



Club Triumph & Chelmsford Motor Club SPRING AUTOSOLO, AUTOTEST & PCA

14th May 2023

**Chelmer Valley
Park & Ride**

SAFETY MANUAL

SAFETY MANUAL

Introduction

This manual has been produced (with acknowledgements for the original template to Cambridge Car Club Limited) to instruct officials and marshals on the safety issues and special procedures relating to the safe running of this event and to provide information in the event of an incident.

Health and Safety Policy

Club Triumph & Chelmsford Motor Club apply high standards to all aspects of health and safety. The safety of competitors and marshals is taken into consideration when each event is planned. The organisers believe they have taken all reasonable precautions to ensure the safe running of this event, The CT & CMC Spring Autosolo.

In turn the Clubs expect that every person participating in the event, whether competitor, official, marshal or spectator shall take all reasonable care for the health and safety of themselves and others who may be affected by his/her acts or omissions during the operation of the event, in order to achieve the highest standards of safety performance. Accordingly, as a minimum the event will be managed in accordance with the Motorsport UK Competitors Yearbook and Officials Yearbook

The Clerk of the Course (CofC) is the person responsible for health and safety matters in connection with the event to which support staff have been allocated to monitor all health and safety regulations and aspects of the event.

ATTENTION!

Cars move unexpectedly and may:
Slide out of the test boundaries
Fail to stop at the stop lines
Not travel in any particular direction
Do what you least expect

PLEASE TAKE CARE



Officials Mobile Phone Numbers

Name	Position	Telephone
Clerk of the Course	Mike Helm	07860676149
Deputy Clerk of the Course	Nigel Abdullah	07970473986
Asst. Clerk of the Course	Tony Michael	07747398726
Chief Marshal	Jim Bowie	07799535190
Event Secretary	Dave Thompson	07800731354
Timing & Results 1	Jim Bowie	07799535190
Timing & Results 2	Simon Tonks	07714697299
Event Steward	Paul Brewerton	07702113684
First Aider	Neil Wackett	07766610172
Scrutineer	Chris Shaw	07707663402
Safeguarding Officer	Alison Bisping	07968010604

Radio

There will be portable radios operating on:

Channel 5 for event management,
Channel 6 for test area A,
Channel 7 for test area B.

Use the person's name for all formal communication. Precede calls with safety or urgent as appropriate if dealing with event management or an incident. Wait out if an urgent call is in progress.

Entry into the venue

Chelmer Valley Park & Ride is located north of Chelmsford, Essex on Pratts Farm Lane Lane. The venue entrance is clearly identified at the roundabout conjoining with the A130.

