

**Clubman Motorsport
Melbourne Time Trials**

29th August 2020

SAFETY MANUAL

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1. Introduction

Welcome to the Clubman Motorsport Melbourne Time Trials. Thankyou for your help, without the assistance of so many volunteers it would not be possible to run this event.

As you are no doubt aware, the safety of everyone involved in a motorsports event is of paramount importance. To aid organisers in running safe, enjoyable rallies and to safeguard the future of our sport, Motorsport UK have published the Stage Rally Safety Requirements, which have been incorporated in to the running of this event. Covid-19 adds a significant challenge to running a safe event. Ways of working have had to change to allow the event to proceed, we need everyone to comply with these processes.

In-line with the new requirements, the event is being organised to ensure the MINIMUM risk of cross-contamination as possible. Where possible the event will be contact free. Where physical distancing is not possible, time distancing will suffice. Where this is not possible, appropriate sanitisation and finally PPE will be used.

This manual forms the overall Event Safety Plan for the event and is designed to assist you in the running of your sector/control and aid you in performing your job effectively. It covers the Safety and Operational aspects of the Rally (Including Covid-19 requirements) and is designed to cover all aspects of safe running of the Event. It aims to fulfil the requirements of the Motorsport UK Competitors Yearbook 2020, The Motorsport UK Stage Rally Safety Requirements, the "Getting Motorsport Back on Track" requirements and all other legislation, rules and regulations as they affect the safe running of the Rally.

Please could we ask that you read the relevant sections of this manual and familiarise yourself with any new requirements whilst paying particular attention to those relating to Covid-19. As members of the event team, please could we also ask that you to help anyone who is unaware of the Motorsport UK safety requirements to gain an appreciation of their intention and benefits.

Trackrod Motor Club Ltd recognises and fully supports the requirements of the Health & Safety Executive. Please advise and assist everyone (competitors, service crews etc.) in the compliance with both the spirit and intentions of this information.

As part of the Covid-19 risk assessment we are not operating a documentation room, nor will we be holding an awards ceremony. If you wish to speak to a member of the organising team, please call Alison Beaven on 07801 029049.

Finally, thank you again for your assistance, we hope you have any enjoyable day's motorsport. If you would like to find out about joining the organising team or have any feedback or questions, we would be very interested to hear from you.

2. Officials, Call Signs and Emergency Contact Information

Role	Name	81 MHZ CALL SIGNS	MANAGEMENT FREQUENCY	MOBILE PHONE
Motorsport UK Steward	Steve Smith			07779 631106
Club Steward (NHMC)	David James	-	-	07803 927 813
Club Steward (LMSC)	Len Fowkes			07716 292 464
Venue Liaison	Derek lee	Ranger 9	Yes	07765 146 996
Clerk of the Course	Rob Brook	Pilot 1	Yes	07598 294 750
Event Safety Officer	Carl Thompson		Yes	07975 677 226
Secretary of the meeting	Alison Beaven	-	Yes	07801 029 049
MOTORSPORT UK Safeguarding Officer	Andy Turnbull	Ranger 13	Yes	07803 644 819
Motorsport UK Timekeeper	Richard Blackshaw	-	-	07984 769 318
Chief Marshal (Pre event)	Richard Hart	Ranger 10	Not present	07901 372 919
(During event)	Paul Rees	Trent 6	Yes	07813 804 045
Motorsport UK Scrutineer	Mark Casey	-	-	07949 899 619
Environmental Scrutineer	Mark Sherburn	Ranger 14	-	07866 608 709
Stage Commander	Shaun Thomas	Commander Melbourne	Yes	
Deputy Stage Commander	Jon Binns	Deputy Melbourne	-	
Radio communications	Katie Hinchliffe	Silk Control	Yes	07979 942 574
Paramedic (CMO)	Steve Miles	MoMo133		07490 746 752
Paramedic	Paul Aitken-Fell		-	
Rescue	Ellie Smith	Calder Rescue	-	07951 967 813
Recovery (suspended tow)	Andrew Graham	Lake 3 Recovery	-	07763 144 579

Emergency Services (to be contacted via Radio Control only)

Service	Contact telephone numbers
Police	101 or 999
North Yorkshire Fire and Rescue Yorkshire Ambulance Service	999
York District Hospital, Wigginton Road, York, YO31 8HE	01904 631313

3. Roles and Responsibilities

CLERK OF THE COURSE – Rob Brook

The Clerk of the Course is to be licenced and is responsible for the safe and fair running of the event. Including:

- Assigning competent Event Officials.
- Ensuring all Covid-19 requirements are met, in consultation with the Covid-19 Officer
- Selection and layout of a rally route that is safe, considering the inherent risks posed by rallying.
- Preparation of an Event Safety Plan.
- Informing local Emergency Services, Police and Hospitals of event.
- PR of residents of rally route.
- Organising the Stage Services.
- Competitor briefing.
- Directing Stage set up to ensure compliance to agreed Safety Plan.
- Hearing of Protests.
- Accident investigation and reporting.

ASSISTANT CLERK OF THE COURSE – John Dixon

The Assistant Clerk of the Course is responsible for the running of the event should the Clerk of the Course be unable to carry out his / her duties. The Clerk of the Course may delegate any of his / her responsibilities to the Deputy (excluding the hearing of Protests).

COVID-19 OFFICER – Brydie Simpson

The Covid-19 officer is responsible for:

- Ensuring the Covid-19 requirements set by Government and MSUK are incorporated as far as possible into every aspect of the event management and running.
- Work with the Clerk of the Course to agree Covid-19 procedures and practical implementation.
- Complete the Covid-19 officer report form and submit to MSUK after the event.

EVENT SAFETY OFFICER – Carl Thompson

The Event Safety Officer is to have completed the relevant training. They are responsible for:

- Producing the event safety manual.
- Conducting a detailed risk assessment in conjunction with the Clerk of the Course.
- In conjunction with the Stage Commander, conducting a check of stage set up and safety prior to its use competitively.
- Conducting a detailed risk assessment in conjunction with the Clerk of the Course.
- Monitoring the progress of the stages and advising the Stage Commander and Clerk of the Course of any developing safety concerns including suggesting potential preventative or corrective actions.

SPECTATOR SAFETY OFFICER – Carl Thompson

It is our intention not to allow spectators, but we acknowledge support crews for competitors are classed as spectators, therefore Carl is covering this role. The Spectator Safety Officer is responsible for:

- Ensuring spectators are appropriately informed of arrangements for their safety in advance of the event, including Covid-19 requirements.
- Ensuring all spectator areas are appropriately set up including required signage.
- Ensuring all entrances to the venue are signed in accordance with the Motorsport UK requirements.
- Monitoring the safety of all personnel visiting the venue to spectate and highlighting/resolving spectator safety concerns that might prevent certain parts of a proposed route being utilised if they cannot be adequately controlled.
- Contributing to the safety plan, particularly the section on spectator safety including spectator access and car parking.

SERVICE AREA SAFETY OFFICER –

- Monitoring and ensuring the safe operation of the Service area in accordance with Motorsport UK Guidance, especially with regards to Covid-19.
- Approaching relevant individuals with the aims of providing guidance/resolving any safety concerns
- Advising the Clerk of the Course and Safety Officer of any matters which may need their attention or input.

SECRETARY OF THE MEETING – Alison Beaven

The secretary of the meeting is responsible for all aspects of the event administration including:

- Arranging and taking minutes of meetings.
- Organisation of the Meeting in terms of all material and notices required.
- Notify all other users of the venue of the event and the restrictions they will face.
- Organisation/preparation of all paperwork prior to the event and the submission of items required under D.26.4 to the Motorsport UK after the event.
- Post on the Online Official notice board all bulletins, Permits, authorisations, times and results
- Be responsible for sending to the Stewards prior to the meeting all appropriate documents, including a copy of the SRs.
- Be responsible for receiving any Protests or Appeals from Competitors, noting time of receipt, and as quickly as possible pass Protests to the Clerk of the Course and Appeals to the Stewards of the Meeting.
- Ensure that publicity for the event is arranged to ensure that the general public are aware of the meeting.

ENTRIES SECRETARY – Gavin Heseltine

The Entries Secretary is responsible for all event administration relating to competitor entries including:

- Liaising with Matthew Atkinson to setup the event entry system, paying particular attention to the Covid-19 requirements
- Receiving the entry forms (Electronically) and all other electronic forms required under the Covid-19 requirements.
- Liaising with the Clerk of the Course for allocating competition numbers

CHIEF MEDICAL OFFICER – Steve Miles

Motorsport UK Registered Paramedic, who is responsible – in consultation with the Clerk of the Course and the Event Safety Officer – for ensuring that the required level of medical and rescue cover is provided, the organisation of ambulance meeting point and completion of all necessary medical paperwork as required by the Motorsport UK, with particular attention to Covid-19 requirements.

STAGE COMMANDER – Shaun Thomas

The Stage Commander is to be licenced. They are responsible for the management of the Rally Stage including:

- Management of Stage Start area.
- Reporting to the Clerk of the Course, any competitor misbehaving in a control area.
- Preparing incident reports.
- In the event of an incident deploying the Rally Emergency Services
- Reporting property damage to the Clerk of the Course.

DEPUTY STAGE COMMANDER – Jon Binns

The Deputy Stage Commander is responsible for:

- Carrying out the duties of the Stage Commander if he / she unable to do so.
- Attending accident scene where necessary.

MOTORSPORT UK CHIEF SCRUTINEER – Mark Casey

The Chief Scrutineer is responsible for:

- Organising a team of scrutineers for the event.
- Liaising with the organisers.
- Having a pre and post scrutiny team briefing.
- Receiving the pre-event self-declaration forms and raising any concerns to the Clerk of the Course
- Carrying out safety and eligibility checks on the agreed (Small) proportion of competing cars, in-line with Covid-19 guidance.
- Informing the COC and Stewards of any vehicle or equipment rejections or issues.
- Attending protest and appeal hearings as necessary.
- Completing all relevant paperwork and circulating as appropriate.
- Completing the Chief Scrutineers Report Form and returning to Motorsport UK.

CHIEF MARSHAL – Richard Hart

The Chief Marshal is responsible for recruiting marshals for the event

DEPUTY CHIEF MARSHAL – Paul Rees

The Deputy Chief Marshal is responsible for manning on the day; That they are all in position in sufficient numbers for the safe running of the event.

MARSHALS

Marshals are responsible for ensuring that the stage is “one way” from road closing time, and ensuring spectators and media do not stand in prohibited areas and box junctions. Media personnel are subject to the same safety rules as spectators, and are required to cooperate with marshals and obey their instructions in matters of safety. Marshals **MUST NOT** stand in prohibited areas or box junctions. Marshals **MUST NOT** take photographs or videos.

They are also responsible for the initial management of an accident scene:

- Warning of further competitors
- Keeping the scene clear so emergency services can access without difficulty.
- Only approaching a car to attain a thumbs-up. The outcome of this should be reported to the Stage Commander.
- If a competitor wishes to exit the car, the marshal should ensure social distancing is adhered to.
- Firefighting and first aid if necessary (but only if safe to do so, including Covid-19 considerations).

