

EAST WARWICKSHIRE CENTRE

Caravan and Motorhome Club



Operation of Rallies during Covid19 Restrictions

Issued by:

EWCC Centre Committee



EWCC Covid 19 Protocol for Centre Rallies

1. Introduction

Following the announcement of Government restrictions, and under the guidance of the CAMC, the EWCC Committee have drawn up the following document

2. Document History

Issue	Date	Description
V1.0	23/3/2020	Initial DRAFT - Cessation of Rallies to 31 st May
V1.1	30/3/2020	Updated from CAMC input – Cessation of Rallies to 1 st July
V2.0	1/7/2020	Restricted Rallies from 4 th July until further notice
V2.1	22/7/2020	Resumption of Rallies from 7/8/2020, with Risk Assessment
V3.0	10/4/2021	Resumption of Rallies from 12/4/2021 with Risk Assessment
V3.1	22/5/2021	Resumption of Rallies from May 2021 with Risk Assessment

3. References

- 3.1.** Government instructions on Covid19 restrictions
- 3.2.** Guidance provided by CAMC – Covid-Secure Guidance for Rallies (June 2020)
- 3.3.** Guidance provided by CAMC – Covid Secure Guidance for Rallies (ENGLAND) July 2020
- 3.4.** Guidance provided by CAMC – Covid Secure Guidance for Rallies (ENGLAND) April 2021
- 3.5.** Guidance provided by CAMC – Covid Secure Guidance for Rallies V1.9 May 2021

4. Purpose

To provide guidance aimed at protecting Centre Members attending EWCC Rallies, and Rally Officers in the execution of their role

5. Rally Protocol

Rallies are now running from 12th April 2021 *, with some restrictions / requirements.

The roll back of these restrictions / requirements will be regularly reviewed until we are back to a more normal situation.

Rallies can only go ahead following consultation with each individual Landowner, and with due consideration for the local community.

A full Risk Assessment, including Covid Compliance, must be sent to CAMC for approval at least 7 days in advance of each Rally. A copy will be held by the Rally Officer, who will be responsible for abiding by the requirements, and by the Rally Secretary/Secretary for Centre Records.

EWCC Covid 19 Protocol for Centre Rallies

5.1. *Prior to the Rally*

- 5.1.1. Carry out a full Risk Assessment as per example in **Appendix A**
 - 5.1.1.1. *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.*
- 5.1.2. Return a copy via email to **governance@camc.com** no later than 7 days prior to the Rally.
- 5.1.3. Booking must be made via the website booking form at least 10 days prior to the Rally, and include ALL the required Data. See **Appendix B**
- 5.1.4. Rally Officers need to ensure that **notifications@cognitofirms.com** is added to their email whitelist, to ensure Rally Bookings are received.

5.2. *Pre-arrival at a Rally*

- 5.2.1. A response email will be sent from the Rally Officer to enable the Rallier to make an electronic payment at least 7 days prior to the Rally.
- 5.2.2. Acknowledge the Booking, advising the Rallier of the Costs, detailing how payment can be made, and giving Covid19 instructions. Also a contact Mobile Tel Number. See **Appendix C**
- 5.2.3. Rally Attendance may be limited in order to ensure safe distancing, and maintain restrictions on numbers gathering (Outdoors) during the event
- 5.2.4. Give details of any (permissible) activities as would be the normal practice at a Rally. NO PAPER DOCUMENTS can be handed to the Rallier on arrival
- 5.2.5. Should Ralliers wish to feel safe in attending a Rally, then Rapid Lateral Flow Tests are available from the UK Government :
(<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>)
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.

5.3. *Payment for a Rally*

- 5.3.1. The preferred method of payment is by Bank Transfer (BACS) and details will be sent in good time. (see 5.2.2 above)
- 5.3.2. Payment by Cheque is an alternative method, and cheques to be sent to the **Treasurer** at least 10 Working Days prior to the Rally. Cheques should have the name and address of the Rallier, and Rally Ref printed on the rear.
- 5.3.3. There is no facility for card payments at this time, and Cash cannot be collected

5.4. *On Arrival*

- 5.4.1. Ralliers should stop at the Entrance as usual, but DO NOT LEAVE THE VEHICLE.
- 5.4.2. Ralliers will be directed to their Peg by the Rally Officer, while maintaining Social Distancing.
- 5.4.3. Instructions will have been supplied via email prior to the Rally, and any last minute updates will be via SMS (Text) messages
- 5.4.4. There may be additional information displayed on a notice board if required.
- 5.4.5. Day visitors, members or non members, are not permitted. This ensures that ALL attendees are documented to ensure Track & Trace is not compromised, and limits the numbers on site.

