



Military Vehicle Trust

Event Guidance

Document

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Opening Statement

The Military Vehicle Trust (MVT) wants every military vehicle owner to demonstrate their vehicle/hobby to the public and enjoy themselves doing it. Its officials and members also have a personal responsibility to consider safety and risk mitigation as the highest issue when planning an event.

All elements of your event should be considered for their risk versus impact, and suitable strategies put in place to ensure that these risks are reduced or eliminated. This is now a basic requirement of putting on an event and should not be considered as additional unnecessary work.

The MVT consider the safety of their members and the public as the highest priority, we exist to support you and your local club in putting on your events in a safe, professional and ultimately legal way. That is why this document has been produced, to help event Organisers run their events professionally and safely, whilst promoting our hobby.

Sources for this document include older versions of the MVT event safety guidelines document and also experience and observations noted during a number of previous events by its officials and members. The document also contains the latest safety guidelines from UK government and other official bodies.

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1 About This Guide and Its Aims

The guide brings together information needed by military vehicle event Organisers to help them satisfy the Health and Safety at Work Act 1974 and other associated regulations.

It will also enable Organisers to understand the needs of others concerned with events, such as local authority and emergency services with whom they will need to co-operate.

Event Organisers should seek advice from other sources and in particular consult with local authorities and emergency services in addition to this guide.

This document covers all events run by the Military Vehicle Trust members under the banner of the Military Vehicle Trust and acknowledges the fact that each event will be different and will require a particular configuration of elements, management, services and provisions.

Event Organisers should take the elements of this guideline document that are relevant to their event.

This document will be used in the event of an accident or reported 'near miss' by the authorities to see how well the event has been run and whether rules were followed or even in place.

Following this event guidance document will help you reduce risk.

1.1 Definitions

For the purpose of the Event Guidance Document the following definitions apply:-

MVT	Military Vehicle Trust
COM	Council of Management for the Military Vehicle Trust
H&S	Health and safety
DCMS	Dept. Of Culture Media and Sport
Event	The collective name used to cover rally, vintage gathering, exhibition, show, cavalcade, or any situation where exhibits are organised so as to form a presentation.
Policy	A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy
Accident	An undesired event resulting in death, injury, damage to health, damage to property or other form of loss
Incident or Near Miss	A generic term for those events that do not cause harm but which might have done so under different circumstances
Risk	A quantifiable expression of the likelihood of injury or harm resulting from a hazard
Risk Assessment	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards.
Event Organiser	The person appointed by the local MVT area secretary who is wholly responsible for organising the event.
Area Secretary	The person voted in as area secretary for the local MVT area whose members are running the event.
National Safety Officer	The representative that is either elected or co-opted to the Council of Management with a designated responsibility for H&S

Event Safety Officer	The representative of an organising committee of an event that has responsibility for ensuring the H&S of the event.
Code of Conduct	A set of clear rules by which the Military Vehicle Trust expects its members to behave when at an event. The code may be seen here http://www.mvt.org.uk/membership/code.htm
Insurance	For this document insurance generally applies to public liability insurance, unless otherwise stated in the document.
Members	Applies to all individuals who have paid to be part of the Military Vehicle Trust, and hold a membership card.
Child/Children	Young people under the age of 18.

2 Responsibilities

When an event is put on by an MVT area the ultimate responsibility for the event lies with the Area Secretary. It is their responsibility on behalf of the MVT to

- Ensure the public and MVT members are never placed in a position of predictable and avoidable risk
- Make event application on the MVT website
- Report any event/incident that may bring the MVT and its members into disrepute immediately to the COM.
- Liaise with the local authorities and emergency services and take their advice on about how to appropriately run the event.
- Appoint an event Organiser in whom the area secretary has confidence and places responsibility.
- Ensure appropriate risk assessments are completed and submitted (sample risk assessments may be seen on the HSE website)
- Ensure that the finances of the event are appropriately managed and reported back to the MVT (There is guidance on this from the MVT Council of Management)
- Ensure that all the elements of the event are appropriately insured. (The MVT provide insurance cover for approved events but only for certain types of activity.)
- Ensure that this event guidance document is followed before, during and after the event.
- Oversee that the MVT Code of Conduct is applied to the event.

3 Other Reference Documentation

The Event Guidance Document has included relevant information from the following publications, but Organisers may find additional information from these publications of assistance when organising events.

- a) The Event Safety Guide HSG 195
- b) The Purple Guide to Health, Safety and Welfare at Music and other events
- c) Regulatory Reform (Fire Safety) Regulations 2005.
- d) Working Together on Fireworks Displays. Published by HSE, HSG123
- e) Guide to Safety at Sports Grounds. Published by DCMS
- f) Safer food, better business for caterers. Published FSA.
- g) Fairgrounds and Amusement Parks. A Code of Safe Practice (HSG 175)
- h) Electrical safety at places of entertainment GS50 (third edition) published by HSE
 - i) IEE Regulations 2015 (BS7671) – Electrical Standards
 - j) The Waste (England and Wales) (Amendment) Regulations 2012
 - k) 5 Steps to Risk Assessment (HSE-IND(G) 163L 1/97
 - l) The Road Traffic Act (as amended)
 - m) BS 6465-1:2006+A1:2009 Sanitary Installations.
- n) Guide to industry best practice for organising outdoor events PAS 51:2004
- o) Civil Aviation publication CAP 722: Unmanned Aircraft System Operations in UK Airspace – Guidance.
 - p) HSE publications passenger carrying miniature railways; HSG216
- q) Regulatory Reform (Fire Safety) Order 2005, for England and Wales and Fire (Scotland) Act 2005 as amended, and the Fire Safety (Scotland) Regulations 2006.
- r) BS7909:2011 Code of practice for temporary electrical systems for entertainment and related purposes
 - s) Gambling Act 2005
- t) Data Protection act 1998 & GDPR 2018

4 Health and Safety Statement

For the MVT the public and its members safety is the key priority, it should also be so for the event Organiser. A safety officer must be allocated to the event; they should be onsite throughout the event and have a clear knowledge of the contents of this guide and the event risk assessments.

It is the Safety Officer's responsibility to ensure that the guidance laid out in this document are followed.

On all matters of safety relating to the event the Safety Officer has the authority to issue instructions to any person at the event, except the emergency services or higher Safety Officer, including the event Organiser.

5 Observance and Implementation of Safety Regulations

5.1 General

The Organiser of an event shall be responsible for all matters concerning the organisation and conduct of this event, especially the safety of the spectators, exhibitors, event officials and others including the observance of the safety provisions of this guidance document at all times. For the purposes of the MVT the area secretary will be the key person responsible for an event, it is their job to ensure Event Organiser is competent and trustworthy.

A clear written statement, signed by all parties must be in place well before any event, which should make clear who is responsible for the safety of the event. This can be incorporated in the Health and Safety policy statement.

If the event is held on a sports ground, which is any ground where competitive sports are held, regardless of size or number of spectators who may attend these events, then the 'ground management' have a responsibility for the safety of spectators at all times. It is their responsibility to ensure that the Organiser of an event has taken the required measures in order to achieve reasonable safety standards. This does not however, exonerate the ground management from its responsibility for the safety of spectators. (refer to "Guide to Safety at Sports Ground" published by DCMS).

Representatives of the local authority, together with police, fire and ambulance officers, will advise the Organiser on how to discharge their responsibilities and in certain circumstances, may require measures to be taken in order to achieve reasonable safety standards. This does not, however, exonerate the Organiser from the responsibility for the safety of spectators.

Event Organisers should consult local emergency services and the local authority if appropriate prior to the show.

Should an event occur that may bring the MVT or its members into disrepute then this event must be reported immediately to the council of management for further escalation if required.

5.2 Event Safety Officers

The Organiser must appoint an Event Safety Officer, to provide competent advice in safety related matters, and focus solely on the issue of show safety.

The Event Safety Officer may wish to appoint a competent assistant/s should the size of the event deem it necessary.

This person or persons must be given a detailed job description clearly identifying the functions and authority of the post.

It is essential that the Event Safety Officer is neither given nor takes on additional duties during the event which reduce that person's effectiveness in the principal role.

Requirements for an Event Safety Officer:-

- a) **Competence** - A person will be regarded as competent for the role when that person has sufficient training and experience to be able to meet the requirements of the role. It is advisable for all Event Safety Officers to attend a training seminar where relevant tuition is given.
- b) **Status** - On event days, they must be able to enact his or her role in the chain of command, in relation to all staff and safety personnel, and where applicable, in relation to representatives of the emergency services. On non-event days, the Event Safety Officer should also be regarded as the principal adviser to the Organiser on all related safety issues.

c) **Authority** - On event days, an Event Safety Officer should have the authority to make safety related decisions without having to refer to the Organiser.

d) **Accountability** - An Event Safety Officer should be accountable to the Organiser to whom the right of direct access is essential.

e) **Identification and communication** – The Event Safety Officer must be easily identifiable. A high visibility jacket or tabard must be worn, armbands or badges are not considered acceptable. An indication of his or her role on the front and back of the jacket or tabard would be appropriate. The Event Safety Officer must be in contact with the Organiser and control point at all times by radio or mobile phone.

5.3 Staffing

Organisers have a responsibility for ensuring that marshals and section controllers receive sufficient training to enable them to carry out the duties and the responsibilities assigned to them before the event takes place.

It is the responsibility of the Organiser to ensure that sufficient staff are on duty during the event and cover for meals etc. is taken into account. The term sufficient depends on the numbers attending, the complexity and the location of the event.

Staff should be provided with high-visibility jackets or tabards. Armbands are not considered sufficient as it is very important that all staff should be easily identifiable.

In large events, the use of hired security staff is recommended to help with the control and safety of the spectators. Any security company used should be strictly vetted prior to engagement for the event and be a Security Industry Authority approved contractor as specified in the Private Security Industry Act 2001. These providers must provide their own insurance documentation prior to the event.