COMPETITORS

Competitors have a responsibility to:

- Ensure their car is in compliance with the current Motorsport UK Rules and Regulations and is not damaged or compromised in any way.
- Ensure their safety equipment and clothing are in compliance with the current Motorsport UK Rules and Regulations and are not damaged or compromised in any way.
- Comply with the Motorsport UK Regulations and then follow the marshal's instructions
- Clear their own car from the road if they are involved in an accident and are uninjured.
- Display their OK board if they are involved in an incident, uninjured and unable to continue.
- Give a "Thumbs-up" to marshals if stopped on stage and no assistance is required.
- Be aware of their driving capabilities and to drive within them.
- Stop and investigate any accident where no OK board is displayed and the crew are still in the car or where the SOS board is displayed. (Subject to Covid-19 guidance)
- Report an accident where the Services are required to the nearest radio point or to use the Rally Emergency telephone number.
- Report any incident where a car is off the road (but the OK board is displayed) to the Stop radio point.
- Drive with respect for the safety of everyone attending the event
- Adhere to the road book at all times.
- Notify the event organisers if they are retiring from the event, if on stage

4. Time Schedule and Safety Car Arrangements

Pre-event preparation

Activities relating to the preparation of the rally venue commence several weeks before the event weekend. During this time members of the organising team and other associated Motor Clubs perform repairs to the road surfaces.

All documentation to be done prior to the event. This includes competitors and marshals.

2 weeks prior to the event

Competitor packs and Marshal packs that are required to be posted are to be created. This will include:

Competitors

Rally plates

Car numbers (As non will be available at scrutineering)

Time Cards

Stage layouts

Service area bay allocation

Security wristbands

Marshals

Security Wristbands

Check Sheets

Stage Layouts

Marshal Instructions

Marshal location sticker

1 week prior to the event

Competitor packs and Marshal packs are to be posted to their recipients.

Marshal packs for delivery at the event to be created. These to include:

Relevant PPE (MSUK issued and further supplements as required)

Updated entry list

“Goodies” as appropriate.

It is not intended to have a significant “Goodies” section as these have to be compiled a week before and not everyone will have the same requirements.

There will be 1 parcel for each marshal’s vehicle expected. Their registration number will be written on the pack to emphasize who it is for, and not to be handled by others.

Friday 28th August 2020

A small team will arrive at the venue and commence setting up, the commercial activities of the venue continue unaffected. At the landowner’s discretion organising team members may stay on the venue overnight in their own accommodation at their own risk.

The setup is to be conducted by a smaller team than usual using relevant PPE. Hands should be washed or sanitised regularly and gloves used when handling equipment to minimise the chance of Covid-19 transmission.

Setup crews to follow Covid-19 distancing requirements, eg. Use face-masks if sharing a vehicle with someone not from their household / bubble. Teams to have been briefed on their roles before the event in a socially distancing manner.

Portable toilets & Secretary’s trailer delivered to site.

Toilets to be located to each separate service area bay and two for others use.

Toilets to be marked with appropriate signage relevant to current Covid-19 requirements. (Eg Please sanitise before and after use)

The service area will be setup with relevant barriers (See diagram)
Each service sector will have separate sanitisation point (See appendix)

Competitors and their service vehicles will arrive at the venue from approximately 6:00pm and will need to be guided to their marked service bay. Competitors are not to be allowed to cycle or walk the stage.

Saturday 29th August 2020

The majority of the organising team visit the venue to complete pre-rally preparations. Remaining competitors and their service vehicles will arrive at the venue from approximately 6:00am. Security to be in position by 6am to ensure everyone entering the site has a wristband.

At the landowner's discretion, organising team members and competitors may stay on the venue overnight in their own accommodation.

The following table details the planned activities on the day of the event. Whilst this schedule will be adhered to as closely as possible it may be subject to change at the discretion of the Rally Organisers.

Time	Activity
06.00	Competitors and officials start to arrive. All personnel to be wearing a security wristband upon arrival.
06.30 - 07.45	Marshals Signing on. To be carried out by monitoring Car registration plates and ensuring all marshals are wearing an ORANGE wristband.
06.30 - 08.00	Noise Checks. Scrutineering for specific cars only
08.00	Competitors, Service Crew, Marshals and Radio Cars in place, Radio Network established, Entry gates closed
	Stage fully operational
	Stage Inspection MOTORSPORT UK Steward in their own vehicle, Clerk of the Course or stage setup crew to follow.
08.45	Competitors commence their "Sighting Stage" led by the Clerk of the course. Competitors to enter the stage at approx. 5-10 second intervals and will drive the stage at an approximate 20mph.
09:10	First Stage starts. Competitors will arrive at the stage start for stage 2 40 minutes after finishing the previous one. Competitors will arrive 60 minutes after finishing stage 2 for stage 3 to allow for recovery of stranded cars. Competitors will arrive at the stage start for stages 4 & 5 40 minutes after finishing the previous one.
	Sweeper car closes the stage, marshals advised that stage closed via the radio network, stage route reversed by setup crew who will work in the direction of stages 1-5. If practicable, stranded competing cars removed from stage. Competitor and service vehicles wishing to leave the venue led in convoy from the service area to the venue exit.
	Stage Inspection Motorsport UK Steward (in their own vehicle), Clerk of the Course and/or stage setup to follow in separate vehicles.
14:00	Competitors commence their sighting stage as before. First competing car enters reversed stage (6) Competitors will arrive at the stage start for stage 7 40 minutes after finishing the previous one. Competitors will arrive 60 minutes after finishing stage 7 for stage 8 to allow for recovery of stranded cars. Competitors will arrive at the stage start for stages 9 & 10 40 minutes after finishing the previous one.
	Sweeper car closes the stage, marshals advised that stage closed via the radio network
17:30 (Approx)	Stage setup crew commence the venue tidy-up activities Competitors and Marshals leave the venue
Saturday night / Sunday / Monday.	Sweeper on-site to sweep the test track of debris to allow commercial activities to commence Porta-loos removed by hire company.

Safety Cars Arrangements

Due the nature of the venue and location of assigned spectator points, running a "0" car immediately before the first competing car is not considered necessary but we will attempt to do so if time allows. A Safety Car, equipped with flashing beacons and a public address system will travel around and conduct a safety inspection prior to the running of stages 1 & 6.

Should a delay of greater than approximately 20 minutes occur within any stage an Intermediate Safety Car will be deployed to drive around the stage and advise personnel that the stage is about to be re-started. At the discretion of the Clerks of the Course, Safety Officer and Stage Commander the first competing car may be allowed to enter the stage before the Intermediate Safety Car has exited the stage.

At the end of stages 5 & 10 a Sweeper Car will close the stage and marshals and officials will be informed via the radio network. Marshals should not attempt any stage alterations due to Covid-19 requirements. After the Sweeper Car has passed their location at the end of stage 10 marshals will be informed via the radio network that they can leave the venue.

5. Overall Risk Assessment

Please note that more specific/detailed Risk Assessment have been carried out

Likelihood 1= Low, 3 = Medium, 5 = High

Impact 1= Minimal, 3 = adverse comment, 5 = severe adverse publicity

Avoidability 1= unavoidable/part of the sport, 3 = avoidable with reasonable precaution, 5 = can be eliminated

Adverse Hazard Type	Likelihood	Impact on Event	Avoidability	Can we reduce the risk?
Spread of Covid-19	1	4	3	Follow Covid-19 procedures. (See separate risk assessment)
Competing Car colliding with spectators	3	5	3	Designated, Marshalled Spectator Areas. Course Car checking system. Taping. Warning signs.
Competing Car colliding with another vehicle	2	3	2	Marshal/Official Car parking guidelines.
Events causing stampede/panic of spectators	1	5	1	Normal motor sports safety arrangements.
Competing Car colliding with a tree, logs, or other immovable object	5	3	2	Recognised Hazard of the sport. Straw bales and large tyres used to reduce possible impact. Safety and rescue personnel present. Procedure agreed.
Car colliding with officials or their vehicles	2	5	4	Marshal training & parking guidelines. Consider balance of risks at certain locations.
Secondary accident by competitive car following colliding with wreckage	2	2	1	Recognised risk of the sport. Marshals MAY be able to give warnings.
Any of the above with persons entrapped	3	4	2	See above
Any of the above complicated by fire, flammable/caustic material leakage	2	4	2	Recognised risk of the sport, See above
Standard vehicle workshop risks (fire, fuel, electrical, lifting/hoists, etc.) in Service Areas	2	5	5	Enforce safe working practices in Service Areas
Impossibility of confining spectators	5	3	1	We can do no more than we have and if necessary will cancel stages.
Rural and remote location	5	1	1	Provide secure communication.

6. Service Area Safety

Requirements for Organisers

When participating in motor sport events and carrying out activities at Service Areas, entrants, competitors and service crew members should be aware of their own and other people's safety and wellbeing. The organiser has the overriding responsibility to co-ordinate the activity and ensure, so far as is reasonably practicable, that statutory requirements for these areas are met.

The Rally event organiser must allocate a 'Service Area Zone' to each competing team within the service park. These zones must be managed in such a way that they present neither a safety nor environmental risk to other teams or the venue location.

A. Basic Standards for Service Areas (or Service Parks):

1. The Service Area should be an appropriate size to allow adequate space for individual service zones, vehicle movement and safe pedestrian access. The ground should be relatively even with any significant hazards adequately controlled.
2. Service zones should be clearly demarked and public access restricted.
3. Organisers must set a speed limit for Service Areas and publish this information in the Supplementary Regulations.
4. All entrants should have an environmental ground-sheet in place before work commences on the vehicle.
5. Temporary structures such as motor homes, awnings and pop up tents must be erected securely and with sufficient ballast to cope with wind conditions. All structures deemed unsafe by the event organisers must be dismantled and removed.
6. All service vehicles should have an environmental spill-kit, for use in the event of liquid spillage. (Competing cars should also carry such a kit.) Spillage of any liquid should be contained immediately by the crew concerned.
7. Fire extinguishers should be readily available at all times when vehicles are to be worked on, particularly in the event of any welding or grinding being carried out and when vehicles are being refuelled. The layout of the Service Area should permit emergency service vehicle access, should the need arise.
8. Vehicles should be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other types of jack. Engines should not be running when the vehicle is raised on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
9. Where necessary, as part of the service i.e. changing of fuel tank, fuel pump, fuel filter, or any other item of fuel circuit, emptying and/or refilling of the fuel tank is permitted provided that:
 10. The work is carried out with the knowledge of the organiser
 11. A fire extinguisher with operator is on standby
 12. No other work is carried out on the car during this operation
 13. A safety zone is established within which all sources of ignition are removed
 14. A minimum amount of fuel is used and any removed fuel is stored in a sealed container
15. Service zones should be controlled in such a way that they do not present any unacceptable risk to competitors, crews, adjacent teams or members of the public. Any personnel carrying out work should ensure that they adopt safe working practices at all times.
16. Entrants are responsible for all personnel in their team and in particular for supervising any young persons under the age of 18.
17. All working areas should be kept clean & tidy. All waste should be removed by the entrant at the end of the event and disposed of in a responsible manner.
18. Trailing cables & hoses should not be allowed to create a trip hazard and should not be run across access or roadways unless covered by cable protectors.
19. Whenever vehicle engines are being run, adequate ventilation must be in place.
20. Appropriate safety notices should be displayed and efforts made to ensure that they are complied with.
21. Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.
22. The organiser is responsible for establishing emergency arrangements for the Service Area including fire, injury and security incidents. These arrangements must be appropriately communicated to all entrants and competitors.
23. Entrants are reminded of their obligation to comply with the requirements of the appropriate sporting and supplementary regulations at all times.