EWCC Covid 19 Protocol for Centre Rallies

- 5.4.6. If a member of the Rallier's family has to come on to site (**EMERGENCIES ONLY**) then their name(s) and contact details need to be sent to the Rally Officer in advance, and will be retained for 6 weeks to comply with track and trace.
- 5.4.7. Members will be reminded of any Government restrictions in force at the time of the Rally, which may vary from those in the Rally Acknowledgement email. Particularly referring to Social Gathering Indoors (Caravans/Awnings etc.) and Outdoors (Including Open Awnings, Gazebos and Party Tents)

5.5. *Pitching*

- 5.5.1. The Minimum spacing specified by the Club of 6m between outfits will be applied, which as well as maintaining Safety Standards, ensures good Social Distancing is in place.
- 5.5.2. There will be a limit on the number of places available on each Rally keeping the density as low as possible, as required by the Club's Covid19 protocol
- 5.5.3. Children must remain on the pitch, unless accompanied by a parent/grand parent
- 5.5.4. Dogs must be on a lead at ALL TIMES, and if tethered must not be able to reach a neighbouring pitch.

5.6. *Flag and Social Activities*

- 5.6.1. 'Flagpole Gatherings' at the start or end of the Rally are now permitted, within the strict limits of the 'Group' numbers allowed for Outdoor Gatherings. The Rally will not offer any other Social type events/gatherings which are in conflict with HM Government guidelines in force at the time. Organised walks, with Social Distancing, may be organised.
- 5.6.2. Party Tents/gazebos/marquees/event tents may only be erected to be used for common shelter or Social activities, within the Government limits for outdoor Groups, where at least 50% of the walls are left open to give adequate ventilation. Personal Awnings, as part of a Family's own outfit, are permitted for Family use only (Family of the same household, permitted under the Family Bubble system, or 'rule of 6')
- 5.6.3. Sports and Games are only permitted strictly in accordance with the current Government regulations.
- 5.6.4. There will be no sharing of food or drink at the 'Flag' meeting, but Ralliers are encouraged to bring their own drinks.

5.7. *Water Taps and Service Points*

- 5.7.1. As usual, there will be a clear separation between the Drinking Water Tap, and any tap provided for cleaning purposes.
- 5.7.2. A minimum of 2m will be marked around Service Areas to enable safe Social Distancing, and members should avoid queuing whenever possible.
- 5.7.3. There should be increased regularity of sanitisation of touchpoints, including Taps and emptying points. Members are reminded that they are responsible for cleaning service points after use.
- 5.7.4. Parents are asked to keep children away from water taps, particularly in hot weather.
- 5.7.5. Handwashing and Social Distancing are the responsibility of each individual

5.8. *Waste Disposal and Refuse*

- 5.8.1. There should be an effective system for waste disposal and grey waste should be disposed of into disposal points agreed with the landowner.
- 5.8.2. Handwashing and social distancing reminders should be displayed. (New Signs in Rally Kit)

EWCC Covid 19 Protocol for Centre Rallies

- 5.8.3. 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.

5.9. Hygiene Procedures

- 5.9.1. 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.
- 5.9.2. Members are advised to supply their own hand sanitiser for personal use.

5.10. Discipline

- 5.10.1. 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.
- 5.10.2. The Rally Officer 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 etc. Any allegations of misbehaviour on the rally field should be looked into in accordance with Centre Guidance. Ralliers should respect the comfort and safety of their fellow attendees

5.11. Unwell on a Rally

- 5.11.1. If anyone staying on the rally begins to feel unwell (with suspected Covid symptoms), please follow the guidance below:
- Go online to NHS 111.
 - Call the Rally Officer on the phone number provided and let them know. They may make a record of the incident.
 - 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.
 - In the event of a case being suspected on a rally, 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. If they are able to, they should leave the rally and travel home to self-isolate.

