



HEALTH AND SAFETY GUIDANCE

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This document heavily references the Health and Safety at Motor Sports Events, a guide for employers and organisers document which is ©Crown Copyright 1999 and is available at £10 from:

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INTRODUCTION

This guidance is issued by the MCFederation. Following the guidance is not compulsory and member clubs and organisers are free to take other action. But if they do follow the guidance they will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to the HSE guidance as illustrating good practice.

Motorcycle sport comes in many forms from Motocross through Cross Country to Trials and attracts competitors of all ages from 6 years upwards. Within each 'discipline' of motorcycle sport there is a vast variation in the level of events from small local club based events up to Pro Class International events attracting thousands of spectators, each creating a different set of circumstances to which this guidance refers.

This guidance is to help MCFederation member clubs to be able to identify and manage the recognised risks involved in running motorcycle sporting events and safeguarding the health and safety of employees, volunteers and spectators alike.

There are a number of areas of safety that need to be considered when organising a sporting event, including fire safety, fuel storage, manual handling, noise, electrical safety and safe handling of equipment to name but a few.

MCFEDERATION GENERAL HEALTH AND SAFETY POLICY

The MCFederation recognises that organisers working under their authority and regulation are working in an environment where hazards may exist. It is their policy to encourage their member clubs and organisers to conduct their activities so that the Health and Safety of their employees, volunteers, competitors and others that may be affected by their activities are ensured so far as is reasonably practicable. For more information please refer to #1 MCF Health Safety Policy Procedure 2014.

PRE-EVENT PLANNING

The easiest way to manage risk at an event is to make sure that organisers have planned as much in advance as possible, this planning will vary dependent upon the venue that is to be used for an event. If, for example, an established venue is to be used a check will need to be carried out to ensure that the safety features in place are to MCF requirements and that the assessment of any risks is conducted, if on the other hand a green field venue is to be used then an assessment and plan for all of the safety requirements will need to be carried out.

Advanced planning for safety may well take into account such items as:

- Who is responsible for which jobs;
- The number of required officials and marshals;
- How key officials will communicate;
- The site layout, including emergency access and egress routes;
- The circuit layout, using the MCF circuit guidelines as a reference;
- Layout and positioning of the paddock and car parks;
- Medical requirements for the event;
- Officials sustenance throughout the day;
- A major incident plan, you may wish to use MCF Emergency Plan;

For larger events where a reasonable sized crowd is expected it may be that a person needs to be appointed to act as the Safety Officer who can be responsible for completing the MCF event check list as well as managing the safety requirements throughout the event.

EVENT MANAGEMENT

The good management of an event generally relies on ensuring that all of the staff and volunteers are aware of their own roles at the event as well as the roles of other key officials, it is extremely important to establish a chain of command and communicate this to all concerned.

Pre event briefings are a good way of communicating requirements to all of the officials and these may be conducted in more than one stage:

- Clerk of the Course briefing with key officials
- Chief marshal briefing with event marshals
- Clerk of the Course briefing with competitors

It is essential that all track side marshals are aware of their duties and are familiar with all flag signals that they are to convey to the competitors.

Prior to commencement of the event an official should inspect the circuit to ensure that it complies with the MCF Circuit Guidelines, that all officials and medical staff are in place and that the circuit is clear of competitors and public before allowing the event to begin.

COURSE DESIGN

All circuits should be laid out to conform to the MCF Circuit Guidelines and should take a number of points into consideration, it is always good to take advice from an experienced competitor or organiser when laying out a new circuit, and some of the points that may need to be considered are:

- The age of the competitors at the event;
- The skill, experience and number of competitors;
- The type of vehicle to be used;
- The maximum speeds at different parts of the course;
- The positioning of obstacles;
- The types and positioning of barriers or other arrangements needed to protect spectators;
- The condition of the surface of the circuit;
- The location of the start and finish points and the position of hazards such as bends, sloping or uneven ground and trees;
- The position of the entry and exit points to the pits and any work areas;
- The locating of various officials and the positioning and distance between marshals' posts;
- The location of first-aid, fire and rescue services and whether they can quickly reach any point where an incident might occur;
- The location of vantage points for officials and marshals -these should be constructed so that the means of access is safe and so that there is no risk of people falling from a height.

Many of the above points will be discussed during the circuit inspection for certification if required for the discipline.