B. Storage & Use of Petroleum Spirit

1. The organiser must establish suitable arrangements for refuelling with a preference for a designated refuelling zone. (See 'Guidance for the Operation of a Refuel Zone')
2. If re-fuelling is permitted in the Service Area, this should be the last operation to be carried out before the vehicles leave. The vehicle should be off any support stands, have all four wheels on the ground, have all other work ceased and have no occupants, when refuelling commences. All sources of ignition must be removed from the area and an appropriate fire response should be prepared.
3. Ideally re-fuelling should be by pumping, rather than pouring from hand held containers.
4. Containers should comply with the relevant British Standard, should be marked "Petroleum Spirit-Highly Flammable" and be kept from any source of ignition.
5. All empty containers should be removed from the venue after the event.
6. Petrol is to be used as fuel only, not for any other purpose.
7. All vehicle re-fuelling is to take place in the open air. Smoking and any other sources of ignition, including live electrical items, must be prohibited and a safe area should be enforced with an operative on standby with a fire extinguisher.
8. Refuelling operatives, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection.

C. Hazardous Substances

1. Some parts on historic vehicles, for example brake & clutch linings, contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible.
2. Where asbestos is used, every effort should be made to prevent dust being released.
3. Some mineral oils may cause skin cancers. Where contact does occur, contamination should be washed off immediately. The wearing of any contaminated clothing should be avoided.
4. Other substances may cause ill health. Competitors should obtain MSDS (material safety data sheets) from suppliers in advance so that they hold important safety information about the products.

D. Electrical Safety

1. All electrical equipment should be maintained in a safe condition.
2. Extension leads & cables should be neoprene, oil resistant flexible cable.
3. All electrical equipment used externally should be weatherproof and tools should be insulated against electric shock and used with residual current devices.
4. Electrical equipment and hand tools should not be used where flammable vapours e.g. brake cleaner or fuel, are present.

E. Fire Precautions

1. All competition and service vehicles should carry a suitable fire extinguisher.
2. Special consideration should be made before lighting any cooking appliance.
3. All sources of ignition should be kept away from any fuel store or re-fuelling area.
4. Fire extinguishers should not be moved from their known location, other than when in use.
5. In the event of any fire, a report should be made to the organisers of the event before leaving the venue.
6. All entrants are encouraged to train their personnel in correct fire prevention and treatment procedures.
7. The organisers are responsible for putting in place an emergency plan to cover a fire in Service Area scenario.

F. Compressed Air Equipment

1. Air blasts from over inflated tyres can cause severe injury. Tyres should not be inflated above manufacturers' recommendation figures.
2. Always stand clear when inflating tyres.
3. Compressors & air lines should be inspected regularly.
4. Compressed air cylinders should be stored and used to suppliers' recommendations.

G. Noise

1. Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term, or after prolonged exposure, permanent.
2. Where exposure to noise is unavoidable, hearing protection should be worn.

H. Manual Handling

1. Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques and provide appropriate lifting aids.

I. Waste

1. Entrants must remove all waste from the venue, including containers, packaging, tyres, oils etc. They must be disposed of it in accordance with environmental legislation.
2. General waste facilities on site should not be used to dispose of hazardous substances or materials which have been contaminated by hazardous substances. These must be segregated and disposed of in accordance with waste regulations.

J. Vehicle Safety

1. A 10 mph speed limit should be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident. Speed limits signage should be present during event.
2. There may be pedestrians in Service Areas. Special care must be taken in these circumstances, to avoid collisions and, where practicable, to segregate pedestrian routes.
3. The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in Service Areas.
4. Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.

K. First Aid

1. Any person sustaining injury or illness, should seek treatment from the event emergency services, by initially reporting to the Senior Official in charge of the Service Area, who will ensure the appropriate response.

L. Reporting of Accidents & Incidents

1. All accidents where any person sustains injury, or where damage to property occurs, should be reported immediately to the Senior Official in charge of the Service Area.

M. Further Regulations and Information

1. Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes should be read in conjunction with all relevant regulations and the HSE's guide HSG112 'Managing Health & Safety at Motorsport Events'.

O. Covid-19 Requirements

1. Everyone is responsible for their own behaviours, but should be encouraged to remind others of social distancing should the need occur.
2. Where possible, minimal interaction to take place. Eg. Separate those required in service from others.
3. Minimal cross-handling, ie. Setup crew to do changes and strip-down. Where unavoidable, hands should be sanitized immediately afterwards. Sanitisation points at each marshal point.
4. Separated service bays with vehicles and trailers used as barriers to stop through passage of pedestrians.
5. Sanitisation points at the entrance to each group of service bays.
6. Signage as per latest update, 29/7/20 at time of writing.

7. Spectator Safety

The event is not a designated spectator event; however, the rally organisers recognise that family and friends of competing crews may wish to visit the event in order to spectate.

In accordance with the Motorsport UK Stage Rally Safety Requirements the event organisers have reviewed spectator arrangements and have provided one area linked to the central service area. Should any spectator (defined as unauthorised personnel not wearing a marshal's tabard or appropriate identification) be observed outside of these areas, they must be approached and politely asked to return to a designated area. If they do not comply, the matter must be referred to the Stage Commander and Safety Officer who will assess the situation for potential safety risks. If necessary, the stage will be stopped until the situation is resolved.

Appropriate signage will direct everyone to a single designated venue entrance, notices prohibiting access will be erected at all other entrances.

Appropriately qualified staff will ensure only those with security wrist-bands gain access to the venue. All others will be refused access and asked to leave.

Once located within the central service area spectators will be able to gain access to the designated viewing points (see appendix B) and facilities such as toilets.

8. Media Safety

Individuals who have been accredited under the Motorsport UK Rally Media Accreditation system are required to contact the rally organisers in advance of the event and sign on in accordance with Motorsport UK requirements. The Motorsport UK Rally Media Accreditation system is underpinned by a Code of Conduct, plus strict conditions. It features two levels to cater for the different needs of journalists and photographers/broadcasters:

- Level One offers an Motorsport UK Media Pass only. Media personnel with level one accreditation are permitted access to spectator areas as detailed in Appendix B
- Media personnel with at level two accreditation are issued an Motorsport UK numbered Tabard and are granted additional privileges as set out in the media accreditation conditions. With the exception of prohibited areas, and those deemed unsuitable by any event marshal or official, level two media personnel are permitted access to all areas of the rally venue.

Any concerns in relation to the behaviour or demeanour of media personnel should be reported to the Clerk of the Course.

9. Marshalling Arrangements (Draft)

The following plan details the predicted number of marshals required to safely run the event together with their anticipated location. Marshals may be reallocated to alternative duties or parts of the venue as deemed appropriate by the rally organisers, however, the event must not commence or continue should there be less than the overall number of marshals in attendance.

Location	Description	Predicted number of Marshals	Predicted number of radio marshals
1	Stage Start	3	1 (M)
2	Machinery Store F/F for SS6-10	0 for SS1-5 2 for SS 6-10	0
3	Pig Shed	1	1 (M)
4	Turning Circle	1	1(M)
5	Mark-Lowe Chicane	1	1
6	TI Compound	0	0
7	Trailer Park Chicane	2	0
8	Sweeping Square	1	1 (M)
9	Rallyschool	1	1
10	Gravel Track	1	1(M)
11	Edwards Farm	1	1 (M)
12	Chicane	1	1
13	Pylon Chicane	1	0
14	Pylon	2	1 (M?)
15	Service Area Hairpin	2	1 (M)
16	Paybooth	2	1 (M)
17	Barn	2	1(M)
18	End of Barn	1	0
19	Runoff Chicane	1	0
20	Grandstand Chicane	1	0
21	Flying Finish SS1-5 Not needed SS6-10	2 (1-5) 0 (6-10)	0
22	Stopline	4	1 (M)
Totals		31	13 (10)

10. Marshals Instructions/Briefing

The Organisers and Trackrod Motor Club would like to thank you for Marshalling on this event. Without your valuable assistance, we would not be able to run so we hope both you and the competitors have an enjoyable and safe day. Your job is to keep yourself and others safe on the stage.

Safety at the event, and especially out on the live stages, is our main concern. Please take the time to read and understand these notes and ensure that they are passed on to all members of your team. We will also hold an on-line Marshals briefing prior to the event. The information regarding this will be shared with you.

Please remain at your allocated position during all competitive elements of the event unless an incident occurs that requires your assistance.

Pre-event preparation

Please check you have all the necessary equipment, including Covid-19 equipment which will be detailed in your on-line briefing ahead of the event.

We will provide:

- All stage equipment (arrows, tape, solid barriers etc.)
- Clocks
- Paperwork

But you will need to bring:

- Tabards
- Appropriate footwear (ideally with toe protection)
- A whistle.
- Appropriate Covid-19 PPE, including face-mask and hand-sanitizer.
- Appropriate clothing, food and drink etc as you may well be on duty for several hours in extreme conditions.

Please do **not** bring:

Red Flags – We are not running a red flag procedure as the event comprises of single lap stages.

Marshal Training requirements

In accordance with the Motorsport UK Stage Rally Safety Requirements, all new marshals are required to register with the Motorsport UK and complete the three on-line learning modules which relate to:

1. The Roles and Responsibilities of a marshal
2. Spectator Management
3. Incident Management.

Once these modules are complete they will be classed as an accredited marshal. They can then go on to progress through the marshals grading scheme.

Signing on

To ensure you are covered by Motorsport UK insurance, you will be required to send your registration details ahead of the event. You will be sent stage diagrams, security wristbands and your allocated post-number ahead of the event.

Prior to arrival at the venue, please apply the supplied sticker to the top left corner of your windscreen. This will show your allocated junction number and identifies your car as containing marshals.

Upon entering the venue, follow the signs from the entrance to junction 15. Here you will follow the blue arrows, splitting from the other attendees and head towards junction 16. Remain in your car and drive to

the chief marshal who will be located before junction 17. They will confirm your attendance by your car registration plate. You will be given a “Thumbs-up” and you should proceed via the specified route to your location. For those at junctions 17 -22, follow the stage through to your location. For those at junctions 3-15, please cross the test-track at point 18 to point 3 and follow stage direction to your location. Those on the start or junction 2, please head to junction 3 and go W/D to your location.

At your location you will find event specific equipment which has been compiled following an appropriate Covid-19 risk assessment. Any event paperwork will be in the box at your location – there may be separate boxes for different marshals / radio crews.

Any marshal arriving at the venue who has not completed the above on-line training or is unable to supply a Motorsport UK registration number will only be able to attend with other members of their household/social bubble. Marshals should follow Covid-19 recommendations when considering car-shares.