5.12 Test & Trace

- 5.12.1 The Rally Officer should retain the details of those attending the Rally for 21 Days after the event. This information should then be safely destroyed. The Treasurer/Stats & Dues Officer will have a record which is held until the end of the year.
- 5.12.2 The Privacy Policy on the Booking Form should include a confirmation that the individual is happy to share their details with the NHS, as part of the Test & Trace regime, should the need arise.
- 5.12.3 If a member wishes to opt-out of the Test & Trace, and not share their details with the NHS, they should email : ***TestandTraceOptOut@camc.com***
- 5.12.4 Centre to follow the latest guidance on QR Codes, and print off a poster for each Rally. The Rally Secretary to include this in the Rally Officers Documents.

6. Document Review

This document will be reviewed by the EWCC Committee as and when there are changes to HM Government Guidelines and/or directions from CAMC HQ.

All notifications will be published on the EWCC Website and Facebook Page

Appendix A - Covid Compliant Risk Assessment (Example)

Risk Assessment Form



CENTRE NAME: East Warwickshire	RISK ASSESSMENT FORM	ACTIVITY: { Rally Venue }
Assessment by: { Rally Officer(s) }	Rally Organiser: Rally Secretary	Date: { Rally Dates – Inclusive }

What is the hazard?	Who might be harmed and how?	What are you already doing, i.e. Control measures?	Do you need to do anything else to reduce/manage risk, i.e. additional Control measures?	Action by	Residual Risk (L, M, H, VH)
Vehicle movement	Rally Officers injured when directing traffic	Vehicle movement restricted to 5 mph , per Centre Guidance	Monitor weather & ground conditions to restrict vehicle movement.	R Officer	L
		Ralliers to arrive in daylight hours only	Rally Officers to wear hi-vis vests. Consider lighting - use torches	R Officer	L
	Ralliers struck by moving vehicle on site	Vehicle movement restricted to 5 mph , per Centre Guidance	Restrict vehicle movement in inclement conditions. Vehicles parked in separate area.	R Officer	L

EWCC Covid 19 Protocol for Centre Rallies

What is the hazard?	Who might be harmed and how?	What are you already doing, i.e. Control measures?	Do you need to do anything else to reduce/manage risk, i.e. additional Control measures?	Action by	Residual Risk (L, M, H, VH)
Caravan or Motorhome Fire	Ralliers & Families	CAMC Distances for siting Outfits Fire Alarm advice to Ralliers	Ensure outfits are sited in accordance with CAMC guidelines Advise Ralliers to carry Extinguisher and/or Fire Blanket. Only use Fire Fighting equipment to enable occupants to exit outfit as quickly as possible. DO NOT FIGHT THE FIRE Rally Officer to contact the Fire Brigade, if required.	R Officer R Officer / Ralliers R Officer	L M L
Site Specific Hazards i.e. -Deep Water -Farm Animals - Roads -Other local dangers	Ralliers & Families	Obtain details from site owner for known hazards Inspect site on arrival for any additional hazards	Inform Rally Officer/Ralliers of potential Hazards Use 'Out of Bounds' signs	Rally Secretary R. Officer	L L
Unexpected or unauthorised persons on Rally field	Rally Officers Ralliers & Families	Remove directional Rally signage at first available opportunity. Display "Private Caravan Rally - no unauthoriised access" sign at entrance	Ascertain their reason for wanting to enter a private function. If they have questions, offer to discuss these away from the rally site. Take whatever sensible steps are necessary to ensure they leave. Last Resort - call Police Report incident to Centre Chairman/Committee	R Officer / Ralliers R Officer	L

EWCC Covid 19 Protocol for Centre Rallies

What is the hazard?	Who might be harmed and how?	What are you already doing, i.e. Control measures?	Do you need to do anything else to reduce/manage risk, i.e. additional Control measures?	Action by	Residual Risk (L, M, H, VH)
COVID19 Related Hazards	Ralliers and Rally Officers	Observing the Covid Risk Assessment detailed below	<ul style="list-style-type: none"> • Ralliers are asked to confirm the following, before attending each Rally : <ol style="list-style-type: none"> 1. That they are not experiencing any Covid-related symptoms 2. They have not been in contact with someone with confirmed or suspected Covid in the last 14 days 3. They are not under any self-isolation orders 4. They have not arrived from a local lockdown area 	R Officer Rallier Rallier Rallier Rallier	L

EWCC Covid 19 Protocol for Centre Rallies



Covid - 19 Risk Assessment

This part of the Risk Assessment is to ensure that the Centre and Rally is compliant with current legislation with regards to Covid-19 and that appropriate measures have been put in place to minimise any risk of transmission of the virus. Please complete in conjunction with the Protocol for Rallies provided and Centre Guidance.