OS Grid Ref: TL 718 118

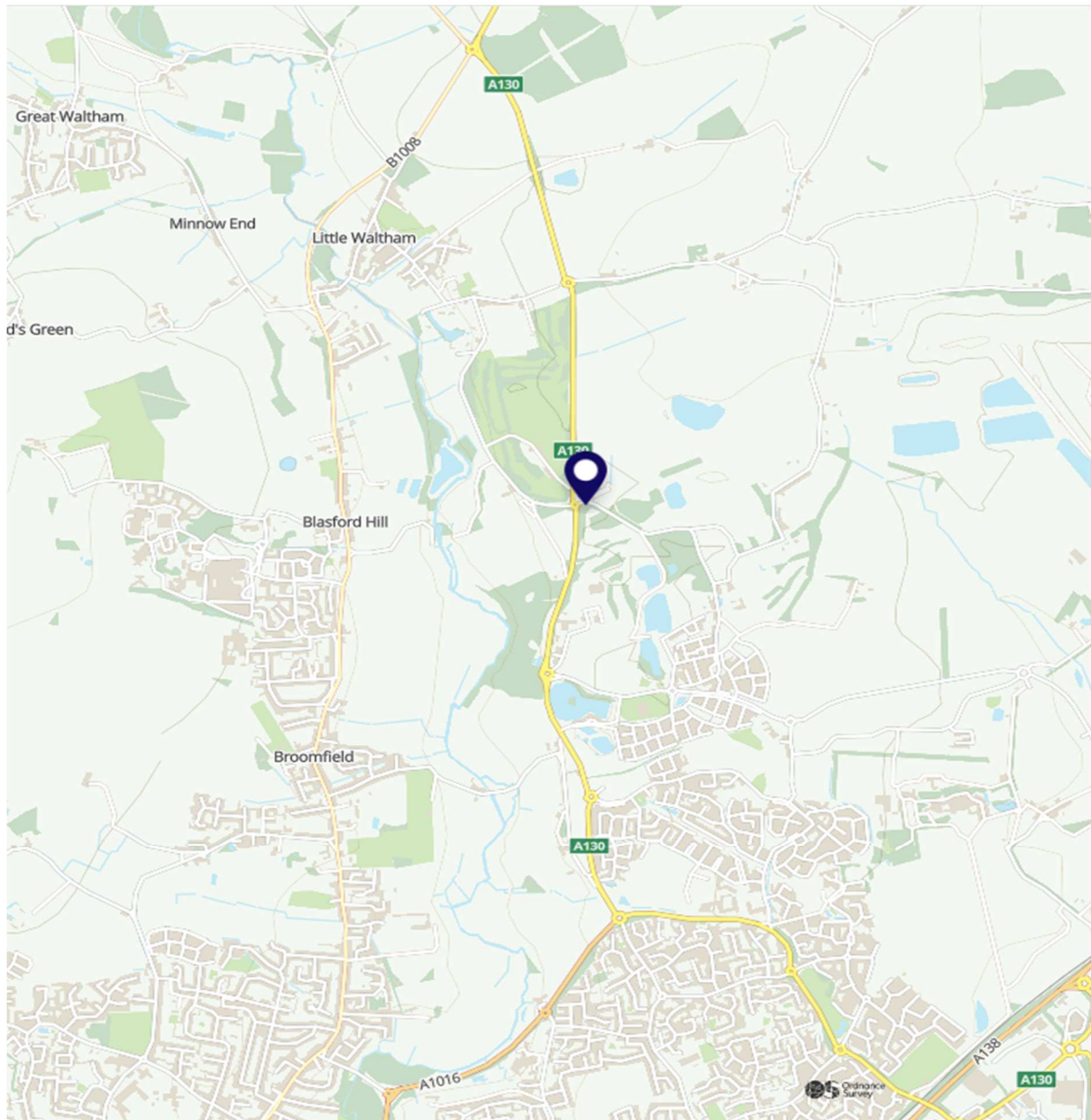
Latitude: 51° 46' 42.6"N

Longitude: 0° 29' 20.3"E

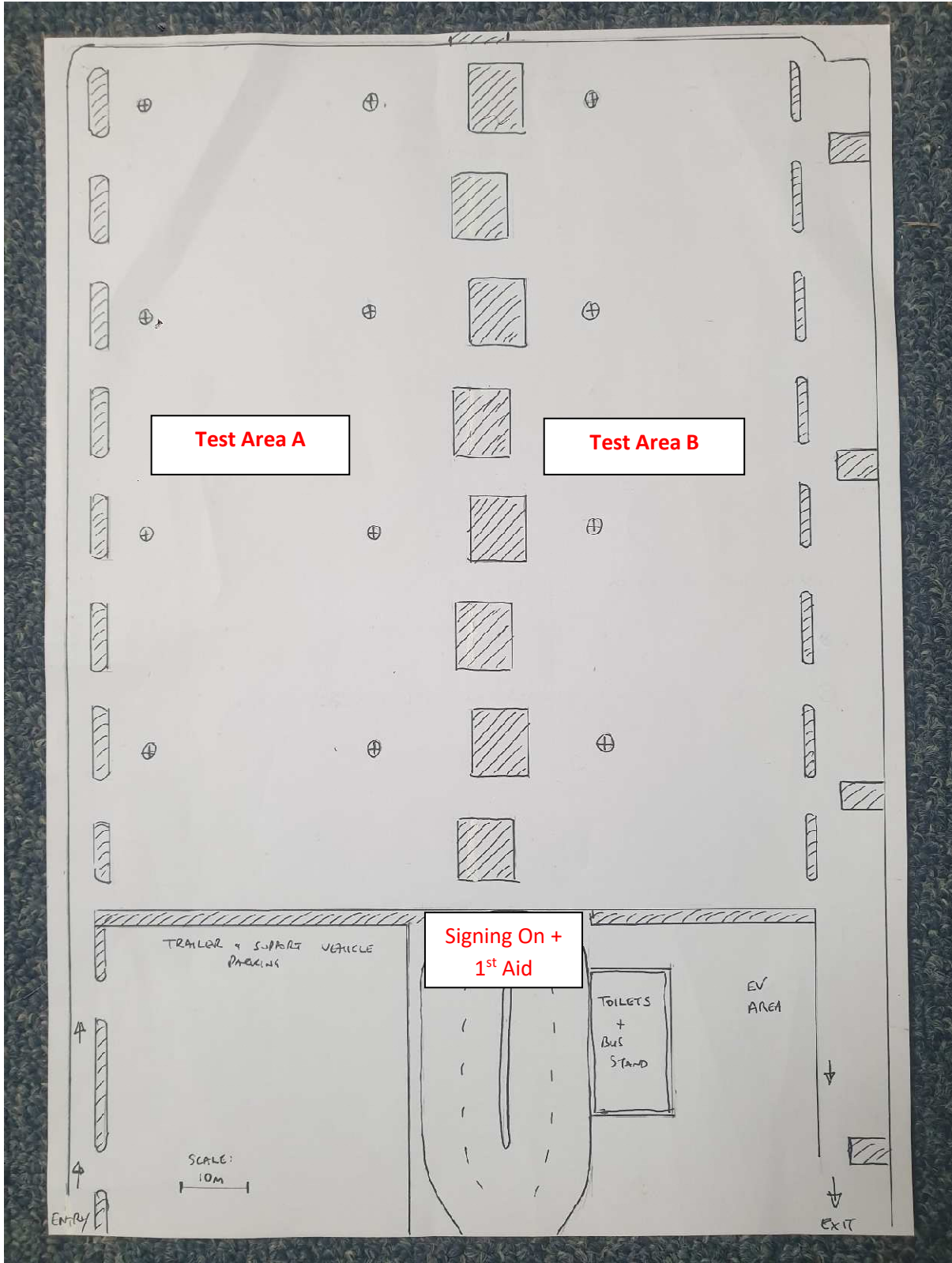
Postcode CM3 3PR

What3Words <https://what3words.com/things.wasp.nuns>

The speed limit throughout the venue, apart from the tests, is 10 mph. Persons exceeding the speed limit may be asked to leave.



Venue Map



Service Area Guidelines

Competitors should park in the paddock to leave at least 2 parking spaces between their area and the next-door area.

It is not normally expected that vehicles will need servicing during an AutoSolo, and no designated service area is provided.

However, it is acknowledged that some vehicles may need repair during the event in which case the following Guidelines should be followed.

Competitors and any support crew should be aware of their own and other people's safety and well-being if working on their vehicle.

1. No refueling is allowed due to the risk of spillage damaging the ground. An AutoSolo only requires a small quantity of fuel to complete the event so refueling should not be required. A roadside fuel station is nearby at 3 Eagle Way, Little Waltham, Chelmsford CM3 3FY. **Please ensure you have sufficient fuel to last through the day.**
2. If a vehicle must be jacked up, take special care.
3. No working under a raised vehicle unless properly supported on axle stands, ramps or a car trailer.
4. If a spillage of oil or other fluid occurs a spill kit (either the competitors own or the organisers which will be available at Signing On Point) must be used to clear up the spill. The CofC must also be informed of the nature and location of the spill. The liability for any spill and remediation is the responsibility of the competitor.
5. Fire extinguishers are available at Signing On Point.
6. First Aid kit is available at Signing On Point.
7. Tyres should only be inflated with portable 12-volt compressors or foot pumps.

Medical

The First Aider is the qualified first aider on site.

The nearest hospital is Broomfield Hospital, Chelmsford. See hospital details later in this manual.

Emergency services may be contacted direct on 999 if need arises.