It is advantageous to have a supply of 2-way radios so that staff can be contacted/instructed if required.

5.4 Training

The Organiser is responsible for the training and competence of all persons involved in the event.

All persons involved should receive a written statement with duties and plan showing all the key features of the event.

They should receive briefing prior to the event, particularly about communicating with the Organiser and others in the event of an emergency.

All persons should have knowledge of:-

- the layout of the site in order to assist the public by giving information about available facilities, remembering the needs of people with disabilities.
- the emergency contingency plan, spectator's safety policy, event safety policy.
- first response first aid (see section 12.3)
- first response basic firefighting.
- the arrangements for evacuating the spectators from area of incident.

And be competent in the following to perform their duties:-

- ensure that no overcrowding occurs in any part of the event, especially at entrances and in marquees
- keeping gangways and roadways clear at all times so that emergency vehicles can get to the scene of any incident quickly.

- communicating with control centre in the event of an emergency including coded messages (if used) and undertaking specific duties in an emergency.

5.5 Training records

The Organiser should keep a record of all training, including the name of the instructors, persons receiving the instructions and the nature of the instruction, training or drills and the dates attended.

5.6 Risk Assessment

The Management of Health and Safety at Work Regulations (as amended) makes amongst other things, requirements for risk assessment.

Regulation 3 – requires that every employer shall make suitable and sufficient assessment of:-

- a) the risks to the Health and Safety of his employees to which they are exposed whilst they are at work.
- b) the risk to the Health and Safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

It also states that the risk assessment must be reviewed by the employer if there is:-

- a) a reason to suspect it is no longer valid or
- b) significant change in matter to which it relates.

Where the employer employs 5 or more persons he must record:-

- a) the significant findings of his assessment and
- b) any group of his employees identified by it as being especially at risk.

Whilst most workers at MVT events are volunteers, it should be assumed that these volunteers be treated as employees in terms of writing risk assessments.

The decision of the MVT is that Risk Assessment should be carried out not only to meet our statutory obligation but also to fulfil our duty of care and responsibility. To assist the Organiser in this difficult task, a check list has been included in the code so that the Organiser can easily identify areas that could possibly give rise to concern.

The MVT National Safety Officer cannot give a definitive answer to whether a particular situation is “at risk” or not. Every event and site will have to be examined by the Organiser, and the necessary steps taken to minimise the risk of injury to people (and damage to property.)

An assessment of risk is nothing more than a careful examination of what could cause harm to people, so that an assessment can be made as to whether enough precautions have been taken or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

Here is some guidance from the government on what to look for with a risk assessment.

STEP 1 (Look for hazards)

If you are carrying out the assessment on your own, walk around the site of the event and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards which could result in serious harm.

STEP 2 (Decide who might be harmed and how)

Think about people who may not be on site all the time, visitors, members of the public or people you share your site with, if there is a chance they could be hurt by your activities.

STEP 3 (Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done)

Even after all precautions have been taken, usually some risks remain. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low. First ask whether legal requirements have been met. Then ask yourself whether generally accepted standards are in place. But don't stop there – think for yourself because the law also says that you must do what is reasonably practicable to keep your event safe. The real aim is to make all risks small by adding to your precautions if necessary.

If you find that something needs to be done, ask yourself:-

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

STEP 4 (Record your findings)

Write down the most significant hazards and record your most important conclusions. There is no need to show how you did your assessment, provided that:-

- A proper check was made.
- You asked who might be affected.
- You dealt with all the obvious significant hazards taking into account the number of people who could be involved.

The precautions are reasonable and the remaining risks are low.

ASSESSMENTS NEED TO BE SUITABLE AND SUFFICIENT, NOT PERFECT. THE REAL POINTS ARE:-

- Are the precautions reasonable?
- Is there something to show that a proper check was made?
- Documentation - keep the written document for future reference or use, it can help you if an inspector questions your precautions, or if you become involved in any action for civil liability. It can also remind you to keep an eye on particular matters. It helps to show that you have done what the law requires.

STEP 5 (Revise your assessment from time to time and revise it when necessary.)

It is good practice to review your assessment from time to time. Don't amend your assessment for every trivial change, or still more for each new activity, but if a new activity introduces significant new hazards, you will want to consider them in their own right, and do whatever you need to keep the risks down.

I also think it should be made very clear that the events team are for that event & preparation regarded by the MVT in the same light as employees for Health and Safety purposes.

Getting Help

In the unlikely event that you feel unable to assess a risk, your first point of contact should be the MVT COM.

5.7 Event Safety Officers Reports for MVT events

Event Safety Officers will within 21 days after an event submit to the MVT National Safety Officer an Event Safety Officer's report so that we can collate information for the benefit of future events through modifications to this event guidance document.

This reports may be used by the MVT in assessing any complaints or dealing with any problems arising out of the conduct of the event. It will also be taken into account when considering any subsequent applications for MVT grants.

5.8 Safety Training Seminars for Event Safety Officers

In order for an Event Safety Officer to demonstrate competence it is advisable to have attended some recognised Health and Safety Training which could be organised by Local Authorities or other recognised organisations. The MVT COM will help with this.

5.9 Event Spot Checks

The MVT COM must exercise an appropriate level of due diligence in the discharge of its obligations.

The MVT COM is not required to be present at every event however; it may choose to carry out periodic unannounced checks to ensure that the Event Guidance Document is being properly implemented.

A register of spot checks will be kept by the National Safety Officer.

Persons carrying out spot checks on behalf of the MVT are given authority to approach Organisers at any event they are visiting if they believe that the Event Guidance Document is not being, or will not be, complied with.

A formal notification of an issue will be recorded and given to the event Organisers for their comments. This will be sent to the National Safety Officer

5.10 Failure to comply with the Event Guidance Document.

The MVT reserves the right to withhold support for events that are not organised in accordance with the Event Guidance Document.

Failure to submit an Event Safety Officer's Report or to comply with recommendations made during an MVT advisory visit will require a full explanation and future applications for authority and support will receive close scrutiny.

If an event receives a non-compliance report the Organisers will have to produce evidence that steps have been taken to prevent the recurrence of the reason for the non-compliance notice being issued. Otherwise no further support will be granted.

If the MVT takes the step of refusing to support an event on the grounds of Health and Safety, it reserves the right to advise the Health & Safety Executive of the refusal and the reasons for such refusal.

6 Date and Location of Event

Event Organisers must give due consideration to other events taking place both nationally and locally which may have an impact of the viability of their event and any other similar events.

Identify a date that is suitable for the event and an appropriate location

Once these key elements have been decided then your area secretary must notify the MVT via an online form (<http://www.mvt.org.uk/area-requirements/mvt-event-notification.html>). By completing this (and some other requirements) will allow you to have the following support from the MVT -

- Cover from the MVT events insurance
- Allow you to apply for an MVT event grant
- Possible event sponsorship
- Get best practice guidance on how to run an event
- Be compliant with Health and Safety regulations
- Be put in the MVT event listings
- Placed in the calendar in Windscreen Magazine

7 Selection of Event Location

7.1 Type of Location

The suitability of a location is defined by the following criteria

- Accessibility – Is it readily accessible by the types of vehicles that you are expecting at the event.
- Ground – Is it greatly affected by wet conditions? Will it withstand the type of traffic/footfall you are expecting? Are there any issues with re-instatement, potential damage to ground must be discussed with the landowner prior to the event taking place and a clear re-instatement policy be in place.
- Underground – What utilities/pipes/wiring runs under the location? What strategies are in place to avoid them
- Overground – Overhead wires are a potential risk for larger vehicle and antennae. Overhead wires of any form must not run through an arena.
- Livestock – Are there any animals nearby that may be affected by loud bangs
- Roadways – Are there any roads near your event, do not place items/displays near the road that may cause drivers to be distracted.
- Public right of way – What public rights of way run through your event?
- Neighbours – Events must be respectful to local neighbours in terms of noise and light pollution.
- Cost – How much the land going to cost to hire.
- Surface – A smooth surface is desirable to avoid trip hazards (for which you may be liable), avoid ruts, soft patches, soggy and slippery areas
- Gradient – A slight gradient is desired in terms of draining land, however this brings the risk of vehicles running away without chocks, ensure vehicles are chocked if required.
- Size – There is no minimum recommended size for an event or arena, however it must be a suitable size to include all of the elements of the event including public parking. Size should be included as part of a risk assessment.
- Fire - The Organisers should consider very carefully the location of the site and ascertain the nearest fire hydrant and other water supplies prior to the event, so in the

case of an emergency, these can be given to the emergency services on their arrival to save valuable time.

7.2 Condition of the Event Location

It is recommended that Organisers should carry out a detailed risk assessment of the site at the early planning stage and inspection of event location with the site owner, and again immediately prior to the event.

A careful note and photographs should be taken of any defects in the surface of the field. This inspection will help to validate the arrangements for the event and minimise any claims for damage alleged to have been caused by the event.

During the event the ground condition and weather should be continuously monitored to ensure that the surface remains safe and that the risk is reduced. Event Organisers must be clear as to the criteria required to make the decision to cancel an event due to weather.

7.3 Site Layout

Event layout includes but is not restricted to consideration of -

- The arena
- The exhibit area military, civilian or mixed
- Other attractions
- The need for the public to circulate freely
- Camping
- Car parking
- Unloading
- Safety distances
- Entry and egress of emergency vehicles
- Overhead wires

An event layout is very important for numerous reasons including

- Safety
- Enjoyment
- Practicality of display
- Vehicle routes (particularly to and from arena)
- Pedestrian routes
- Refreshment areas
- Toilets
- Refuse points

Thought should be given to interactions between items, particularly tents. If it is a limited size of location then careful consideration should be given how many stalls, exhibitors, re-enactment groups etc. you can have. This should be planned early on in the event.