During meetings of the Organising team we have discussed and reviewed the Motorsport UK Under 18 Marshal Policy. As a result, we believe that people under 18 years of age attending the event may fall in to one of the following four categories. To aid understanding of our planned approach we have produced the following table:

Category	Required to sign on	Identification Requirements	Written parental consent	Location during the event
<i>Young persons under 18 attending the event as part of a support crew</i>	No	Wrist-band	Not required	Service area & designated spectator areas only
<i>Young person's aged under 11 who marshals bring to the event as their guest</i>	No	Wrist-band –may wear high visibility clothing but not a Motorsport UK Marshals tabard	Not required, however, we strongly recommend that under 11 guests are accompanied by their parent or guardian. The Chief Marshal must be informed in advance of the intention to bring a guest aged under 11 to the event.	Primary responsibility for a marshals guest rests with their parent or guardian. The Chief Marshal will assign the marshal and their guest to a location taking into account the requirements for Cadet marshals below.
<i>Cadet Marshals aged between their 11th and 16th birthdays at the date of the event.</i>	Yes (using the under 18 Sign on Form)	Wrist-band Required to wear a Motorsport UK Marshals tabard (ideally a Cadet tabard, if available)	A Parent or Legal Guardian are required to complete the relevant section of the under18's Sign on sheet. In cases where a Parent or Guardian is unable to attend the event, the young person may still attend with another adult provided that the adult has written authority from the young person's parent or guardian to act as a "temporary carer" for the duration of the event. The Motorsport UK Under 18 Marshal Consent Form should be used to provide this authority and to delegate medical consent. Note that this form is valid for one named event only, but includes duties performed at multiple locations during that event. The named temporary carer must counter sign the signing-on form at the event and give it to the Chief Marshal at signing on, they are also responsible to ensure the adequate supervision of the young person throughout the event	As assigned by the Chief Marshal and in accordance with Motorsport UK Under 18 Marshal Policy eg Time Control, Radio or well clear of stage
<i>Young persons between their 16th and 18th birthdays at the date of the event who wish to Marshal.</i>		Required to wear a Motorsport UK Marshals tabard	As assigned by the Chief Marshal, no additional considerations above those for adult marshals	

Parking Offstage

All Marshals cars must be parked in an appropriate place at least 30m from the special stages where possible. Avoid parking head-on to competing cars, from any direction of the stage. We have recognised there will be additional cars due to restrictions on car sharing – there may be occasions when you have to park away from your junction and fulfil your duties on foot.

Overnight camping at the venue is permitted however open fires are prohibited.

OUT ON STAGE

PLEASE WEAR YOUR MARSHAL TABARD AT ALL TIMES WHILST OUT ON STAGE AND UNTIL THE STAGE IS CLOSED. If you do not have one, please confirm with the chief marshal when you register and loan tabards will be supplied at your post, after the event has finished please leave with any equipment at your post. You should ensure that you know:

- Where the nearest radio car is to your location;
- Who to contact in the event of any concerns you have about safety issues arising on stage
 - Rally control; via your nearest radio car
 - IF you cannot make contact via the radio:
 - Stage commander; TBC
 - Deputy stage commander; TBC

A safety car will pass through the stage prior to the first competing car. This car is likely to be a Red Peugeot 205 Rally Car.

Communication between marshals, the Safety Cars and the Spectators

All marshals should ensure they have their whistle with them as part of the event equipment. This whistle is to be used to advise the spectators and other marshals in their location of the approach of a vehicle, whether that is an official car, a safety car or a competitor.

Marshals should also use FIA specified gestures to communicate to the safety cars (especially the Safety Delegate) whether they are satisfied with the safety at their location (All OK) or whether they have any problems (Stop I need support). The two gestures are shown below:



All OK



Stop I need support

Marshals are the means of controlling safety on a stage and will often be in the front line if an incident happens.

- Comply and request others to comply with Covid-19 social distancing requirements.
- Ensure spectators stay in designated spectator viewing area at your location
- Take control and move spectators where you want them to be as they start arriving – BE POLITE BUT FIRM. Use peer pressure from other spectators if someone refuses to move;
- Be aware of the arrangements for media access;
- Do not take photographs, film or share any information on social media whilst Marshalling
- Stay alert at all times;
- If there is a delay to the stage or a temporary halt, keep spectators informed about what's happening – they will be less likely to move;
- Keep everyone off the live stage – use a whistle to alert about approaching cars. Always ensure that spectators are in a safe place and kept back from the edge of the stage – preferably several metres back.

Only vehicles displaying rally plates are allowed access onto the stages – NO EXCEPTIONS.

NO-ONE IS ALLOWED TO STAND IN PROHIBITED AREAS AT ANY TIME – SPECTATORS, MARSHALS OR MEDIA.

This will be shown by red & white tape and includes box junctions intended as run off areas for cars that fail to make a turn and generally the outside of bends. However, be aware that rally cars can leave the stage at any point and be alert at all times.

If you have concerns about safety on stage or spectators/media refuse to move from an unsafe location, make this known to your stage commander via the nearest radio operator to your location or telephone **07598 294750. A decision will be taken on whether to suspend or stop a stage and you will be supported by the stage commander and clerk of the course in taking this action – we want to support a good competition but safety always comes first.**

RED FLAGS

A red flag system is not in operation during this event due to the single-lap nature.

IF AN INCIDENT HAPPENS You should remember the following:

- Stay calm and assess the situation – your own safety is the first priority;
- Ensure any spectators are kept back – where there are several marshals, ensure that some remain to control spectators;
- When an incident happens, a marshal's primary responsibility is to act as a look out in order to allow another person to assess the needs of the competitor;
- The competing car should be approached from the front and a "Thumbs-up" from the competitor(s) received. Marshals should not open car-doors or push a vehicle without the appropriate Covid-19 PPE.
- If the incident has created a blockage or partial blockage and there are sufficient marshals on the stage, an additional marshal should go further up the stage to warn approaching cars;
- If the incident involves assisting competitors firstly ensure that you have a lookout in place and that you are in a safe position. Ensure that the SOS/OK board carried by all competitors is being shown and that someone takes and displays the warning triangle approximately 100 metres down the stage. The SOS board should be shown at the vehicle itself if a competitor needs medical assistance;
- Report circumstances as quickly as possible to radio crew if nearby or stop the next competing car and ask them to report:
 - Car number;
 - Whether blocking stage;

- Any medical assistance required;
- Any other relevant information.
- Replace any damaged stage furniture and ensure stage is kept clear of spectators.
- If Medical assistance is required, follow the requests of the Paramedic – with particular focus on Covid-19 requirements.

Further details relating to incident management and the major incident plan can be found in sections of the event Safety Manual.

Running sectors/controls

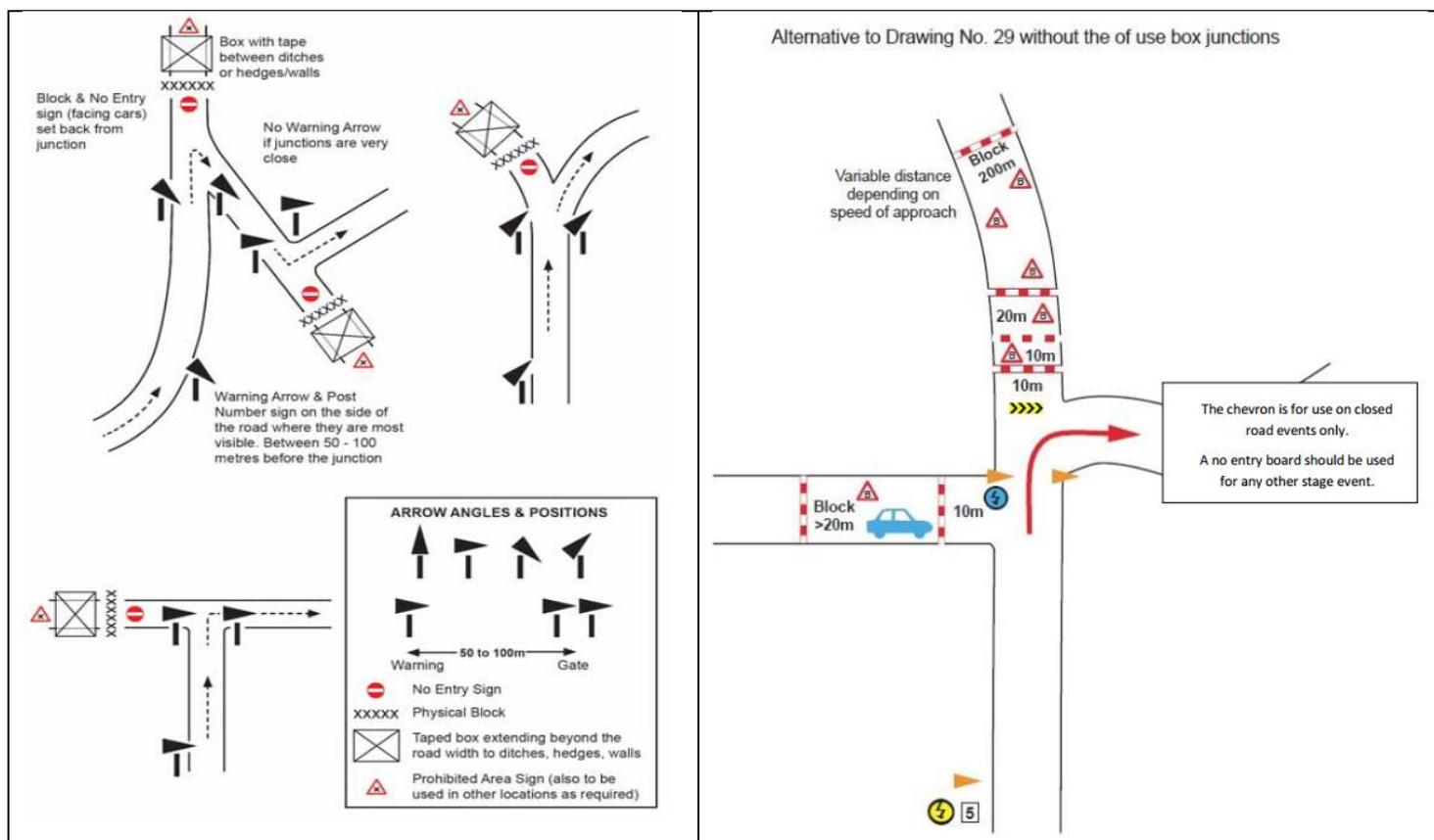
Ensure that you have sufficient staff for your sector/control and that they are in position before each stage is due to be operational.

If you are required to keep a check sheet please ensure it is accurate and you record the order of passage of competitors through your location. This information is only useful if fully complete.

Please note that penalties will be applied for cars striking stage boards, bales, cones & tyres etc which will define splits, merges & chicanes. Please report these incidents clearly on the form provided. See Appendix F. Please submit the form electronically using the Rallies.info site. (Those with smart-phones, please point your camera at the form and the “QR” code in the bottom corner will take you to a website which will describe how to upload the form. If you have issues, please let the organisers know who will help resolve)

After all the competitors have completed the stage (5x) the stage will close to allow the appropriate sectors to be altered or repaired (vehicles may only move on the stage under the instruction of the Stage Commander).

