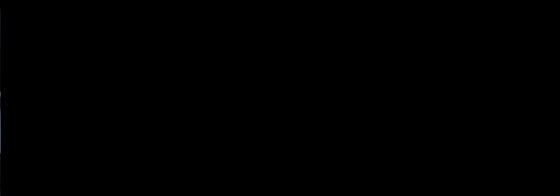


# CAMS

## SAFE EVENT PACKAGE

### *for Non-Competitive Activities*



The **CAMS Safe Event Package** provides essential information for Organisers of non-competitive events of some potential risks from the activities that may take place in running such an event.

As these events will not be competitions within the meaning of the CAMS National Competition Rules standards in accordance with national or state road laws applicable in the state the activity is being held and laws, by laws or other rules of any other external civil agency including Councils, Statutory Authorities, Land Owners, Leases of Property etc are to be upheld.



## INTRODUCTION

This Safe Event Package is designed to assist Event Organisers with risk identification and controls to provide a systematic approach to health and safety and duty of care obligations at Non-Competitive Events.

As a major component of the ongoing commitment to and improvement of risk management at all events held under its sanction, CAMS has undertaken a significant amount of stakeholder consultation. As a result risks have been identified that are not normally controlled by the National Competition Rules (NCR).

Commensurate with the level of risk these events pose to the participants and the public, CAMS provide this information to enable Event Organisers to manage risks which may not have been identified.

This process has been developed and controlled with data being provided by Organisers, Officials and Administrators at many events through the completion of Targeted Risk Assessment (TRA) forms.

Please go to [www.cams.com.au/go/riskmanagement](http://www.cams.com.au/go/riskmanagement) for further information in regard to risk management, and the TRA process and OH&S issues within motor sport.

## RISK ASSESSMENT

CAMS has undertaken a generic risk assessment for Non Competitive Events using the TRA process. The assessment has enabled CAMS to provide the Event Organiser a list of identified risks and some suggested controls to manage these risks.

Each organiser should consider if the risks identified are appropriate to their event and if the control is appropriate.

The risks which have been identified are not exhaustive and all organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks. Further details on the process for risk management, including the criteria used to identify, assess, rank and control risks for motor sport events conducted under the auspices of CAMS, can be obtained from the Risk Management Project Coordinator, National Office of CAMS, 851 Dandenong Road, Malvern East, VIC, 3145.

## STAKEHOLDER CONSULTATION

Organisers of CAMS sanctioned events are encouraged to discuss with all appropriate persons and/or organisations which may include participants, officials, or staff of venues/areas that are to be utilized for the event during the planning and actual operation of the event.

Organisers are encouraged to consider and adopt the slogan “Think, Talk, Do and Review”.

## RISKS IDENTIFIED

In undertaking the organisation of this event, the organiser will note the following identified hazard/risk areas and implement appropriate control mechanisms, which may include regulatory requirements advised in the CAMS NCR.

This list is not exhaustive:

1. Participants losing their way to the designated meeting/rendezvous point
2. Persons being hit by cars in the designated meeting/display areas
3. Injury to persons, including family, children and members who are providing support to participants
4. Fire from any spillage/leakage of fuels or other inflammables from cars
5. Congestion of designated meeting point, increasing the risk of a collision
6. Entry to and exit from a designated meeting point
7. Portable shade structures collapsing or blowing away at meeting point
8. Public interaction/viewing of cars e.g. at a Concourse D/elegance/Show 'n' Shine
9. Injury to persons e.g. burns from B.B.Q
10. Display area not suitable for cars to be on show
11. Working beneath raised automobiles
12. Loading and unloading of cars from trailers
13. Use of hand tools, portable generators, electrical tools and equipment
14. Scheduled or unscheduled stops on planned route to destination causing a traffic hazard to participants or general public
15. Inappropriate choice of route given car and or driver capability causing a traffic hazard

## CONTROL OF RISKS

**In controlling risks CAMS suggests the organisers of the activity consider the following controls:**

1. Consider adequate instructions including maps and contact phone numbers if necessary are passed onto participants before the event starts.
2. Consider a basic First Aid kit being available. In case of any emergency always refer the participants to ring '000' (Fire, Police, Ambulance) after providing help as necessary.
3. Provide where available a separate area where participants can service their car. If participants need to perform other than minor services e.g. polish/check oil/adjust tyre pressure on their car. Where possible this should be done in a separate area away from the public.
4. Refuelling of cars should be in a designated area with a "no smoking" restriction in place. If possible provide a fire extinguisher in the immediate refuelling area.

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5. Consider the meeting point which has been arranged. Will it be large enough for the cars to manoeuvre? Is it accessible at the time you want to meet? Are there any restrictions on the area from local council? Are their local traders to consider?
6. Entry and Exit points might require signage 'way signs'.
7. Ensure if there are shelters used that they are adequately tied down. It is always advisable to have a bunch of cable ties on hand.
8. Allow plenty of space around the cars for the public to manoeuvre. Make sure all unnecessary equipment is removed from the immediate area to reduce any trip hazards.
9. If using a BBQ please go to the following link for more helpful information on food and BBQ's at your event [www.cams.com.au/go/riskmanagement](http://www.cams.com.au/go/riskmanagement)
10. Areas used for displaying cars should be in an appropriate area for the task .Grounds must be firm and as free from holes and tripping hazards as practicably possible.
11. If vehicles are to be raised off the ground appropriate car stands (not car jacks) are to be used and the vehicle cordoned off from the public. Where possible for example; a wheel can be placed under the chassis as an extra control.
12. If unloading cars from trailers ensure that the public is well clear. It might be an idea to provide a designated area for unloading of cars.
13. If power tools are to be used with generators ensure that the generators are located in a area that is suitable and free from fire hazards. Power cords should not create trip hazards
14. If unscheduled stop has to take place make sure the unscheduled stop takes place in an area that allows for all cars to stop safely and does not cause a traffic hazard for participants or the general public.
15. Ensure the entire route is pre-planned, taking into account the types of vehicles being used and the relative skills of the drivers.