What is the hazard?	Who might be harmed and how?	What are you already doing, i.e. Control measures?	Do you need to do anything else to reduce/manage risk, i.e. additional Control measures?	Action by	Residual Risk (L, M, H, VH)
Covid -19	Clinically vulnerable people attending rally	Recommend they may to reconsider attending due to risks	Inform all rally attendees of rally protocol in place and new rules before the rally commences.	Centre Committee/Rally organiser	M
Covid -19	Ralliers	Social distancing to be implemented at the rally	Place signs around the rally field. Inform attendees of rules prior to the rally	Rally Officer	M
Covid -19	Ralliers	Enhanced cleaning and disinfection at the rally	Place signs around the rally field. Inform attendees of rules prior to the rally. Ask all ralliers to have their own hand sanitiser available.	Rally Officer Ralliers	M
Covid -19	Ralliers	Members encouraged to use their own on-board facilities rather than shared or communal ones.	Place signs around the rally field. Inform attendees of rules prior to the rally	Rally Officer	M
Covid -19	Ralliers	Pitch spacing for social distancing and fire hazards	Preparation of rally and pitch spacing to be set out before ralliers arrive	Rally Officer	M

EWCC Covid 19 Protocol for Centre Rallies

What is the hazard?	Who might be harmed and how?	What are you already doing, i.e. Control measures?	Do you need to do anything else to reduce/manage risk, i.e. additional Control measures?	Action by	Residual Risk (L, M, H, VH)
Covid -19	Ralliers	Consider who will be responsible for cleaning service point taps, bins, doors and any other high touchpoints, and how they will do this?	Ralliers to be instructed to sanitise taps and contact points before use.	Ralliers	M
		How often will touchpoints be cleaned?	Every time they are used, and twice per day by Rally Officer	Ralliers/R.Officer	M
		Do they have the materials they need to do this?	Ralliers to supply their own hand sanitiser	Ralliers/ R.Officer	M
Covid -19	Ralliers	What methods of payment have you put in place to avoid cash transactions?	Rallies to be pre paid via BACs or Cheque	Rally Officer/Treasurer	L
Covid -19	Ralliers	How will first-aid assistance be rendered, without introducing further risk of infection for either the person helping or the patient?	Use of suitable PPE, maintain distances for those not administering First Aid. For Serious injuries contact 111 for advise	Rally Officer	M
Covid -19	Ralliers	How will the rally organise waste collection and disposal?	Ralliers are responsible for removing their own rubbish Where the Landowner does not provide a safe facility	Ralliers	L
Covid -19	Ralliers	What requirements will the venue management impose?	Provide them with a copy of the completed Risk Evaluation Form, and include any site specific requirements	Rally Secretary	L
Covid -19	Ralliers	Are you aware of any concerns that the local community might have and how will these be addressed?	Liase with Landowner to assess likely impact. Report any issues to Centre Chairman & Rally Secretary	Rally Secretary/R.Officer	L
Covid -19	Ralliers	Is the location of the rally in a potential location for local lockdown? Please check before proceeding. With increasing cases of the virus in some localised areas, the rally should be cancelled.	Local Lockdown now unlikely. To be monitored	Rally Secretary / Committee	L

EWCC Covid 19 Protocol for Centre Rallies

What is the hazard?	Who might be harmed and how?	What are you already doing, i.e. Control measures?	Do you need to do anything else to reduce/manage risk, i.e. additional Control measures?	Action by	Residual Risk (L, M, H, VH)
Covid -19	Ralliers	In the event that a person shows symptoms of COVID-19, how will the rally officers deal with the person and their family?	<p>Isolate the individual, any Family Members and other contacts.</p> <p>Call NHS 111 for further advise, if required.</p> <p>All those affected should leave the Rally at the earliest opportunity</p>	Rally Officer	H
Covid -19	Ralliers	<p>Please keep a comprehensive list of all rally attendees, which should be kept by the Rally Officers for 21 days after the event, and only available to the Centre Committee. There is no requirement to provide this personal data to the landowner.</p> <p>This will allow you to pass this information to the NHS as part of the Test and Trace process so that they may contact any rally attendees should anyone test positive for Covid-19.</p>	<p>Automatic attendance list is produced from Bookings, and checked as Ralliers arrive to ensure the number of attendees is correct.</p> <p>Ralliers may Opt-Out of having their details sent to Test & Trace (if required) by sending email to :</p> <p>TestandTraceOptOut@camc.com</p>	Rally Officer	L

