

This Document is based on the
NATIONAL TRACTION ENGINE TRUST
RALLY ORGANISERS
CODE OF PRACTICE

And has been adapted to suit the members of the NVTEC
And the Groups thereof.
The National Vintage Tractor and Engine Club is Affiliated to the
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National Traction Engine Trust Code of Practice

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National Vintage Tractor & Engine Club Code of Practice

NATIONAL VINTAGE TRACTOR & ENGINE CLUB

CODE of PRACTICE

For the Better Organisation of Vintage Tractor and Stationary Engine Events
CONTENTS

INTRODUCTION
.....
.....7

ORGANISERS RESPONSIBILITY FOR SAFETY.....
.....9

SECTION 1 - GENERAL CONSIDERATIONS.....
.....10

1.1 DATE AND LOCATION OF EVENT.....
.....10

1.2 SELECTION OF A RALLY FIELD.....
.....10

Type of Field.....
.....10

Surface and Gradient.....
.....10

Size of Field.....
.....10

Space for Car Parking.....
.....10

| | |
|---|----|
| Entrances to Field..... | 10 |
| 1.3 LAYOUT OF RALLY FIELDS..... | 10 |
| The Ring..... | 11 |
| The Engine Park..... | 11 |
| Facilities for the General Public. | 11 |
| First Aid..... | |
| 11 Car Parking..... | 1 |
| 2 Caravans..... | |
|12 | |
| Condition of the Rally Field..... | 12 |
| Prevention of Fire..... | 12 |
| 1.4 PROVISION OF WATER SUPPLY..... | 12 |
| Drinking Water..... | 12 |
| 1.5 PROVISION OF COAL..... | 13 |
| SECTION 2- SAFETY AT RALLIES..... | 14 |
| 2.1 GENERAL..... | 14 |
| 2.2 RESPONSIBILITY..... | |

.....14
14
 2.3 MINIMUM SAFETY REQUIREMENTS - STEAM ENGINE
 EVENTS.....14
14
 Barriers.....14
14

DIAGRAM 1 - SHOWING ENTRANCE / EXIT FUNNEL TO
 RING.....14

Notices.....15
15

Spectator
 control.....15
15
 Machine Operators and Competent
 Persons.....15
15
 Steam Engines and Steam Engine
 Drivers.....15
15
 Under age drivers and non-licence
 holders.....16
16
 Passengers.....16
16
 Exhibits - Other Than Steam
 Engines.....16
16

2.4
 Minimum Safety
 Requirements.....16
16
 General.....16
16
 Belt Driven
 Equipment.....16
16
 Showman's
 Engines.....17
17

National Traction Engine Trust Code of Practice

Rack Benches and other Circular Sawing
Machines.....17
Wire Rope
Cultivation.....17
Rope
Inspections.....17
Other Wire Roping
Activities.....18
Road Making
Demonstrations.....18
Stationary Engines - Steam or internal combustion engines and engines
driven by other means.....18
Internal Combustion Engine
Tractors.....19
Fairground
Equipment.....19
Models.....19
Trailer
Rides.....19
Trade Stands and Market
Traders.....19

Trading
Standards.....19

Other Exhibits at Authorised
Rallies.....20

2.5 Fire Precautions at
Rallies.....20
2.6 ELECTRICITY -
1
Overhead
Lines.....21

Power Supplies on the rally
field.....21

2.7 LIQUIFIED PETROLEUM GAS
(LPG).....22

Outdoor
Storage.....22

Fire
Protection.....22

Emergency
Procedures.....22

Fire
Procedures.....22

2.8 MOTOR VEHICLES (OFF ROAD EVENTS) REGULATIONS
1995.....23

The Role of Motoring Event
Organisers.....23

SECTION 3 - OBSERVANCE AND IMPLEMENTATION OF SAFETY
REGULATIONS.....24

3.1
GENERAL.....24

3.2 SAFETY
OFFICERS.....24

3.3
STAFFING.....25

3.4
TRAINING.....25

3.5 TRAINING
RECORDS.....25

3.6 RISK ASSESSMENT.....26

| | |
|---|----|
| 3.7 SAFETY OFFICERS | |
| REPORTS..... | 28 |
| | |
| 3.8 SAFETY TRAINING SEMINARS FOR SAFETY | |
| OFFICERS..... | 28 |
| | |
| 3.9 AUTHORISED EVENT SPOT | |
| CHECKS..... | 28 |
| | |
| 3.10 FAILURE TO COMPLY WITH THE CODE OF | |
| PRACTICE..... | 28 |
| | |
| SECTION 4 - FIRST AID & FIRE FIGHTING | |
| REQUIREMENTS..... | 29 |
| 29 | |
| | |
| 4.1 | |
| INTRODUCTION..... | 29 |
| | |
| | |
| 4.2 SUITABLE | |
| ORGANISATIONS..... | 29 |
| | |
| 4.3 FIRST AID | |
| PROVISION..... | 29 |
| | |
| 9 | |
| 4.3 INSPECTION AND | |
| RECORDS..... | 29 |
| | |
| 4.4 FIRE FIGHTING | |
| REQUIREMENTS..... | 30 |
| | |
| Classification of | |
| fires..... | 30 |
| | |
| Portable | |
| equipment..... | 30 |
| | |
| Types of Fire | |
| Extinguishers..... | 30 |
| | |
| Fire Risk | |
| assessment..... | 32 |
| | |
| Training..... | 32 |
| | |
| | |
| Types of | |
| Fire..... | 33 |
| | |
| Flammable | |
| Liquids..... | 33 |
| | |

SECTION 5 - RING EVENTS -
RALLIES.....34
.....34

5.1
INTRODUCTION.....
.....34

5.2 THE GRAND
PARADE.....34

5.3 OTHER
EVENTS.....
.....34

5.4
GENERAL.....
.....34

5.5 DANGEROUS
DRIVING.....35
.....35

N.T.E.T. 2005 All Rights Reserved Rev 11/08

National Traction Engine Trust Code of Practice

5.6 HAULAGE
DEMONSTRATIONS.....35

5.7 Firework
Displays.....3

5
5.8 Fire and Similar
Displays..... 36

SECTION 6 -
ORGANISATION.....37
.....37

6.1 ADVISING LOCAL
SERVICES.....37

6.2 STAFFING AND OFFICIALS
REQUIRED.....37

6.3 STAFF
BRIEFINGS.....
.....37

6.4 STAFFING
DUTIES.....
...37

| | |
|---|----|
| 6.5 FINANCIAL, ADMISSION, PROGRAMME AND CAR PARKING..... | 38 |
| 6.6 ENGINE ENTRIES..... | 38 |
| 6.7 ADVERTISING..... | 39 |
| SECTION 7 - INSURANCE..... | 40 |
| 7.1 THE LANDOWNER..... | 40 |
| 7.2 THE ORGANISER..... | 40 |
| Mandatory Cover..... | 40 |
| Advisory Cover..... | 40 |
| 7.3 EXHIBITORS, TRADE STANDS AND ENTERTAINMENT..... | 41 |
| Summary..... | 41 |
| Specific Requirements..... | 42 |
| The NTET Insurance Disc..... | 42 |
| 7.4 NTET INSURANCE SCHEMES..... | 43 |
| SECTION 8 - SANITATION ON THE RALLY FIELD..... | 44 |

SECTION 9 - NTET AUTHORISATION
SCHEME.....45

9.1 GENERAL
OBJECTIVES.....4

9.2 AUTHORISED RALLY
LIST.....45

9.3 RALLY AUTHORISATION APPLICATION
FORMS.....45

9.4 AUTHORISATION, AUTHORISATION
FEES.....45

9.5 MONITORING
AUTHORISATION.....46

9.6 RALLY ORGANISERS
CONFERENCE.....46

APPENDIX A - SPECIMEN SAFETY POLICY
DECLARATION.....47

APPENDIX B - SPECIMEN SAFETY POLICY CONTINGENCY
PLAN.....48

Appendix
B1.....49

Appendix
B2.....50

Appendix
B3.....51

APPENDIX C - SPECIMEN SPECTATOR SAFETY
POLICY.....52

APPENDIX D - SPECIMEN LETTERS AND
FORMS.....53

APPENDIX D1 -SPECIMEN LETTER OF INVITATION.....53

APPENDIX D2 -SPECIMEN ENTRY FORM STEAM ENTRY.....54

APPENDIX D3 -SPECIMEN ENTRY FORM NON-STEAM ENTRY.....55

APPENDIX D4 -SAFETY OFFICER'S REPORT.....56

APPENDIX D5 -ACCIDENT / INCIDENT REPORT.....63

APPENDIX D6 -VIOLATION ROAD TRAFFIC ACTS.....71

APPENDIX D7 -ACCIDENT /INCIDENT WITNESS STATEMENT.....73

APPENDIX D8.1 FIVE STEPS TO RISK ASSESSMENT.....74

Appendix D8.2 Basic Risk Assessment Form.....78

Appendix D8.3 Risk Assessment List.....79

N.T.E.T. 2005 All Rights Reserved Rev 11/08

National Traction Engine Trust Code of Practice

APPENDIX E - RALLY AUTHORISATION REQUEST FORM.....85

APPENDIX E1 - RALLY AUTHORISATION REQUEST FORM.....85

APPENDIX E2 - HOW TO EXPEDITE THE AUTHORISATION OF YOUR RALLY.....87

APPENDIX F - OVERHEAD POWER LINES.....88

APPENDIX G - TRADE AND DISPLAY
STANDS.....90

APPENDIX G1 -TRADE AND DISPLAY
STANDS.....90

APPENDIX G2 -TRADE STANDS
CHECKLIST.....93

Appendix G3 Trading Standards
Leaflets.....94

APPENDIX G4 -ASBESTOS
DECLARATION.....95

APPENDIX H - WASTE
MANAGEMENT.....96

APPENDIX I - SAFETY CODE FOR TRACTORS AND AGRICULTURAL
EQUIPMENT.....97

1.
INTRODUCTION.....97

2. STATIONARY ENGINES AND ASSOCIATED
MACHINERY.....97

3.
TRACTORS.....97

4 -
GENERAL.....98

5. ENGINES USING BOTTLED GAS
LPG.....99

APPENDIX J - CARRIAGE OF PASSENGERS ON FARM
TRAILERS.....100

APPENDIX K - WIRE ROPE
CULTIVATIONS.....102

APPENDIX L - USEFUL
INFORMATION.....104

| | |
|--|-----|
| APPENDIX L1 - USEFUL CONTACTS..... | 104 |
| APPENDIX L2 - HMSO BOOKS..... | 105 |
| APPENDIX L3 -HSE BOOKS..... | 107 |
| APPENDIX L4 - RECOMMENDED READING..... | 107 |

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National Vintage Tractor & Engine Club Code of Practice

Introduction

In 1963, the National Traction Engine Trust (NTET) first introduced a Code of Practice for the better organisation of Steam Traction Engine Events, this included its now well established authorisation scheme. This code was designed to promote the interests of Rally Organisers, by encouraging high standards, particularly of safety. Since its inception, the popularity of Traction Engine events has increased enormously, and the NTET is asked to authorise an increasing number of events annually. A copy of the code has been lodged with the Ministry of Transport and the Health and Safety Executive whose assistance in certain aspects has been most helpful.

The Trust is conscious of its duty of care and obligation to ensure the observance of the standards laid down in the Code of Practice at all events receiving its authorisation, this is reinforced by the Motor Vehicles (Off Roads Events) Regulations 1995. Under the 1995 Road Traffic Act the Trust is an authorising body and as such has a statutory obligation to send inspectors to selected authorised events to monitor the observance of the code. Such inspectors have authority to withdraw authorisation and will report to the Rally Section of the NTET who administer the Authorisation scheme on behalf of the Ministry of Transport and the Trust, and the Section may take such reports into account when considering future applications for authorisation. (For further information see Section 3.7 Safety Officers Reports)

The Rally Section is composed of not less than six members, two members and the Chairman being appointed

by the National Council of the NTET. Other members are elected by the Annual Conference of Rally Organisers and Affiliated Clubs.

For the purpose of the Code of Practice and the related Authorisation scheme, the following definitions apply:

AUTHORISED EVENTS Definitions

1. Event

The collective name used to cover Rally, Vintage Gathering, Exhibition, Show, Cavalcade, Fayre or Fair or Old Time Fair, Steam Working and other Working Demonstrations, Gala, Match, 'Steam Party', 'Crank-up', Road Run or any situation where exhibits are organised so as to form a presentation.

Exhibits must be covered by at least Public Liability insurance providing a minimum of £2,000,000 indemnity. Motorised and self-propelled exhibits must be compliant with the Road Traffic Acts for Insurance and Licensing purposes, and carry the minimum third party insurance as required by the Road Traffic Act.

2. Authorising Body

An organisation sanctioned under the Motor Vehicles (Off-Road) Regulations 1995 to prescribe and control events to which the General Public has access. Such an organisation must produce a Code of Practice under which its authorised events are operated and the Code may contain such rules as the Authorising Body thinks fit".

The following are Authorising Bodies for the purposes of prescribing and controlling events.

National Traction Engine Trust

Vintage vehicle events including steam power

Amateur Motor Cycle Association

2-wheel and sidecar motorcross, trials and enduros

Association of Rover Clubs

4-wheel cross country vehicle events

Auto Cycle Union

2- wheel, sidecar, 3-wheel & quad m/cycle events in England and Wales

The National Vintage Tractor and Engine Club is NOT an Authorising body and as such has to liaise with the NTET should it wish to put on an authorised event.

National Traction Engine Trust Code of Practice

British Schoolboy Motorcycle Association

2-wheel motocross for both sexes

International Organisation of Professional Drivers Ltd

Exhibition, stunt & power shows & competitions, corporate entertainment & other speed events

National Autograss Sport Association Ltd

4-wheel autograss racing

NORA 92 Ltd

Quad, pilot and minirail racing

The Royal Automobile Association

4-wheel racing, rallying, trials, karting, cross country & other speed events

Scottish Auto-Cycle Union

2- wheel, sidecar, 3-wheel & quad m/cycle events in Scotland

Young Motorcycle Sporting Association Ltd

2-wheel motocross for boys & girls of school age

3.

Authorised Event

An 'Off-Road' event held under the auspices and Codes of Conduct of an organisation sanctioned as an 'Authorising Body' by the Motor Vehicles (off-Road) Regulations 1995.

Dispensation may be given to modify licence requirements and to the age limits of drivers, but only if a specific set of conditions is rigorously applied (see 2.3 Minimum Safety Requirements - Steam Engine Events -Under age drivers and non-licence holders).

4.

Non - Authorised Event

Any event not authorised by the NTET or other Authorising body. The full effects of the Road Traffic Acts apply to these events.

5.

Organiser

The collective name used to cover Chairperson, Manager, Owner, Director or any other person who is responsible for the overall management of the event.