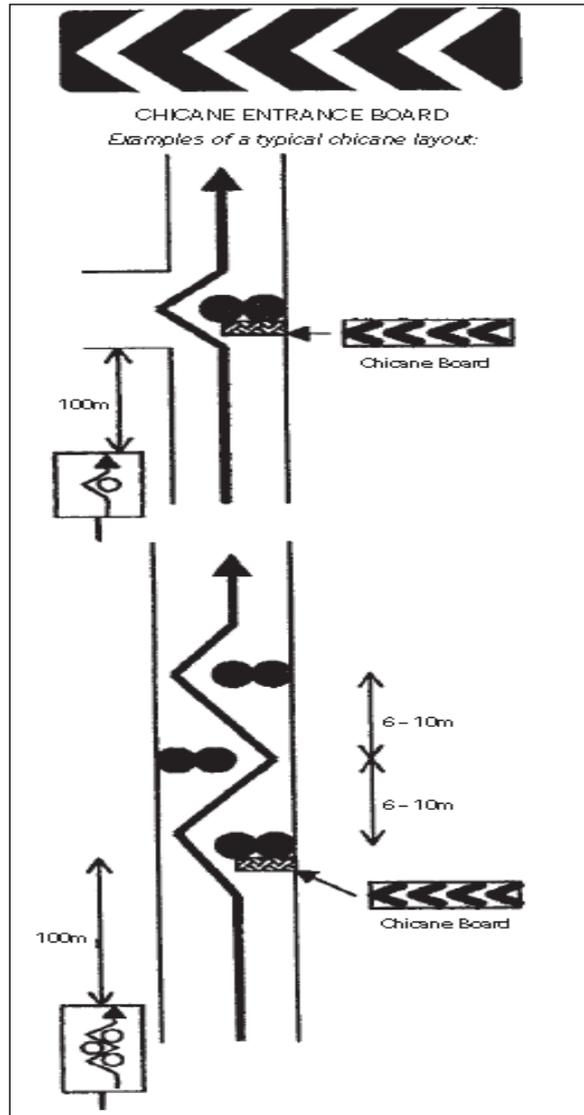
You will see how we set up the first stage when you arrive at the venue. The route shown on your stage plans must be strictly adhered to. You may repair damage which has been inflicted on your sector of the stage during this time although you may try to maintain it during the running of each stage so long as you think it is safe to do so. Arrowing must be to the Blue Book see Section R Diagram 29 and 29b (see below)



Chicanes should be set up and signed in accordance Blue Book see Section R Drawing 29.1.1 – see adjacent diagram

If the chicane is damaged beyond just a small knock and it needs repairing then:

- i. Post a lookout for on-coming cars and use their whistle to warn their colleagues when the car is approaching
- ii. Implement the agreed plan as quickly as possible, moving well away from the track if competitors are approaching
- iii. If it is not safe to undertake this task – advise the Stage Commander who will determine whether the stage can be held while the chicane is re-built



DELAYS

Should a delay occur in the running of any stage the nearest radio crew will be able to advise you of its progress and when it is being restarted. Should the delay be greater than approximately 20 minutes an Intermediate Safety Car will drive around the stage and advise personnel that the stage is about to be restarted.

AT THE END OF THE STAGE

After all the competitors have completed the stage (5x) the stage will close to allow the appropriate sectors to be altered or repaired (vehicles may only move on the stage under the instruction of the Stage Commander). A change will only occur in the stage between stages 5 & 6. Please look in the stage diagrams for changes which affect your sector.

Please do not do change-overs at your location, the stage setup crew will take care of this to comply with Covid-19 requirements.

If you are required to keep a check sheet please ensure it is accurate and you record the order of passage of competitors through your location. This information is only useful if fully complete.

Competitor Convoy Arrangements

Competitors that have retired from the event will be allowed to leave the venue by escorted convoy after stage 5. The route used to access the venue will be used in reverse to exit it.

Spectator Arrangements

There are no spectators allowed at the event. However, we recognise support crew and competitors who have retired from the event may wish to watch. 2 Spectators zones have been setup for them. Social distancing needs to be maintained.

AT THE END OF THE EVENT

A Sweeper Car will close the event after the final stage.

- Wait until given the message to stand down;
- If driving on the stage always drive in the direction the competing cars took on the final stage and not the wrong direction (WD) back down the stage;
- Please leave all equipment where it is – the stage setup crew will remove it.

Personal Safety

During the event safety takes priority over all other matters - please take all possible measures to ensure your safety and the safety of other people around you. Before acting consider the risks and if you are at all unsure contact the Stage Commander / Safety Officer who provide assistance if required.

When moving items of stage furniture /equipment around please consider the basic principles Covid-19 and manual handling below:

Basic principles of manual handling

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- ensure that the object is light enough to lift, is stable and unlikely to shift or move
- heavy or awkward loads should be moved using a handling aid / appropriate number of people
- make sure the route is clear of obstructions
- make sure there is somewhere to put the load down wherever it is to be moved to
- stand as close to the load as possible, and spread your feet to shoulder width
- bend your knees and try and keep the back's natural, upright posture
- grasp the load firmly as close to the body as you can
- use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back
- carry the load close to the body with the elbows tucked into the body
- avoid twisting the body as much as possible by turning your feet to position yourself with the load.

**Thank you very much for Marshalling and enjoy the event!
Clubman Motorsport Melbourne Time Trial Organisers**

11. Safety, rescue, recovery and medical arrangements

All medical and safety personnel are accountable to the Stage Commander.

In the event of an incident all personnel who need to be mobilised will be instructed when to act by the Stage Commander.

Radio Communications

The organisers will use Silk Control for the operation of the Motorsport UK Safety and Medical Frequency (81MHz A.M.). The prime function of this control is to provide clear air space for the stage radios. Stage radio operators must comply with instructions from Control. (See Section 8: - Radio Network).

Doctors/Paramedics

Doctors/Paramedics operate under the instruction of the Stage Commander.

The purpose of Doctors/Paramedics on a stage is to provide expert medical knowledge in the event of personal injury during the event. The doctor or paramedic's resources are obviously limited but in the event of injury early attention to injuries can be critical. The prime Paramedic will be located beyond junction 3 for the duration of the event. From there they have quickest access to the majority of the stage.

The secondary paramedic should be located near the grandstand – to give cover for incidents within the service area.

Rescue Vehicles

Rescue Vehicles operate under the instruction of the Stage Commander.

The prime purpose of Rescue Vehicles is to extract and move any casualty (at the Doctor/Paramedic's discretion) from a Special Stage to the agreed County Ambulance Meeting Point. Rescue vehicles will have the capability of moving a casualty on a stretcher.

The Rescue vehicle will be located alongside the Paramedic.

Recovery Vehicles

Recovery Vehicles operate under the instruction of the Stage Commander.

The function of Recovery Vehicles is the removal of broken cars from the Special Stage at the Stage Commanders discretion.

One Recovery unit should be located near the startline, the other near junction 8 to give best coverage for the venue.

12. Radio Network

The radio team on the stage, including Doctors, Rescue and Recovery, are considered as one unit. Each station should know the call signs and locations of other operators on the stage.

Control will be responsible for conducting communications with the stage when, for instance a car is missing or an incident is being dealt with. Additionally, it is the responsibility of control to ensure start to finish communications are established.

As no movement is possible once the stage is operational the stage radio network needs to be established before the stage becomes operational in order to iron out any communication problems. Ideally the final radio check should take place 30 minutes before the first stage is due to be operational.

The start/finish radios should pass the following information to control when available:

Opening

1. Stage operational.
2. Time of each course car. (ideally in and out of stage).
3. Time (in and out) and number of 1st competitor.

Closing

1. Time (in and out) of course closing car.
2. Car numbers of last 3 competitors in chronological order and finish time of last competitor.
3. Total number of competitors in and out.
4. Number of cars stopped in stage. i.e. Total no. of cars into stage = total out + total number of cars retired on stage.

Stoppages

1. Car numbers of the last three competitors prior to the stoppage.
2. Start time of the last car in.
3. Start and finish time of any intermediate safety cars.
4. Car number and start time of 1st competitor after stoppage.

Manning

Radio operators must not have any other job. Ideally two people should man each Radio car, but only where Covid-19 requirements can be met. Operators should be chosen for clear speech and common sense. The essence of good communications is brevity and order. Women, because of the nature of their voices make excellent operators and are often employed professionally as such.

Operators should not be monitoring any other sets if they are acting on the Motorsport UK Safety Frequency.

All operators should keep an accurate record of the car numbers of the cars that pass in chronological order. They will find an entry list useful for doing this. If a car is reported missing you will be required to know if it has passed your location.

Location

Operators should be placed as close as possible to Start and Finish controls whilst remembering:

1. Rally cars are often unsuppressed and can disrupt reception
2. Rally cars often kick up stones.
3. Radio aerials should be kept away from steep banks, power lines, high buildings etc. VHF radio waves travel in straight lines and hence stations often need to be on high ground.
4. Intermediate or midpoint radios are normally located at points which the Stage Commander or Safety Officer considers merits special attention.

Control Procedure

Stations wishing to pass messages must first call Control for clearance. Control should then respond "Go ahead" or "Wait". When a station hears the "Go ahead" in response to their call, they must then call direct to the station calling unless using a relay.

In cases where direct communication with control is impossible, make a short call to the station you require. That station should then request clearance from Control.

IT IS IMPORTANT THAT YOU LISTEN CAREFULLY AT ALL TIMES AND DO NOT TRANSMIT WHEN ANOTHER STATION IS ALREADY USING THE FREQUENCY.

Control will often use the phrase "Control to standby" to invite callers when they are ready to receive. If several stations call simultaneously Control will acknowledge call signs identified and ask for any more to repeat their call sign. They will continue this until they have enough calls to deal with or no more callers identify themselves.

Control will then ask individual stations to "Go Ahead" in order of severity e.g. Safety calls first.

Make your message brief and indicate when it is finished. Use "Out" instead of "Over" at the end of your final transmission.

Priority word systems are used so that stations can describe the urgency of their message. The words are in order of urgency.

1. Relevant - to interrupt, at a break between calls, in order to provide significant information which may assist the problem/situation in hand.
2. Safety - for messages concerning stage safety e.g. arrowing, spectator problems.
3. Urgent - for situations requiring immediate action e.g. car known to be in difficulty, suspected injuries, blockage of the stage.
4. Priority - for CONFIRMED situations of personal injury where immediate medical/rescue services are required.

Use common sense and do not overrate the urgency of your message.

Emergencies

The decision to stop the stage MUST be made by the Stage Commander, and so they are best located at the start. If they are otherwise engaged or not near a radio the Deputy Stage Commander or Safety Officer must make the decision.

If it becomes necessary to call 999 (via Control) for the county Ambulance etc. it is essential that arrangements are made to send a radio to the meeting point.

General

Please do not use your radio for casual conversation.

13. Incident Management Plan

Untoward incidents

An untoward Incident is defined as a minor, low-risk incident which can be dealt with and resolved at the scene through the control of the Stage Commander and the intervention of the marshals;

If during an active stage an untoward incident occurs on your sector please attempt to repair the damage or remove the offending car but only if it is safe to do so.

However, if there is any personal injury, fire or a hazard which you consider dangerous then follow the Emergency Procedure outlined below :-

The marshal at the scene of the incident should:

- KEEP CALM
- Establish the location of the incident.
- Establish the extent of the problem e.g. Is anyone hurt? Is the stage blocked? Is there a risk of fire?
- Contact the Stage Commander via Control using the nearest radio operator. Clearly describe the situation so that if necessary the Stage Commander can stop the Stage and mobilise the appropriate support unit e.g. Rescue, Doctor or Recovery.
- If a Doctor is required on scene, please follow out their requests, especially in-light of Covid-19 requirements.
- If the incident requires immediate attention by the marshals at the scene (e.g. if there is a risk of fire) attempt to warn oncoming competitors of the problem.
- PLEASE KEEP NOTES ON ALL SERIOUS INCIDENTS (See Appendix C for report form).

At the scene of the incident the first priority is safety of life.