BARRIERS

It is essential that spectators and marshals are sufficiently protected from competitors' machines. It is also imperative that you take into account the possibility of spectators straying onto the circuit. The types of acceptable barriers, based upon experience and calculation can be found in the MCF Course Guidelines and must be viewed as a minimum requirement.

Where a non solid barrier is used, it is essential that sufficient signage is used to inform spectators which areas around the circuit are prohibited to the general public. The design and wording for the signs can be found in the MCF codes of practice.

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The safest way to protect both spectators and competitors is to allow room at the side of the circuit for competitors to correct errors before colliding with any barrier. The positioning and style of barrier should take in to account the direction of racing.

In certain areas you may need to consider an extra catch fence in front of the spectator barrier to minimise the risk of injury to a member of the public.

All marshals and other officials, including first aid, TV crews and press, should be able to carry out their duties without being put at unnecessary risk.

It is the responsibility of the organiser or their dedicated safety officer to ensure that the integrity of the fencing is maintained throughout the event.

Paddock Safety

When laying out the circuit you will need to take into account the size and layout of the paddock, the area will need to be of sufficient size to cope with the expected number of competitors whilst not restricting access and egress at any time, it may also be necessary for emergency vehicles to gain access to the paddock.

A number of other issues need to be considered within the paddock, especially the riding of machines by competitors. In most instances this should be prohibited however in certain circumstances and with particular vehicle types this may be permitted within strict limits. The use of such equipment as generators, pressure washers and welders should also be considered.

Fuel & Fire

Fuel is considered to be a hazardous substance and is covered by a number of articles of legislation notably for Motor Sports events the Petroleum Spirit (Motor Vehicles etc) Regulations 1929 and the Petroleum Spirit (plastic Containers) Regulations 1982.

In all instances fuel should only be stored in appropriate cans of capacity of no more than 10 litres if constructed from metal and 5 litres if constructed from plastic. If an area adjacent to the track is provided for machine maintenance and refuelling all engines should be stopped prior to fuelling and fire extinguishers of the correct type and certificated must be available.

Motor Sports events are covered by the Fire Precautions act 1971 and the Fire Precautions (Workplace) regulations 1997 as amended 1999. These regulations call for the consideration of fire safety within the Risk Assessment as well as for an emergency plan which is available within 'MCF Emergency Plan'

First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide first-aid facilities for their employees. Although there is no requirement for the organisers of events to provide first aid for people they do not employ, because of the nature of the sport they may wish to consider providing first aid for spectators, marshals, officials and competitors. First aid for spectators may be required by the safety at sports grounds legislation.

The MCFederation codes of practice set out the minimum requirements for running an event under the regulation of the MCF. Further consideration may need to be given to events that cover a large area or are expecting to attract a large crowd.

Accident and Incident Reporting

All instances where a person is attended to by the medical facilities should be reported to the MCF, the form MCF14 is provided for you to give to your Chief Medical Officer to allow concise reporting of injuries and this should be returned to the MCF.

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More serious injuries should be investigated and reported to the MCF using the form 'MCF21 Claims and Serious Incident Procedure'. It may be necessary to take photographs and write reports or take witness statements and contact details so suitable equipment should be available. Organisers may wish to appoint a person responsible for this duty within their pre event planning.

Should a fatality occur at an event it will need to be reported to the enforcing authority, in the case of Motor Sports this will be the local Police force, it is imperative that you do not repair or replace anything at the scene before their arrival and they will instruct you as to your next steps. Be sure that the enforcing officer is aware that the event is being run under an exemption permit from articles 1,2 & 3 of the road traffic act 1988 and ensure that you have your permit to hand.

Although sporting injuries are exempt, should an official or member of the public be injured during the set up and break of an event then it will need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Reportable items are fatalities or 7 day injuries to members of the public or dangerous occurrences that could have involved the public, fatalities or 3 day injuries to employees or self-employed people working at the event and dangerous occurrences that could have involved employees or self-employed people working at the event. A more than 7 day injuries is where a person is restricted from carrying out their full employment duties for a period of more than 7 days.

It is important that serious accidents and incidents are reported to the MCF on the post event report, this will enable continuous assessment of the safety requirements for circuits.

COMPETITORS

It is the responsibility of the organiser to ensure that competitors are entered in to the correct class for their vehicle, ability or age. Requirements for classes can be found in the specific discipline regulations within the MCF codes of practice. All competitors at events must be licenced by the MCF either annually or for the individual event.