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National Vintage Tractor and Engine Club Code of Practice

ORGANISERS RESPONSIBILITY FOR SAFETY

Representatives of the local authority together with police, fire and ambulance officers - should, preferably through a co-ordinated approach - advise organisers about how to discharge their responsibility for safety and, in certain circumstances, may require measures to be taken in order to achieve reasonable safety standards.

THIS DOES NOT, HOWEVER EXONERATE THE ORGANISERS FROM THEIR RESPONSIBILITY FOR THE SAFETY OF SPECTATORS, EXHIBITORS AND EVENT OFFICIALS AND OTHERS WHO MAY BE AFFECTED BY THE WAY THE EVENT IS ORGANISED

The "Code of Practice" has been developed with the assistance of many relevant bodies and similar events with relevant information obtained from the publications listed below. All "Authorised Events" are expected to follow the "Code of Practice". However if the organisers wish to deviate from the Code, then the deviation should provide at least an equivalent standard of safety, be documented prior to the event and agreed by all committee or management members. These records may be required in any subsequent incident investigation.

The "Code of Practice" 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 (A Guide to Health, Safety and Welfare at Music and Similar Events)

HSG 195

B) Regulatory Reform (Fire Safety) Regulations 2005.

C) Fireworks. & Working Together on Fireworks Displays.

D) Guide to Safety at Sports Grounds.

Publication (D) should be referred to if your event is held on a "Sports Ground"

The Safety of Sports Ground Act 1975 defines a Sports Ground as;
A place where sports or other competitive activities take place in the open air and where accommodation has been provided for spectators, consisting of artificial structures or of natural structures artificially modified for the purpose.

- E) Safer food, better business for caterers. Making food safely (Food Standards Agency January 2007)
- F) Fairgrounds and Amusement Parks. A Code of Safe Practice (HSG 175)
- G) Trading Standards (Business Advice Pack 1999 Reprinted 2005)
- H) IEE Regulations 17th Edition (BS7671)
- I) Environment Agency

Spreading of Cesspit Waste on Agricultural Land
Waste Management Licensing Regulations 1994
The Sludge (Use in Agriculture) Regulations 1999

- J) 5 Steps to Risk Assessment (HSE-IND(G) 163L 1/97)
- K) The Road Traffic Act (as amended)

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National Vintage Tractor and Engine Club Code of Practice

SECTION 1 - GENERAL CONSIDERATIONS

1.1 Date and Location of Event

Once a provisional date has been set it should try to avoid clashes with other large events in the local area

1.2 Selection of a Rally Field

Type of Field.

It is of first importance that the field selected should be suitable, readily accessible and not greatly affected by wet conditions. Grass fields should be carefully examined, because unless they have been laid down to pasture for many years, they are particularly susceptible to damage. Made up and back filled ground should be avoided. Care should also be exercised regarding wayleave and buried pipelines and overhead power lines. (See APPENDIX F). In order to preserve good relations the nature of possible damage to the surface of the field should be pointed out to the landowner and/or occupier before proceeding. The rent payable should also be agreed at this time.

Surface and Gradient.

A smooth surface is of prime importance; ruts and soft patches should be avoided. A sloping field is acceptable but it must be remembered that this will affect the layout of the ring for events.

Size of Field.

The number and type of exhibits attending the event will govern this. The following should be borne in mind

when selecting a suitable field. The minimum recommended size of ring is 55m x 135m (60 yds x 150 yds).

Space must be provided for parking exhibitors vehicles off the main rally field.

It is desirable to have a separate low loader parking area to which the public is not admitted. Space for refreshment tents, other exhibits, exhibitions, traders, fairgrounds, toilets, official's tents, etc.

Space for Car Parking

This need not be on the rally field, but should be reasonably nearby and consideration should be given to the suitability of pedestrian access routes

Entrances to Field

It is important that entrances to the field through which engines 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 3.7m (4 yds) and this must be increased. These entrances should be supervised by trained stewards.

1.3 Layout of Rally Fields

Best use must be made of the area available to provide:

- 1) The ring for parades and other events
- 2) Space for other attractions
- 3) Space for tents
- 4) Space for caravans.
- 5) The areas for display of tractors and stationary engines
- 6) Space for the public to circulate freely
- 7) Space for car parking

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It is helpful to involve those persons concerned with the various aspects of field use at the planning stage, so that the most suitable arrangements can be achieved.

Subject to the total space available, the following points should be considered when laying out these various areas.

The Ring.

As stated before, the recommended minimum size is 55m x 135m. (60 yds x 150 yds) The width may be increased in proportion to accommodate additional exhibits. The recommended minimum size may be reduced if the ring is to be used only for parades..

Wherever possible a clear entrance and exit with adequate funnels should be provided to the Ring. All roadways where movement of exhibits takes place must be clearly defined and signed. In some cases a common entrance and exit to the Ring may be unavoidable but this will make organisation of a continuous programme of events more difficult and will need to be properly managed for safety.

Adequate toilet facilities must be provided (see SECTION 8 - SANITATION ON THE RALLY FIELD).

An efficient public address system is essential and this 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 Ring, its entrances and exits.

First Aid.

The minimum provision should be a qualified first aid team, together with a suitable location from which to operate, 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. Free access for emergency vehicles to and from the highway must be maintained at all times (See SECTION 4 - FIRST AID & FIRE FIGHTING REQUIREMENTS)

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Car Parking.

Large numbers of people attending rallies arrive by car and coach and adequate well signed space must be allocated for parking. The car park(s) need not be part of the rally field but should be nearby and with ready access. 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 also controlled to avoid congestion on the public highway.

'Blue Badge' parking areas should be considered.

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

Pedestrians should be segregated where ever possible from moving vehicles

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

Caravans

A number of exhibitors and visitors will bring caravans when attending Rallies and adequate parking must be available. Similar arrangements to car parking are required, but, due to the risk of fire with caravans, because of cooking and heating, it is recommended that all units be spaced at a minimum of 6 m. (20 ft) apart, or to the requirements of the Local Authority.

Condition of the Rally Field.

It is recommended that organisers should carry out a detailed risk assessment of the site (see section 3.6) at the early planning stage and inspection of rally fields in company 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 Rally and minimise any claims for damage alleged to have been caused by the Rally.

Prevention of Fire.

Consultations should take place with the local Fire Authority at an early stage in planning the event and their recommendations should be adopted.. (See also SECTION 2 - SAFETY AT RALLIES -2.5 Fire Precautions At Rallies)

1.4 Provision of Water Supply.

Water should be made available for the stationary engines near their allotted area, a tank or IBC is suitable should mains water not be convenient

Drinking Water.

A clean wholesome and potable supply must be provided.

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National Traction Engine Trust Code of Practice

SECTION 2 - SAFETY AT RALLIES

2.1 General.

Tractor and engine rallies and associated events are potentially hazardous pursuits. Rally Organisers must take all reasonably practicable precautions to protect exhibitors, traders, the public, and others affected by their event.

2.2 Responsibility.

Every Rally Organiser is responsible for the organisation and safe conduct of the event. 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. 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. In a Company Limited by guarantee the person would be the Company Secretary. A specimen Safety Policy Statement is given in Appendix A attached. Rally 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 Rally

2.3 Minimum Safety Requirements - Events Barriers

The Ring should be fenced with suitable fencing which spectators cannot penetrate, supplemented by a secondary barrier sited 2m (6 ft) inside the fence line. It is recommended that the outer barrier be crowd control barriers, sheep netting, electric fence netting or construction industry high visibility netting.

Access openings to the Ring should be strongly fenced at each side for a distance of at least 9m (30 ft) so as to prevent spectators from encroaching on the entrance. The fencing should be sited to provide a funnel shaped entrance with its narrowest end at the Ringside. (See diagram - below).

Diagram 1 - showing entrance / exit funnel to ring

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Notices

These must be prominently displayed at every public entrance to draw to the attention of the public the hazards which may exist on the rally field.

Notices should also be displayed at any place where a special hazard might exist such as vehicle movements and demonstrations.

The display of notices serves only as a warning and in no way absolves Rally Organisers from the general duty set out in Para. 2.1 and 2.2 above.

Spectator control.

Competent, trained and supervised stewards should be provided to control the general public and ensure their safety (refer to section 3.0). The rally organisers must be aware that some exhibits may be permitted to move around the rally field, and the safety of the public etc. must be considered at all times

Particular attention must be paid to the Ring approaches and exits which must be kept clear to their full width at all times (See Diagram - Page 14).

Spectators must not be allowed to enter or encroach on the Ring, unless invited, and stewards must not permit any event to proceed if unauthorised spectators are within the boundaries of the Ring.

Strict control of spectators by restricting areas in which they are permitted must be exercised to prevent them endangering their own lives, or those of others by the provision of fencing or barriers displaying warning notices.

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

Machine Operators and Competent Persons.

All machinery 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 or plant over which he has control or charge.

No person under the legal limit for holders of licences to drive vehicles on the highway, should

be permitted to drive a vehicle on the Rally field. Conditions supporting exceptions to this provision are described on the following page (Under age drivers and non-licence holders).

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Under age drivers and non-licence holders

Drivers under the age of 17 and drivers who do not hold a category B driving licence are permitted to drive anywhere other than on a public road provided the following conditions are met:

1.
The insurance cover for the vehicle specifically includes Steam Apprentice Club members (as per the NTET insurance scheme)
 2.
The person is a bona-fide member of the NTET Steam Apprentice Club.
 3.
The 'apprentice' is not prohibited from applying for or holding a driving licence.
 4.
The 'apprentice' is closely accompanied at all times by a person who is a full licence holder for the type of vehicle being used.
 5.
The minimum age shall be 13, with a minimum height of 1.4m. The known conduct of the 'apprentice' is not likely to detract from the safety standards of the event.
 6.
The Safety Officer has given formal sanction following a risk assessment of the 'roadways' and vehicle manoeuvring places.
 7.
The Rally Organiser has given written notice to the Exhibitors and Public of his intent to allow such movements (via notices and the Rally Programme)
- Notes;

The above arrangements are for juveniles and only apply to a rally that is an 'Authorised Event'. In all other events where members of the general public are present, the Road Traffic Act must be assumed to apply and therefore the RTA licensing and insurance requirements must be complied with.

These proposals are initially designed to enable members of the NTET's Steam Apprentice Club to participate at Authorised events. However, further dispensation may be given, following discussions with

interested parties to juveniles and unlicensed persons, when driving tractors (minimum age 13) and similar implements, but only when they are bona-fide members of an organised Club or Society and hold the necessary third party cover as specified in the Road Traffic Act (as amended)

The NVTEC does not operate a Young Drivers Club or similar however there may be such a time whereby a similar scheme to the Steam Apprentices Club detailed above whereby younger drivers can undertake a Competency Test and be allowed to drive on a rally field however this is at the discretion of the Rally Safety Officer.

Passengers

Passengers should not be carried on any tractor.

Note

It is not permissible for children under the age of 13 years to ride on a tractor whilst travelling to, or taking part in or returning from an agricultural or forestry operation.

Cultivation, threshing and sawing at rallies could be deemed to be agricultural operations under the relevant legislation.

Exhibits - Other Exhibits

Any mechanically propelled or working stationary machinery exhibit must be in the charge of a competent person at all times. (refer to Appendix I)

2.4 Minimum Safety Requirements

General.

Safety requirements generally have become much more stringent since the days of commercial use when the equipment was first manufactured. None of the preserved equipment would be legally permitted under current regulations;

and these regulations do not envisage the presence of a large lay audience. Great care is necessary to ensure the safety of the general public at a rally or working event.

Belt Driven Equipment.

A stout fence should be provided around the demonstration, erected at a distance so that spectators cannot reach any moving components. When an access opening is necessary this should be on the opposite side to the belt

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National Vintage Tractor and Engine Club Code of Practice

and supervised by a steward. The fence should not be nearer than 3m (10 ft) to the belt run. Belt and belt fasteners should be adequate, and fit for their purpose.

In addition to these general precautions, all belt drives and shafting should be further protected to prevent, so far as is reasonably practicable, danger to persons operating the equipment or who may otherwise be within the enclosure.

Where operators ''work'' at a piece of belt driven machinery ie. Threshers, Balers, Sawbenches, Stone crushers, etc. a means should be provided to enable the operator to disconnect the drive from the prime mover from his/her normal working position.

Rack Benches and other Circular Sawing Machines.

In addition to the precautions in Belt Driven Equipment above, the part of the saw blade below the bench table should be enclosed to the greatest extent practicable. (A possible method would be by two plates of metal or other suitable material, one on each side of the saw blade; such plates should be not more than six inches apart, and should extend from the axis of the saw outwards to a distance of not less than two inches beyond the teeth of the saw)

The part of the saw blade which is above the machine table should be guarded, and equipped with a riving knife set as near as practicable to the saw blade. A top guard should be fitted and extend beyond a point where the blade passes through the table.

Careful planning is the key to a successful demonstration and this applies to the choice of ground, choice of machines and crews, proper briefing, proper marshalling and careful laying out of the site including consideration of the proximity of other demonstrations. As always, exhibits may not work without proof of current public liability indemnity.

National Vintage Tractor and Engine Club Code of Practice

Road Making Demonstrations

A road making display can provide a tremendous opportunity to illustrate and educate the public about road making methods both old and new. It also allows them to appreciate the differences between the terms 'steam roller' or 'traction engine'. In addition to entertaining the public, a road making display allows the operators to put their engines to work and practise their own practical road making skills. Many roller owners are also collectors of tools and other artefacts associated with road works and they enjoy any opportunity to bring them out for others to see.

The addition of laminated boards that explain the use, function, history and dates of application of the exhibits can improve the display. These explanations should be short, informative and easy to understand. Please remember the photographer and place descriptive boards close to the safety barrier and away from the exhibits. For further details contact The Road Roller Association (see Appendix L for details)

Stationary Engines - Steam or internal combustion engines and engines driven by other means.

These should be in a compound enclosed by crowd control barriers or with fencing at least 0.9m (3 ft high). If the fencing is of Pig wire, or other impenetrable construction, it should not be nearer than 1.8m (6 ft) to the machines but if constructed of rope on stakes or similar, the minimum distance should be increased to 3m (10 ft). Sufficient competent operators should be present at all times when stationary engines are operating.

Adequate space must be allowed between exhibits to ensure safe operation. Engines with exposed flywheels should be sited so that the flywheel is parallel to the safety barrier.

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National Vintage Tractor and Engine Club Code of Practice

Internal Combustion Engine Tractors.

The recommendations contained in Appendix I should be observed when such machines are operated at a Steam Traction Engine Rally.

Fairground Equipment.

The advice and guidance published by the Health & Safety Executive in 1992, and the relevant codes of practice and guidance for the safe operation of fairground equipment, must be implemented when such equipment is operated at a Vintage Rally. Any showman attending an event must be required to produce evidence of insurance cover, a valid certificate and records of inspections before any ride or attraction is operated.