7.4 Drawing of Site Layout

It is advisable to have a drawing of the basic event layout identifying all areas including exhibitor areas, emergency exits, roadways etc. for several reasons:-

- To have a record for future events
- As a guide to send marshals to any incidents
- Useful to place into a programme for the public
- Offers a discussion document with emergency services
- Allows the event landlord to comment on possible issues
- Easily identifies potential issues with event layout

8 Car Parking

Large numbers of people attending your event will arrive by car and coach, adequate and well signed space must be allocated for parking.

The car park(s) need not be part of the event field but should be nearby and with ready access, avoiding crossing any busy roads where possible.

Where possible, the entrance and exit should be separate.

It is recommended that this aspect of the event be discussed with local police at an early stage, to avoid problems of congestion on the public highway.

It should also be situated so that the ground is as firm as possible.

Organisers must ensure that access to the car park is also controlled/marshalled to avoid congestion on the public highway.

"Blue Badge" parking areas should be considered.

Car parking will require competent, trained, marshals and suitable facilities.

Pedestrians should be segregated where ever possible from moving vehicles.

When admission to and from the event field is controlled, it is desirable to issue "pass-outs" to permit spectators to return to their cars without financial penalty.

If the event is busy it may be necessary to consider actually directing each car to its space to ensure the maximum number of cars are parked safely. This should be done by a suitably trained and insured third party.

9 Entrances to Your Event

It is important that entrances to the location through which exhibitors, re-enactors, stallholders and Organisers have to pass should be hard, paved if possible and so constructed that changes in weather have minimum effect.

These should be separate where possible from the main public entrances.

Entrances should have a minimum width of 4.0m and this must be increased if the access is not straightforward.

These entrances should be supervised by trained marshals.

Marshals should also ensure that the road is kept clear of mud and debris and provision made for any clearing up. A discussion should be had with the police or Highways Agency on how to control the movement of traffic on and off the event site.

All events run by the MVT should have a disclaimer notice on all the entrances to their events with the following wording

This educational event shows the impact and consequences of war, which may cause offence or distress. Please ask the exhibitors to find out more

10 Event Layout

10.1 Stalls

Stallholders should be allocated a clearly marked area of land in which to operate. Ideally using grass paint rope or markers.

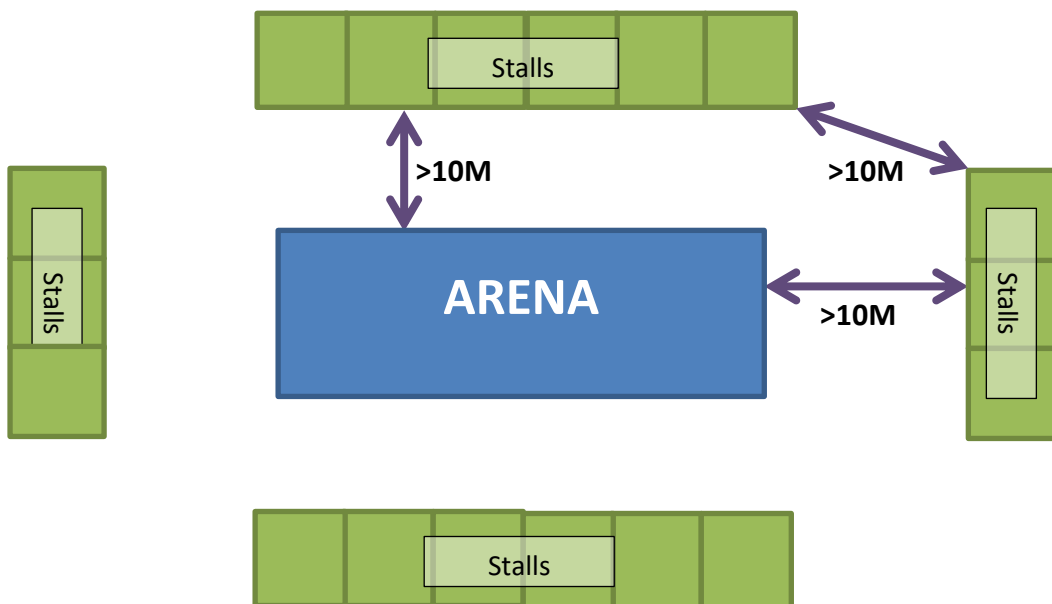
They must provide a valid public liability insurance certificate. Providing they are insured and have provided their own valid insurance document stallholders are responsible for the safety of the public within that marked area of ground. They are responsible for safety distances between neighbouring stallholders and any fire risks that may exist.

If the stall is particularly risky with respect to fire then a fire risk assessment should be required as well.

If stalls are near to the arena the gap between the stalls and the edge of the arena must be no less than 10m to allow emergency vehicles to pass through easily.

There must be at least two gaps between stalls and the arena of more than 10m to allow for entry and exit of emergency vehicles.

Example of a stall layout with safety distances around an arena, might be



10.2 Arena

The arena is one of the highest areas of risk for event Organisers. To ensure the safety of the Organisers and the public these guidelines are particularly important.

The arena should be built to be as large as possible in the area provided ensuring a maximum amount of room for vehicles and displays to move around.

Vehicle drivers must be advised to keep away from the edge of the arena where possible.

Vehicle drivers will be required to maintaining slow speeds in the arena, unless independently insured and experienced otherwise.

The border of the arena must be double fenced by high visibility orange fencing or sheep netting.

The gap between the two fences must be no less than 2 metres at any point all the way round including the entry and exit borders.

Public pedestrians will not be allowed in the arena at any time.

Signs reading “Danger do not cross” should be placed on the inside fence facing outwards every 20 metres.

The purpose of the high visibility double fencing or sheep netting is as follows

- To allow PA cabling and speakers to run around the arena.
- To provide a safe space for marshals to patrol preventing anybody climbing over and into the arena
- To make it difficult for any member of the public to stray into the arena.
- To provide warning to watching public should a vehicle lose control and leave the arena, a 2 metre gap should the minimum.
- To allow people to clearly see the “Danger – do not cross” signs, attached to the inside fence facing outwards and placed every 20 metres.
- To give marshals and vehicle drivers some warning that somebody is crossing into the arena.

The entrance/s to the arena will also have their edges double fenced with at least a 2m gap.

The entrance sides must be funnelled outwards from the arena for 9 metres.

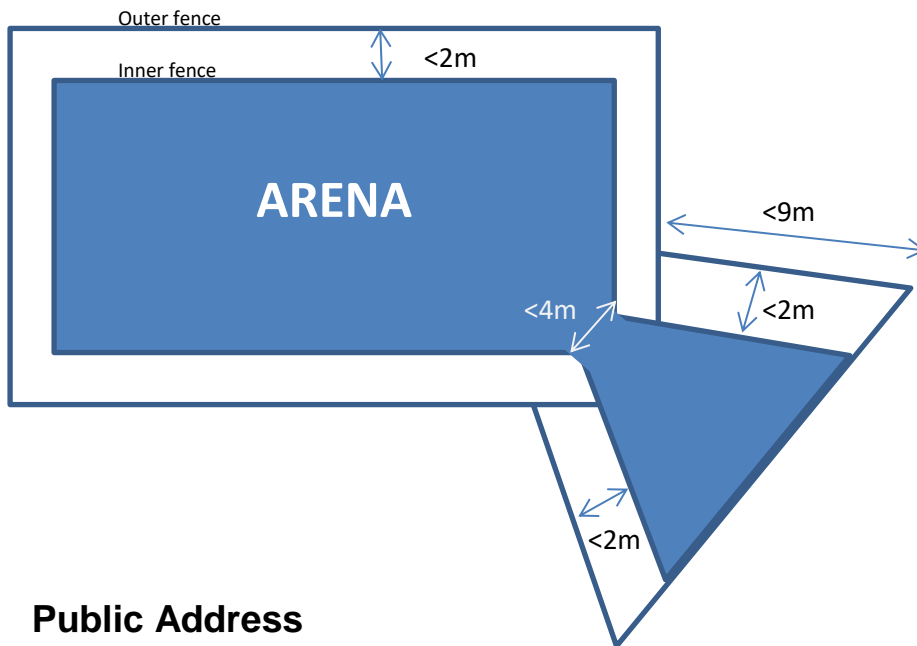
Members of the public will not be allowed into the funnelled area anytime whilst the arena is in use. Marshals will be trained to ensure this happens.

A rope/fence must be used to seal off the arena at the entrance. When the arena is in use the rope/fenced should be manned by at least two arena marshals, ensuring nobody wanders into the arena accidentally.

Entrance to the arena must be no less than 4 m wide at its thinnest point.

There must be no overhead electrical wires running through the arena. It has been proven that any smoke from pyrotechnics can cause electricity to jump.

Example of an arena



10.3 Public Address

An effective public address system is essential and must be capable of delivering emergency announcements to the whole site. Space should also be allotted for a commentator's stand or box commanding a good view of the arena, its entrances and exits.

The commentator must have a script to read in the event of an accident to ensure the crowd remain compliant as the issue is dealt with.

10.4 Walkways

There are a number of walkways around the event including

- Gap between stallholders and arena
- Gap between the ends of the stallholders lines.
- Gap between the military vehicle display areas

These walkways are all at least 10m wide to ensure the easy movement of emergency vehicles specifically fire engines, around the event.

If your venue has existing roadways, these should be kept free.

10.5 Tentage and Camping

A number of exhibitors will be living in their vehicles or camping and you may allow visitors to bring caravans or tents when attending and adequate facilities must be available.

Due to the risk of fire with caravans and tents, because of cooking and heating, it is recommended that all units be spaced at a minimum of 6 metres apart.

10.6 Food outlets

Space should be provided for refreshment and catering stands as these are areas where people are likely to congregate.

10.7 Toilets

Adequate toilet facilities must be provided for the expected number of visitors and exhibitors.

Toilets must be located around the event to ensure that individuals have a minimum distance to travel to get to a toilet where ever they are at the event.

Provision for disabled toilets must be made.

Toilets must be kept clean and hygienic throughout the event with a provision for ongoing cleaning if the event lasts for more than one day.