VEHICLES AND SAFETY EQUIPMENT

All vehicles and safety equipment used at an MCF event must comply with the current regulations as laid down in the MCF codes of practice for the specific discipline, these standards are set down as a minimum and an individual club may impose further safety equipment requirements.

Competitors who use unsafe vehicles or vehicles that do not comply with the MCF regulations put other competitors, officials, spectators and themselves at risk. Any vehicle that has an obvious defect you should make sure that the vehicle is not used in the event.

If pre event inspection is to take place you need to consider a suitable area that can be set aside and inspection can be carried out without interruption and in safety.

EVENT OFFICIALS

It is essential that key officials are competent within their roles. The MCF conducts training for Clerks of the Course and Chief Technical Officials and issue licence to those that complete the training. Licences are valid for a period of three years whereby refresher training will need to be conducted. Key event officials should always be on the lookout for potential new officials who may undergo future training. It is the duty of key officials to brief other officials who work under their authority at an event.

NOISE

Instant damage can be caused by exposure to high and peak levels of noise but lower levels can also cause damage if exposure is prolonged. At motor sport events some people may be exposed to high levels of noise, for example from competitors' vehicles. They might be working as trackside marshals or noise test officials, these people attend motor sport events regularly and will be at greater risk of long term damage due to repeated or continual exposure periods.

The Noise at Work Regulations 1989 (NAWR) contain the legal duties of employers to prevent damage to the hearing of workers from excessive noise at work. These CAD Regulations do not apply to non-employees (ie volunteer marshals or spectators) though employers have general duties under the HSW Act in relation to non-employees.

The MCF codes of practice state the acceptable sound levels form and measurement techniques for a machine and the testing should be carried out by a qualified person, ear protection should be used by these officials. When conducting sound measurements consideration should be given to the surrounding area with regard to noise nuisance.

WORK EQUIPMENT

Many types of equipment are used at motor sports events and can be dangerous; if not used correctly, they can cause serious and sometimes fatal injuries. Work equipment is subject to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER), the primary objective is to ensure that work equipment does not give rise to risk to the operators or others.

When using tractors or other power take off (PTO) equipment, it must be ensured that the PTO shaft is continually guarded. All work equipment should be fitted with a cab or roll over cage to protect the driver. It is recommended that plant machinery is operated by a certificated operator.

The public as well as competitors should be restricted from entering the confines of the course when machinery is being operated.

ELECTRICAL SAFETY

The use of Electricity at work is governed by the statutory Electricity at Work Regulations 1989, these require that “Every work activity, including operation, use and maintenance of a system and work near a system, shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger”

All mobile electricity generators, especially those to be connected to race trucks, fall under wiring regulations BS7671

Where work is being carried out on electrical systems or equipment, it should be done by a competent person. No one should carry out electrical work unless they have sufficient training and experience to prevent danger to themselves or others. This may mean using an outside contractor; if you do, you should make sure that the contractor is competent to do the particular kind of work you are employing them for. For example, a contractor who is competent to work on fixed wiring installations may not be competent to repair portable electrical equipment. Certification by the National Inspection Council for Electrical Installation Contractors (NICEIC) indicates contractors' competence to carry out installations in accordance with BS 7671: 1992.

Equipment which is installed or used outside should be of suitable weatherproof construction and may need to be protected from mechanical damage, for example cables which are likely to be driven over by vehicles.

HAZARDOUS SUBSTANCES

Many products and substances found at motor sport venues are hazardous and can affect health. Some of them can cause harm immediately but it can also happen over a longer period of time. They might include:

- fuel (this is dealt with earlier as a separate item in paragraphs 34-39)
- paints, solvents and timber preservatives used for maintenance of the site
- exhaust fumes in vehicle workshops or where events take place indoors
- cleaning chemicals in bars or food areas
- waste oil
- clinical waste (Chemical toilets etc)

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Where hazardous substances are used for, or produced from, a work activity they come under the Control of Substances Hazardous to Health Regulations 1994 (COSHH). At many small events, it is unlikely that fuel would be the only hazardous substance present. Domestic products such as cleaning materials may also be present, in these cases all that is needed is to follow the manufacturer's instructions. However, many commercial products may be hazardous and will be marked with warning labels.

If hazardous substances are stored and used on site they should be stored in a controlled environment and clearly signed.