Models.

A model railway, giving rides, should be sited away from areas where pedestrians might be tempted to cross the track. It should be fenced and notices should be prominently displayed warning the public to keep off the track. Where applicable evidence of insurance for both steam boiler and public/passenger liability indemnity must be produced.

Two information sheets are available from the Health and Safety Executive entitled 'Passenger carrying miniature railways' and 'Safe operation of miniature railways, traction engines and road vehicles'

Model tents are often an added attraction. If live steam models are operated, extra fire extinguishers must be provided. A competent person must install any electrical equipment, especially if it is intended to operate at or above 230volts a.c..

Trailer Rides.

Trailer rides, whether drawn by a steam or i/c vehicle is used, should utilise a vehicle provided with four sides at a recommended minimum of 18" higher than the seating. Drawbar pins securing trailers should be provided with a means of retention. A responsible adult should ride on the trailer to keep passengers seated. No one should be permitted to ride on the drawbar, and suitable provision should be made for mounting and alighting. See also Section 7 referring to Insurance and the Health and Safety Executive's Agricultural Information Sheet (No 36) at Appendix J

Trade Stands and Market Traders.

All traders must have public liability insurance for their stands and attendant vehicles. It is recommended that the Rally Organiser 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 considered necessary.

Firebreaks must be provided in the layout with a minimum of 6m (20 ft) between lines of stalls. Blind avenues must also be avoided. All stands should provide suitable and sufficient fire extinguishers.

All electrical generators should be tested and certified safe by a competent person.

Accumulations of rubbish should not be allowed and adequate disposal facilities must be provided.

Trading Standards

The Trading Standards Department enforce a variety of legislation in order to protect both the individual and the communities and to ensure compliance with the said legislation. This 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

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National Vintage Tractor and Engine Club Code of Practice

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

Refer to Appendix G 3 for list of useful leaflets

Other Exhibits at Authorised Rallies.

This Code of Practice shall also apply to the use of preserved Cars, Commercial Vehicles, Motor Cycles, Tractors and other exhibits at an authorised Traction Engine Rally, particularly with regard to the safety and insurance provisions .

2.5 Fire Precautions At Rallies

Detailed Guidance is given at Section 4.4 of this code. 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) with flammable materials or equipment must have a suitable fire extinguisher.

Careful consideration should be given to the siting 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.

The use of straw or hay bales for seating is not permitted.

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.

1.

The number of persons likely to occupy the tent who must be safely evacuated in the event of fire, must be taken into account. For bar areas this can be assessed as 0.35sq m (3 sq ft) per person. For refreshment areas where seated accommodation is provided a factor of 1.0 sq m (10 sq ft) per person should be applied.

2.

A minimum of two exits must always be provided from the public area of the tent. The minimum width of each exit should not be less than 1.5m (5 ft) for notional occupancies (calculated under para 1 above) not exceeding 300 persons. For occupancies between 300 and 350 persons this width should be increased to 1.8m (6 ft). If the calculated occupancy of the tent exceeds 350 persons, additional exits not less than 1.8m (6 ft) wide must be provided. Exits should be remote from each other and as far as possible distributed evenly around the tent

3.

The greatest distance of travel to an exit by the shortest practicable route, clear of all obstructions such as tables and seating, from any position occupied by the public in the tent should not exceed 18m (60 ft). The

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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. The width of the escape routes thus provided should

not be less than the final exits from the tent.

4.

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.

5.

The number and type of portable fire extinguishers provided should be agreed with the Fire Authority. As a general guide, a minimum of two extinguishers of 9 litre (2 gallons) capacity, water type (see section 4.4 Fire Fighting Requirements) should be provided in each public tent and they should be sited in prominent positions adjacent to exits and clearly marked with "Fire Point" signs. No person should have to travel more than 18m (60 ft) to reach an extinguisher.

Note:

Safety exits can be rapidly created in an emergency by slashing the side sheets with a Stanley knife. It is suggested that several responsible people in each marquee are issued with suitable knives and that they are briefed on the action to take in the event of an emergency evacuation.

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. Please remember that Fire Safety Requirements may vary from area to area.

2.6 Electricity Installations

and equipment must be in compliance with the EAW Regs. as amended and BS 7671 (17th Edition of the IEE wiring Regulations)

Overhead Lines

Precautions should be taken to prevent contact with any overhead lines crossing the rally field or access roads. Some of the precautions that can be adopted are described in Appendix F. The local Electricity Company should be consulted if there is any doubt about the height or voltage of overhead power lines or the presence of underground cables.

Power Supplies on the rally field

1.

The supply for temporary lighting should be at 110 volts or less. The supply transformer or generator

should have an earth centre tap on the output winding to give a maximum voltage to earth not exceeding 55 volts. Where the supply source (mains or generator) is above 110 volts, the transformer should be located adjacent to the point of supply.

Note: Suitable 110 volt generators and transformers are readily available from plant hire firms..

2.

Where the use of "mains" voltage cannot be avoided, e.g. for freezers, microwave ovens etc. all wiring and other apparatus must comply with the current Regulations of the Institution of Electrical Engineers.

Organisers must appoint a qualified electrician to supervise temporary electrical installations and to give advice as required by the Electricity at Work Regulations 1989as amended.. Such installations must be installed to the requirements of the 17th Edition of the IEE Regulations and certified by the installing contractor.

Note: See Appendix L for address of National Council for Electrical Installation Contracting

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National Vintage Tractor and Engine Club Code of Practice

2.7 Liquefied Petroleum Gas (LPG)

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

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

There is also a suite of guidance from the LPG Association. In particular the following recommendations are made.

Outdoor Storage

A well-ventilated secure `site in the open air should be chosen for the storage of LPG containers to allow easy

dispersal of any small gas leaks

The floor of the store should be level. The area where containers are to be stored should be concrete, paved or compacted to provide a load-bearing surface.

To prevent trespassing or tampering every LPG storage area should be enclosed by a substantial fence not less

than 1.8m high unless it is otherwise adequately protected.

The entrance door to the storage area must be kept locked shut when unoccupied.

Stores should be situated away from drains, cellars, manholes, and depressions in the ground.

Fire Protection

Adequate portable fire fighting equipment should be provided to enable fires to be extinguished at an early stage.

Portable fire extinguishers should conform to British Standard (BSEN3) and be installed and maintained as outlined in British Standard 5306 part 3.

Advice should be sought from the local Fire and Emergency Service.

Emergency Procedures

Action in the event of a leaking container.

If a container is found to be leaking without the gas igniting the following actions should be taken providing it is safe to do so.

- a) Any nearby source of ignition should be extinguished.
- b) An attempt should be made to stop the leak by closing the valve and replacing the bung or cap.
- c) If the leak cannot be stopped the container should be carefully removed to a well-ventilated open space, clear of drains, buildings and sources of ignition and other LPG cylinders. The leaking container should be marked faulty and left with the leak (usually at the valve) uppermost. Notices prohibiting smoking and other naked lights should be displayed. General access should be prevented. The supplier of the cylinder should be informed immediately. NO ATTEMPT SHOULD BE MADE TO DISMANTLE OR REPAIR DEFECTIVE VALVES except by a person trained to do so.

Fire Procedures

- a) Raise the alarm.
- b) Call the fire brigade immediately and tell them that an LPG container may be involved
- c) If gas from a cylinder valve is alight, IF IT IS SAFE TO DO SO either turn off the valve promptly to extinguish the flame or extinguish the flame then turn off the valve, Where possible and IF IT IS SAFE TO DO SO the cylinder and adjacent stack of cylinders should be cooled by spraying with copious quantities of water.
- d) If the flame from the leak cannot be extinguished by turning off the valve, trained personnel or fire brigade should only carry out fire fighting. If the flame is extinguished but vapour continues to escape, treat the cylinder as in the above paragraph. If the flame from the burning leak impinges on a cylinder and this cannot be stopped the area should be evacuated immediately.

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National Traction Engine Trust Code of Practice

2.8 Motor Vehicles (Off Road Events) Regulations 1995.

As result of amendments to the Road Traffic Act 1988 by the Road Traffic Act 1991 (as amended)which came into force on 25 July 1991; offences under sections 1, 2 or 3 of the 1988 Act are now capable of being committed in public places which are not roads. The offences under Sections 1, 2 and 3 are:

- Causing death by dangerous driving

- Dangerous driving

- Careless and inconsiderate driving.

Section 13A provides that a person shall not be guilty of an offence under sections 1, 2 or 3 of the 1988 Act by virtue of driving a vehicle in a public place other than a road if he shows that he was driving in accordance with an authorisation for a motoring event given under the Regulations.

These Regulations, amongst other things, prescribe bodies who can grant authorisation for a motoring event and, who require the person applying for authorisation to pay a fee specified by the body concerned.

The Role of Motoring Event Organisers

The organiser of an event which includes the use of motor vehicles in a public place is required to obtain authorisation under Section 13A of the Road Traffic Act 1988 if the event necessarily involves the driving of vehicles in a manner which could be considered dangerous or careless.

Organisers shall apply for authorisation on an authorising body's standard form which will be used for the purposes of Section 13A.

Organisers will have the responsibility for ensuring that the event is held in accordance with any conditions attached to authorisation, particularly conditions relating to safety of the public and participants.

Authorising bodies will visit events from time to time to ensure that the conditions attached to an authorisation are being complied with.

They have powers to revoke authorisation. Organisers will need to have a system for notifying drivers that the event is no longer authorised if a revocation notice is received.

Those taking part in an event must be made aware that when taking part in any event in a public place there can be no protection from offences which are drug or alcohol related. (Sections 3A and 4)

The application of the dangerous and careless driving offences (Sections 1-3 of the Act) apply only to non authorised events under Section 13A of the Road Traffic Act 1988.

National Vintage Tractor and Engine Club Code of Practice

SECTION 3 - OBSERVANCE AND IMPLEMENTATION OF
SAFETY REGULATIONS

3.1 General.

The organiser of an event shall be responsible for all matters concerning the organisation and conduct of his event, especially the safety of the spectators, exhibitors, event officials and others including the observance of the safety provisions of this code at all times.

A clear written statement, signed by all parties must be in place well before any event, as to who is responsible for the safety of the event. This can be incorporated in the Health and Safety Policy Statement (as amended by the HSW Act) 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 or management 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"). Representatives of the local authority, together with Police, Fire and Ambulance officers, will advise organisers/management on how to discharge its responsibility and in certain circumstances, may require measures to be taken in order to achieve reasonable safety standards. This does not, however, exonerate the organisers/management from its responsibility for the safety of spectators.

3.2 Safety Officers.

The Organiser must appoint a Safety Officer, to provide competent advice in safety related matters. The 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.

Such appointment must be made prior to application for authorisation. It is essential that the Safety Officer is neither given nor takes on additional duties during the event which reduce that persons effectiveness in the principal role.

Requirements for a Safety Officer.

a) Competence.

A person will be regarded as competent for the role of Safety Officer when that person has sufficient training

and experience to be able to meet the functional specification in the job description. It is advisable for all

Safety Officers to attend a NTET 'Safety at Rallies' training seminar where relevant tuition is given.

It is recommended that NVTEC safety officers have attended a NTET Safety at rallies training seminar to familiarise themselves with the risks associated with putting on a vintage event.

b) Status.

On event days, a Safety Officer should 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 safety officer should also be regarded as the principal adviser to the organiser/

management on all related safety issues.

c) Authority

On event days, a Safety Officer should have the authority to make safety-related decisions without having to

refer to the Organiser.

d) Accountability .

A Safety Officer should be accountable to the Organisers to whom the right of direct access is essential.

e) Identification and communication.

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National Vintage Tractor and Engine Club Code of Practice

On event days it is essential that the Safety Officer is 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 Safety Officer must be in contact with the Organiser and control point at all times by radio or mobile phone.

3.3 Staffing

Organisers have a responsibility for ensuring that stewards, section controller and marshals receive sufficient

training to enable them to carry out the duties and the responsibilities assigned to them before the rally takes place..

In addition to relevant H and S training there is a recognised national standard of training to NVQ level in "Spectator Control" which is now required at Sports Grounds.

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. A detailed job description and responsibilities of the security staff must be in place prior to the event.

It is advantageous to have a supply of 2-way radios so that staff can be contacted / instructed if required together with mobile telephones which can be less public.

3.4 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 organisers and others in the event of an emergency.

All persons should be competent in the following to perform their duties;

- knowing the layout of the site and being able to assist the public by giving information about available facilities, remembering the needs of people with disabilities.
- have a knowledge of the emergency contingency plan, spectators safety policy, event safety policy.
- ensure that no overcrowding occurs in any part of the venue, especially at entrances and in marquees etc.
- keeping gangways and roadways clear at all times so that emergency vehicles can get to the scene of any incident quickly. (Particular attention should be given to trade and camping areas)
- communicating with control centre in the event of an emergency

- have knowledge in basic first aid.
- have knowledge in basic fire fighting. (Refer to Section 4.4)
- knowing and understanding the arrangements for evacuating the spectators from area of incident, including code messages (if used) and undertaking specific duties in an emergency.

3.5 Training records

Organisers 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.

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National Vintage Tractor and Engine Club Code of Practice

3.6 Risk Assessment.

The National Traction Engine Trust Rally Section has, as part of its responsibilities to rally organisers, been investigating the need to carry out Risk Assessment at rallies and therefore advises that 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.

An important question has arisen during the course of the investigation, and this is the reference to the fact that

most of the "workers" at our events are unpaid and are therefore not at work. The terms "work" and "at work" has been difficult to define. On the best advice available the definition will include any person employed under contract whether expressed or implied and, if expressed whether oral or in writing, paid or unpaid.

The decision of the Rally Section is that Risk Assessment should be carried out not only to meet our statutory obligation but also to fulfil our duty of care and responsibilities. To assist organisers in this difficult task a check list has been included in the Code (appendix D8.1, 8.2 and 8.3) so that organisers can easily identify areas that could possibly give rise to concern.

The Rally Section cannot give a definitive answer to whether a particular situation is "at risk" or not. Every rally 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.)

FIVE STEPS TO RISK ASSESSMENT

An assessment of risk is nothing more than a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

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 yourself whether you have done all the things that the law says you have got to do. 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.

Your 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 :a)
Can I get rid of the hazard altogether?

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National Vintage Tractor and Engine Club Code of Practice

b) If not, how can I control the risks so that harm is unlikely?

Only use personal protective equipment when there is nothing else that you can reasonably do.

If the activities tend to vary a lot select those hazards that you can reasonably foresee and assess the risks from them. After that, if you spot any unusual hazard or get information from others on site, take whatever action deemed necessary.

STEP 4 (Record your findings)

Write down the most significant hazards and (2) recording 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 ;a)

ARE THE PRECAUTIONS REASONABLE.

b) IS THERE SOMETHING TO SHOW THAT A PROPER CHECK WAS MADE.

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.

