



West Dorset Vintage Tractor and Stationary Engine Club Ltd



Safety Policy

Statement of Intent

The Chairperson and the members of the committee regard safety as a paramount importance in all activities. It is intended that members, visitors, exhibitors and contractors will as applicable be expected to comply with the objectives and aspirations of this safety policy. It is the duty of all members, visitors, exhibitors and contractors to do all that is reasonably practicable to prevent injury to themselves or the others and anyone noticing anything that is considered detrimental to health and safety, must take immediate action to alleviate the situation and report it to the Safety Officer, a committee member or a designated responsible person.

This document has been compiled to ensure the Safety of all persons, however references to health is included where applicable to support the objectives of this policy.

Policy Information

1. The information, structure and content of this policy supersedes any previous policies, either historic or those currently available and the disposal for perusal or reference by interested parties or individuals.
2. The policy has been produced to reflect a required change in the circumstances and references how safety is adopted, perceived and supported by the club in its entirety or individual members participating in organised events either by the club internally or by an external source or organisation.
3. The policy reflects and emphasises the requirements to support and insurance policy references or specific identified actions to be taken by the club in its entirety or individual members participating in organised events by the club internally or by an external source or organisation.
4. The policy is supportive to the requirements as designated for either a Generic risk assessment to be being written or as required for a specific task or event.
5. The policy does not remove the requirement for the individual member who has ownership of or operates a static and/or moving item of machinery from being aware of their personal responsibilities towards providing a duty of care to other person through and mal operation or actions by the said individual when operating or in charge of an item of machinery.
6. The policy does not remove the requirement for the individual member who has ownership of or operates a static and/or moving item of machinery from being aware of their personal responsibilities towards that they are aware of the operating parameters of the machine and have where reasonably practicable read a supportive manual or instruction book to ensure the machines is mechanically safe this is supportive to the knowledge required of the control mechanisms to stop and make immobile the said machine as required.
7. All pressurised containers or vessels must be stored and used according to the applicable instructions and regulations.
8. All protective safety guards or shielding should be fitted & maintained as part or inclusive of the original design or manufacture of the tractor or machine: it is the responsibility of the owner, driver or operator to ensure these are fitted as required.
9. Where applicable the driver or operator must be seated when starting a tractor or machine, when operating the hydraulic controls and wherever a drive pulley and belt is being used to operate equipment.
10. No other person other than the driver, **and in particular, no child** may ride in or on any tractor or vehicle designed to be occupied solely by the driver and if another seat is available as an original design fitment as part of the standard feature of the tractor or vehicle then any appropriate restraint method eg:- hand railing or body containment rails or structures must be in a serviceable and sound condition.
11. When another person is accompanying the driver then it is the responsibility of the driver or operator to ensure the person remains sitting in the applicable seat & must not stand up or eject themselves from the tractor or vehicle whilst it is moving.
12. Any equipment supplied or lent for the use by any club member, must comply where possible and applicable with the current legislation and standards relevant to its use, however this is dependant on the age of the equipment supplied and therefore a judgement has to be made on the suitability of the equipment for the intended purpose, together with consideration to its historic age & condition by a competent and responsible person. No equipment should be used unless it is considered safe by a competent and responsible person who will check and inspect the equipment to ensure where applicable all guards and safety devices are fitted as required and no detrimental defects are evident which may affect the use and operation of the equipment. The equipment where possible and as required to have been subject to a routine maintenance programme which can be proved by the relevant and applicable documentation.
13. All machinery to be used or operated for the purpose as originally designed or manufactured any considered changes of the machine operations must be subject to a separate risk assessment and a revision to the operating procedures/ instructions.
14. Plant or machinery must only be operated or demonstrated after ensuring that adequate precautions are taken to protect the operator or operators and by standers. If any person other than those authorised is seen

to be violating the demarcation or danger area, then where applicable all operations cease immediately. Unsafe operation will not be allowed and may lead to eviction from the site and possible legal action by the relevant enforcing authority.