PROTECTIVE CLOTHING AND EQUIPMENT

The Personal Protective Equipment at Work Regulations 1992 require employers to provide suitable protective clothing or equipment for those employees, although it is not a requirement of the Regulations, there may be circumstances where organisers may wish to provide protective clothing or equipment for volunteer officials. For example:

- High visibility clothing where marshals might need to go close to high speed competition vehicles;
- Ear protection in noisy areas;
- Coloured vests or armbands so car park, pit or paddock marshals are easily noticed.

MAJOR INCIDENT PLAN

At an event where large numbers of spectators are expected, or if requested by a local authority, you need to think about the possibility of emergencies or incidents which the first-aid and rescue personnel at the event may not be able to handle on their own. Consideration needs to be given as to how you would deal with a major fire or an accident where there might be many casualties. MCF22 Emergency Procedures is a generic form produced for this purpose but may need some adjustment to suit individual circumstances.

FATALITIES

Although they are extremely rare, fatalities do sometimes occur at motor sport events. If someone is killed, you should inform the Coroner via your local police station, or in Scotland the Procurator Fiscal, immediately. You should not disturb the scene of the accident. The police may wish to carry out an investigation if they think there has been a contravention of the Road Traffic Act 1991. You should make any investigating officer aware of the permit issued against the Road Traffic Act and have a copy available for them.

EVENT CHECKLIST

An event checklist, MCF4 Clerk of the Course Risk Check List, is provided with every MCF permit pack and it is the duty of the Clerk of the Course to ensure that the form is completed prior to the start of every event. A copy of the completed Check List should be returned to the MCF office following the event.

EVENT REPORT

A post event report form, MCF15 Clerk of the Course report, is provided for each event and is the responsibility of the Clerk of the Course to ensure that this is completed and returned to the MCF office following the event.

GENERAL INFORMATION**THE HEALTH AND SAFETY AT WORK ETC ACT 1974**

The Health and Safety at Work etc Act 1974 (HSW Act) applies to all employers, employees and self-employed people. The Act protects not only people at work but also members of the public and volunteers who may be affected by a work activity. Where there is no work activity taking place, for example at an event run by a club made up of volunteers, the Act applies only in a limited way. In these cases it makes requirements for the people in control of sites, equipment or substances which are provided for people to use. Organisers have a duty of care to consider the following;

- spectators;
- competitors;
- volunteer officials and marshals;
- contractors delivering equipment or working on site.

As far as is reasonably practicable, the organiser should ensure:

- That the workplace is safe and without risks;
- That safe methods of working are set and followed;
- That machinery and equipment is properly maintained and safe to use;
- That equipment and harmful substances are used properly and stored safely;
- That the welfare of employees and volunteers is not affected by noise, dust or fumes;
- That employees and volunteers are provided with the training, information and supervision needed for them to work safely

Some of the people at risk could be children or have a disability and might be especially vulnerable. People can be absent-minded, careless or simply unaware of danger, particularly where there are moving vehicles or dangerous equipment, and this should be taken into account.

The Health and Safety (First-Aid) Regulations 1981

Under the Regulations arrangements for first aid should be made at places where people work. The level of first aid needed depends on a number of factors, including the number of employees and the type of work they are doing. The Regulations will apply both to motor sport events where there is a work activity and where employees are on-site carrying out maintenance or administration work.

The MCF Codes of Practice set out the minimum requirements for first aid cover at an event, this will need to be assessed if a large number of spectators are expected to attend an event.

RECORD KEEPING

A record of all reportable accidents and dangerous occurrences should be maintained, the records should include the date and time of an incident, the name and occupation of any person affected, details of any injuries, the place where the incident happened and a brief description of the circumstances, the MCF forms can be used for this purpose and returned to the MCF office. The MCF forms should also be filled in by the medical services for all other injuries and returned to the MCF office and kept on record for three years.

THE ROAD TRAFFIC ACT 1991

Under this Act the offences of causing death by dangerous driving, dangerous driving, careless and inconsiderate driving and causing death by careless driving also apply to the use of a vehicle in a public place off the highway. In some circumstances this could affect motor sport competitors. The offences do not apply to people taking part in 'authorised' motoring events, providing they are driving in accordance with the MCF regulations for the event. The Motor Vehicle (Off Road Events) Regulations 1995 name a number of bodies who can authorise events and the MCF issue these under the authority of NORA 92 Ltd. It is the responsibility of the organiser to apply to the MCF for the issue of a permit for all of their events on the forms provided. It is not an offence to organise or take part in an unauthorised event in a public place, but those taking part should be aware that they may be liable to prosecution if they drive dangerously or carelessly.

Notes