For further guidance with risk assessments see appendices D 8.1, D 8.2 and D 8.3

GETTING HELP

In the unlikely event that you get stuck with the assessment, your local Health and Safety Inspector can advise you on what to do.

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5 STEPS TO RISK ASSESSMENT
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EVACUATION PROCEDURES—See Appendix B, B.1, B.2. B.3

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National Vintage Tractor and Engine Club Code of Practice

3.7 Safety Officers Reports for NVTEC events

Within 21 days of the event being held the safety officer shall render a report to the chairman of the rally

3.8 Safety Training Seminars for Safety Officers.

The NTET organises regular seminars for Rally Safety Officers to give instructions in and explanation of the recommendations of this Code of Practice regarding safety at events. Details of future seminars can be obtained from the Rally Section Chairman. It is recommended that Safety Officers attend such a course.

The NVTEC does not stage authorised events on its own right so the reporting procedures for Safety Officers do not apply.

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National Vintage Tractor and Engine Club Code of Practice

SECTION 4 - FIRST AID & FIRE FIGHTING REQUIREMENTS

4.1 Introduction

The organiser of an event shall be responsible for the provision of suitable and sufficient Fire prevention and First Aid cover.

The organisers of an event should, at the planning stage, consult the local NHS chief Ambulance Officer on the Ambulance and First Aid Requirements.

4.2 Suitable organisations

St John Ambulance, the British Red Cross Society and other private companies will usually provide a suitable team and ambulance. The Organisers should consult with whichever organisation that is providing first aid cover as soon as practicable prior to the event, so that appropriate arrangements can be put in place for the event.

4.3 First Aid Provision.

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, the organisers risk assessment and 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 aiders, paramedics, doctors and ambulances can be determined by referring to 'The Event Safety Guide' Chap 20 published by the HSE reference HSG 195 ISBN 0-7176-2453-6

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 organisers 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 Safety Officer is satisfied that the event is closed and the ground has been returned to its normal use.

The First Aid Medical Information Sheet (see appendix D5 page 70) must be submitted with your notification of the event to your NHS Ambulance Trust.

Inspection and records.

a) Before the start of the event the organiser should ensure that :

1. Sufficient staff are present and at their posts
2. They are properly briefed.
3. First aid equipment and materials are provided and maintained at the required level.
4. Appropriate medical and ambulance provisions are in place.

b) - During and after the event the organiser should ensure that:

1. First aiders remain in position until stood down by the Safety Officers.

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2.

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.

3.

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.

4.

A record of all first aid and medical treatment provided during the event must be maintained (while preserving medical confidentiality)

5.

Records are kept readily available for inspections by the relevant authorities (While preserving medical confidentiality)

(See specimen record form at Appendix D6)

4.4 Fire Fighting Requirements

Before the event, the organisers should complete a fire risk assessment to determine the potential fire hazards and the fire prevention, protection and emergency procedures.

The organisers of an event should, at the planning stage, consult the local Fire Service for advice about what fire fighting requirements are necessary for the event.

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.

Portable equipment

Portable fire extinguishers should conform to British Standard BSEN3 and be installed and maintained as outlined in British Standard BS5306-8 : 2000.

Fire blankets are classified in British Standard 6575 and are described as follows;

a) Light duty:

These are suitable for dealing with small fires in containers of cooking fats or oils and fires in clothing.

b) Heavy duty:

These are for industrial use where there is a need for the blanket to resist penetration by molten metals.

Types of Fire Extinguishers

Type Colour Action
Class

WATER RED By cooling the burning material
A

Danger
Method of Use

Do not use on live electrical equipment, burning The jet or spray should be directed at the base of the fats or oils. flames and kept moving across the area of the fire. Any hot spots should be sought out after the main fire is out

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Type
Colour

FOAM (Protein P Type)
RED with
5%CREAM band

Danger

Do not use on live electrical equipment.

Note

New types of Foam

Type -
Colour

DRY POWDER
RED with 5% BLUE
band

Danger

Safe on live electrical equipment, although does not readily penetrate spaces inside equipment. A fire MAY RE-IGNITE.

Warning

Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.

Action
Class

Forms a blanket of foam over the surface of the B burning liquid and smothers the fire.

Method of Use

The jet should not be aimed directly onto the liquid. Where the liquid on fire is in a container the jet should be directed at the edge of the container or on a nearby surface above the burning liquid. The foam should be allowed to build up so that it flows across the liquid.

Aqueous film forming foam (AFFF) and Film forming Fluro protein foam (FFFP) can be used on CLASS A and B fires. Method of Use is as above.

Action
Class

Chemical inhibition of combustion
B

Method of Use

The discharge nozzle should be directed at the base of the flames and with a rapid sweeping motion, the flame should be driven towards the far edge until the flames are out. If the Extinguisher has a shut-off control, the air

should then be allowed to clear; if the flames re-appear the procedure should be repeated.

Note

NEW TYPES OF DRY POWDER: MULTI These can be used on CLASS A and B fires.
PURPOSE Method of use as above.

Type
Colour

CARBON DIOXIDE RED with 5%
(CO₂) BLACK band

Danger

Safe and clean to use on live electrical equipment. However, fumes from CO₂ extinguishers can be harmful to users in confined spaces. The area should be therefore be ventilated as soon as the fire has been extinguished.

Warning

CO₂ has limited cooling effect and care should be taken to ensure that the fire does not re-ignite.

Action Class
Displaces oxygen in the air. B
Method of Use

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire

WARNING: All new fire extinguisher are now RED IN COLOUR to comply with the new regulations BS EN 3: 1996 and colour coded to identify the extinguishing agent.

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Fire Risk assessment.

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 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. Refer to the risk assessment forms .(See Appendix D 8)

Training.

Prior to any event, the organisers should train all personnel in the use of the fire fighting 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 first aid fire fighting, so that, if necessary, they can tackle a fire without endangering life until the fire brigade arrives.

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. 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 Fire Brigade on their arrival to save valuable time.

Other supplies of water can be made readily available from Vacuum tankers and bowsers used to supply steam engines etc.

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TYPES OF FIRES

Flammable Liquids

The following are some of the flammable liquids that may be found at your event: This list does however not take the responsibility from the organiser to verify what flammable liquids may be present at the event;

PETROL

Highly flammable, dangerous fire and explosion risk.
Must only be stored in approved, marked canisters.
Usually associated with cars, some tractors, older
commercial vehicles and some stationary engines

DIESEL

Moderate fire risk. Environmental hazard.
Usually associated with tractors, commercial vehicles,
and some cars.

KEROSENE

Moderate fire risk. Moderately toxic by ingestion and
inhalation.
Usually associated with older tractors, steam cars and
some stationary engines

JET A 1

Flammable, dangerous risk of fire.
Usually associated with helicopters.

METHANOL

Flammable, dangerous risk of fire. Toxic by ingestion
(causes blindness)
Not easy to see flame, therefore very dangerous to
extinguish.
Usually associated with special tractors in pulling
contests.

LPG

Highly flammable, dangerous fire and explosive risk.
Usually associated with caravans, mobile food vendors,
portable cooking and Equipment in marquees.
Refer to storage on page 22. (Section 27)
Where there is a fire involving LPG, public must be
moved as far as possible from the scene.
Only specialist fire fighters should tackle this type of
fire. Never extinguish a flame from an LPG cylinder
until the supply is turned off.

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National Vintage Tractor and Engine Club Code of Practice

SECTION 5 - RING EVENTS - RALLIES

5.1 Introduction.

The objective of holding events in the Ring is to let the public see and photograph moving exhibits. In order to increase interest it is not unusual for a proportion of events to be entertaining tests of skill, care being taken to organise these in such a way as to avoid subjecting engines to speeds, or stresses for which they were not designed.

5.2 The Grand Parade.

The Grand Parade, in which most exhibits take part, gives the commentator opportunity to explain the differences in design and use of individual machines, and to give a short history of their working lives. At its conclusion exhibits may leave the Ring, or alternatively line up in the centre of the ring. Sometimes photographers are allowed into the Ring for a specified period; during this period no exhibit must be allowed to move.

5.3 Other Events

RISK OF COLLISION MUST BE MINIMISED.

When arranging events it is essential:

1. that dissimilar machines do not compete together
2. that no individual event drags on for too long
3. that successive events are dissimilar from each other
4. that events follow each other in the Ring without prolonged gaps.
5. racing is unacceptable.

5.4 General.

Entrants and organiser should agree, before the start of the programme, the events in which they will participate.

It should be understood that anyone has the right to refuse to participate in any events they consider unsuitable for their exhibit, but it is expected that they will usually co-operate.

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

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5.5 Dangerous Driving.

The NVTEC 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. However, the misapplication via Section 13A of the Road Traffic Act is to protect drivers from any actions that might be taken by over-zealous members of the public who may not understand that considerable skill is being exercised in control of the vehicle. For these reasons it

is in every vehicle exhibitor's interest to be protected wherever possible and when Ring events are anticipated.

5.6 Haulage Demonstrations.

Whilst providing an interesting display, this type of demonstration is potentially very dangerous and should only be contemplated under carefully controlled conditions.

5.7 Fireworks Display.

All fireworks displays should be organised in accordance with "Working Together on Fireworks Display." Guidance issued by the HSE.

Any display should be planned well in advance of the event and personnel designated for particular tasks, especially the safety of spectators, exhibitors and event officials. If the display is to be carried out by a professional company, this does not absolve the organisers of the overall safety of the display.

A copy of the above guide should be given to all personnel involved in the display. The site for the fireworks display should be as far as possible from any car parks, camping/ caravan sites, marquees, permanent buildings, etc.

If the ground is very dry, then extreme cautions should be used as this could lead to fires in the vegetation

(Refer to section 4.4)

The area for spectators should be clearly marked with fencing or ropes, and signs indicating areas that should not be entered by the general public. Stewards should be on duty to control the spectators, at least one per ever 250 spectators. They should have no other duties. They should be clearly identifiable with fluorescent jackets or tabards. Armbands are not considered suitable. If at night, then all stewards should be equipped with a torch.

The stewards should be trained to deal with any emergency that may arise from the display. The organisers should keep a check on weather conditions as these may change quickly and may cause spent fireworks to fall on to the crowd.

After the display, the site should be cleared of the spectators safely and if a bonfire was lit, then this must be extinguished. All spent fireworks must be collected and the site cleaned to ensure that it is safe for people and animals to use again.

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5.8 Fire and Similar Displays

These displays should be planned well in advance of the event. The displays should be co-ordinated between the display teams and the organisers. The organisers are responsible for the safety of the spectators, exhibitors, event officials and others regardless of who is carrying out the display.

Professional trained personnel or local Fire Brigades should only carry out any displays of this nature. Any such display must be under the control of the Safety Officer for the event, who will liaise with head of the display team or officer in charge, Only when final agreement is reached will the display commence. At any time, the Safety Officer should stop the display if it is becoming dangerous or out of control.

Strict emergency procedures should be followed. (Refer to section 4). If explosives are used in the display, then prior warning must be given to spectators verbally and over the public address system.

All spectators must be kept outside the fencing and stewards should be positioned around the ring or display area to prevent any members of the public crossing the safety fence.

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SECTION 6 - ORGANISATION

6.1 Advising Local Services.

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. (Refer to section 4)

6.2 Staffing and Officials Required.

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

1.

The Organiser, or Secretary who must have an office on the rally field clearly marked and manned continuously. To be known as the "Control Centre"

2.

Safety Officer

3.

An Arena Steward and assistants to aid vehicle/engine movements

4.

A Commentator

5.

Tractor Engine and other vehicle stewards

6.

Gate Stewards

7.

Car Park Stewards

8.

First Aid Personnel

9.

Security Personnel

10. Child Protection Personnel

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

It is essential that the public are informed as to the location of Police and Ambulance facilities.

6.3 Staff Briefings

It is essential that the organiser and safety officer give adequate briefings to stewards before the event is open to the public, including appropriate training where necessary. eg. use of portable fire fighting equipment etc. Refer to section 4.

6.4 Staffing duties.

The Arena Steward is in charge in the ring, and gives his instructions through his assistants and the engine stewards. He must ensure:

1.

Continuity of events in the Ring.

2.

That participants in ring events are warned at least half an hour in advance to enable them to have steam when required.

3.

That the public does not encroach on the Ring.

The Commentator describes proceedings to the public, using public address equipment. He should not try to give instructions to competitors except in emergency, (he 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 Stewards 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.

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6.5 Financial, Admission, Programme and Car Parking.

It cannot be too strongly emphasised that Rallies, in common with other outdoor events, do entail the organisers in a considerable financial commitment. Whilst it reasonable to suppose that the expense of

"putting on the show" can be recovered from gate receipts, it may well be that owing to interference from the weather, the expense 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', 'Childrens Charges' etc.

Whether programmes, which are most desirable to inform and advise the public, are included in the admission charge or sold separately will depend to a large extent on their scope. Brief single or double sheets should be included but a "magazine" type programme can be a valuable source of revenue from any sales and advertising included in it, as well as being a souvenir of the event

6.6 Entries.

When inviting entries for Rallies, the organisers should state clearly on the invitation and entry form and any final details :

1.

The date and location, including the postcode, of the event, and starting time.

2.

3.

It should be pointed out to all owners whose exhibits are accepted for entry, that reasonable participation in events is expected, subject to the proviso in Section 5.3 of the Code of Practice

Further information may also be required from the entrant to assist in compiling the programme, eg. Make, model age serial no. etc.

All exhibitors should sign a declaration that their exhibit is insured in accordance with the provisions of this Code of Practice and that they will produce evidence to substantiate this as required by the Code of Practice. This can be either by the production of a current Insurance Certificate. In addition any intended driver(s) at the event must have read this Code of Practice.

Specimen entry forms are given in Appendix D.

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6.7 Advertising.

Since it can be assumed that the object of the Rally Organiser is to cover his expenses and to make a reasonable profit, advertising is of considerable importance to him in his endeavour to secure the support of the public.

The scope of the advertising will depend on the area from which the organiser is hoping to draw his support.

This can roughly be divided into three categories:

1. Local or immediate surrounding area
2. County area of 40/50 km (25/30 miles) radius
3. National coverage

In this last group are enthusiasts who often travel long distances to attend at a particular event.

Posters and handbills can cover categories 1 and 2 with suitable announcements in the local press and on local radio.

Valuable free publicity can also be obtained by contacting local press and radio with event details for insertion in "What's On " columns.

Category 3 is more difficult and, to a large extent, hard to assess in terms of value. The journals of the NVTEC and other kindred Societies cover the enthusiast and such periodicals as "The World's Fair", "Old Glory", "'Vintage Spirit'" etc are widely read. The National Traction Engine Trust also provides publicity for Authorised Events, both in the UK and abroad with its Rally List.

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National Vintage Tractor and Engine Club Code of Practice

SECTION 7 - INSURANCE

It is a requirement that Public Liability insurance cover is in force for any event at which the General Public is allowed access.