A disposal point for chemical toilets must be provided if camping/caravanning is available on site.

11 Safety at Events

11.1 General

Military Vehicle events are inherently risky and have the potential to cause harm, particularly with vehicles moving around amongst the public.

Event Organisers must take all reasonably practicable precautions to protect exhibitors, traders, the public, and others affected by their event. These precautions must be recorded in a serious of risk assessments.

11.2 Responsibility

Every event Organiser is responsible for the organisation and safe conduct of the event, and delivers that level of safety through the event by a dedicated Event Safety Officer.

The Health and Safety at Work Act 1974 requires a written Safety Policy where more than five people are employed. This must describe the organisation and arrangements for the safety of employees and others who may be affected by the event.

As far as the MVT is concerned event Organisers are considered as employees and will be treated as such specifically for this event and its preparation.

The person signing this document has overall responsibility for its implementation and therefore must be a person with authority to make decisions as the need arises.

Event Organisers have a duty under Section.3 of the Health and Safety at Work Act to operate their undertaking in such a way that non-employees are not harmed.

Other duties are placed on employers under Management of Health and Safety at Work Regulations. (E.g. A written record of Health and Safety Management Arrangements implemented for the safe running of the event).

11.3 Notices

Suitable notices should be displayed at any place where a special hazard might exist. The display of notices serves only as a warning and in no way absolves event Organisers from their general duties.

11.4 Competent Persons with Displays

All displays and exhibits must be in the care of competent persons at all times. Traditionally, a competent person has been understood to be a person who has such theoretical and practical knowledge and actual experience of the type of machinery, plant, display over which he/she has control or charge. In the case of a group of re-enactors the point of contact will be pre-designated and this person used as the only communication channel to ensure a consistent message.

Vehicle owners, stallholders, exhibitors and other experts at the event must all be suitably insured, and have risk assessments where necessary.

Tracked vehicle drivers must be familiar with their vehicles and should hold a valid H licence if they wish to drive at the event.

Organised static displays must have their own independent risk assessment and suitable safety document. They must also provide their own valid public liability insurance certificate. This must be available for submission to the MVT Council Of Management 2 weeks prior to the start of the event.

11.5 Spectator Safety

Competent, trained and supervised marshals should be provided to control the general public and ensure their safety.

The event Organisers must be aware that some exhibits may be permitted to move around the event field and the safety of the public etc. must be considered paramount at all times.

Marshals should be trained to

- Ensure all the public have a fun and safe event
- Manage safe vehicle movement
- Be vigilant for contraventions of the MVT code of conduct
- Ensure that all safety guidelines are being followed
- Look for potential risks and either deal with them or report them
- Understand the reporting process for identifying risks
- Prevent the public from getting into the arena
- Ensuring that the vehicle owners are suitably behaved
- Advising on where things are.

Organisers should be aware of and exercise their duty of care to everyone (including trespassers) on the event field.

11.6 Marshal Training

The MVT recommend that to ensure good practice and behaviour by all of the event marshals they should hold a marshal training event, or join training with another event.

People volunteering to marshal at the event should attend a training session. The purpose of this is to

- Get the marshals to know each other
- Reinforce the safety message of the event
- Train key safety skills to potential marshals
- Ensure a consistent approach throughout the event
- Give something back to the volunteers who work hard at the event
- Give marshals the opportunity to understand the real risks that large military vehicles present.

The training could consist of

- Vehicle marshalling
- Fire prevention and first response
- Basic first aid first response.

MVT recommend that volunteers who attend the training should wear a high visibility vest during the event, clearly marking them as trained marshals to anybody watching and Organisers.

This will also serve as an opportunity to educate marshals at the event about the approach you want to take and how to treat the public during the weekend.

11.7 Vehicle Movement

Vehicle Drivers

The MVT does not in any way condone or encourage dangerous driving or any driving that does not give due consideration to the age or condition of the vehicle.

Any breaches in relation to vehicle movement and the Code of Conduct should be recorded in the Event Safety Officers report and forwarded to the National Safety Officer for review and potential action from the COM.

Drivers and crews must be competent persons, they should be briefed as to the safety precautions which have to be taken, and clearly instructed regarding the events in which they are to take part.

Drivers should have passed the driving test and be insured to drive the vehicles that they are in. Tracked vehicle drivers should be familiar with their vehicles and hold a suitable H licence to do so.

All vehicle movements must be kept to a minimum. Leaving or arriving at the event or moving towards an activity.

All drivers should take particular care when starting from rest to ensure that nobody is likely to be injured. This may seem obvious, but crew members and interested members of the public have been known to get beneath vehicles for detailed examination, photography etc. or may be leaning against the vehicle.

It is the responsibility of the Event Safety Officer to assess whether a person is competent to drive on the event site and in particular the arena.

Drivers should move very slowly when travelling in or through any area to which the public has access. Audible signals of approach should be given as necessary.

Vehicle drivers at shows must be at least 18 with a licence for more than one year, they must also be insured on the vehicle they are driving.

Young drivers taking vehicles into the arena must be insured and have at least 3 years driving experience before entering the arena.

Drivers under marshals will follow the guidance of the marshals without question, leaving them responsible for the safety of the vehicle and the public.

All movement within the event should get the permission of a marshal prior to moving off.

Drivers are all required to follow the MVT code of conduct whilst at the event.

Event organisers must take into account overhead cables, trees and overhanging buildings when moving high vehicles.

Speed Limit

A Speed limit of 5 mph should be in force at your event. This may be enforced by any marshal.

Signs should be placed regularly around the event to remind drivers of this, and make this clear to the public also. Drivers should be reminded of this prior to, and arriving at, the event and when they arrive.

Passengers

Passengers should only be carried on vehicles in positions that were designated as seating positions when the vehicle was made.

The number of children carried in vehicles should be kept to a minimum.

No children should ever be carried in a vehicle in the arena unless approved by the Event Safety Officer.

Tank/vehicle rides

Event Organisers and members are not permitted to offer such rides for reward at an event. They may only be offered by an organisation (sole trader, Ltd Co, Partnership etc.) with appropriate PLI and risk assessment.

11.8 Arena Parade

The parade, in which most vehicles take part, gives the commentator opportunity to explain the differences in design and use of individual vehicles, and to give a short history of their working lives.

At its conclusion vehicles may leave the arena, or alternatively, form up en-masse. If photographers are allowed into the arena, during this period there must be no vehicle movements.

Any arena event must minimise the risk of collision.

When arranging events it is essential: -

- that no individual event drags on for too long
- that successive events are dissimilar from each other
- that events follow each other in the arena without prolonged gaps
- the arena is of an acceptable size for both entrants and spectators to enjoy

11.9 Arena Timetable

Entrants and Organiser should agree, before the start of the programme, the events in which they will participate. Event Organisers should respect the wishes of vehicle owners that do not wish to take part in show activities.

It is essential that clear and accurate information is conveyed over the public address system, which should be readily audible to arena spectators. Constant liaison between commentator and arena marshals is essential.

11.10 Generators

The use of generators by Organisers, exhibitors and campers should be discouraged as they bring with them a significant number of risks. Where possible outside contractors should be used to site and run generators, this mitigates the event organisers risk. However we understand that sometimes they have to be used to put on an event.

With this in mind MVT event organisers using generators must follow the guidelines below, and do their best to ensure others using generators are following the same rules.

Event Organisers are responsible for making the users of generators aware of their responsibilities.

Event organisers and users of generators should be informed of the following guidelines for the use of generators -

- Generators should be fully fenced off all the way round at least 1m from the generator
- Fuel for the generators should be stored more than 10m from the generator, in a suitable fuel holder/jerry can
- Generators should use earth spikes at all times, the spike must be within the fenced area
- A fire extinguisher will be placed next to the generator at all times
- Generators will not be used inside tents and must be at least 2m distance away from any tents
- Noisy generators should be switched off by 23:00 for the comfort of other campers
- Fumes should be vented away from any seating or sleeping areas.
- Cables running from the generator should not represent a trip hazard and should either be cut into the ground or suitably protected.
- Cables must not cross specified roadways.

Marshals should be trained to look for the use of any generators and if so check that they are in use under the guidelines.

Guidelines for the use of generators should be included in all vehicle, re-enactor and stallholder welcome packs.

11.11 Provision of Drinking Water

A clean wholesome supply must be provided in adequate quantities to satisfy camping, toilet handwashing facilities and catering units.

11.12 Sanitation on the Event Field

“BS 6465-1:2006+A1:2009 Sanitary Installations” gives guidance on use of portable toilets at events. It should be consulted to ensure all necessary provisions are made.

Organisers should ensure adequate provision of toilet accommodation for the number of people expected and consider their location, access, construction and signage. Toilet accommodation should not be situated in the vicinity of food stands.

Where temporary sanitary accommodation is required, individual self-contained flushing or non-flushable units should be used.

Appropriate sanitary accommodation should be provided for wheelchair users.

Sanitary conveniences should be regularly serviced to ensure that they are kept clean and hygienic.

A sufficient number of attendants should be provided for this purpose and to prevent misuse.

It is strongly recommended that the Organisers contract the provision of the sanitary requirements to a licensed "Waste Management Company" who will comply with the latest regulations not only in removal of waste but also in disposal of the waste in a sustainable way.

Ideally, sanitary conveniences should be connected to the main drainage system and use can be made of mobile caravan type toilet units that connect directly into the sewage system.

Suitable arrangements should be made for emptying the tanks of these units on a regular basis to prevent overflowing.

A chemical toilet emptying point must be provided if camping or caravanning is allowed at the event. This must be clearly signed to prevent the misuse of the cleansing facilities for temporary sanitary accommodation.

11.13 Funfairs, bouncy castles etc.

Activities such as funfairs, including bouncy castles, must be provided by credible organisations that are traceable and provide valid public liability insurance two weeks prior to the event commencing.

