

# Covid Secure Guidance for Caravan and Motorhome Centre Rallies

May 2021 (ver 1.9)

Covering England, Wales, Scotland, NI and Republic of Ireland



This guidance is intended to advise Centres about how to enhance their procedures to ensure that they and their members are safe and well whilst on a rally and that rallies are operated in line with Covid-Secure protocols and also mitigate any risk to public health by controlling attendance. The guidance is designed to protect our volunteer members and should not be compared to the Covid procedures implemented on the Club sites, which are run by employed staff, and where each site has undergone a complete health and safety check and risk assessment.

This guidance will be kept under regular review.

*Please continue to monitor any local lockdowns and the rules implemented by the Local Authority and each nation's Government guidance.*

<b>Covid-Secure Guidance for Rallies FOR ALL</b>	
<b>Prior to the rally</b>	
<b>1</b>	Carry out a full Covid risk assessment <sup>1</sup> and have a copy of this available for inspection if requested by the landowner or by a visit from the Police/Local Authority. A copy must also be provided to the Club <sup>2</sup> by email at least 7 days in advance of the rally commencing.
<b>2</b>	Consider the reaction of the local community in your rally risk assessment. People living in remote areas with limited access to health services may object to the rally if they feel members' behaviour is placing them at a higher risk. It is best to liaise with the owner of the rally field/premises on how to act considerately in this regard. There may also be occasions where landowners are currently unwilling to allow planned rallies to proceed, and this should be respected.
<b>3</b>	Should ralliers wish to feel safe in attending a rally then Rapid lateral flow tests are available from the UK Government ( <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> ). Rapid lateral flow tests help to find cases in people who may have no symptoms but are still infectious and can give the virus to others.
<b>Pre-arrival at a rally</b>	
<b>1</b>	Please ensure you and your Centre members are familiar with any new practices and procedures in advance of attending a rally.

<sup>1</sup> in addition to the usual risk assessment referred to in Centre Guidance, the Covid risk assessment must satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999(1), whether or not the gathering organiser is subject to those Regulations.

<sup>2</sup> email to [governance@camc.com](mailto:governance@camc.com)

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2	The numbers attending a rally can be limited/controlled to ensure that there is sufficient physical spacing and as a reassurance to members.
3	Attendees should be reminded, and expectations set, that a rally is not necessarily able to function the way it did before Covid-19. Social gatherings and meetings of groups from different households should take place in line with the numbers allowed under current government guidance <sup>3</sup> .
<b>Payment for a rally</b>	
1	The preferred method of payment for a rally is by a contactless alternative to cash, ideally made in advance, such as online payment, bank transfer or via Paypal. Payments can continue to be made by cheque in advance of the rally.
<b>On arrival at a rally</b>	
1	Instructions can be given on arrival on an information board or directly in a socially distanced manner. Providing a phone number for arrival queries will be helpful. Distribution of paper materials or instructions is not advised and electronic circulation of material is preferred.
2	No welcome drinks or gifts should be provided or distributed. No rally plaques should be distributed at the rally but can be ordered and distributed when restrictions are lifted.
3	There should be no access to a rally by a member or non-member visitors or day guests. This ensures that the track and traceability are not compromised, and limits the numbers on site.
<b>Pitching Up</b>	
1	The Club's minimum spacing requirement of 6m between outfits must be applied which as well as maintaining safety standards, ensures good social distancing is in place.
2	The usual practice of marking pitches out in advance can be followed, or members' places indicated on arrival, both of which will assist the arrival process and ensure spacing requirements are met.
3	Rally Officers can assist by directing those arriving at a rally and indicating how to site their outfits as long as they comply with social distancing requirements whilst doing so.
<b>Social Activities</b>	
1	There should be no sharing of food or drink at the rally.