7.1 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 a Rally 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.

7.2 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.

Mandatory Cover Legal Liability

This cover consists of two major elements;

i: Public Liability £2,000,000 up to 2,500 visitors any one day - minimum
£7,500,000 up to 7,500 visitors any one day
£10,000,000 above 7,500 visitors any one day

Notes:

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.

The recommended minimum levels of indemnity are rule of thumb. However, Local Authorities may modify these sums as part of their public entertainment licence requirements.

ii: Employee Liability £10,000,000 - minimum

Notes:

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.

The above elements are nearly always combined into a single policy

Where a Club or Society is not 'incorporated' it is important that individual members of the club or society are indemnified against actions that may affect the safety or welfare of themselves or third parties.

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 etc.

Radios, Intercoms and Electrical Equipment

Rally equipment - Chairs, Tables, Fencing etc.

Marquees etc., (Insurance cover is often arranged as a separate additional extension of cover.)

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Most policies offer cover based upon the following total insured value ranges: £10,000, £25,000, £40,000, £50,000 and £125,000.

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 TTD

or £5,000 capital and £50 per week TTD

In addition cover should 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 contractors staff).

Loss of Expenses

Provides indemnity to recover set up costs in the event of abandonment - £10,000 recommended minimum

Postponement Cover

Provides indemnity against claims from exhibitors for expenses incurred due to abandonment - £10,000 recommended minimum.

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.

7.3 Exhibitors, Trade Stands and Entertainment Summary

In order to remove any element of doubt relating to Insurance cover and licensing requirements the NTET 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.

The NTET is an 'Authorising Body' under the Motor Vehicles (Off Road) Regulations 1995 and as such has introduced new rules relating to young and unlicensed drivers at Authorised Rallies (see Section 2 of this Code of Practice).

THE NVTEC is not an authorising body so cannot participate in the young drivers scheme at the moment. All exhibitors 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.

The Organiser should use a declaration on the Exhibit Entry Form to ensure that the minimum cover is held for each exhibit.

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National Vintage Tractor and Engine Club Code of Practice

Specific Requirements Steam Traction Engines

This section is on the NTET code of practice

Miniature and Model Steam Engines

Model engines at 5" scale and above are considered to be full size for the purpose of insurance. - See items a and b above.

Individual or Group (Club) insurance must be held which provides a minimum of £2,000,000 Public Liability indemnity including boiler explosion. In addition Sparks and Ashes cover must be included with a minimum £100,000 indemnity. Proof of a boiler inspection certificate must also be held.

Note: The Southern Federation of Model Engineers and The Northern Federation of Model Engineers issue a 'Proof of Insurance and Inspection Disc' which is similar in design and function to the NTET's Insurance Scheme Disc. A current 'Federation disc' is a valid substitute for insurance and inspection documentation.

Working Demonstrations

A Public Liability Insurance Policy with a minimum of £2,000,000 indemnity must cover each item in a working demonstration area/arena. Self-moving equipment is not required to have RTA insurance as long as they remain within the confines of the area/arena whilst the event is open to the General Public

Note: If a member of the General Public accesses the area/arena and is not made to retire to a safe place then, that person is reckoned to be in the area/arena at the Exhibitors invitation and becomes their responsibility

Stationary Engines (Barn Engines and similar non-mobiles)

Individual or Group (Club) insurance must be held which provides a minimum of £2,000,000 Public Liability indemnity.

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National Vintage Tractor and Engine Club Code of Practice

Static Exhibits

e.g. Tractor seats, Mechanical (non IC engine) Lawn Mowers, Lamp or Tool collections etc.

Individual or Group (Club) insurance must be held which provides a minimum of £2,000,000 Public Liability indemnity.

Self-Propelled, Internal Combustion Engine Vehicles -Not excluded from use on the Public Highway

e.g. Cars, Tractors, Motor Bikes, Mopeds, Vans, HGV's, PCV's, Ambulances, Dumpers etc.

These exhibits must be insured according to the minimum requirements of the Road Traffic Act.

Note: Age limit and Licence conditions can be modified but only in accordance with Section 2.

Self-Propelled, Internal Combustion Engine Vehicles -Excluded from use on the Public Highway

e.g. Hand steered horticultural or agricultural machinery, Army type, rough terrain vehicles

These exhibits must be insured using the 'Off-road' element of a 3rd Party Road Traffic Act Insurance policy.

Refreshment, Fairground Attractions and Trade Outlets

Full Public Liability cover must be in place. Any 'invitation to supply or tender' must clearly state this requirement and also Public Liability Certificates of Insurance must be prominently displayed on all trade outlets.

Where applicable, proof of Employers Liability Insurance must be clearly displayed on all trade outlets.

Car Boot Sales

Individual or Group (Club) insurance must be held which provides a minimum of £2,000,000 Public Liability indemnity.

Trailer Rides

Insurance cover must extend to the drawing of trailers and to the carrying of passengers. Normally no fare paying passengers are allowed under domestic policies but some commercial policies specifically allow this.

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National Vintage Tractor and Engine Club Code of Practice

SECTION 8 - SANITATION ON THE RALLY FIELD

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.

Adequate means of disposal of the effluent is essential. Consultation should be made with the landowner/occupier and the Environmental Health Department to determine the best means for the site.

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.

Where temporary sanitary accommodation is required, individual self-contained flushing or non-flushable units should be used. Suitable arrangements should be made for emptying the tanks of these units on a regular basis to prevent overflowing.

Appropriate sanitary accommodation should be provided for wheelchair users.

British Standard 5810:1979 " Access for the disabled to Buildings - General Recommendations" applies only to permanent buildings but may provide useful guidance.

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.

A chemical toilet emptying point should be provided, clearly signed to prevent the misuse of the cleansing facilities for temporary sanitary accommodation.

It is strongly recommended that the organisers contract the provision of the sanitary requirements to a licensed "Waste Management Company"

Please refer to Appendix H
The "Waste Management Licensing Regulations" 1994 and the "Sludge" (Use in Agriculture) Regulations as amended.

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National Vintage Tractor and Engine Code of Practice

SECTION 9 - NTET AUTHORISATION SCHEME

9.1 General Objectives.

The Authorisation scheme is designed to protect the interests of Rally Organisers, Exhibitors, the General Public and others who attend Rallies, by endeavouring to achieve high standards of safety and by giving maximum publicity to Authorised events.

9.2 Authorised Rally List.

The NTET produces annually a list of Authorised Rallies, which is widely circulated within the UK and abroad, through the medium of Press, Tourist and Holiday Boards, Tour Organisers, and to the membership of the Trust and its affiliated bodies. The list is published early in the year of the event. The Chairman of the Rally Section not later than November each year must receive applications for Authorisation if they are to be considered for inclusion in the initial list. All Rally applications received will be considered by the Rally Section and, if authorised, will be included in the annual list. However, a supplementary list of Rallies received too late for

inclusion in the main list will be published but cannot receive the same publicity given to the Annual List. It is in Rally Organisers interest to make early application for Authorisation.

9.3 Rally Authorisation Application Forms.

Rally Authorisation Application forms will be sent by the Trust to all regular Rally Organisers in September each year. If forms are not received, and for any new Rally Organisers requiring forms, these can be obtained from either the Chairman of the Rally Section or the General Secretary of the Trust. Please allow a minimum of 12 weeks prior to the event for administration.

A copy of the standard Rally Authorisation Application form is included in Appendix E to this Code.

9.4 Authorisation, Authorisation Fees.

Completed Authorisation Application forms should be accompanied by the Rally Authorisation fee. On receipt an acknowledgement will be sent and the application will be placed before the next meeting of the Rally Section.

In considering Rally Applications, the Rally Section will take into account the information included on the application form and its compliance with the Code of Practice. It will also take into account the reports received from the Safety Officer and reports from Stewards carrying out the NTET's checks at previous years rallies under the same organiser.

At its discretion, the Rally Section acting on behalf of the NTET will then either grant authorisation, withhold authorisation, or grant authorisation conditional on certain undertakings by the organiser.

Authorised Rallies will be supplied with Safety Officers' Report Forms.

The NVTEC is not an authorised body and is affiliated to the NTET who is. As such the NVTEC puts on events that are not on a scale that require authorisation, any persons who want to put on an authorised event should contact the NTET

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9.5 Monitoring of Authorisation

The NTET is conscious of its duty of care and obligation to ensure the observance of the standards laid down in the Code of Practice at all events receiving its authorisation, this is reinforced by the Motor Vehicles (Off Road Events) Regulations 1995.

Under the 1995 Road Traffic Act the Trust is an authorising body and as such has a statutory obligation to send inspectors to selected authorised events to monitor the observance of the Code.

Such inspectors have authority to withdraw authorisation and will report to the Rally Section of the NTET who administer the Authorisation Scheme on behalf of the Ministry of Transport and the NTET, and the Rally Section may take such reports into account when considering future applications for authorisation. (For further information see Section 3.7 Safety Officer's Reports.

9.6 Rally Organisers Conferences

All Organisers of Authorised Rallies are invited to attend yearly conferences at which problems concerning Rally organisation are discussed.

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National Vintage Tractor and Engine Club Code of Practice

APPENDIX A - Specimen Safety Policy Declaration

XXXX Group of the National Vintage Tractor and Engine Club

Safety Policy

The Chairman and Committee regard Health and Safety equally as important as any other of their activities. It is intended that members, visitors, exhibitors and contractors shall comply with the Club's Health and Safety Policy Outlined in this document.

All members, visitors, exhibitors and contractors are to do all that is reasonably practicable to prevent injury to themselves or others and to safeguard equipment and property.

The Health and Safety at Work Act 1974 (as amended) and supporting legislation are to be adhered to.

The NVTEC policy for the safe conduct of Rallies and similar associated events is detailed in its Code of Practice. This together with such documents as shall from time to time be published by the Health and Safety Executive (HSE) and other legislative bodies will be used as guidance.

The Club's policy for Health and Safety is amplified by the following special instructions:

This event is organised by

The Chairman is
.....
.....

The Rally Organiser is
.....
.....

The Safety Officer is
.....
.....

The Doctor is
.....
.....

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APPENDIX B - Specimen Safety Policy Contingency Plan

XXXX Group of the National Vintage Tractor and Engine Club

Safety Policy Contingency Plans

General Rules:

Report any incident to the Secretary or Rally Organiser at the Secretary's Office. He will summon appropriate services by direct contact or by telephoning 999.

Secretary will summon all Committee Members and section Secretaries to the Secretary's office by P.A. service, call sign "Committee Members and Section Secretaries to Rally Organiser's Meeting". The Safety Officer will issue instructions.

Day Time Instructions: (10.00 - 19.00 Police on Ground)

Fire:

Marquees: Written instructions will be issued to responsible exhibitors in each marquee. Priority to be given to evacuating all persons. Inform Secretary: Public Fire Service should be summoned. Vintage Fire Engine should be summoned.

Serious Accident:

Inform Secretary immediately, who will call Doctor and St John's Ambulance and Police. Committee Members to assist in keeping the Public back and clearing roadway to main gate. Instruct gateman where accident has

occurred, to direct incoming emergency vehicles to location.

Public Disturbance:

Advise Secretary, who will inform Police.

Theft:

Advise Police via Secretary.

Death:

Advise Secretary, who will call the Police, Doctor or First Aid Provider.

Public Panic:

Open all exit gates.

Halt all incoming traffic.

Clear Rally Field as quickly as possible.

Freak Weather:

See General Instruction 2.

Night Time Instructions:

There will be a duty Officer who will have a flashing beacon by his caravan to identify him. He will be

responsible for summoning the emergency services by dialling 999.

Committee members are to inform duty

Officer of their whereabouts. i.e. on or off the field.

List of Officers and Committee:

List Officers and Committee Members Here

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Appendix B3

xxxxxxx RALLY

EVACUATION PROCEDURES FOR STEWARDS

1.
If 'THREAT CALL' received -- reporting checklist to be completed by recipient -- this person will probably be the Event Organiser as his number will probably be the one publicised.
2.
As much information as possible is to be obtained.
3.
Notification must be made to the Police - 999 call xxxxxx (local police number|)
4.
All stewards on radios, together with security notified by use of code words eg. 'THE MARTIANS HAVE LANDED' or similar previously notified sentence.
5.
All main stewards are then to make contact with the Event Organiser.
6.
They will then be briefed which route is to be used for the evacuation
7.
Evacuation routes should be pre-arranged on to open spaces.
8.
When evacuation has been confirmed, announcements will be made via the PA system to all the persons on the site. Instructions will include that ALL EVACUATION IS TO BE ON FOOT- NOT IN VEHICLES TO AVOID CONGESTION

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APPENDIX C - Specimen Spectator Safety Policy

XXX Group of The National vintage Tractor and Engine Club

SPECTATOR SAFETY POLICY

The Organiser and the Committee regard Health and Safety as the most important activity at this event. It is intended that all spectators shall comply with the event Health and safety policy and the Health and Safety At Work Act 1974. (as amended)

The organiser has carried out a detailed risk assessment in areas that are open to the public to ensure that they are as safe as reasonably practicable to prevent injury to your selves or others.

The organiser and committee policy for Health and Safety is amplified by the following special instructions;

1.

As this event is held in open fields, spectators should wear suitable foot wear that would be considered suitable when walking the country side for your own safety and comfort.

2.

Suitable clothing should be worn or carried in case of a sudden change in weather conditions, including sun screens, hats, etc. taking into account the distance that some car parks may be from the event show ground

3.

At no time must you enter any areas that are fenced, roped or designated non entry to the general public, unless such permission is given by an event official, such as to enter the ring to take photographs. All instructions must be strictly adhered to.

4.

At all times if you are accompanied by children you must ensure that they do not enter any restricted area and that they must act in such a manner that will not endanger other members of the public, exhibitors and event officials.

5.

At any time your children become separated from yourselves, you should immediately request a public announcement to find your children. Children who suddenly find that they are on their own their own, especially the very young, can be severely traumatised when in a large crowd of people.

6.

Should you be involved in any incident or have any concerns with the event, you must report the matter to the organiser, safety officer or event official as soon as possible.

7.

The organiser has provided first aid and medical cover at this event. Should you be unfortunate to have an accident, then you must report to the first aid post for treatment and should the necessity arise that additional medical treatment is required, then the organiser will arrange this immediately.

8.

Dogs must not be left unattended in vehicles, especially in hot weather conditions. The organisers reserve the right to enter any vehicle to release such dogs when deemed necessary, with or without police attendance and may report such matters to the RSPCA. Dogs must be kept on leads at all times

9.

The "Safety Officer" has sanctioned and the Organiser hereby gives Notice that the driving of a Steam vehicle by under age and unlicensed drivers will be permitted under the strict guidance of a person with a full licence for such a vehicle at this event.

Thank you for abiding by these rules and we hope you have a safe and enjoyable day.