The Organiser of 'funfair' type attractions must be an organisation (sole trader, Ltd Co, Partnership etc.).

The Organiser of 'funfair' type attractions should also be able to provide a valid record of inspections where appropriate.

Event Organiser must submit name of organisation and copy of public liability insurance to the MVT COM at least two weeks before event commences.

Further guidance on using funfairs and bouncy castles and other similar attractions may be found on the HSE website - Fairgrounds and amusement parks: Guidance on safe practice HSG175.

11.14 Models, including drones and mini tanks

Radio controlled models, such as tanks and aircraft, drones and including mini tanks do pose their own risks to the public. Risk should again be assessed and any identified controls implemented.

Remote controlled model displays and drone pilots must be covered with suitable public liability insurance and operate as their own separate organisation, covered under their own risk assessment.

Owners of mini-tanks offering rides must be covered under their own insurance, and must fully risk assess all activities and declare these more than two weeks before the event.

Drone pilots must have suitable CAA licences to operate in public areas. Further guidance on this may be found from Civil Aviation publication CAP 722: Unmanned Aircraft System Operations in UK Airspace – Guidance.

Models are an attraction to all visitors, they must be contained within a full safety barrier that ensures people cannot walk close to them as they are moving.

A model railway, giving rides, should be sited away from areas where pedestrians might be tempted to cross the track. This should also be covered by its own public liability insurance held by a separate entity to the event Organisers.

The model railway and mini tanks should be fenced and notices should be prominently displayed warning the public to keep off the track.

Because of the size of minitanks and that they are driven by untrained individuals, mini tank arenas must be double fenced with high visibility construction netting or sheep netting, with at least one metre gap between the two fences.

The two entrances (inside and outside fences) for a mini-tank arena must be dog legged so as not to present a straight route out of the arena.

Mini tanks must have a provision for the operator to be able to cut the engine and bring a tank to a halt easily and quickly, overriding the driver.

Steam models must provide certification for their steam boilers

Two information sheets are available from the Health and Safety Executive entitled "Passenger carrying miniature railways; HSG216"

Model tents are often an added attraction, but must be part of a risk assessment.

A marshal should be made responsible for any model tents and be able to take charge should an emergency occur.

11.15 Battle re-enactments

Battle re-enactments are popular at larger events. The MVT is not insured to run any form of battle re-enactment. Therefore any battle re-enactment event must be run by an external competent individual/organisation who reports to the Event Organisers and has appropriate insurance.

The battle re-enactment Organiser may not be representing the MVT whilst organising the a battle.

Battle re-enactment Organiser must be an organisation (sole trader, Ltd Co, Partnership etc.). The battle for both sides must be headed up by one nominated representative, the battle manager, who is suitably qualified, insured and experienced in running a safe battle. The battle organiser must evidence that they are suitably insured and is the key person responsible for running the battle on behalf of the MVT.

Battle re-enactment Organisers must be qualified with the necessary qualifications to manage, run and insure a battle completely.

Prior to the battle taking place a battle briefing must take place, attended by all re-enactors, vehicle owners etc. involved and headed up by the battle manager. Representatives from the event organisation team, such as the safety manager, should also be present. All attendees must evidence that they are clear on the battle plan and sign to confirm that they will stick with the agreed plan.

No pyrotechnics or ammunition may be purchased by an officer or member of the MVT and refunded. Purchases made by Trust members or officers could be argued to bring liability

MVT members and event Organisers must not donate their own pyrotechnics or ammunition to an organisation for a battle re-enactment. This will make them potentially liable if something goes wrong.

Event organisers should ensure that the use of a blank firing mortar comes with its own risk assessment, as these are known to be high risk.

Event Organisers must submit name of organisation and copy of PLI to the MVT at least two weeks before event commences.

Battle re-enactments should not take place near or around overhead electricity cables.

11.16 Arena Pyrotechnics

Pyrotechnics represent a potentially high risk threat to the public and so must be considered by the Event Organiser with extreme caution. Whilst this type of display can enhance any event the Organiser needs to realise the higher risk it possess and that it requires additional time, resources and documentation to meet this higher risk and to accept their additional responsibilities as Event Organiser.

All pyrotechnics must be handled, stored and managed only by trained individuals who are insured and trained to work with pyrotechnics.

When pyrotechnics or fireworks are part of the event, the proximity of livestock, crops, neighbours and public rights of way as well as the potential impact of noise should be assessed.

All pyrotechnic displays must be carried out by a contracted professional company whose employees can demonstrate to any Organiser certified qualifications and membership of an appropriate association such as the British Pyrotechnics Association.

The people organising the pyrotechnics will consider the following areas when assessing any risks at an event and must demonstrate to the Organiser a detailed understanding and documented plan for each:-

- Licensing and notification requirements
- Types of pyrotechnics
- Effects required
- Transportation
- Rigging techniques
- Safety distances
- Site design, ground conditions and safety of spectators

- Firing methods
- Fallout considerations
- Misfires
- Disposal
- Post display area safety inspection

The Event Safety Officer will liaise with the head of the team organising the pyrotechnics to ensure the requirements of the pyrotechnics team are met.

Only when final agreement is reached will the display commence. At any time, the Event Safety Officer should be able to stop the display if it is becoming dangerous or out of control.

It is a requirement that all risk assessments, certificates of Insurance and proof of competency beheld by the Event Safety Officer more than two weeks prior to the event.

Strict emergency procedures should be followed if explosives are used in the display, then prior warning must be given to spectators verbally and over the public address system. Warning must always be given to the public prior to any loud bangs.

Ground based pyrotechnics should be used in the centre of the arena in an area clearly marked when the pyrotechnics are laid.

When pyrotechnics are live the Event Organiser must have a way of informing all people in the arena when they are live, such as a flag.

When the arena is clear of pyrotechnics the Event Safety Officer will be informed and he/she will declare the arena safe.

Positioning of pyrotechnics must be such to meet all necessary safety distances.

It is easily possible for smoke from a pyrotechnic rising into an overhead electrical cable/s can cause the electricity to jump. There pyrotechnics must not be used near overhead electricity cables.

11.17 Blank Ammunition

All blank ammunition will be used by suitably trained, experienced and insured re-enactors, they are expected to manage their own safety and risk assessments.

Blank ammunition must not be bought by event Organisers and donated to re-enactment groups. Groups must by their own ammunition.

Individuals with blank ammunition must store it in a locked secure environment and carefully manage who has access to this ammunition

11.18 Cadets and other local groups

Cadets and other local groups should be welcomed to help out at your event.

Cadets and other local groups must be covered under their own public liability insurance and are required to conduct their own risk assessments on the activities they are involved in.

Insurance document for these groups must be provided to the COM more than 2 weeks prior to the event.

11.19 Entertainment Licences for dances/discos

Businesses, organisations and individuals who want to provide types of entertainment may require a licence or other authorisation from a licensing authority - the local council.

If entertainment is to be provided this should be declared in advance.

Event Organisers will apply for a licence and forward it to the MVT COM more than two weeks in advance of the event.

Fire risk and risk assessments must be completed prior to the event for all discos, dances etc.

All bars, discos, security and other supporters to entertainment events should carry their own public liability insurance and provide their risk assessments where required.

11.20 Dogs

Dogs at events should always be welcomed where possible. However the presence of dogs at a show can present a series of issues.

All people at shows whether they are the public, exhibitors, stallholders or re-enactors, if they have dogs must;

- Ensure that their dog remains on a lead at all times.
- Clean up after their dog and dispose of the waste in a suitable waste bin.
- Keep the dog away from children and other dogs where possible.
- Ensure that their dog is suitably protected from loud bangs or large vehicles.

Some dogs may be nervous around large vehicles and big bangs. As advised elsewhere in this document, to help dog owners, warnings of loud bangs should be given prior to them taking place. Dog owners are responsible for ensure their dogs are protected from these things as best they can.

Dogs must not be taken inside to places where food is being eaten or served, unless they are guide dogs which are allowed.

Organisers should check with the managers of any indoor facility/marquee whether dogs are allowed and mark the entrance to the building accordingly.

12 Offensive Behaviour and Extremism

12.1 Causing Potential Offence

MVT events generally include re-enactments of scenes from war and historical stories around war. This means that our displays are potentially more sensitive to the general public than other car clubs.

Areas where potential offense may be created with the public include medical displays, political displays and historical displays that have particular sensitivity to some individuals. All exhibitors must be aware of the potential for offense that their display may cause and look for ways to ensure that that offense is mitigated.

Owners of vehicles and displays are responsible for ensuring the public is protected as best as possible from offensive behaviour and displays. Consideration should be given to all potential event attendees, including children.

12.2 Disclaimer

All events run by the MVT should have a disclaimer notice on all the entrances to their events with the following wording

This educational event shows the impact and consequences of war, which may cause offence or distress. Please ask the exhibitors to find out more

MVT vehicle owners and displays should consider whether their exhibit has the potential to cause offence, and if so, should consider displaying this sign with their exhibit.

This disclaimer sign should not be considered a catchall in terms of the display. Exhibitors must still ensure that their display is not offensive and that when they put the display the potential for offended or upsetting a member of public should be considered. Where there is any potential for offence or upset then the display should be altered to reduce this.

The views and opinions of show organisers on this issue will be final, if exhibitors are asked to change their display due to the fact that it may be offensive, then exhibitors must change the display immediately to mitigate the potential offence.

12.3 Extremism

The MVT is not a political organisation and does not have political views. This also extends to its members whilst they are exhibiting their vehicles.

Event organisers and MVT members must always be on the look out for potentially extremist behaviour and, if it is observed, report this behaviour immediately to the area secretary or member of the COM.

Members deemed to be behaving in a manner that would be considered extremist will be removed from the membership and where appropriate reported to the necessary authorities.

More on extremism and how we deal with it may be seen in our extremism policy.