<sup>3</sup> relevant to each of the four nations of the UK

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2	Outdoor shelters such as marquees/tents can be used and have a roof but must have at least half of the area of their walls open when in use to allow for adequate ventilation
3	Limits on the number of people gathering outside, or inside outfits, must be adhered to in line with each nation's Government's guidance.
<b>Water Taps and Service Points</b>	
1	As usual, there must be a clear separation between the drinking water tap and water supplied for cleansing chemical closets.
2	There should be sufficient space around service points and clear markers placed on the ground to allow for queuing and social distancing.
3	Avoid queuing if possible by waiting clear of the service point until it is free or come back later.
4	There should be increased regularity of sanitisation of touchpoints, including taps and emptying points and every member is responsible for cleaning service points before and after use.
5	Handwashing and social distancing reminders should be displayed.
<b>Waste Disposal and Refuse</b>	
1	There should be an effective system for waste disposal and grey waste should be disposed of at disposal points agreed with the landowner.
2	Handwashing and social distancing reminders should be displayed.
3	Those attending the rally should take their own refuse home with them for disposal unless the landowner has arrangements in place to ensure the proper disposal of refuse.
<b>Hygiene Procedures</b>	
1	All members attending a rally shall be advised by signage to wash their hands for at least 20 seconds after using service points, waste disposal points or electrical hook-ups, if appropriate.
2	Consideration should be given to the provision of hand sanitiser stations across the rally field.
<b>Discipline</b>	
1	Remember that <b>#WeAreAllInThisTogether</b>

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2	Everyone attending a rally has a responsibility to be mindful and considerate to their fellow ralliers, particularly by following any procedures, practices and Government guidelines in place.
3	The Rally Officer/Marshal is not expected to police that members attending a rally are complying with any government guidelines in place at the time e.g. visiting other outfits. Any allegations of misbehaviour on the rally field should be looked into by following Centre Guidance. Ralliers should respect the comfort and safety of their fellow attendees.
<b>Unwell on a rally?</b>	
If anyone staying on the rally begins to feel unwell with suspected Covid symptoms, please follow the guidance below.	
1	Go online to NHS 111.
2	Call the Rally Marshal/Officer on the phone number provided and let them know. They may make a record of the incident.
3	In the event of a case being suspected on a rally, if they can, they should leave the rally and travel home to self-isolate and be tested. Before leaving, access by any members of the affected outfit to common service points should only be allowed at a pre-agreed time with disinfection of the service point afterwards. All refuse waste from the outfit should be double-bagged and taken home, not disposed of on-site.
4	If a member of the rally becomes unwell and is advised to have a test, the track and trace guidance will need to be followed.
<b>Test and Trace</b>	
1	The rally officer should retain the details of those attending the rally for 21 days after the event. This information will then be safely destroyed.
2	The privacy policy on a rally booking form should include a confirmation that the individual is happy to share their details with the NHS as part of the particular national government Test and Trace regime.
3	If a member wishes to opt-out of the Test and Trace and not share their details with the NHS, they should email <a href="mailto:TestandTraceOptOut@camc.com">TestandTraceOptOut@camc.com</a> .
4	Please follow the latest guidance on QR Codes <sup>4</sup> and print off a poster for your rally.

<sup>4</sup> Separate guidance has been issued and is available on Box.

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## DOCUMENT CONTROL

<b>Owner</b>	Governance Office, Directorate	Responsible for content and approval of the document, including any updates. Responsible for communication to all Divisions, Regions and Centres.
<b>Maintenance &amp; Annual Review</b>	Governance Office, Directorate	Responsible for the annual review, maintenance and updates of the document.
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<b>DPO consulted &amp; approved &amp; informed</b>		<b>Date:</b>

## Document History

Version	Author	Reason for Change	Date	Distributed to & Method
1.0	Head of Governance	New document to provide guidance on running a Covid secure rally - refers to England only	2020	Email and Box
1.1	Governance Office RN	No update.	August 2020	Email and Box
1.2	Governance Office RN	Update to include all UK nations and the Republic of Ireland.	11.8.20	Email and Box
1.3	Governance Office RN	Update to reflect guidance on gatherings in Scotland	14.8.20	Email and Box
1.4	Governance Office RN	Update to reflect guidance on gatherings in Northern Ireland and the Republic of Ireland.	21.8.20 09:15	Email and Box
1.5	Governance Office RN	Update on English local lockdowns and restrictions.	21.8.20 16:30	Email and Box
1.6	Governance Office RN	Update on English local lockdowns and restrictions.	3.9.20	Box
1.7	Governance Office RN	Update to reflect guidance on gatherings in England, Wales and Scotland, and updated local restrictions.	23.9.20	Email and Box
1.8	Governance Office RN	To reflect new measures out of lockdown	17.3.21	Email and Box

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1.9	Governance Office RN	To reflect new measures after 17 May	18.5.21	Email and Box
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