15. Machines or vehicles left unattended must be immobilised or where applicable any entry onto the machine or vehicle must be prevented by locking or demarcating the local area around the machines or vehicles to prevent interference from any unauthorised person or persons especially children or adolescents.
16. Whenever any individual notices a health or safety problem or concern that they themselves cannot put right, they should where possible make the item or the area safe and inform the appropriate designated or assigned person without delay.
17. Static exhibits must be created in a way that ensures they present no risk to anyone during the event or during the erection or dismantling. In particular, any plant or machinery reliant on oil pressure in a ram or similar device to support it, must have in addition a suitable device fitted or item of equipment to prevent collapse, irrespective of the type of safety device fitted to the hydraulic system.
18. Personal protective equipment (PPE) must be worn at all times when any person is engaged in an activity for which personal protective equipment is considered by the safety officer to be required or as deemed appropriate in a risk assessment or method statement written for the specific activity or activities. Users must be familiar with the type & function of the specific item of PPE, if required familiarisation training will be made available. All such personal protective equipment must be suitable for the purpose. The following items are considered to be part of PPE.
 - Stout footwear or where applicable Safety boots including toe protection
 - Respiratory Protection – Provided by disposable face mask.
 - Eye Protection – Provided by clear lens safety glasses
 - Hearing Protection - Provided by either earmuffs or in ear plugs
 - Hand Protection - Provided by gloves suitable for the task
 - Body Protection by a coverall or overalls
 - Head Protection – Safety Helmet or Bump cap
 - Full Physical Protection – High Visibility clothing either a vest / tabard or jacket.
19. When any machine is attached to a tractor or vehicle by the drawbar, 3 point linkage or any other method of detachable location point or points where the method of ensuring security of fixture are detachable pins, when these specific types are used it is important that the pins are correct & suitable for the purpose as intended or designed & have attached to them where applicable a means of spring clip to maintain the pin or pins in place. No bolt or any inappropriate pin which are not designed for the purpose must not be used i.e used in drawbar for towing. It is the responsibility of the operator before using the machine to ensure all fixing points are secured as required using the appropriate security methods
20. It is important when using equipment attached to the 3-point linkage that lateral movement should be kept to a minimum for the work operation or task to be performed to avoid any potential incidents due to the equipment operating outside the anticipated working or intentional operating width or parameters. It is the responsibility of the machine operator the lateral movement is maintained to the desired minimum by the use of the fitted equipment i.e. turnbuckles for safe operation of the machine & safety of personal in the immediate area of work.

Organised Events

21. When there is requirement to use a mechanical electrical generator set then consideration of the siting of the equipment must be made to ensure any exhaust or fumes do not enter any enclosed space or spaces and if possible should be at a distance away from persons to avoid unnecessary noise annoyance, any fuel will be in an appropriate container and this container must be safely stored away from any ignition or combustible sources and possible interference by persons.
22. When the portable tent or canopy is used then consideration must be how it is to be erected and dismantled in a safe manner, where applicable as many people as possible should be available to help to ensure the task is completed safely.
23. If there is a requirement for drinks to be stored in pressurised vessels and a tap is required to be fitted fitment of the tap should be carried out with caution, the wearing of the appropriate PPE should be considered before starting the task.
24. A requirement to write a Risk Assessment specific for the event is dependent on the Generic Risk Assessment being suitable for the occasion, however if this is deemed to insufficient or inappropriate or a request from an organisation for a specific risk assessment or assessments to be completed, then all assessments must be completed to a satisfactory standard prior to the event taking place.

Road Runs

25. Persons who attend a Road Run organised by and for members of the club must be authorised by the relevant authority to drive a vehicle on the Public Highway, it is the responsibility of the individual attendee to ensure they are fit to drive and operate a vehicle on the public highway.