Ensure personnel are kept away and, if there is any danger to other competitors still on stage ensure they are warned.

If injured parties have to be taken away for treatment the Rescue and Medical personnel will use the quickest route to the County Ambulance Meeting Point (A.M.P.). OS Map Ref 105/ 767 428. (The War Memorial at the entrance to Melrose Farm, Postcode YO42 4SS)

Once the problem has been resolved the Stage Commander will authorise the restart of the stage. If he is not at the stage start the Deputy Stage Commander may then act on the Stage Commander's instructions and restart the stage.

Major Incident plan

Trackrod MC considers that a major incident is one where the available resources at Melbourne Airfield are insufficient to cope. In that circumstance assistance will be sought from national Emergency Services. This Plan has been created to ensure that all parties present on the day are aware of their own, and others responsibilities, and that Emergency Services who are asked to attend have prior knowledge of the event, and the resources which will initially be available on site, plus all other relevant information.

It is the Clerk of the Course's responsibility to initiate this plan.

The Deputy Clerk of Course will be responsible for taking direct charge of the site of the incident, with the Stage Commander as his deputy.

The Clerk of the Course, with guidance and assistance from the Motorsport UK Steward, will take overall command.

In the case of fatalities, or where life threatening injuries have occurred, the Motorsport UK Steward will take specific control of matters associated with these and will act as the senior representative of the event (and the Motorsport UK) to the Coroners Officer and Emergency Services Senior Officers who arrive on site. This manual contains a list of telephone numbers of all senior officials of the event.

All calls/requests for Services will be made through '999'.

All Emergency Vehicles should rendezvous at 105/767428 where they will be met by the event Safety Officer who will ensure that all such vehicles are conducted to the scene of the incident by the most direct route (see Appendix F for location)

Should the Air Ambulance be required this will be instigated either by the event Doctor or Paramedic, or subsequently by the most senior County Ambulance representative on site.

The Air Ambulance has a range of possible landing sites available as this is an old airfield. The main runway, would be the prime site (see Appendix F)

The Secretary of the Meeting will have means available for taking pictures of any incident scene.

Should it be necessary to impound a vehicle for further examination, initially this will be taken to a separate non-spectator area of the airfield.

Distressed relatives or team members will initially be accommodated in the EZ-UP where the results team are located.

Witness statements may also be taken, these need to be away from others.

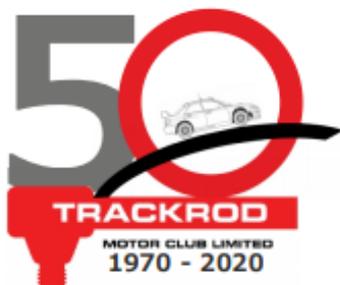
It is the policy of this event that NO information will be made available to the press without prior consultation with the Motorsport UK Steward, the Coroner's Officer (when applicable) and the Clerk of the Course. Such information will be communicated by either the Clerk of the Course, or a representative of the Motorsport UK.

The Secretary of the Meeting is responsible for keeping a minute by minute log of the incident.

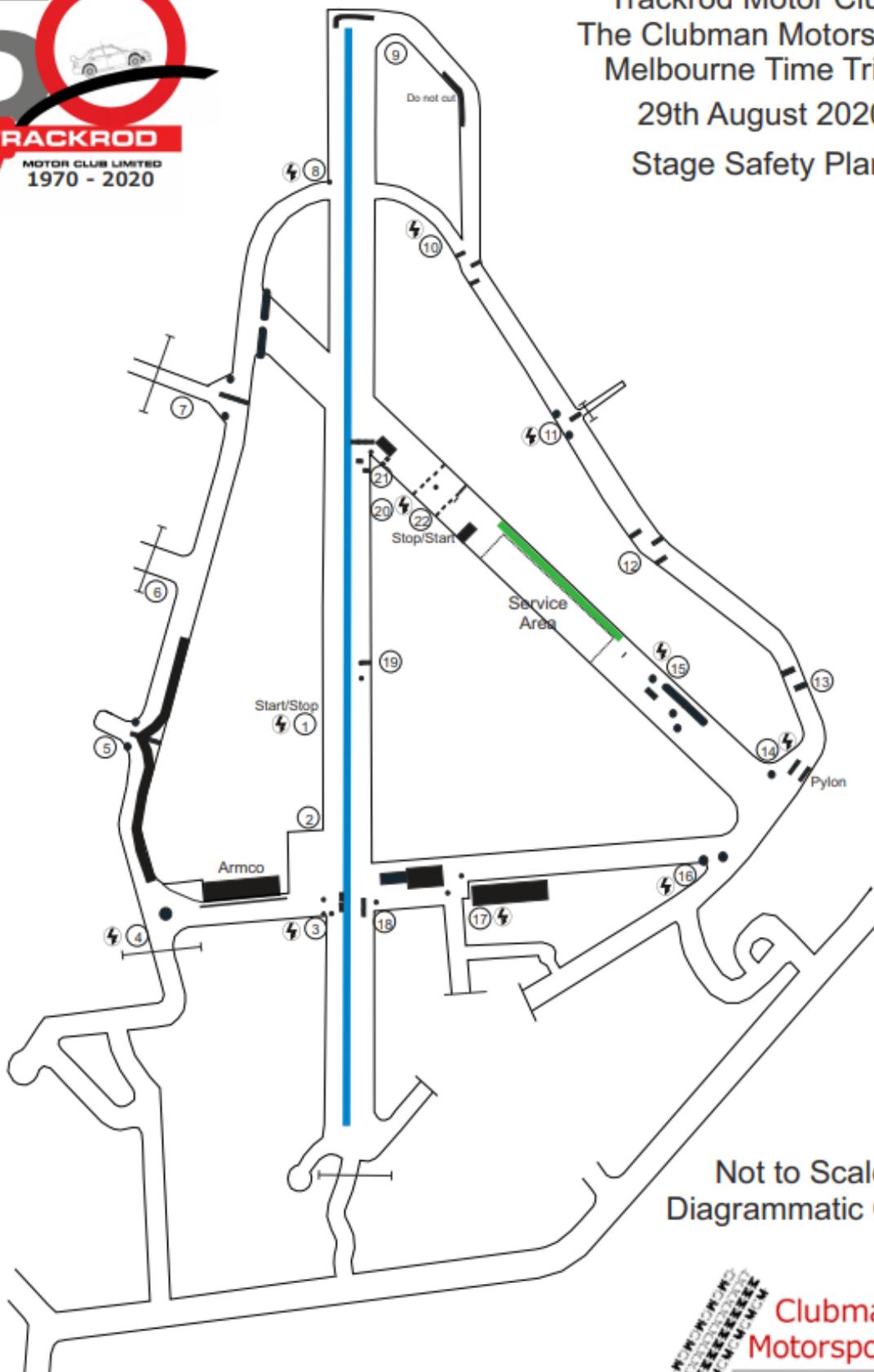
A separate radio log will be kept by the radio controllers of all radio traffic before, during and after the incident.

The event will have the following Safety Services available on site all day.

1. One Rescue Vehicle, equipped, crewed and licensed to the Motorsport UK standards.
2. One Doctor/Paramedic
3. 1 Recovery Vehicle equipped, crewed and licensed to the Motorsport UK standards.



Trackrod Motor Club
The Clubman Motorsport
Melbourne Time Trial
29th August 2020
Stage Safety Plan

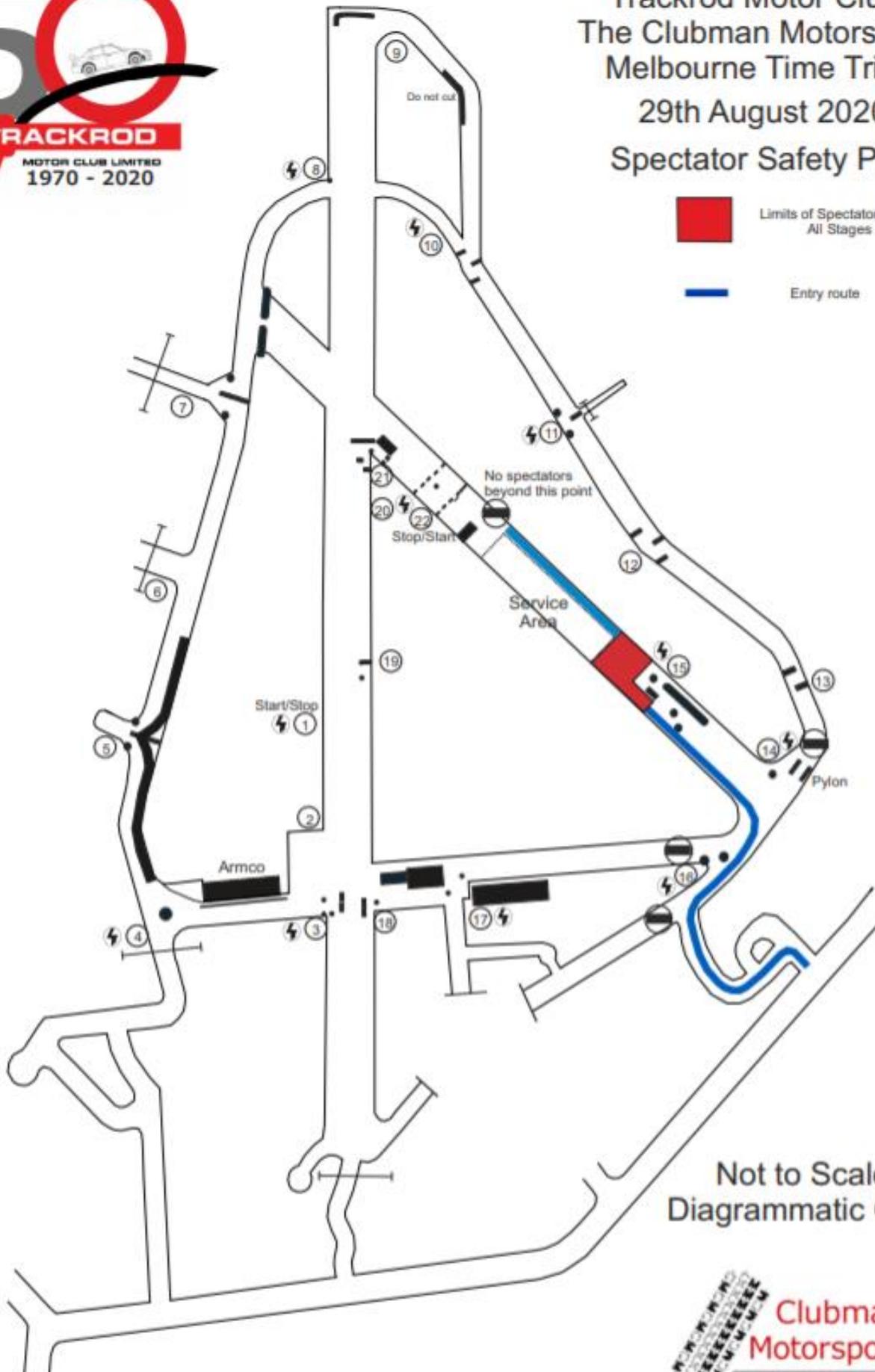


Not to Scale
Diagrammatic Only





Trackrod Motor Club
The Clubman Motorsport
Melbourne Time Trial
29th August 2020
Spectator Safety Plan



Not to Scale
Diagrammatic Only

APPENDIX C - INCIDENT REPORT FORM

Rally Marshal Incident Report Form

PLEASE COMPLETE ONE OF THESE FORMS FOR EVERY NOTIFIABLE INCIDENT YOU HAVE INFORMED RADIO CONTROL OF.
PLEASE USE REVERSE FOR ANY ADDITIONAL COMMENTS. THIS FORM MUST BE USED WHERE MEDICAL ASSISTANCE WAS REQUIRED.