Safety Officer

For and on behalf of XXX Group of The National Vintage Tractor and Engine Club

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APPENDIX D - Specimen Letters and Forms.

Appendix D1 - Specimen Letter of Invitation

.....
Date.....

You are invited to submit an entry for.....Name..... Rally
which is to be held at

Locationon
.....Date.....
.....

Details of this event are as follows, and if you intend to enter, please
complete and return the attached entry

form to the Secretary by..... Date.....

Here insert details of the Rally, Type of event, Location and any other
relevant information.

Your engine must be insured against third party and public liability
risks including use on rally
fields, with a minimum indemnity of £2,000,000 any one occurrence. You
will be required to produce
documentary evidence that such cover is in force before entering the
Rally Field. If you have any queries on this
matter, please contact the Rally Safety Officer, he is
.

Name Address and Telephone Number

.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....

who will be able to answer any questions regarding safety policy or insurance requirements.

Entrants will be expected to have their exhibits in position by..... timeon each day and will be required to take part in..... compulsory eventsNo exhibit may leave the rally field on the final day of the show before..... timewithout the express permission of the organisers.

Final details and passes will be sent to exhibitors by..... dateand we look forward to welcoming you to the event.

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Appendix D2 - Specimen Entry Form Entry

To
.....
.....Rally

I wish to enter my
.....
.....for the above

event and accept the conditions stated in your letter of invitation dated
.....

Details of my entry are as follows:

Make
.....
Serial No
.....
.....

Year BuiltRegistr
ation No
.....

Type
.....
.....
.....

Name of Driver

Brief details and history for insertion in programme
.....
.....
.....
.....
.....
.....
.....

I declare that during the Event my self propelled exhibit will be covered by the minimum insurance requirements of the Road Traffic Act irrespective of whether my exhibit is licensed for use on the public highway or not, If my exhibit is not self propelled it will be covered by a Public Liability Policy . Both Policies have a limit of indemnity of not less than £2,000,000 any one accident.
I further declare that the driver(s) hold a driving licence of the appropriate class and will produce, if required, such a licence and that the driver(s) have read the NVTEC Code of Practice

I agree to produce, on request, an Inspection certificate in accordance with the IEE Regulations for any electrical equipment (ie generators, wiring, appliances).
I agree to abide by the Code of Practice of the NVTEC and the Club's written Statement of Safety Policy.
I agree to operate my exhibit during the Event and comply with the instructions of stewards.
In the event of a dispute the Event Organisers decision is final.

My age is(if applicable, state "Over 21 years")

Signed Address
.....
Date
.....

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Appendix D3 - Specimen Entry Form Non-Steam Entry

To
.....
.....Rally

I wish to enter my
.....
.....for the above
event and accept the conditions stated in your letter of invitation dated
.....
Details of my entry are as follows:Type
of vehicle or
exhibit.....
.....
Make
.....
Model.....
.....
Year Built
Registration No
.....
Name of Exhibit
.....
Weight
.....
Type.....
.....
.....
Name of

Exhibitor
.....
.....
Brief details and history for insertion in programme
.....
.....
.....
.....
.....
.....

I declare that during the Event my exhibit will be covered by the minimum insurance requirement as required by

the Road Traffic Act if my exhibit is not excluded from use on the Public Highway, irrespective of whether it is licensed or not.

If my exhibit is not self propelled it will be covered by a public liability policy having a limit of indemnity of not less than £2,000,000, in any one accident.

I further declare that the driver/rider of any exhibit, not excluded from use on the public highway, holds a driving licence of the appropriate class for that exhibit.

I agree to produce the insurance and licence documents to the Event Organiser or Safety Officer if requested.

I agree to produce, on request, an Inspection certificate in accordance with the IEE Regulations for any electrical equipment (ie generators, wiring, appliances)

I agree to abide by the Code of Practice of the NVTEC and the Club's written Statement of Safety Policy.

I agree to operate my exhibit during the Event and comply with the instructions of stewards.

In the event of a dispute the Event Organisers decision is final.

My age is (if applicable, state "Over 18 years")

Signed Address

Date

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Appendix D4 - Safety Officer's Report

Title of Event

Name and Address of Safety or Senior Officer Reporting

Weather Conditions

Emergency Services.

Police No. in attendance

Ambulance No. in attendance Provided By:First

Aid. No. in attendance Provided By:Fire

Services. No. ON DUTY on Site:- Brigade Vintage

Toilets

No. of Ladies Gentlemen Disabled

Method of sewage disposal

Rubbish Disposal

Please give details of arrangements for disposal

Day 1 Day 3
Day 2 Day 4
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Electricity

State voltages being used:-

Did an Approved Electrician inspect the electrical installations? YES/NO

Was a Certificate of Compliance Issued? YES/NO

Insurance

Was Public Liability insurance in force for £2,000,000? YES/NO

Name of insurance company

Type of evidence examined

Insurance Certificates

Were declarations regarding insurance obtained from exhibitors of
Commercial Vehicles,
Military Vehicles, Tractors, Motor Cycles, Cars, Vintage Vehicles,
Stationary Engines and
Models?

Type of documents examined

No.

No.

No.

Signs and Notices

Were disclaimers and warning notices as specified in the
Code of Practice prominently displayed? YES/NO

Number of notices displayed Disclaimer

Warning

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Day 1 Day 3

Day 2 Day 4

Fencing

Type of fencing:

Ring.

Working Areas.

Stationary Engine.

Type of control at ring entrances: Marshals/
Stewards

Please give the number of Marshals/Stewards on duty each day:

Attendance

Please state number of entrants for the following categories:

Tractors
Military Vehicles Motor Cycles
Commercial Vehicles Cars
Others
Rally Plan

Please supply a sketch of the Rally Field on the reverse of this page, or on a separate piece of paper, indicating overall dimensions and the position of the following:

- 1) Ring
- 2) Ring Entrances
- 3) Vehicle sections
- 4) Working Areas
- 5) Fire Points
- 6) First Aid Points
- 7) Loading Area
- 8) Fair Ground
- 9) Trade Stands
- 10) Marquees (show entrances and fire extinguisher positions)

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RALLY PLAN

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Safety Policy and Contingency Plan

Please supply copies of these documents as part of this report.

Safety Officer's Special Report

The Safety Officer should use this, and the next page to record any problems concerning

safety, and any difficulties encountered in administering the Code of Practice. Action taken to overcome difficulties should also be recorded.

(Use continuation sheets if necessary).

(PTO)

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(Number of continuation sheets
)

Signed Date

Name (Please Print)

When complete please return to:

NTET

PO Box 102

Wrexham

LL13 0ZS

61

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Insurance Document Register

Rally Name

Date

Make Works Nos Reg Nos NTET Disc Serial

Nos or

Details of Insurance

Type Owner of Engine

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Appendix D6 - Violation Road Traffic Acts

REPORT NUMBER

NAME OF EVENT:

Location:

Date: Time

NTET Authorised YES/NO If YES Date of Authorisation:
Police approval number:

DETAILS OF OFFENDER

Name:

Address:

Postcode:

Number: Section Secretary

Telephone No. (H) (B)

EXHIBITOR DETAILS

SECTION: Steam / Motor Car / Motor Cycle / Tractor / Stationary Engine /
Commercial etc.

Member: N.T.E.T./ N.V.T.E.C. /R.F.A. / V.C.C. / Other Society.

DETAILS OF OFFENCE:

Driving Dangerously / Careless and Inconsiderately:

Driving under the influence of drink or drugs:

Driving with intent to be a nuisance to the organisers:

If none of the above what was reported? Give details:

Reported by: Member of Public / Event Official / Other Official.

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ACTION DEEMED NECESSARY

Was Exhibitor excluded immediately from Event? YES/NO

Was Exhibitor ordered to return to section park and not move
mechanically propelled vehicle until completion of Event? YES/NO

Was Exhibitor given severe warning about future conduct? YES/NO

Were the Police informed? YES/NO

If YES, Police Officer's name:

Number: Station:

Was Exhibitor Cautioned / Arrested for offence? YES/NO

Has Exhibitor been banned from entering future Events? YES/NO

Will Exhibitor's name be circulated to other event secretaries

with regards to the offence requesting a similar ban on entry? YES/NO

Is this Report to be sent to the N.T.E.T. and / or other relevant societies / clubs? YES/NO

VEHICLE DETAILS AT TIME OF OFFENCE:

Make: Model:
Reg. No. Colour:
Any other relevant details:

THE ABOVE REPORT HAS BEEN FULLY INVESTIGATED AND THE ACTION DEEMED NECESSARY HAS COMMENCED AS FROM:

Date: Time:
Signed:
Event Safety Officer Signed:
Event Organiser
Copies sent to:

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Appendix D7 - Accident / Incident Witness Statement

ATTACH TO REPORT NUMBER.

1: Name
Address:
Postcode.

TELEPHONE No. (H) (B)
Occupation / Business:

I HAVE READ THE ABOVE STATEMENT AND AGREE THAT THE FACTS ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND I HAVE NOT BEEN INFLUENCED IN ANY WAY WHEN MAKING THIS STATEMENT.

Signature Date Time

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75

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Appendix D8.3 - Risk Assessment List

Event Name Date

Venue Expected total Attendance

SECTION 1

Are specific responsibilities defined.

Safety Policy

Safety policy contingency plan

Comments

YES/NO

YES/NO

YES/NO

YES/NO

Training of Marshals

Issue of hand held radios

YES/NO

Additional actions/recommendations

YES/NO

YES/NO

YES/NO

SECTION 2 MOVING MACHINERY

Comments

Suitable signed enclosures to NVTEC Standard

Ropes - Pig wire - Fencing-- Crowd control barriers

Vehicle movement under control of marshals

Define responsibilities of section marshals

Detailed Emergency Procedures

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

Additional actions/recommendations

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Additional actions/recommendations

YES/NO

YES/NO

YES/NO

SECTION 4 UNLOADING/LOADING

Comments

Separate enclosure well away from public

Supervised by responsible person

Additional action/recommendation

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

SECTION 5 ELECTRICITY

Comments

Qualified electrician to supervise site installation

All electrical equipment tested and certified

Overhead power lines cables crossing site

Access roads. Overhead power lines - If in doubt
as to height consult local electricity company

Underground cables on field and access roads
consult local electricity company

Supply of temporary lighting should be 110
volts or less

Transformers and Generators should be fitted

with an earth top

Additional action/recommendation

YES/NO

YES/NO

YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO

SECTION 6 FAIR
Comments

Inspect the daily logbook

Inspect Test Certificate of ride/equipment

Inspect Insurance Certificate

YES/NO
YES/NO
YES/NO
YES/NO

Inspect electrical cables to ride/equipment

81

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Additional action/recommendation

YES/NO
YES/NO
YES/NO

SECTION 7 FIRE
Comments

Telephone available

Adequate portable fire fighting equipment

Vintage Fire Engine (Prior Arrangement)

Marshals received appropriate training

Siting of portable power generators and similar
Equipment

Site Fire Plan for Fire Brigade

Additional Water Supplies
Additional Action / Recommendations

- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO

SECTION 8 FIRST AID
Comments

First Aid kit available on event build up and breakdown

Trained First Aid Team on site for duration of event

Ambulance on site

Tent or Caravan available for first aid use

Doctor on call (excess of 10.000 people on site)

Prominently signed

Additional action/recommendation

- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO
- YES/NO

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YES/NO
SECTION 9 CATERING & TOILETS

Comments

Caterers meet with local Health & Safety Regulations

Spot check on competent person(s)

Provision of hot & cold water

Adequate toilets including wheelchair accessible toilets

Toilet cleaning/replacement items

Sewage disposal

Additional action/recommendation

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

SECTION 10 TRAFFIC

Comments

Speed limit signs

Control of car parking

Restriction of movement non entrants

Arena control

Controlled entry & exit to site

Provision of emergency services

Additional action/recommendation

YES/NO

YES/NO

YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO

SECTION 11 RUBBISH DISPOSAL

Comments

Adequate refuse containers throughout site

Bins to be emptied regularly by competent staff

YES/NO
YES/NO
83

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Adequate protective clothing available
Off site removal of rubbish by Registered Contractor

Additional action/recommendations

YES/NO
YES/NO
YES/NO
YES/NO
YES/NO

ADDITIONAL ACTION/RECOMMENDATION

Continue on separate sheets if necessary
Risk Assessment.

SECTION 12 MARQUEES FIRE SAFETY / COMMENTS

Safety policy explained to marquee controller. YES / NO
Adequate Exits and Emergency Exits YES / NO
Escape routes all clear of obstructions. YES / NO
Signs for Exit, Emergency, Exit, Fire Points. YES / NO
Sufficient fire fighting equipment YES / NO
Marquee controller issued with knife. YES / NO
Lighting if used at night. YES / NO
Emergency lighting. YES / NO
If catering/ bar, rubbish in container away from marquee. YES / NO
Marquee considered safe for staff and all actions correct. YES / NO

SECTION 13

NOTIFICATION

The following Authorities have been advised of the event:- Comments

Police. YES / NO

Fire Service. YES / NO

NHS Ambulance Trust. YES / NO

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Local Hospital / Medical Centre. YES / NO

Any Other. YES / NO

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APPENDIX E - Rally Authorisation Request Form

Appendix E1 - Rally Authorisation Request Form

REQUEST FOR EVENT AUTHORISATION

XXXX date

AUTHORISATION IS REQUESTED UNDER THE MOTOR VEHICLES (OFF ROAD
EVENTS) REGULATIONS 1995 FOR THE FOLLOWING EVENT

Current Detail Amendments

Name of Event

Type of Event

Venue

Name of Organising Body

Name and Address of Contact

Tel

Name and Address of Safety Officer

Tel

Address of Police responsible for the area where the
Event is to be held

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Dates & Times of Public Admission

Date From To

Day 1
Day 2
Day 3
Day 4
Day 5

Number of mechanically propelled vehicles expected to attend

Steam Engines Tractors Commercial

Cars Motor Cycles Military

Others

Actual number of steam engines in attendance last year (for this year's Rally List)

The Following Conditions apply:

You undertake to observe the National Traction Engine Trust Code of Practice.

You undertake to ensure that the Safety Officer is in possession of a copy of the current Code of practice.

You undertake to ensure that each and every exhibitor admitted to your event is insured and inspected in accordance with the requirements of the Code of practice.

You undertake to insure your Event against Public Liability for a minimum indemnity of £5,000,000 in accordance with clause 7.3 of the Code of Practice.

Signed Date

Name (Please Print)

It is a condition of authorisation under the Motor Vehicles (Off Road Events) Regulations that inspections can and will be made without prior notice by NTET authorised inspecting officers. Inspecting officers will be in possession of identification.

The Event Authorisation Fee (non refundable) MUST be enclosed with this application. NO CASH PLEASE make cheques/PO's payable to NTET and crossed Account Payee.