13 Fire, First Aid, Electricity and Security

13.1 Fire Provision

Guidance on fire safety may be found under the Regulatory Reform (Fire Safety) Order 2005, for England and Wales and Fire (Scotland) Act 2005 as amended, and the Fire Safety (Scotland) Regulations 2006.

It is recommended that all aspects of fire safety be discussed with the local fire prevention officer well in advance of the dates of the event. Fire safety requirements may vary from area to area. Their guidance must be followed.

Stallholders, exhibitors and re-enactors will be required to manage their own fire prevention and fighting capabilities.

Any public area arranged by the Organisers, including an area where the volunteers meet, will have to be covered by the Organisers in terms of its fire risk.

Marshals should be trained on first response in the event of a fire. Emergency services should be directed straight to an emergency by marshals should an event occur.

Particular attention should be given to the requirement to complete a suitable fire risk assessment and the following points:-

- All places, especially those where cooking is taking place, must have adequate fire extinguishers. All exhibitors (including traders) must have a suitable fire extinguishers.
- Careful consideration should be given to the location of portable internal combustion engine powered electrical generators and like equipment. They should be so sited that exhaust gases are not discharged towards tent canvas or other flammable materials.
- In considering fire precautions and safety from fire, particularly as applied to marquees used for beer tents, refreshments etc. the following factors should be borne in mind when planning the entrances, exits and the interior configuration of tented accommodation.
 - The number of persons likely to occupy the tent who must be safely evacuated in the event of fire, must be taken into account. Guidance should be sought from the fire officer on maximum numbers.
 - A minimum of two exits must always be provided from the public area of the tent. The correct number of exits should be agreed with the fire officer.
 - The greatest distance of travel to an exit by the shortest practicable route, clear of all obstructions such as tables and seating. The layout of all barriers, tables, furniture etc. provided within the tent should be arranged so as to provide unobstructed direct access to the exits from the tent.
 - If the tent is to be occupied after dark, adequate artificial lighting should be provided of a sufficient standard to enable persons to leave any part of the tent and reach a final exit. The lighting must be kept alight the whole time it might be necessary for escape purposes. Exits should be clearly marked at all times and illuminated clearly after dark.
 - The number and type of portable fire extinguishers provided should be agreed with the fire officer. They should be clearly marked.
 - No person should have to travel more than 18m to reach an extinguisher.

Fire Risk Assessment

Before the event, the Organiser should complete a fire risk assessment (or as part of the main risk assessment) to determine the potential fire hazards and the fire prevention, protection and emergency procedures.

The risk assessment should include any advice taken from the local fire service.

In order to determine the nature of the fire risk related to the event, the Organiser should conduct a fire risk assessment of all foreseeable activities and areas of the event, especially marquees, vegetation, long grass and any permanent buildings on site.

These assessments should include identification of the location of combustible materials and any sources of ignition which might cause a fire, the special needs of some spectators, the safety of event officials controlling marquees and other building.

Portable fire extinguishers should conform to British Standard BSEN3 and be installed and maintained as outlined in British Standard BS5306-8: 2012.

Ensure that there are extinguishers suitable for the type of fire that could be anticipated and that they are located in an appropriate location.

Classification of fires

- Class A fires - Fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers.
- Class B fires - Fires involving liquids or liquefiable solids.
- Class C fires - Fires involving gases.
- Class D fires - Fires involving metals.

Types of Fire Extinguishers

Training prior to any event, the Organiser should train all personnel in the use of the firefighting equipment that is available on site. They should be made aware of the dangers when using this equipment and the training should be to a standard of firefighting, so that, if necessary, they can tackle a fire without endangering life until the fire brigade arrives.

Any fire extinguishers used should be in date and be fully certified.

The training should be kept simple and to the point. Advice may be sought from the local fire authority or from other trained personnel.

A record should be kept of who attend the training and the instructor who carried out the training.

In any emergency, always dial “999” and call for the fire brigade.

It does not matter how small the fire is, it may suddenly get bigger and time is of the essence when controlling fires. As most event are held in open fields, sufficient equipment should be available for tackling fires in vegetation, vehicles, caravans and marquees.

13.2 LPG (And other flammable) pressurised containers

Guidance is available from the HSE for safe practice both for people storing and handling LPG containers.

The guidance is intended to minimise risk of fire or explosion from LPG.

There is also a suite of guidance from the LPG association.

If you have such containers at your event please consult these bodies prior to using them.

13.3 First Aid

An Event Organiser must ensure first aid is in place, First Aiders must be fully insured and carry the appropriate equipment. First aid provision should be suitable to cope with the number of people expected.

First Aiders will need a suitable location to operate from, during the build-up period, the event and the breakdown.

Provision of a suitable tent, caravan or vehicle is necessary and this location must be properly and prominently signed.

Consideration should also be given to the medical cover for participants who remain on the event site outside opening hours.

Free access for emergency vehicles to and from the highway must be maintained at all times.

There are three tiers of event first aid

1. MVT marshals – Marshalls will be trained in what to do in the event of a medical incident. This will include making the patient comfortable doing an immediate quick assessment and summoning the on-site paramedic.
2. On-site paramedic team – Fully qualified and easy to contact the paramedic/s should take over as soon as they arrive on scene and the marshals become responsible for securing the scene and keeping the public away and supporting the medical staff.
3. The ambulance service – the emergency services should be contacted as soon as it becomes clear an ambulance is needed.

The first aid support must be readily available by radio if required arrangements to transport them safely in a vehicle if it is a long distance to the casualty.

The number of first aid staff required will depend on a number of factors, including, but not limited to the following:-

- The nature of the event
- Outputs of the risk assessments
- The facilities available
- The length of the event
- Locations - proximity to a 24 hour accident/emergency facility
- Anticipated attendance
- Adverse effect of bad weather

The number of first aid personnel and ambulances may be calculated using the event safety guide HSG 195.

No events should have less than two qualified first aiders on duty. This is only a guide and the level of cover must be discussed and agreed by all parties, however the Organiser must ensure that a risk assessment has been completed to determine the first aid and medical provision are available at all times.

This includes the period prior to the event and after, until the Event Safety Officer is satisfied that the event is closed and the ground has been returned to its normal use.

Inspection and records

- a) Before the start of the event the Organiser should ensure that :-
 - Sufficient staff are present and at their posts
 - They are properly briefed.
 - First aid equipment and materials are provided and maintained at the required level.
 - Appropriate medical and ambulance provisions are in place.
- b) During and after the event the Organiser should ensure that:-
 - First aiders remain in position until stood down by the Event Safety Officer.
 - The Organiser, ambulance officers, first aiders and any doctor in attendance should participate in a debriefing, with comments and any follow up actions being recorded by the Organiser.
 - A record is kept of the numbers and posts of all first aiders in attendance at the event, plus the name of any doctors attending.
 - A record of all first aid and medical treatment provided during the event must be maintained (while preserving medical confidentiality)
 - Records are kept readily available for inspections by the relevant authorities (while preserving medical confidentiality)

13.4 Electricity

BS7909:2011 code of practice for temporary electrical systems for entertainment and related purposes, should be used as the necessary guidance for show Organisers. It should also be read in conjunction with Electrical safety at places of entertainment GS50.

Installations of temporary electrical systems must be made by an independent contractor with the appropriate qualifications and understanding of the necessary regulations.

No MVT members or unqualified Person should attempt to set up the electrical installations for any part of the event.

Installers of electrical equipment must hold their own Public Liability Insurance.

Overhead Power Lines

Precautions should be taken to prevent contact with any overhead lines crossing the event field or access roads. Any contact with live conductors is likely to be fatal and caution must be exercised if overhead lines pass over the event site.

The local electricity company should be consulted if there is any doubt about the height or voltage of overhead power lines (do not attempt to measure them) or if there are planned excavations on the event field the presence of any underground cables must first be checked.

Areas where the highest risk occurs with overhead power lines are where potential accidental contact is made with overhead lines, these could include but are not limited to:-

- Long aerials on military vehicles, parts of fairground rides or marquee erectors with long poles
- Erecting fairground rides or temporary structures i.e. marquees
- Standing on high vehicles.
- Touching a vehicle that has made contact with a power line. (e.g. Tipper lorry with body raised or digging machine arm.)
- Getting down from a vehicle that has made contact with a power line.
- Erecting flag poles, aerials and kite flying
- Smoke from pyrotechnics can cause electricity to jump.

Note: The rubber tyres of motor vehicles are not particularly good insulators; the rubber contains a great deal of carbon which, of course, is a good conductor and, although the power may not flash over at 415 volts or lower, it almost certainly will do so at 11,000 volts or above.

Anyone driving a vehicle that accidentally comes into contact with an overhead power line should first try to back off or lower the body, to break contact with the line. If this is not possible it is safest to stay in the vehicle until the power has been disconnected.

Do not allow overhead electricity cables to run through the arena. If they do they do, this area must be fenced off.

The layout of the rally field must be carefully planned so as to avoid any high vehicles or structures in the vicinity of the power lines.

If you cannot be certain that all danger of contact is avoided, fences should be erected with suitable barriers and warning signs at points where the line will have to be crossed.

The advice of the local electricity authority should always be sought regarding the safe clearance heights and barriers should include a headroom bar to prevent any access beneath the lines by vehicles of greater than the maximum safely allowable.

REMEMBER! If a power line is damaged, the Event Organiser will be financially responsible for repairs. Additionally, those subscribers whom lose their supply may claim for any losses incurred and compensation for inconvenience caused.

13.5 Security

Security at all events is an important consideration and must not be ignored. Issues such as bomb threats and attacks at events do happen. Being a military themed event raises the bar on potential terrorist attacks for which we need to be mindful.

The Organiser should inform, and work with, the local police in terms of threats to an event and also managing and mitigating threats.

Should the armed services be present at your event, for a display or recruitment then the level of threat is significantly increased. Organisers must work with the police to ensure the safety of the armed forces personnel and the public.

The Organiser may wish to consider looking at the government guidance document "Counter terrorism protective security advice for major events".