Rally Booking Form 2021

Hampton House Farm, Kineton 07/05/21 to 09/05/21

Name required *

Fred & Ginger Rogers

Address required *

1 High Street New town

Warks

Mobile Phone 0777 123456

Membership Number 023789456

Email required * fandgrogers@

Centre - "Overtyp e if not EWCC" EWCC

Vehicle Registration AB170CD

Unit Length 8M

Type of Unit required *

Single Axle Caravan Twin Axle Caravan Motorhome

First Rally as an East Warwickshire Member Yes No

Arrival Date 07/8/2020

Number of Nights 2

Number of Adults 2

Number of Children 2

Children's Ages 10 & 12

Notes to Rally Officer



Number of tickets if a Social takes place :

The personal data you provide is collected and processed for the purpose of administering and managing the Centre. We assume any personal data you provide relating to other individuals is done so with their consent. The full Caravan Club Privacy Policy can be read at <https://www.caravanclub.co.uk/privacy-policy/centres-privacy-notice/>

By submitting this booking you agree to the terms of the Privacy Policy and the terms of the Covid Restrictions Statement. You also agree that you are happy to share your details with the NHS as part of the Test & Trace regime, should the need arise. You may Opt-Out by sending email to: **TestandTraceOptOut@camc.com ***

- **Required Field**

EWCC Covid 19 Protocol for Centre Rallies

Appendix C - Template for Response to Booking, from Rally Officer via email only

On receipt of an email booking via the website booking process, please respond to each Rallier by email, using the following Text, or similar. You may wish to add your own Rally specific information.

The **Rally Reference** will be the Rally Number & Venue i.e. '12- Hill Farm'

"Thank you for booking on to our Rally at [Location] on [From Date] to [To Date]

We confirm your booking for [] nights, arriving on []. The cost will be : [£]

Payment is required prior to arrival either as an on-line (BACS) Payment (Preferred), or alternatively by Cheque.

BACS Payments are to EWCC Sort Code: [] Account Number: []

*Cheques made payable to EWCC, with your Name & Address on the reverse, and sent to **Centre Treasurer** 10 Days prior to the Rally.*

All payments for this Rally must carry the Rally Ref: [] and be received at least 5 working days prior to your arrival.

Please Note: During this period of restrictions due to Covid19, a number of precautions have been taken for the Safety of Ralliers and Rally Officers. These mainly require the minimum of physical contact and the application of a cleaning regime. A full copy of the current Covid19 Protocol can be found on our website and Facebook Page, which will be reviewed and updated on a regular basis.

On Arrival, please do not get out of your vehicle. The Rally Officer will direct you to your peg, from a safe distance.

FLAG, Welcome gathering, social functions and closing Flag, are restricted until restrictions are fully lifted. If they do take place, you will need to bring your own Drinks, as they cannot currently be supplied by the Rally Officer. No paperwork will be supplied once you reach the site. This email will replace your 'Envelope'

Awnings can be erected for personal use, or for gatherings of up to 6 people from different households. Gatherings of up to 30 in the open air, at a social distance of 2 Meters is allowed, but sharing of food and drink is discouraged to reduce the possibility of virus transmission. Party Tents, Gazebos, etc. can now be used for larger groups (Max 30) provided that 50% of their sides remain open at all times for adequate ventilation.

Cleaning, It is the responsibility of all Ralliers to use adequate cleaning and sanitisation, particularly after using common facilities such as water and waste disposal.

It is hoped that these restrictions will be eased over time, and this is dependant on instructions from HM Government, and recommendations by CAMC.

We hope you enjoy your weekend

Etc. "

If you have any planned activity (walk etc) which is within the guidelines, you may wish to add this to the email.

Please include your Mobile Telephone Number for Emergency Contact purposes.