**RULES AND GUIDANCE FOR THE RUNNING OF**

**AN EVENT ORGANISED BY**

**THE HOVERCRAFT CLUB OF GREAT BRITAIN (HCGB)**

**AT WHICH RIDES/DRIVES MAY BE GIVEN**

1. **INTRODUCTION**
	1. This document has been prepared to indicate the procedures that should be followed to ensure the safety of participants at an event at which rides or drives may be given in Hovercraft.
	2. Following these procedures will ensure that all operations are conducted in accordance with established practices and that, in the event of an accident, appropriate procedures are in place to provide an adequate response.
	3. If the Event Director considers that it is necessary to amend these procedures, either before or during the Event, then those participating shall be informed at the earliest practicable moment.
	4. If this Event is to be held at a venue that is also being used for another event, such as a National Hovercraft Race Meeting or an event organised by an organisation other than the HCGB, then it shall be ensured that the Operating Area/s will be for the exclusive use of the hovercraft covered by these Operating Procedures during the period of operation.
2. **PRELIMINARIES**
	1. A member of the HCGB shall be appointed as Event Director who shall be responsible for ensuring that the event is run in accordance with any rules and procedures laid down by the HCGB.
	2. The Event Director may appoint an Assistant to help with or take over the running of the Event and the implementation of these Rules and Guidance.
	3. The Event Director, or a member of the HCGB appointed by the Event Director as Youth Officer for the Event, will be responsible for administrating the Child Protection Policy of the HCGB.
	4. The Event Director shall ensure that a Risk Assessment is prepared and sent to the HCGB Safety Officer, prior to the event.
	5. The Event Director shall appoint an HCGB Scrutineer to undertake safety checks on the hovercraft or, if an HCGB Scrutineer is not available, shall appoint an Assistant/s who is/are experienced in maintaining hovercraft to undertake the safety checks. See also in (4). A record shall be kept of all safety checks undertaken and this shall be given to the Event Director to be sent to the HCGB Insurance Officer.
	6. The Event Director, or an Assistant appointed by the Event Director as the Medical Assistant, shall ensure that adequate arrangements exist for dealing with any medical emergency. Depending on the circumstances, these could range from having properly trained Medical Assistants and ambulance on site to just ensuring that there is ready access to a telephone so that medical assistance can be summoned. The full address, post code and Ordnance Survey map reference for the site must be known and available for passing to the emergency services to ensure a speedy response.
	7. Prior to the event it is recommended that local residents, who may be affected by noise from the event, are informed. This is usually achieved by a letterbox drop. It is also recommended that details of the event are given to the Local Authority Environmental Health Department that deals with Noise Regulation and, also, the local Parish Council.
	8. Every person participating in hovercraft operations at the Event shall be made Full or Temporary Members of the HCGB, unless Full Members already. A record of all Full and Temporary members at the Event shall be kept and sent to the Membership Officer of the HCGB.
3. **INSURANCE**
	1. Third party insurance shall be arranged through the Hovercraft Club of Great Britain, but see in 3.b). No liability for any injury, death or damage to person or property will be accepted by the HCGB or its members.
	2. For the sake of clarity, many hovercraft are already covered for third party liability for use by their owner. However, many insurance policies will not provide cover for the giving of driver training or rides, especially if the hovercraft is driven by other people or a charge is made. For this reason ALL insurance shall be arranged through the HCGB unless it can be shown that ALL hovercraft at the event have an adequate insurance policy in place by copies of the Insurance Policy being been sent to the Event Director and the Insurance Officer of the HCGB for scrutiny not later than two weeks before the start date of the Event.
4. **THE HOVERCRAFT**
	1. At the Event and before operating, the hovercraft shall be checked for safety – see in 2(e).
	2. Hovercraft to be used for giving rides shall be designed for and capable of carrying at least two seated people. Hand holds shall be provided for the use of each passenger. Where handholds are not provided for a rear seated passenger then the hovercraft will be restricted to carrying a passenger in front of the driver providing the hovercraft is fitted with handlebar steering which can also be used by the passenger as a handhold.
	3. The engine, exhaust/s and other hot spots must be protected to prevent contact by the driver and passenger/s both in normal flight and also in the case of an emergency.
5. **DRIVERS/INSTRUCTORS**
6. The Drivers/Instructors shall be members of the HCGB and be known to the Event Director as having had previous experience of giving rides/driver instruction. If the Event Director is not aware of any previous or sufficient experience then the member must pass a manoeuvrability test and, after successfully completing this, be monitored by the Event Director until satisfied as to competence.