Note : If requesting authorisation for a second event (end of season Steam-up / road run) the cost is £20+VAT

When complete the form and the fee should be returned to:

NTET

PO Box 102

Wrexham LL13 0ZS

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Appendix E2 - How to Expedite the Authorisation of Your Rally

Please ensure that your application is submitted on a current Rally Authorisation Form and that the correct authorisation fee is enclosed with it and should be submitted no later than mid-November.

Applications received without the fee will be returned to the sender; this is not intended to be discourteous but due to long delays and frequent reminders in the past, it has been found the quickest way to get results.

Please make early application and remember: The list for overseas publicity by the British Tourist Authority closes in mid-December; the list for the Spring edition of "Steaming" on the last day of January and the list for the Summer edition on the last day of April. The major list, for home and overseas distribution by the Trust closes on 31st January.

When completing applications, please write clearly. Use the right hand side (unshaded) of the form to make any amendments you require.. Please do not quote "as last year" or "as before" - this causes delay in checking detail. For new applicants please use all or, as much, of the form as necessary

Ensure that a Safety Officer's Report was submitted for last year's event. If not, this will most certainly delay authorisation and inclusion in the Lists of Authorised Rallies.

Much preparation of Rally lists is necessary during November/ December and therefore your co-operation will be appreciated in making early application.

The Steam Apprentice Club

The Steam Apprentice Club is the young people's branch of the NTET. It exists to provide information and training on all aspects of traction engine maintenance and operation for young people up to the age of 21. There are over 500 members, most of who are regular rally visitors -often with their families. In previous years, SAC members have been allowed free entry to many rallies, and we hope to extend this privilege to cover more rallies in the future. (Admission is by presentation of a valid membership card, specimen copies of which are sent to rally organisers on request; the rest of the family pay the usual entrance charge.) Although not a

condition of authorisation, we would greatly appreciate your help in extending SAC activities. In particular:

Will you allow Apprentices free entry to your Rally ?

May the SAC hold a training session at your Rally if we can arrange it ?

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APPENDIX F - Overhead Power Lines

The commonest types of overhead power lines likely to be encountered on rally sites or, more probably on the approach road to them, are supported on wooden poles and carry either 11,000 volt or 33,000 volt supplies. Higher voltage lines will almost certainly be carried on steel pylons and the lines are invariably higher above the ground. However, any contact with live conductors is likely to be fatal and caution must be exercised if overhead lines pass over either the rally field or its approach road.

Ways in which people are most at risk of making accidental contact with overhead lines:

- 1 Carrying long pipes, scaffold poles, parts of fairground rides, etc.
- 2 Erecting fairground rides or temporary structures ie. marquees
- 3 Standing on high vehicles.
- 4 Touching a vehicle that has made contact with a power line. (eg Tipper lorry with body raised or digging machine arm.)
- 5 Getting down from a vehicle that has made contact with a power line.
- 6 Erecting flag poles and kite flying

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. Never climb down

from a vehicle that is in contact with an electrical supply. If it is vital to leave the vehicle, JUMP!

If it is impossible to avoid using a site with overhead lines crossing it or its approaches, the advice of the local Electricity Authority should be sought. It is surprising how frequently they will be able to switch the power off at any rate during the day. If this is not possible, 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. On no account should organisers attempt to measure the height of the conductors above ground. ELECTRICITY WILL JUMP and the safe headroom must take account of this fact.

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

Further help is available in the form of a Guidance Note, GS 6, available from the HSE.

The picture on the next page is an extract from GS 6 and is shown for guidance only.

The Local Electrical Authority must be consulted before any structure is erected.

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APPENDIX G - Trade and Display Stands

Appendix G1 - Trade and Display Stands.

The type, size and nature of Trade and Display Stands attending rallies can vary considerably and also the facilities afforded to them varies from site to site depending mainly upon a combination of the requirements of the organiser and the demands made by the local authorities.

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. These rules should be conveyed to the potential exhibitor describing in clear terms, the event management conditions applying to the exhibit being presented.

The guidelines presented here are intended to be included in the event application forms or displayed as part of the 'rules of the event'. The NTET considers that the guidelines should be treated as practical minimum requirements.

We are grateful to the Southern Counties Historic Vehicles Preservation Trust's whose own guidelines have been incorporated into this appendix.

Sites:

Plots will be clearly marked in accordance with the size(s) advertised on the event application form. Exhibitors must ensure that all supporting ropes, caravan tow bars etc, fall within their plot size.

Application for Space

1.

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.

2.

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.

3.

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

Insurance and Claims:

1.

It is a condition of letting the stand and display space that the tenant shall have effected Public Liability

Insurance to cover his activities for a limit of indemnity of not less than £2,000,000 any one accident.

2.

The organiser reserves the right to ask for and inspect documentary evidence of the insurance required in paragraph 1 above.

3. The organiser has in place Public Liability insurance and will take all practical steps to ensure the safe operation of the event. If the exhibitor 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.

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

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Prohibitions:

1.

There will be NO sale of any refreshments, food or drink other than by written authorisation of the organisers.

2.

There will be NO operation of fairground style rides or games unless such rides hold current Engineers Certificates of Inspection and the daily operating log books are available for examination.

3. There will be NO operation of any lottery, auction or pic-a-pac chance games.

4. There will be NO sale of any goods, substance or materials banned by Law.

Allocation of Sites:

1.

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.

2.

NO changes of position will be permitted unless authorised by the organiser.

Placing of Exhibits and Stalls:

1.

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

2.

Tenants may not obstruct any gangway or access way. Vehicles MUST be accommodated on the plot or be parked in the traders' vehicle park.

Services and Security:

1.

Tenants must make their own provision for supplies of electricity. Water is available on site but not to individual plots. The organiser can advise on sources of marquee etc., standard decoration and supplies.

2.

The security of Displays/Stands is solely the Tenant's responsibility.

Opening Times:

1.

All stands must be occupied by 10 a.m. each day and open for business.

2.

No tenant may leave the event site before 6pm on any public day unless otherwise authorised by the organisers.

Setting Up and Clearance:

1.

Standard trading stalls: NO STALLHOLDER IS TO ARRIVE ON THE SITE BEFORE 9am THE DAY

BEFORE THE PUBLIC OPENING OF THE EVENT.

2.

Large display plots: Display plots will be available TWO DAYS prior to the public opening of the event.

3.

All trading or display stands must be fully built up by 9am on the first public day of the event. No access for stand construction will be possible after this time.

4.

All ordinary trade stand tenants must fully clear their plot, including litter picking, by midday of the day following the last public day of the event.

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5.

Except in special circumstances and by arrangement, all display stands must be removed by dusk on the day following the last public day of the event.

Litter:

1.

All tenants will be responsible for the clearance of ALL litter on and within 20 feet of the frontage of their stand or plot.

2.

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

3.

Large litter must be deposited in the skips provided on site or removed for disposal off the event site.

4.

Stands creating litter by means of their sales or offers, issue of tickets, leaflets or samples MUST PROVIDE

A SUITABLE BAG OR CONTAINER FOR THIS LITTER BY THE STAND AT ALL TIMES.

5.

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

Vehicles:

1.

ONE Trade Exhibitor vehicle pass will be issued to each plot to permit access on the site on public opening days. The vehicle must be parked on the booked site or placed in the traders' vehicle park on completion of any delivery. All other vehicles will not be permitted in the site and must be left in the public car parks.

2.

No vehicles used for the purpose of removing the stand or goods will be permitted into the site before 6pm each day.

3.

Additional vehicle passes will be available to exhibitors showing vehicles on their display.

Personal Passes:

1.

TWO free season ticket passes will be issued for each ordinary stand. Three passes will be issued to each large display plot. Each pass will admit the holder and one accompanied child.

2.

Additional season ticket passes are available in advance at a charge of £..... per pass. Normal admission of £..... will apply to all passes issued on the day.

Fees and Acceptance:

Fees are in accordance with the rates given in the event information and are not subject to VAT. Fees will be returned in full if your application is not accepted. Acceptance will be notified as soon as possible and not later than one week after the closing date.

Interpretation and Amendment of the Regulations:

The organiser reserves the right to amend or add to these Regulations. The organiser cannot be liable for any additional restrictions that may be applied by event site owners at any time. Any changes or amendments or additions will be notified in writing to all tenants at the earliest opportunity. No refunds of rent will be given to tenants who do not attend. The decision of the organiser is final

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Appendix G2 - Trade Stands Checklist

General

Name of Exhibit :
Nature of Exhibit :
Name of Person in charge of Exhibit :

Public Liability Yes No

1. Does the Exhibitor hold Public Liability Insurance with a minimum ..
£2,000,000 cover?

Is the type of cover adequate for this event? ..

Food and Confectionery

1. Is a Certificate of Hygiene required? ..

2. Is a Certificate of Hygiene in force? ..

Retail Trade

3. Is an Employers Certificate of Insurance in force? ..

4. Is the type of cover adequate for this event? ..

Fairs and Entertainment Booths

5. Is a current Engineers Inspection Certificate in force? ..

6. Is the Daily Logbook up to date? ..

7. Is a current Public Liability Insurance Certificate displayed?

Storage of Flammable Gases & Liquids

8 Are storage arrangements compliant with the current Code of Practice?

..

9. Is fire fighting equipment adequate? ..

First Aid

10. Is adequate First Aid equipment available? ..

11. Is specialist first aid equipment required? ..

Prohibited Materials

12. Is there evidence of the sale of any materials prohibited by law? ..

13. Has the material been confiscated? ..

Date of inspection :

Inspection carried out by:

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Appendix G3 Trading Standards Leaflets

Business Guidance leaflets are available from local Trading Standards Offices on request:

Videos, DVDs, for Sale or Hire

Guide for Retailers on Footwear Labelling

Returns policy

A Traders Guide to the Civil Law relating to the supply of Goods and services.

Guide to the Consumer Protection from Unfair Trading Regs 2008

Selling Second Hand Electrical Goods

Selling Safe Toys

Electrical Equipment

Nickel in Jewellery

Ornamental and Novelty Giftware

Unsafe Goods - liability for Damage or Injury

Restriction on the Sale of Knives and other Bladed Items

Age Restricted Products

Mini Motors, Quad Bikes and Off road vehicles

Aerosol Spray Paints

Weighing Equipment in use for Trade

Cigarette Lighter Refills and Solvents

Specific Allergenic ingredients

Membership and Approval Logos and Claims of Approval -their misuse

Foreign Labelled Foods

Labelling of Sweets

A Guide for Producers, Processors and Packers of Organic Products

Sandwich Labelling

Do you sell at Car Boot Sales?

Keeping within the law in Pubs, Restaurants and Cafes.

Fair Trading (including pricing)

Counterfeit Goods

Under Age Sales (knives, tobacco, alcohol, and other age restricted items)

Animal Health and Welfare.

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Appendix G4 - Asbestos Declaration

Reference; Health and Safety "The Asbestos (Prohibitions) (Amendment) (No.2) Regulations 1999

This Statutory instruments 1999 No.2977 came into force on the 24th November 1999. These Regulations now prohibit, with some exceptions, the sale of Asbestos or any product containing Asbestos. All event organisers must ensure that all traders including car boot follow these new regulations. The following statement or similar wording must be on your event entry form for traders etc.

"The Asbestos (Prohibitions) (Amendment) (No.2) Regulations 1999" came into force on the 24th November 1999 and prohibits the sale of Asbestos, with the exception of boiler joints and brake linings for some vehicles first used before 1st January 1973. The sale of all such other Asbestos material is strictly forbidden at the.....Event and any person found to be contravening this rule will be required to stop the sale immediately. You may be required to leave the event and the organisers reserve the right to report such a matter to the appropriate authorities.

ITRADING ASAGREE TO

ABIDE BY THE RULES OF THEEVENT AND AS SUCH I AM FULLY AWARE OF THE REGULATIONS.

.....SignedDate

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APPENDIX H -Waste Management

"Waste Management Licensing" Regulations 1994 and the "Sludge" (Use in Agriculture) Regulations 1989.

Only septic tank sludge and sewerage sludge can be spread on agricultural land. Although septic tank sludge is mentioned in Schedule 3, paragraph 7, table 2 of the waste Management Regulations 1994 as a waste that can be spread without the need of a Waste Management Licence, this activity is in fact regulated by the Sludge (use in Agriculture) Regulations 1989.

The Sludge (use in Agriculture) Regulations 1989 defines tank sludge as "residual sludge from septic tanks and other similar installations for the treatment of sewage" and defines sludge as "residual sludge from sewerage plants treating domestic or urban waste and from other sewerage plants treating waste water of a composition similar to domestic and urban waste waters"

Treated sludge is defined as " Sludge or septic tank sludge which has undergone biological, chemical or heat treatment, long term storage or any other appropriate process so as significantly to reduce its ferment ability and the health hazards resulting from its use and untreated sludge shall be construed accordingly.

Untreated sludge again only refers to septic tanks sludge and sewerage sludge and this waste can be spread in accordance with the sludge (use in agriculture) Regulations 1989. When spreading untreated sludge, it has either to be injected into the soil or if surface spreading, incorporated immediately. This obviously excludes surface spreading sludge on permanent grasslands, as it cannot be incorporated. The regulations also prohibit grazing of livestock for 3 weeks after spreading.

Since cesspit waste has undergone no treatment and is not sludge, therefore it is defined as untreated waste and is not covered by the above regulations and therefore cannot be spread on land.

The definition of septic tank does not include the supernatant and also does not include any other waste in the sludge i.e : feminine hygiene products, prophylactives etc, therefore septic tank sludge must be screened prior to spreading and screenings taken to a suitably licensed facility.

The above statement is only a basic guide to the regulations. The NVTEC very strongly recommend that the organisers should seek advice, prior to disposal of any effluent, from the Environment Agency.

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National Vintage Tractor and Engine Club Code of Practice

APPENDIX I - Safety Code for Tractors and Agricultural Equipment

1. Introduction

1.1.1. The contents of this appendix are based on Guidelines set out by The National Executive of the National Vintage Tractor and Engine Club

1.1.2. This appendix sets out the minimum standards for the conduct of those exhibiting agricultural equipment or demonstrating working machines at an event attended by the general public.

2. Stationary Engines and Associated Machinery

2.1. Operation

2.1.1. The machinery will be supervised at all times by the owner or his representative when running who must be of not less than 13 years of age.

2.1.2. The Machinery will not be used in such a way or for a purpose that it was not originally designed.

2.2 Protection

2.2.1. The working machinery should be displayed with a fence or barrier around it constructed in such a manner that the public is not able to come nearer than 2m to any exhibit in operation. In addition at least 1m should be left between each exhibit.

2.2.2. The person in charge of the machinery should at all times show a careful and responsible attitude.

2.2.3. Appropriate safety notices should be used to advise the Public of any inherent dangers or access restrictions.

2.2.4. All exhibitors must be protected by an appropriate public liability insurance with a minimum of £2,000,000 cover.

3. Tractors

3.1. Operation

3.1.1. The driver of any tractor on private land should be aged 16 years and above. To drive on the rally site which is deemed a public place any driver must be at least 16 years of age provided that they have passed a test otherwise at least 17 years of age.