26. The organiser of the road run if he or she considers the person to be unfit should prevent or stop the person driving within the road run convoy and where applicable remove the ignition key or make immobile the vehicle.
27. Due to the slow of the vehicle's drivers or operators without an enclosed cab must wear high visibility clothing to ensure they are visible to other road users those vehicles with an enclosed cab should have fitted an amber flashing beacon as designated by the highway code.
28. To ensure the safe transport of passengers, all people carriers purchased as specific to the role or a conversion of the item of equipment to be towed or attached to a tractor or other vehicle must be constructed according to the design and specifications as required by the appropriate regulations or rules. There must be secured seating where possible for all passengers, there must be fitted railings along the sides of the people carrier at sufficient height & quantity to ensure those persons being transported are safe from falling off or being ejected on rough surfaces. There should be available a suitable & secured ladder of sound construction to allow a safe means of entry / exit. It is the responsibility of the driver or operator to ensure the passengers remain seated whilst the vehicle is in motion and frequent checks on their status should be carried out where applicable.
29. In case of mechanical failure or other malfunction of a vehicle or vehicles within the convoy accident a warning triangle or suitable signage should be erected at a discreet distance from the disabled vehicles to warn other road users of the stationary vehicle on the road, if possible a demarcation area should be established by means of reflective cones or tape around the location to provide an additional safety zone.
30. Where an occasion requires the towing of a vehicle to facilitate the removal of the disabled vehicle from the highway, suitable and appropriate towing equipment to be used. The towing operation to be carried out by competent and authorised persons.
31. It is the responsibility of the organiser and the driver or operator of the vehicle or people carrying trailer or other appropriate equipment to ensure that the equipment is mechanically safe and road worthy to go on the public highway i.e tyres in a safe condition, appropriate fitted lighting especially turning indicators should be working, sufficient fuel is available, steering & breaking equipment fitted are in working order.
32. It's the responsibility of the driver or operator to ensure no other person or person's rides or stands on the moving tractor if no appropriate additional fixed seating is available.

Ploughing Match

33. It is expected that all participants will be competent and have significant knowledge to operate the tractor's machinery and equipment to be diligent in all operations all tasks to ensure the safety of themselves or other persons at all times.
34. It is the responsibility of the organiser to ensure the opening to the field or location of the proposed activity must be suitable to allow all expected traffic or pedestrians to enter or access that occasion safely and to ensure there is minimal interference to other non-attending road users.
35. If the location allows a separate opening to the vehicle opening should be made available for the use and movement of pedestrian's pushchairs or pedal cycle traffic.
36. Appropriate signage must be erected at suitable locations near the event entrance to ensure all row juices or attendees are aware of the proposed activities, the signs to be made of suitable materials and construction, the wording legible and adequate sizing to ensure it is visible to all persons.
37. In adverse weather or ground conditions, the clearing of mud or debris from the road surface must be carried out to reduce possible accidents and interference to the other road users, appropriate tools or equipment should be available and the wearing of high visibility clothing is essential to ensure the safety of those persons clearing the road, if applicable a person should be elected to enforce traffic control operations while the clearing or cleaning of the road surface is in operation.
38. The control of unauthorised pedestrians walking in the field or location while tractors or vehicles are active should be controlled where practicable by the demarcation of the working areas. The designated safe areas will ensure some control of pedestrian movement has been made and still ensure allow a of operations and where applicable allow verbal contact with participants. All children must be accompanied by a responsible adult.
39. Where practicable all authorised persons in the working area or location other than participants should wear high visibility clothing.
40. No person will leave the tractor while it is moving to observe or change a setting of the trailed or attached equipment.
41. Where practicable, adjustment of mounted equipment whilst stationary should be carried out with the equipment resting on the ground, if adjustment is required on the mounted equipment being a raised position then care should be exercised to ensure no part of the person will be under the equipment in case of failure of the hydraulic or lifting device.
42. It is the responsibility of the driver or operator to ensure no other person or person's rides or stands on the moving tractor if no appropriate additional fixed seating is available.

Specific Organised Public Events

43. When attending public events, the safety policy will be supportive to the relevant policies applicable to the location and where required or identified additional safety requirements will be accepted irrespective if it requires any modifications to the planned activities.
44. At all public events adhering to the rules & regulations of the location must be accepted and followed diligently to ensure future attendance is not compromised.

Additional Supportive Information

The following documents were used as a reference in support to some of the content of this safety policy. Please be aware that any information contained in these documents is subject to change without notice.

- The National Vintage Tractor and Engine Club – Code of Practice
- The Society of ploughman – Safety Policy
- The Society of Ploughman Ploughing – Match Rules

We the following nominated members of the committee agree with the content and information contained within the Safety Policy and will endeavour to ensure compliance by all persons is assured and adapted where reasonably practicable.

Chairperson :-

Secretary :-

Safety Officer :-

Dated:-

***Remember the time taken to be careful is insignificant to the time of regret ***