1. **SETTING UP**
	1. On arriving at the venue, the Hovercraft will be taken to the Operating Area and off loaded.
		1. If offloading the Hovercraft requires the assistance of several people, appropriate instructions shall be given to ensure their safety.
	2. The Hovercraft should be checked for safety in accordance with 2(e) and 4.
		1. During this procedure all Guests will be kept a safe distance from the Hovercraft. No naked flames or smoking will be permitted.
	3. The fuel tanks will be filled using appropriate equipment.
		1. During this procedure all Guests will be kept a safe distance from the Hovercraft. No naked flames or smoking will be permitted.
	4. The Event Director will inspect the Operating Area to establish:
		1. The Operating Area will be for the exclusive use of the Hovercraft and that no other vehicles or people will have access to, or across it during the period of operation.
		2. Whether there are any significant hazards in the Operating Area and consider the appropriate methods of dealing with these. These methods may be making them more visible, guarding or removing them or some other appropriate action.
		3. Establish the course, or courses, to be followed when giving rides/drives and where picking up and setting down point/s will be.
		4. If several courses/Operating Areas are to be used at the same time that the Hovercraft can operate in them and gain access to them in safety.
		5. Whether for safety reasons it is considered necessary to limit the number of hovercraft that can be allowed to operate at any one time.
		6. Identify a suitable refuelling area or areas a safe distance away from guests.
2. **ADDITIONAL ASSISTANCE REQUIRED**
	1. A responsible adult/s will be appointed by the Event Director to assist with passenger control and appropriate instructions will be given to passengers to include ensuring that :
		1. Guests, including waiting passengers, do not intrude into the Hovercraft Operating Area, except when told to do so. Only the permitted passenger/s and the appointed Assistant shall approach the Hovercraft at one time. All other Guests will remain at a safe distance.
		2. Passengers have ear and eye protection and that these are correctly worn or alternatively, ear protection and a crash helmet with a full-face visor. Additionally, if operating over water, a buoyancy aid/life jacket shall be worn.
		3. No loose items, including loose clothing, are taken into the Hovercraft, to remove the risk of them being sucked into a fan.
		4. No person with long hair will be allowed to be a passenger unless the hair is securely tied short or covered to remove the risk of the hair being drawn into a fan.
		5. Passengers are made aware of the safe methods of entering and leaving the Hovercraft and that they must not touch the engines, exhausts or other parts of the Hovercraft that may be hot.
		6. Passengers shall be shown where to sit in the hovercraft and where the handholds are. Passengers must not touch any of the Hovercraft controls, unless permitted to do so by the Driver.
		7. At the end of the Ride/Drive, passengers shall be prevented from leaving the Hovercraft until it has stopped moving.
3. **PREPARATIONS FOR OPERATING**
	1. The Event Director will ensure all Drivers/Instructors are : -
		1. Briefed on the decisions made in 6. (d).
		2. Aware that smoking and naked flames are not permitted within the Operating and Refuelling Areas.
		3. Are reminded of the need to sign the Indemnity Form before operating.
		4. Reminded of the need to only operate along the chosen course/s at a safe distance from each other and at an appropriate speed.
	2. All non HCGB members must be made Full or Temporary members of the HCGB, the latter for the duration of the Event. All need to sign the Indemnity Form before engaging in any activities.
	3. It is recommended that Drivers have ear and eye protection or, alternatively, ear protection and a crash helmet with a full-face visor. Additionally, if operating over water, a buoyancy aid/life jacket is worn.
	4. The Hovercraft engine will be started, during which time, all guests will be kept a safe distance from the Hovercraft.
	5. The Driver shall attach a Kill Switch Lanyard to the Hovercraft and their person to ensure that, in the event of an emergency, the Kill Switch will be activated and the engine will stop.
	6. The Drivers will drive the Hovercraft round the Operating Area to ensure they have identified all significant hazards and also the weather conditions.
4. **AT THE END OF THE EVENT**
	1. The Hovercraft will be loaded to be taken away from the site.
		1. If loading the Hovercraft requires the assistance of several people, appropriate instructions will be given to ensure their safety.
5. **FURTHER INFORMATION**
	1. This can be obtained from:-

Philip Tattersall at pdt\_2@hotmail.com or 07456947779

1. **SHORT DESCRIPTION OF THIS EVENT**
	1. Venue:- Anstey Hall CB29LG
	2. Date:- 18th August 2019
	3. Officials:-
		1. Event Director:- Philip Tattersall
		2. Medical Assistant:- Philip Tattersall
		3. Youth Officer:- Philip Tattersall
	4. This event is taking place on private grounds that are fenced off from the public. At the rear of the hall there is a large flat lawn with a line of trees down the centre and around the perimeter. The operating area is approximately the size of a large football pitch and will consist of the right hand side of the lawn as seen from the house. The operating area itself will be cordoned off. There is plenty of space for the number of craft expected to attend which will not exceed five. There is easy access to the lawn by means of a gated track. The area is considered to be very suitable for both new and experienced drivers.