This form, once completed, **MUST** be returned to the Event Safety Officer

Event: Clubman Motorsport Melbourne Time Trials	At time of the incident:			
Stage No. & name:	Weather: Dry <input type="checkbox"/>	Wet <input type="checkbox"/>	Ice <input type="checkbox"/>	
Your name and location:	Visibility: Good <input type="checkbox"/>	Poor <input type="checkbox"/>		
	Stage condition: Dry <input type="checkbox"/>	Wet <input type="checkbox"/>	Ice <input type="checkbox"/>	Snow <input type="checkbox"/>
	Stage surface: Sealed <input type="checkbox"/>	Unsealed <input type="checkbox"/>		

	Time:		Time:
Incident occurred:		Incident reported:	
Stage held:		Stage restarted:	
Rescue Unit at scene:		Doctor/Paramedic at scene:	
Rescue Unit leave scene:		Doctor/Paramedic leave scene:	

What happened:

Actions taken and/or observations made:	Time:

Witness details (Names, Addresses etc.)	Witness details (Names, Addresses etc.)
Name:	Name:
Address	Address
Tel No.	Tel No.

Print and sign your name:

Print

Date

Signed

Time report completed

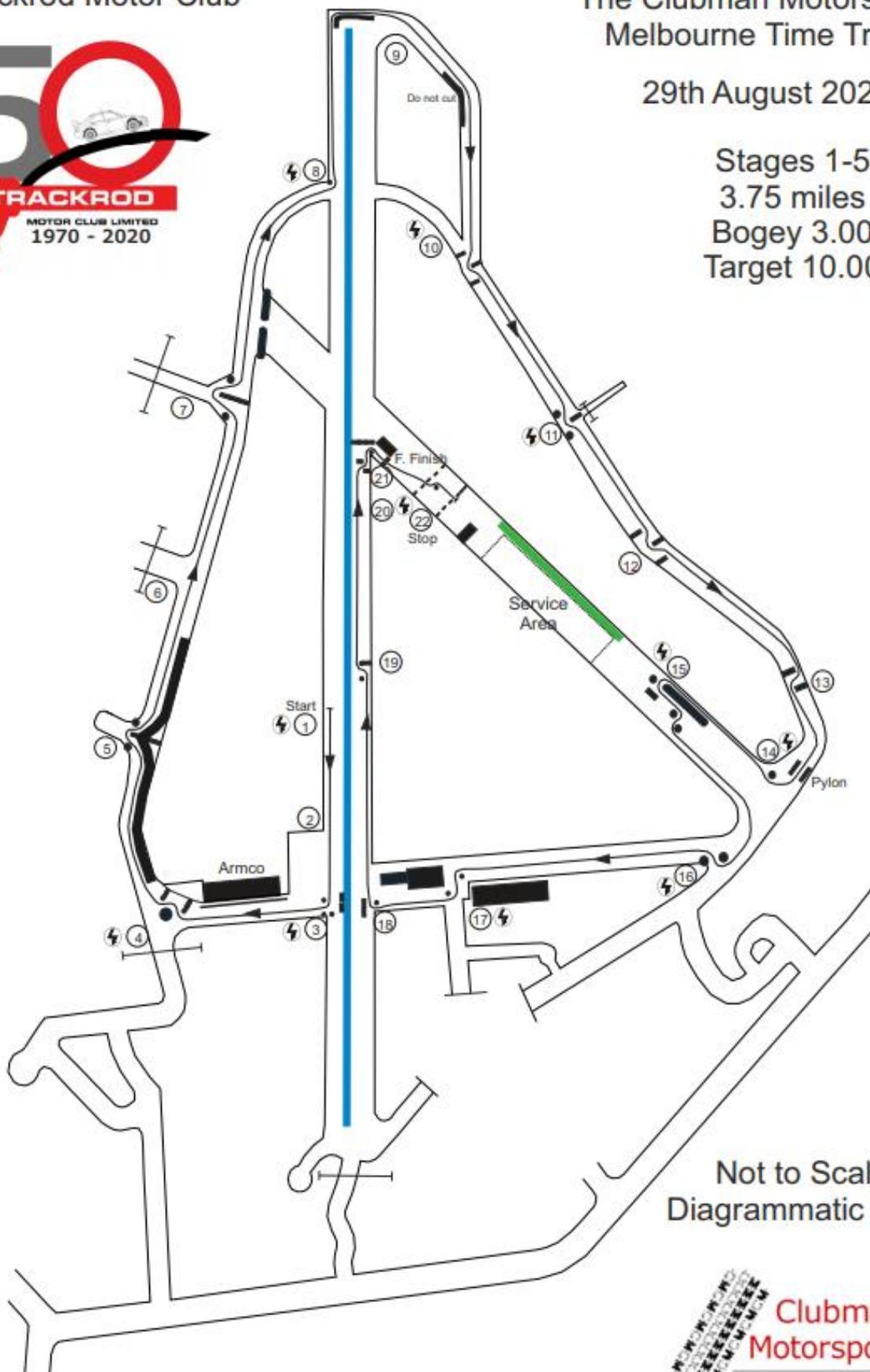
Trackrod Motor Club



The Clubman Motorsport
Melbourne Time Trial

29th August 2020

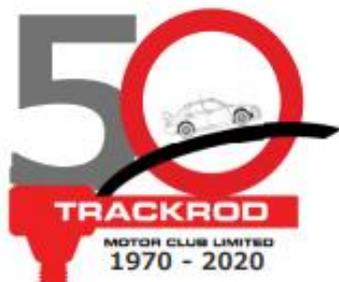
Stages 1-5
3.75 miles
Bogey 3.00
Target 10.00



