. These cover the following:-

EVENTS 21 – Hints and Tips 1  
EVENTS 22 – Hints and Tips 2  
EVENTS 23 – Hints and Tips 3  
EVENTS 24 – Hints and Tips 4  
EVENTS 25 – Hints and Tips 5

Road Runs  
Notes to Accompany a Road Run  
Off Tarmac Events  
Camping Events, Club and National Rallies  
Motorcycle Shows / Exhibitions