The Organiser of an event with bars and event marquees etc. should consider in-house security to support the entertainment and ensure good behaviour.

14 Trade Stands and Market Traders

Many events have traders and stalls selling goods and food.

All traders must have Public Liability Insurance for their stands and attendant vehicles. This must be evidenced to the MVT two weeks prior to the event or in the event of late bookings as soon as the booking is made in the last two weeks.

It is recommended that the event Organisers should reserve the right to require the removal from display any item or items that might give offence. The local Trading Standards Officer should be consulted if necessary.

Firebreaks must be provided in the layout with a minimum of 6m between the lines of stalls. Dead ends must also be avoided.

All stands should provide suitable and sufficient fire extinguishers, this is the responsibility of the stall holder.

Accumulation of rubbish should not be allowed and adequate disposal facilities must be provided by the event Organisers.

14.1 Trading Standards

The Trading Standards department enforce a variety of legislation in order to protect both the individual and the community and to ensure compliance with the legislation. They will carry out a range of activities in order to ensure compliance, which could include:-

- Routine inspection
- Response to a complaint or an inquiry
- Response as a result of intelligence based information

It is ultimately the individual trader or business to comply with the current legislation although it should be noted that specific enforcement could apply to certain services and activities.

Guidance can be found by contacting the local trading standards department or by logging on to the website at www.tradingstandards.gov.uk on areas such as:

- Safety
- Food
- Weights and measures
- Fair trading (including pricing)
- Counterfeit goods
- Under age sales (knives, tobacco, alcohol, and other age restricted items)
- Animal health and welfare.
- Cigarettes and tobacco sales.

The type size and nature of trade and display stands attending can vary considerably and also the facilities afforded to them varies from site to site depending mainly upon the combination of the requirements of the Organiser and the demands made by the Local authority.

Due to the numerous and varied aspects of legal requirements and also the physical nature of trade and display it is essential that the Event Organiser consistently applies practical and realistic rules.

The guidelines presented here are intended to be considered as the minimum requirements and you can select other items as appropriate.

14.2 Terms and Conditions for Trade Stands

Sites

Plots must be clearly marked in accordance with the size advertised on the event application form.

Traders must ensure that all supporting ropes, caravan tow bars etc. fall within their plot size.

Insurance liability for that trader lies with the trader within the markings you have made, so it is important that they are clear and correct and that nothing hangs over the lines.

Application for Space

All applications must be made on the official form on or before the stated closing date. The exhibitor, or his authorised representative, must sign the completed application form. Such signature will signify acceptance of these regulations.

A remittance for all charges must accompany the application form. Payments should be made as per the instructions on the application form. Post-dated cheques will not be accepted.

Traders must provide a valid and current Public Liability Insurance document with their application. A copy of which must be sent to the Council of Management two weeks prior to the event starting. Late applications must be sent as soon as they are available. Without proof of insurance traders must not be allowed to set up.

The Organiser reserves the right to refuse to accept any application without having to give reasons and their decision will be final.

Insurance and Claims

It is a condition of letting the stand and display space that the trader shall have affected public insurance liability insurance to cover his activities for a limit of indemnity of not less than £2,000,000 for any one accident.

The Organiser must ask for and inspect documentary evidence of the insurance required, when the stallholder makes the application.

If the trader considers the Organiser has a liability for loss or damage to property or vehicles then representation must be made to the Organiser before the exhibit vacates the site.

The exhibitor will be held responsible for the full restitution of any damage caused by the exhibitor's equipment taken onto the site.

Prohibitions

There will be no sale of any refreshments, food or drink other than by written authorisation of the Organiser (see section 10.6).

Fairgrounds and similar stands will be regulated by a separate set of guidelines, shown elsewhere in this document (see section 11.13).

There will be no sales of any goods, substance or materials banned by law.

Allocations of sites

The allocation of a site shall be at the sole discretion of the Organiser but every endeavour will be made to allocate fair trading sites.

No changes of position will be permitted unless authorised by the Organiser.

Placing of Exhibits and stalls

No trader will be permitted to place exhibits, displays, boards, tables or any other item or structure so that any part projects beyond the limits of their allocated site in any direction.

Traders may not obstruct any gangway or access way. Vehicles must be accommodated on the plot or be parked in the trader's, or other suitable, car park.

Services and Security

Traders must make their own provision for supplies of electricity. Water is available on site but not to individual plots.

The security of displays/stands is solely the responsibility of the exhibitor.

Opening Times

All stands must be set up and occupied at the time of the event opening

No trader may leave the site before the closing of the event, unless otherwise authorised.

The Event Organiser must make clear to stallholders their set up times and when they may start to break down their stalls.

Litter

All traders will be responsible for the clearance of all litter on and within 5m of the frontage of their stand or plot.

Clearance must be made each day and at the close of the event. The Organiser will provide litterbins.

Provision may need to be made for large litter to be disposed of and removed off the event site.

Stands creating litter by means of their sales or offer, issue of tickets, leaflets or samples must provide a suitable bag or container for this litter by the stand at all times.

Any trader leaving litter or not complying with this regulation may be refused entry to any further events organised by the Organiser and possibly the MVT.

Food Hygiene

Any food stands, whether it is a professional or organised by the Event Organiser is subject to regulations. They apply to anything from a hot dog van to a five star restaurant, from a village hall where food is prepared to a large supermarket, or to a vending machine.

An Event Organiser must:

- make sure food is supplied or sold in a hygienic way
- identify food safety hazards
- know which steps in those activities are critical for food safety
- ensure safety controls are in place, maintained and reviewed.

Anyone selling food must have a Food Hygiene Certificate. This must be provided to the MVT COM more than 2 weeks prior to the event.

Food sellers and must be an organisation (sole trader, Ltd Co, Partnership etc.).

If food is to be sold this must be declared on the event authorisation form and subsequently the seller and qualification submitted to Council.

All food outlets must provide a fire risk assessment for their setup. This must be provided to MVT COM more than two weeks prior to the event.

Vehicles

Once set up traders vehicles must not be drive around the event. If traders wish to leave the site during the event they should park in suitable parking away from the public.

Traders should also be encouraged not to leave until the event has closed.

14.3 Raffles – Gambling Act 2005

In order to avoid the need to apply for a gaming licence there are certain restrictions on the way that a raffle can be run. This type of raffle is known as an 'incidental non-commercial lottery',

Raffles must comply with the following

- Not more than £100 deductions from proceeds for tickets etc.
- Not more than £500 worth of prizes
- No rollover from one event to another

All tickets to be sold at event and result made public during event.

Tickets should be sold on the same day as the prizes are awarded.

Any Event Organiser or area wanting to run such a raffle must provide details of the raffle to the MVT COM more than two weeks prior to the event.

These rules must apply to raffles held at area meetings as well as events.

15 Organisation

15.1 Advising Local Services

Depending upon the size of the event it is advisable to give as much notice as possible to the local emergency, police and security services. In any case a minimum of six months is strongly recommended.

15.2 Staffing and Officials Required

The number of staff and officials required will vary according to circumstances, but the following are necessary:-

- The Organiser must have an office on the event field clearly marked and manned continuously. To be known as the “Control Centre”
- Event Safety Officer
- An arena marshal and assistants to aid vehicle/engine movements
- Gate marshals
- Car park marshals
- First aid personnel
- Security personnel

Provision must be made to allow personnel to take breaks for meals etc.

15.3 Staff Briefings

It is essential that the Organiser and Event Safety Officer give adequate briefings and training to marshals before the event is open to the public, including appropriate training where necessary. E.g. use of portable firefighting equipment etc.

15.4 Staffing Duties

The arena marshal is in charge in the arena, and gives his instructions to other marshals and to vehicle owners and displays. He must ensure: -

- Continuity of events in the arena.
- That participants in arena events are warned at least half an hour in advance.
- That the public does not encroach on the arena.

The commentator describes proceedings to the public, using public address equipment. He/she should not try to give instructions to competitors except in emergency, he/she may be inaudible to vehicle crews. It is advisable for the commentator to have a runner for liaison with other officials.

Car park and gate marshals should be in position at least two hours before the advertised opening time. Early visitors will get in without payment and will park in the wrong place if there is no control.

15.5 Financial, Admission, Programme and Car Parking

It cannot be too strongly emphasised that MVT events, in common with other outdoor events, do entail the Organisers in a considerable financial commitment.

It may well be that owing to interference from the weather, the expense of the event will not be recovered. Adequate funds should therefore be available, either in fact or in guarantee, to cover the outlay.

Admission charges can, and do vary considerably and should be related to similar country events to which the public are admitted. Consideration should be given to "Free Car Parking", "Concession Charges", "Children's Charges" etc.

15.6 Advertising

The scope of the advertising will depend on the area from which the Event Organiser is hoping to draw support. This can roughly be divided into four categories: -

- Local or immediate surrounding area through leaflets and posters
- County area of 40/50 km (25/30 miles) radius through advertising in local free publications
- National coverage through the media
- MVT membership through the magazine or events listings

16 Managing Finances

16.1 Expense Claims/Invoices

Expense payments should only be made in response to invoices or expense claims and all income should be properly documented. These documents should be retained for inspection by the MVT Treasurer, independent examiner or HMRC.

Since these could be required for at least 6 years they should be scanned and forwarded to the treasurer (or originals may be posted to the Trust's registered office).

Payments to members and officers must only be made in response to a signed expense claim. Mileage may be claimed at 40 pence per mile.

Claims may not be 'partially waived' and any part the recipient wishes to return should be accounted for separately under 'Income' as a donation (and gift-aided if possible).

Other forms of income (trader payments) must be receipted and accounted for.

16.2 Numbered entry tickets

Where gate receipts are expected as income then numbered tickets must be issued for each type of entry (Adult, Child etc.) attracting a different price.

Reconciliation should be performed between the cash received and the tickets sold (to include any cash payments made).

This reconciliation should be signed by two officers.