Not to Scale
Diagrammatic Only



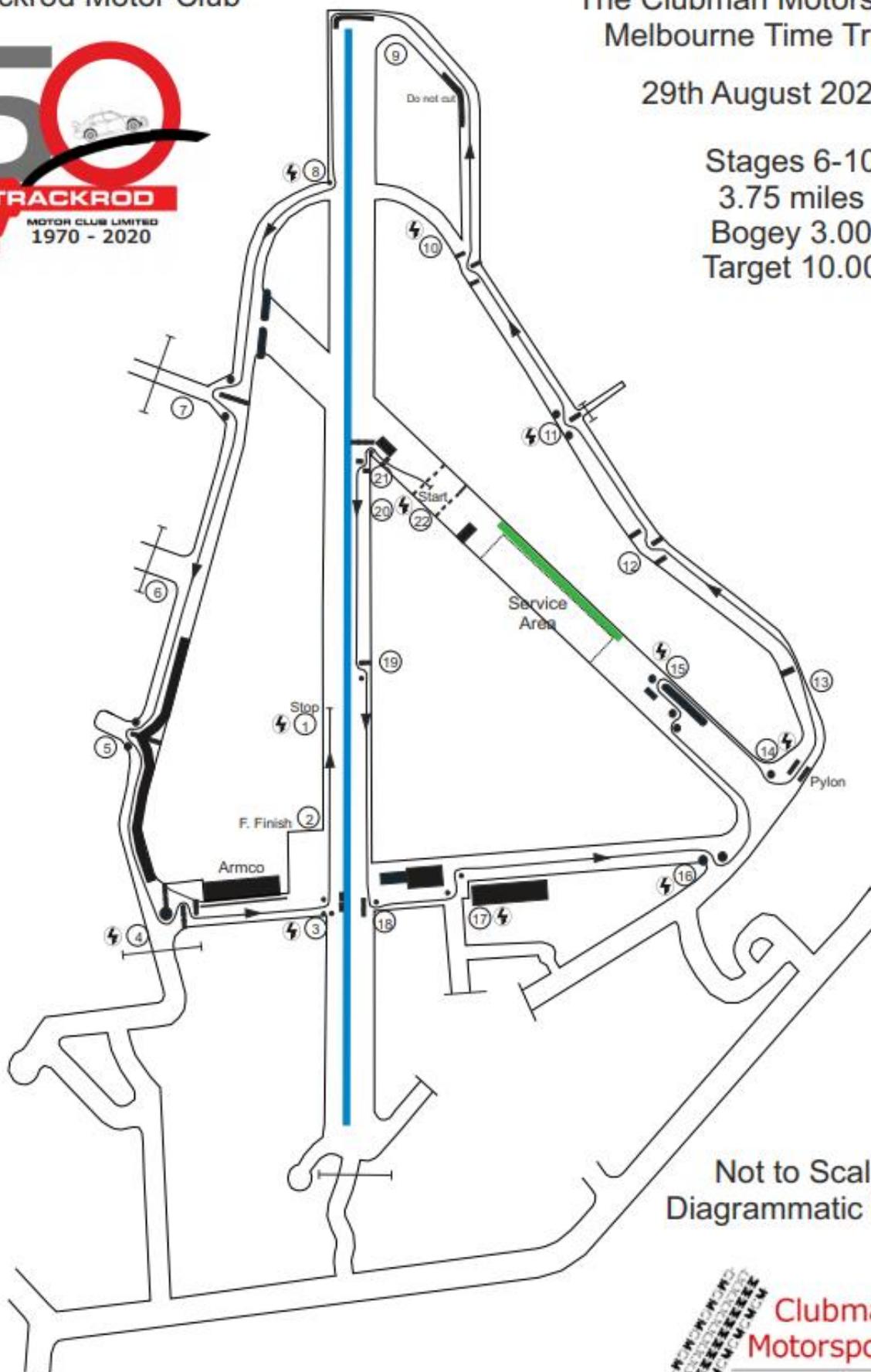
Trackrod Motor Club



The Clubman Motorsport
Melbourne Time Trial

29th August 2020

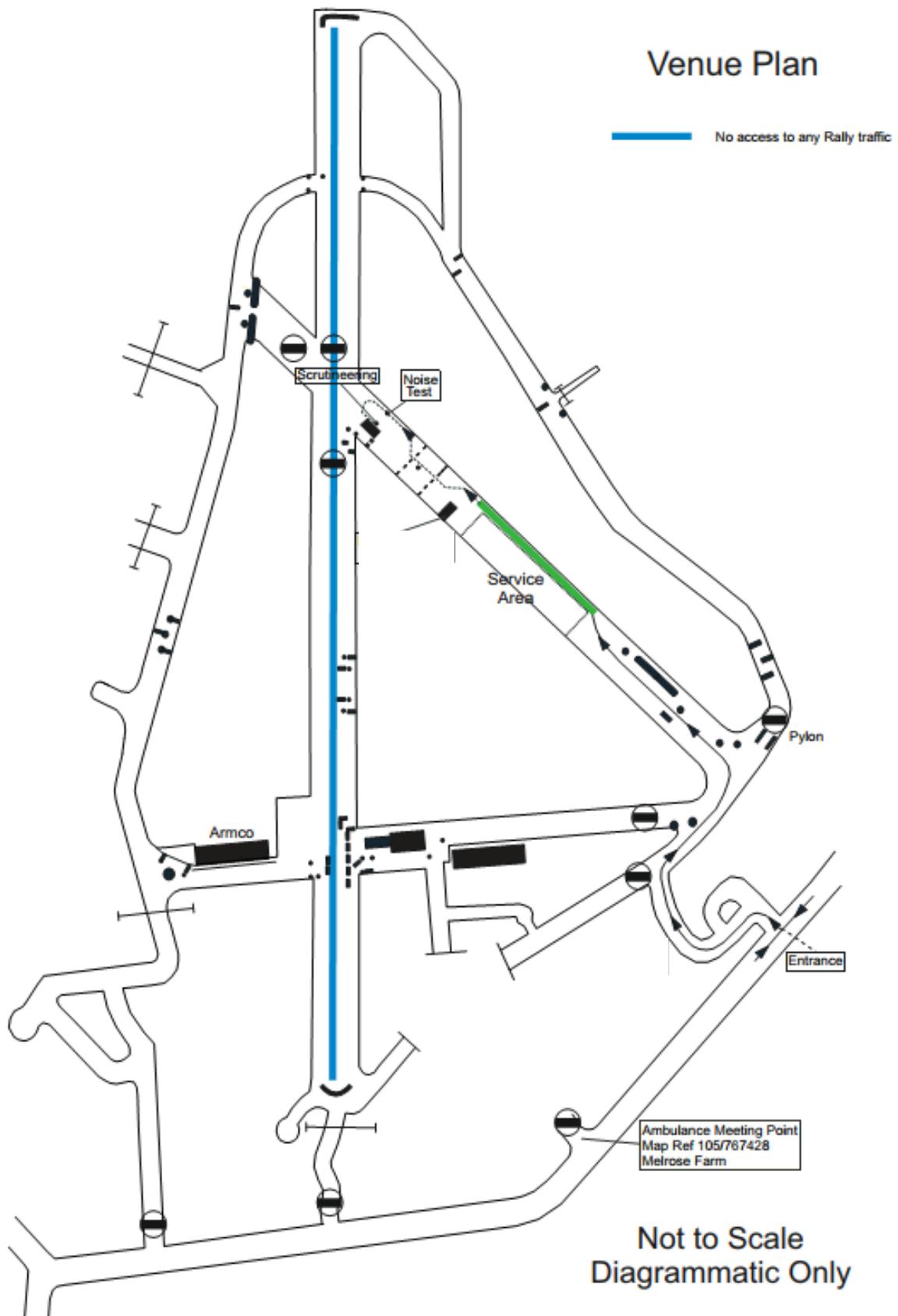
Stages 6-10
3.75 miles
Bogey 3.00
Target 10.00



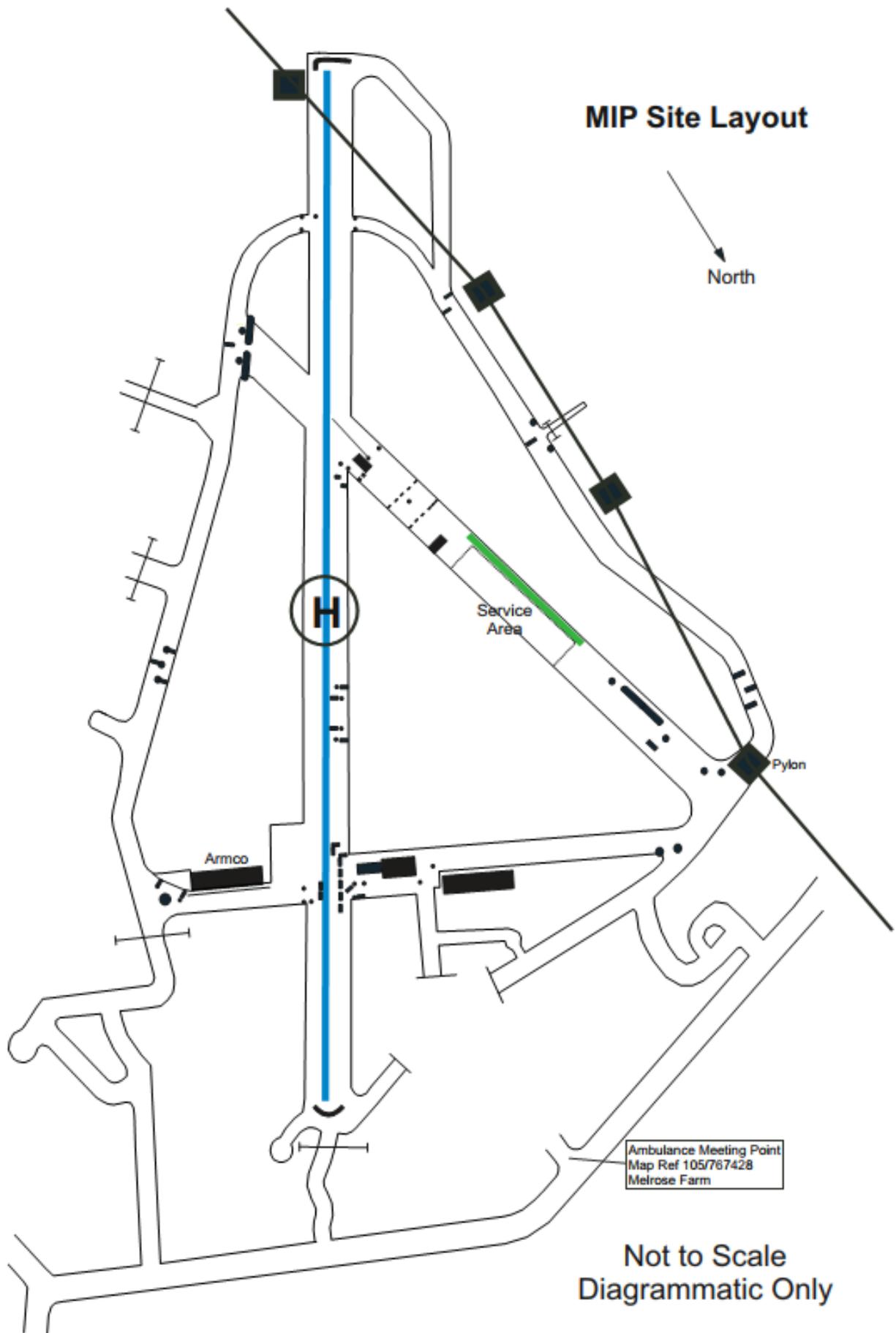
Not to Scale
Diagrammatic Only



APPENDIX E – VENUE LAYOUT



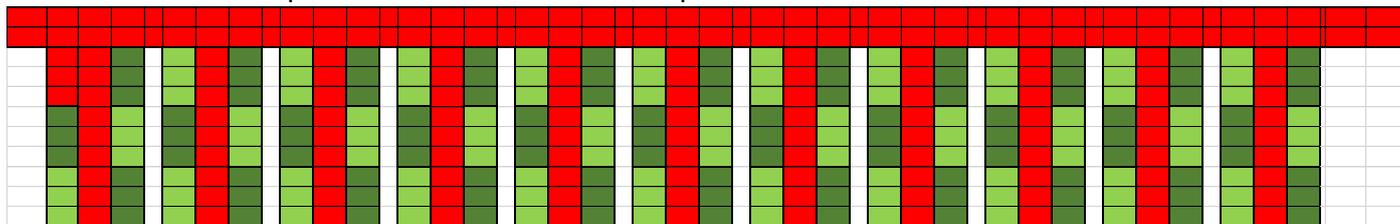
APPENDIX F – MAJOR INCIDENT PLAN SITE LAYOUT



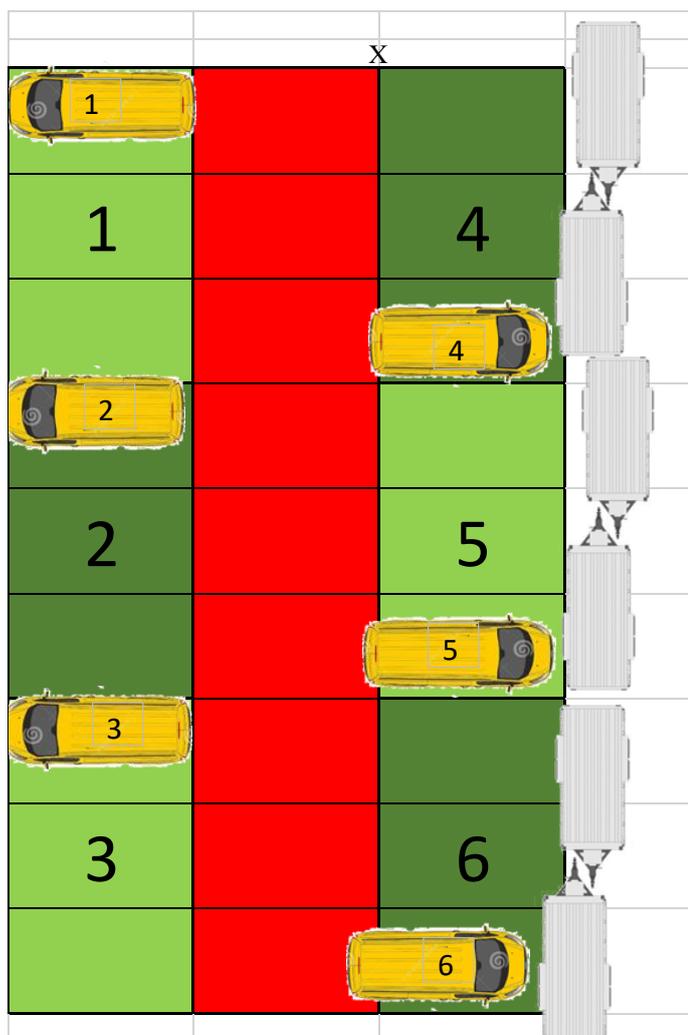
Appendix H – Covid 19 considerations, Service Area

The service area is the area with most likelihood of social distancing failing. It is the area with the highest concentration of people for the longest time. Only those with Green Wrist bands should be present.

It is our intention to split the service area into 13 separate areas as shown:



The area is made of concrete pads approx. 4.6m x 7.1m. It is our intention that each competitor would have the use of 3 pads. A half-pad between each area will be used to park vehicles/trailers to give a physical barrier between crews. The service vehicle will then act as a barrier between crews in the same area as shown:



Service vehicles usually have a rear entrance and a side N/S door – this configuration allows access to both. It is appropriate to swap the car with a trailer etc.

The red areas are for cars to drive, creating a clear gap between crews.

Not all bays will be available to use due to obstructions on the ground. If we have a full entry there is an overflow service area towards the pylon area of the venue and towards the stage stop area. These should be used only if all other bays are occupied, or if a competitor brings an oversized vehicle.

At the point marked X on the diagram will be a sanitization point. This will be a Traffic cone with signage and taped to the top will be Hand Sanitiser Barrier Cream. This is a non-alcoholic sanitizer that lasts for up to 4 hours. Each bottle states they will last for 500 applications. With 12 bottles and a maximum occupancy of 300 competitors and support crew, this will allow an average of 16 applications per person which we believe is sufficient. These will be checked at lunchtime and replaced as required.

Ideally toilets will be shared between 2 zones of the service zone – these are to be located away from the traffic flow. Each toilet will also have a sanitization point.