3.1.2. The vehicle must be covered by a minimum of Third Party Insurance as required by the Road Traffic Acts. (as amended)

3.1.3. When moving about on the field, rally site or showground the vehicle must be driven at walking pace only.

3.1.4. The tractor must only carry one person regardless of the type of seat fitted.

3.1.5. Care should be taken when reversing or attaching implements.

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3.2 Protection

3.2.1. When tractors are not in motion and their engines are not running, they should be supervised by the

owner, or his representative, or person appointed by the organisers to ensure that the public do not tamper with the machines in such a way as to endanger other spectators.

3.2.2. When tractors are not in motion and their engines are running the owner or his representative shall be in attendance at all times.

3.2.3. Where the tractor is used to drive stationary machinery the provisions of a fence or barrier around it constructed in such a manner that the public is not able to come nearer than 2m.

4 - General

4.1. Ploughing Demonstrations

4.1.1. When ploughing, extreme care should be taken on turning at headlands where the general public is likely to be viewing from.

4.2. Duties of Rally Organiser

4.2.1. The event organiser should provide adequate safety measures as described elsewhere in this Code of Practice.

4.2.2. The event organisers should advise the public of the dangers around the field in programmes and over the public address system.

4.2.3. Adequate numbers of safety stewards should be provided at all times.

4.3. Arenas and Enclosures

4.3.1. Arenas and working areas should be enclosed by at least a 3ft high fence which spectators cannot penetrate. It is recommended that the barrier be crowd control barriers, sheep netting, electric fence netting or construction visible high visibility netting

4.3.2. Entrances and exits should be clearly defined and such positions should be under the control of a steward when opened up to allow access of machinery.

4.4. Loading and Unloading of Exhibits

4.4.1. Tractors should be loaded and unloaded either in the working enclosure or in a designated area away from the public.

4.4.2. Stationary engines should be loaded and unloaded within the limits of their own compound.

4.5. Ring Events

4.5.1. Ring entertainment should not be of a nature that requires a machine to be operated in an unsafe manner, or at a speed at which the driver is unable to exercise proper control.

4.5.2. The participation of the general public in ring events shall be at the discretion of the rally organiser.

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5. Engines using Bottled Gas LPG - (See section 4.4 of Code)

5.1 General

5.1.1. When bottled gas is being used to run a stationary engine, the bottle/container should be secured to a stake driven into the ground. On hard standing the container should be secured in a similar manner.

5.1.2. Connections to the regulator and engine must be made gas tight with jubilee clips or proper crimped joints.

5.1.3. No more than two meters of tube should be used in any application.

5.1.4. The Bottle/Container should be kept upright at all times.

5.1.5. Valves must be turned off when the engine is not running.

5.1.6. Bottles/Containers must never be stored in depressions in the ground. (Remember gas is heavier than air and collects in the lowest area)

5.1.7. Where an Engine or Tractor of the Hot Bulb type is being started by gas torch special precautions should be exercised. As soon as the engine is running the gas bottle/container should be stored in a safe position where there is no danger of the container being knocked over. In addition precautions against accidental ignition of gases should be taken by ensuring that the isolating valve is turned off.

5.1.8. Spare gas bottles/containers must not be left lying around the engine compound, they should be stored in the tender vehicle. Full bottles should be labelled as such. When gas is stored on site by a commercial concern for sale the gas should be kept in a secure compound well away from living areas, a clear road to the store must be open at all times to allow free passage for emergency vehicles. Appropriate signs, as prescribed by the local authorities must be prominently displayed.

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APPENDIX J - Carriage of Passengers on Farm Trailers

The following is an extract from HSE Information Sheet No.36

Whenever people are transported around the rally field the vehicle they are being carried on must be suitable for the purpose and a safe system working practice must be followed.

Towing Vehicle

The tractor or other towing vehicle:

- Must be maintained in effective working order, in particular the steering, brakes (both parking and service) and the tyres.
- Should have the facility to operate trailer brakes, preferably direct from the service brakes, but where this is not possible then from the hydraulic services.
- Should be correctly and securely coupled to the trailer being used. In particular, the hitch of the tractor should be compatible with the trailer drawbar connection (eg. hook and eye, clevis to drawbar) and all necessary securing pins should be in place.
- The driver of the towing vehicle should be mature, competent, and a responsible person. Adequate training

should have taken place to ensure competence and care should be taken to ensure that the driver is sufficiently mature, particularly if they are less than 18 years old. Remember that young people may require greater training and supervision.

Trailer

-The trailer should be in sound condition and maintained in effective working order, including in particular the tyres and brakes, the floor and sides of the trailer and the connection to the tractor (eg. the pick-up ring or drawbar)

-It should not be possible for a driver or a passenger to contact the wheels from any position in which they may be riding (ie. On either the towing or towed vehicle)

-Brakes (either hydraulic or air) should be fitted on at least one axle of the trailer. They should be connected directly to the tractor's service brakes. If this is not possible, they should be readily operated from the normal driving position (eg. the tractor seat).

-Tail-lighting system, in full working order, should be fitted to both the towing and trailed vehicles, especially direction indicators. (These are the vehicle's normal road-going lights).

-When passengers are to be carried after dark, provide effective lights that will illuminate the access/egress areas and the area of the trailer used by passengers. (this is additional lighting to aid visibility on the trailer). Hand-held lights are not a suitable alternative.

-Do not use trailers in circumstances where overturn is foreseeable.

-Seating should be provided which provides back support and is secured to the trailer floor. It should allow all passengers, including children, to sit with their feet on the trailer floor. Seating should preferably face outwards or forwards. If this is not the case (ie. The passengers face inwards) the trailer sides (including front and rear) can provide back support.

-Back support should be at 'sitting shoulder height' - 600mm above the seat for an average man. This will vary for children (depending on their height) and may be as little as 350mm for the average child.

-Trailer edges should be protected to prevent passengers from falling. Any headboards, tailboards, sides or guardrails should be secured in position. All sides/guard rails should be strong enough to support an adults weight without damage or permanent distortion. (Guard rails etc should be able to withstand a minimum horizontal force of 1000N). In the case of guard rails/sides that passengers lean on when seated, the rail should be able to support the weight of the total number of people who are likely to lean on them.

-Solid headboards, tailboards or sides should be at least 920mm high. If the edges are protected by a guard rail it should be not less than 920mm or more than 1070mm high. There should be an intermediary rail between 460mm and 535mm, and a toeboard not less than 75mm high should be fitted at the exposed

edges. Any opening provided for access should provide a similar level of protection when closed during transport.

-If young children are carried then the sides should be infilled (eg. with mesh or similar

-There should be a safe means of access to and egress from the trailer. This could consist of a fixed ladder

or steps with the lowest rung or step no more than 550mm from the ground. There should be a secure

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handhold at the top between 920mm and 1070mm above the trailer floor to help people

mounting/dismounting from the trailer. The access should be behind the trailer wheels.

-If a portable ladder is used, it should be rigid and strong enough for the purpose and secured in position before being used.

-Trailers should be clearly marked with the maximum number of passengers that can be carried.

Safe system of working

-A responsible person should travel on the trailer to control and help the passengers. The driver should not carry out this task as well as his driving duties.

-There should be an effective and efficient system of communication provided between the responsible

person and the driver, clearly understood by both parties, for starting and stopping travel. The driver should not move the trailer without first receiving instructions from the responsible person to do so.

-All passengers including the responsible person should remain seated during the journey.

-Mounting and dismounting from the trailer should take place in a quiet and safe area away from other traffic.

-The driver should drive within speeds which will not jolt the passengers and cause them to be thrown around and should avoid any sudden speed changes.

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APPENDIX L - Useful Information

Appendix L1 - Useful Contacts

Health and Safety Executive
Health and Safety Enquiries:HSE
Information Centre

PO Box 1999

Sudbury

Suffolk.

CO10 6FS

Tel: 01787 881165

Fax: 01787 313995

Health and Safety Commission

Rose Court,

2, Southwark Bridge

London.

SE1 9HF

Tel: 0171 717 6000

Fax: 0171 717 6717

Magdalen House

Stanley Precinct

Bootle

Merseyside

L20 3QY

Tel 0151 9514000

Fax 0151 9227918

Area Offices - can be located in your local telephone directories

Electrical Installations

National Inspection Council for Electrical Installation Contracting. Tel.
0171 582 7746

Vintage House, Fax. 0171 820 0831

37 Albert Embankment,

London. SE1 7UJ

NVTEC Steam Plough Club

Mrs P Scarborough Mr John Billard

Eastfields Old Station House

Eastfield Twyford

North Wheatley Reading

Retford Berkshire

DN22 9BX RG10 9NA

Road Roller Association
Mr D Rayner
Invicta
9 Beagle Ridge Drive
Acomb
York
YO24 3JH

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Appendix L2 -HMSO BOOKS

HMSO HMSO Books, Tel. enquiries 0171 873 0011
PO Box 276 or :0171 873 3959
London Fax 0171 873 8463
SW8 5DT Tel. Orders 0171 873 9090

ABERDEEN: Blackwells, 12 Upper Kirkgate, AB9 1BG.
Tel 01224 644528

ABERYSTWYTH: Galloway Ltd. 21 Pier St. SY23 2LR.
Tel 01970 612563

BOURNEMOUTH: Waterstone & Co. 416,The Arcade. BH1 2AH
Tel 01202 299449

BRIGHTON: Blackwells Bookshop Ltd. 11,Bond St. BN1 1JL
Tel 01273 329396

CAMBRIDGE: Heffers Booksellers Ltd. 20,Trinity St. CB2 3NG
Tel 01223 358546

CANTERBURY: Dillon's University Bookshop Ltd. The Library,
The University.CT2 7NG
Tel 01227 450034

CHELMSFORD: J H Clarke & Co. Ltd. 2,Exchange Way, CM X
Tel 01245 355321

CHESTER: Bookland & Co. Ltd.12, Bridge St. CH1 1NQ
Tel 01244 347323

DERBY: Clullows Ltd. 18-19 Iron Gate. DE1 3GP
Tel 01332 344798

DUMFRIES: T C Farries & Co.Ltd. Irongray Rd.Lochoise.DG3 5LJ Tel 01387
720755

DURHAM: Dillons University Bookshop,
SPCK, 55-57 Saddler St. DH1 3EJ
Tel 0191 384 2095

EXETER: Waterstones, 48-49 High St. EX4 3DJ
Tel 01392 218392

GLASGOW: John Smith & Sons, 57-61 ST.Vincent St. G2 5TB
Tel 0141 2217472

GUILDFORD: University of Surrey Bookshop, Guildford, GU2 5XH
Tel 01483 259169

HULL: Browns Books, 24-28 George St. HU1 3AP
Tel 01482 325413

LEEDS: Austick's HMSO Bookshop,
53 Great George St. LS1 3BQ
Tel 0113 2452623

LEICESTER: The University Bookshop, University Rd. LE1 7RD

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Tel 0116 2523523
LIVERPOOL: Blackwells University Bookshop,
Alsop Buildings, Brownlow Hill. L3 5TX
Tel 0151 709 6512
MILTON KEYNES: Cranfield Bookshop, 570 Silbury Boulevard,
Milton Keynes, Bucks. MK9 3HA
Tel 01908 607454
NEWCASTLE UPON TYNE:
The Bible House, 14 Pilgrim St. NE1 6QD
Tel 091 232 7877
Thorne's Bookshops Ltd. Grand Hotel,
141 Percy St. NE2 7RS
Tel 0191 232 6421
NORTHAMPTON: Kingsthorpe Bookshop, 6 Harborough Rd.
Kingsthorpe, NN2 7AZ
Tel 01604 715989
NORWICH: The Black Horse Bookshop,
10 Wensum St. NR3 1HR
Tel 01603 613828
NOTTINGHAM: Blackwells, Portland Buildings,
University Park, NG7 2RD
Tel 0115 9587063
OXFORD: B.H. Blackwell Ltd. 50 Broad St. OX1 3BQ
Tel 01865 792792
PENRITH: Bluebell Bookshop, Angel Square, CA11 7BP
Tel 01768 866660
PLYMOUTH: University Bookseller, 42, Drake Circus, PL4 8AB
Tel 01752 660428
READING: Blackwells, 612 Kings Rd. Reading, RG1 3AA
Tel 01734 595555
SHEFFIELD: Blackwells, 154-160 West St. S1 3ST
Tel 0114 2722035
SOUTHAMPTON: H. M. Gilbert & Son, 21/2 Portland St. SO1 0EB

Tel 01703 226420
STOKE-ON-TRENT: Students Square Bookshop, 8 Tontine Square,
Hanley. ST1 1NP
Tel 01782 746318
SWANSEA: Uplands Bookshop Ltd. Uplands Square,
Uplands. SA2 0HD
Tel 01792 472240

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TONBRIDGE John Adams Bookshop, 10, Angel Walk. TN9 1TJ
Tel 01732 353519
YORK: Pickering & Company, 42 The Shambles YO1 2LX
Tel 01904 627888

Appendix L3 - HSE BOOKS

MAIL ORDER SERVICE

Note : A charge is made for the majority of HSE Publications but some are
free of charge and can be ordered
direct from:

HSE Books
PO Box 1999.
Sudbury,
Suffolk.
CO10 6FS
Tel 01787 881165

Appendix L4 - Recommended Reading

The Motor Vehicles (Off Road Events) Regulations 1995
ISBN 0 11 053024 1

The Pressure Systems and Transportable Gas Containers Regulations 1989
ISBN 0 11 085836-0

Fairgrounds and Amusement Parks Guidance of Safe Practice
ISBN 0 7176 1174 4 / HSG175

Safe Operation of Passenger Carrying Amusement Devices - Inflatable
bouncing devices
ISBN 0 11 885604 9

Guide to Safety at Sports Grounds
ISBN 0 11 300095 2

Guide to Fire Precautions in Existing Places of Entertainment and Like
Premises
Regulatory Reform (Fire Safety) Order 2005
(www.firesafetyguides.communities.gov.uk)

Managing Crowds Safely (HSG154)

The Act Outlined (Ref: HSC2)

- Free from HSE

Regulations, Approved Codes of Practice and Guidance Literature (Ref: HSC7)

- Free from HSE

5 Steps to Risk Assessment (Ref: INDG 163)

Storage of LPG Gas (Ref: CS4)

Avoidance of danger from overhead electric lines (Ref: GS 6)
ISBN 71761348-8

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RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (Ref: HSE31 rev.1)

- Free from HSE

Your rights when health and safety inspectors take action

- Free from HSE

A guide to the general food hygiene regulations

- Free of charge from your local Environmental Health Office

This list is not finite and will be amended as information becomes available.

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