16.3 Thank you presents

'Thank you' presents may be given to members, but must not be of significant commercial value. All presents given to other people involved in the event must not exceed £25 in value and need the permission of the COM Treasurer.

16.4 Sponsorship

Possible sponsorship requests should be cleared with MVT Council of Management as part of event authorisation i.e. it may only be sought with the Council's express permission and the result must be communicated to the MVT Treasurer in advance of the event.

16.5 Transport of vehicles

If vehicles are to be transported to the event at the expense of the event then such arrangements must be agreed with COM in advance.

Any payment of expenses for bringing vehicles to an event must be cleared in advance with the COM.

17 Insurance

It is a requirement that public liability insurance (PLI) cover is in force for any event at which the general public is allowed access.

MVT Insurance cover is available to approved events, event Organisers must familiarise themselves with this cover and what it extends to.

17.1 The Landowner

In allowing an event to take place on their land, landowners may be subjecting themselves to a public liability risk or action not covered by their normal insurance arrangements.

Therefore, landowners, who are not the event Organisers, must be advised to notify their insurers that an MVT event is to be held on their land.

It is important that the policy is endorsed to provide adequate public liability cover for the duration of the event.

It should be recognised that there may be an additional premium to pay for the extended cover which the landowner may wish to pass on to the Organiser.

Irrespective of any action taken by the landowners, event Organisers must arrange appropriate public liability insurance to protect their position.

17.2 The Organiser

The event Organiser must have in place insurance cover sufficient to protect the general public, exhibitors, the landowners and Organisers staff, including volunteers.

17.3 Mandatory Cover

This cover consists of two major elements;

Public Liability £15,000,000

This cover protects the public from the Organiser and his team and is provided in respect of the event Organiser's legal liability for bodily injury or death to third parties and third party property damage.

However, local authorities may modify these sums as part of their public entertainment licence requirements.

Employee Liability £10,000,000 - minimum

This cover protects those that help to run the event and is provided in respect of the event Organiser's legal liability for bodily injury or death to employees.

17.4 Advisory Cover

It is recommended that consideration should also be given to arranging cover for the risks described below:-

Property Damage - All risks

This provides cover for items owned by the organisation or hired in or borrowed for the event, e.g. displays, stores and ancillary attractions, caravans, offices and toilets/tractors, trailers, loaders, forklifts, radios, intercoms and electrical equipment. Event equipment - chairs, tables, fencing etc. marquees etc., most policies offer cover based upon the following total insured value ranges: £10,000, £25,000, £40,000, £50,000 and £125,000.

17.5 Personal Accident

This cover is provided in respect of death or loss of sight, hands, feet or permanent total disability. The following are recommended as minimum cover;

Death or loss of limb, eyesight or permanent disability £2,500 capital and £25 per week or £5,000 capital and £50 per week

In addition cover can be arranged for:-

- Loss of personal effects £750,000 - minimum
- Loss of personal money £200 – minimum
- Misuse of credit cards £250 – minimum
- Personal legal liabilities £250,000 - minimum

Notes: Checks should be made with the insurance company whether a maximum age limit for "employees" is applicable. This type of cover should be used to safeguard named, key individuals of the Organiser's staff whose work may place them at extra risk, e.g. handlers of large amounts of money, tent/marquee riggers or lighting and sound systems erectors (but not contractor's staff).

17.6 Loss of Expenses

Provides indemnity to recover set up costs in the event of abandonment.

17.7 Postponement Cover

Provides indemnity against claims from exhibitors for expenses incurred due to abandonment.

17.8 Inclement Weather

Sometimes called "Pluvius" insurance, this provides limited indemnity against abandonment due to inclement weather. The drawbacks with this form of cover are that the premiums are usually high; the qualifying claims conditions are onerous. This cover is normally arranged separately from the main event Organiser's cover.

17.9 Summary

In order to remove any element of doubt relating to insurance cover and licensing requirements the MVT advises that the Road Traffic Act must be assumed to be in force at any event to which the general public is invited to attend and vehicles must therefore have Third Party Motor Vehicle Insurance and be roadworthy. Other vehicles must be transported and remain on their transport vehicle.

All exhibitors / traders must provide a minimum of £2,000,000 indemnity against damage or injury to the public, third party property and to the Organiser and Organisers' staff.

All exhibitors / Traders are required to have £5,000,000 indemnity insurance cover.

The Organiser should use a declaration on the exhibit entry form to ensure that the minimum cover is held for each exhibit.

They should also collect valid insurance certificates from all stakeholders, including re-enactment groups, displays, traders, battle Organisers, food stands, arena acts etc.

18 Convoys, Road Runs and Swimming

Due to the significantly increased risk, and therefore responsibility, the MVT does not support road runs, convoys or any amphibious activity. The definition of a convoy differs between constabularies and authorities, but may be as little as 3 vehicles travelling together.

The risks during activities on the highway and on water are significantly higher than the MVTs insurance can handle.

The event may be placed on the MVT event timetable on the website and in Windscreen magazine. That does not mean these activities are supported by the MVT.

It is strongly advised that if you plan to undertake a road run or convoy that you consult the local highways police and local authority to get their view on how to conduct this safely.

Events such as these need their own independent insurance and risk assessments.

Please be aware that if you organise a road run, either arrange it, produce a map or lead the way, you become as responsible as any of the drivers for any incident that may occur.

The same applies to amphibious events. If you make swimming part of your event, i.e. making a lake/stream available then you are potentially liable for the accident.

Whilst in motion the MVT insurance does not cover individual members on a road run. They should be covered by their own insurance. If the event is approved the MVT insurance will cover the vehicles whilst they are static providing the MVT code of conduct is applied.

19 Data Protection

19.1 Data Protection and Events Administration

Data Protection is the responsibility of all members of the MVT, particularly officers, area secretaries and volunteers who are responsible for collection and storage of personal information. (Data like names, addresses etc.) Non-compliance with the Data Protection Act 1998 & (GDPR 2018 after 25th May 2018) is a criminal offence.

Any personal information (data) collected by the MVT at MVT events is subject to the Data Protection Acts. eg Event officer training records, Stall holders, exhibitors , names & addresses, telephone nos. etc.

When this personal data is collected the person giving the information must consent freely to that organisation to giving that personal information at that time. This means that you must include a request on your application forms where people have to actually agree to let us use their data. This form/document should be kept as evidence that the individual has consented.

If you are not collecting personal data at your EVENT then the Acts do not apply.

How to comply

When data is collected at, or before, MVT events for management/administration purposes, all MVT event workers or volunteers who, as part of their role or registration for insurance purposes, give their names, addresses, Email, telephone etc. such as (but not limited to)-

- Event Safety Officer
- A Display Area Marshal and assistants to aid any vehicle movements
- Arena Marshal (if we had an arena)
- Gate Marshals
- Car Park Marshals
- First Aid Personnel
- Security Personnel
- Child Protection Personnel
- Event officer training records
- Stall holders
- Exhibitors

When they provide their details in whatever format there must be a positive only tickbox & form signature, (this means without a tick & signature, no further progress, no job), with following wording on application forms. This could be in the form of a single general purpose joining form where the personal info is collected as part of the joining to work/help at an event.

The positive only check box must say the following:-

'I confirm that my personal information (data) is given freely. I also consent to it being held and controlled by the MVT. (The MVT's full Data Protection policy and terms & conditions are at www.mvt.org.uk.)'

Also included must be the following statement

'Information is collected subject to the current UK Data Protection Act 1998 and any subsequent future legislation. (after May 25th 2018 – GDPR2018).'

If the person does not select this option then they must not be allowed to work/volunteer/exhibit at this event.

20 What to do in the Event of an Accident

Should an accident occur; some basic guidance:-

20.1 Raising the Alarm

Ensure that the injured are dealt with first whether utilising the on-site or the emergency services.

Dial 999 as soon as possible, noting down the time the phone call was made.

Ensure that marshals are aware of the accident and assigned to the location for preparing for the arrival of the emergency services.

20.2 Dealing with the accident

Whilst waiting for assistance reassure those involved and shield them from the public attention that an accident will involve.

Try to get names and addresses from the injured or associates.

20.3 Record of accident

The Event Safety Officer or his designate should record all the facts of the accident as soon as possible, regardless of how trivial the accident may seem at the time.

A sketch of the scene showing positions of vehicles or stalls or other prominent features involved both prior to and after the accident.

Keep a note of the weather and road conditions and visibility. If you have a camera take photographs of the accident scene, the damage to vehicles and or property.

20.4 Further actions

It may be necessary to review the accident in conjunction with the risk assessments to prevent future accidents. This should be carried out in conjunction with the event chairman.

If the accident is serious enough then cancellation of part of or the entire event may be considered.

Consideration should also be given to the clear up after the accident which may involve bodily fluids or potential environmental spills from damage to vehicles.

There could also be a requirement to deal with the trauma experienced by those who have dealt with the accident and they may need to be relieved of their duties for a break or for the remainder of the event.

20.5 Report to COM

As part of the normal safety report after the event there will be details of the accident. However, the COM must be contacted within 48 hours through the National Safety Officer and Chairman.

This will allow for a prompt reply if the Chairman is contacted by the press and for the Safety Officer to ensure all relevant information has been gathered.

Both the Chairman and the National Safety Officer must notify the COM.

As accidents range from a cut finger to a fatality the key is appropriate action being initiated by the correct people.

20.6 Dealing with the Press

It is possible the press maybe at or will arrive to report on the accident.

If possible avoid talking to the press but if it is necessary then it should be only to relate the facts of the accident without any personal comments or drawing of early conclusions.

Always try to structure any conversations to:-

- expressing regret, but not admission of fault.
- reassuring other employees, the public, customers, suppliers, etc.
- giving a very brief outline of what happened
- saying that the accident is being investigated
- detailing how the event will be affected, if at all

Prepare the points you wish to make in the form of notes and stick to them.

Avoid “off the cuff” answers and do not be drawn. “No Comment” is an acceptable response to unexpected questions.