Incident Procedure

The marshals will deal with minor incidents on the event and every effort must be put into avoiding, suspending or stopping the event. ONLY in the case of fire, danger to life and/or event test blockage should the running of the test be suspended and then only with the sanction of the CofC.

However, the test marshals will only start the next competitor when the test is clear and they are able to give adequate attention to the competitor undertaking the test.

If a competitor has a problem with their car they should stay in the car until a marshal approaches and the competitor should give them the thumbs up after which the marshal should stand at least 2m away whilst the competitor explains the problem (whilst staying in the car).

If a car comes to an involuntary stop on a test, the marshal should approach the car from the front and wait for the competitor to give the thumbs up and then, standing at least 2m away, the competitor can explain what the problem is.

If a car needs to be removed from a test, the competitor should stay in the car and 2 marshals, one at the front/rear (as appropriate) and one at the passenger side, should push the car to a place of safety.

If 2 marshals are not sufficient to push the car, it will need to be towed with another vehicle. In this case the driver of the tow vehicle must be the only person handling the tow rope etc.

If the event has to be stopped it is the CofC's responsibility to decide on the correct level of response to be used in order to deal with the incident effectively and efficiently.

If the event requires additional resources the following RV point has been allocated:

RV point 1: Venue entrance

OS Grid Ref: TL 718 118

Latitude: 51° 46' 42.6"N

Longitude: 0° 29' 20.3"

E

Postcode CM3 3PR

What3Words <https://what3words.com/things.wasp.nuns>

In the event of assistance being required from the emergency services (Fire, Ambulance, Police) an official of the event will be dispatched to the RV point to meet the appropriate services. If the services are required at the scene of the incident the official will escort them to the scene.

Air Ambulance Movement and Safety Procedures

This will be unlikely, but in the likelihood of an evacuation being carried out by air, the county air ambulance may attend the scene if this is the case;

1. **DO NOT APPROACH** the aircraft unless specifically instructed to do so by a member of the aircraft crew

- 1 Keep yourself and ALL other people at least **100 metres** from the aircraft

- 2 **NEVER ALLOW ANYONE TO APPROACH THE REAR OF THE AIRCRAFT**- the tail rotor which is turning cannot be seen and it kills

- 3 Loading of the casualty will be carried out by the aircraft crew - if they need any assistance from first aiders or marshals they will tell you

- 4 **AT ALL TIMES THE AIRCRAFT CREW ARE IN CHARGE OF THE SITUATION**

During landing and take off the aircraft generates considerable wind-be prepared to secure any loose articles and items of clothing etc.

Incident Handling Method

The established method for identification of personnel during major incident situations is the use of Gold, Silver and Bronze.

Gold Personnel: Clerk of the Course

Silver Personnel: Secretary of the meeting

Bronze Personnel: First aider

The location of the relevant personnel is as follows

Gold: Event Control

Silver: Incident

Bronze: Incident

Duties

Clerk of the Course

1. The Clerk of the Course will primarily take advice from members of the Gold Team and make decisions relevant to the effective running of the event
2. The Clerk of the Course will ensure that the Steward is kept fully informed of all aspects of every emergency
3. The Clerk of the Course will control communication with the external emergency services and advise the secretary to the meeting with regard to these arrangements

Chief Marshal as 1st Aider

1. The secretary to the meeting will have under his control all first aiders and marshals in the event of an incident. These will be deployed to provide the most effective cover
2. The secretary to the meeting will collate all written reports. He is responsible for the collection of written reports from all sections and prepares a master report of all incidents

Media, Press and Statements

The Clerk of the Course only, will authorise any statements to be issued to the press or media.

First Aider

1. Upon arrival at the scene of an incident the First Aider will be responsible for the triage.
2. If necessary, the vehicle will be stabilised by the marshals.
3. The First Aider only will make any judgement concerning removing the casualty from the vehicle or any other movement of the casualty
4. The First Aider will prepare a written report of the incident.
5. The Marshals under the direction of the Clerk of the Course will be responsible for the removal of the any competition vehicle, only once the scene of the incident has been stood down.

Medical Report Form

First aider attending an incident to provide a written note of any incident requiring their attendance. Please fill a form in as soon as it is practical. When completed please hand this form to the Secretary of the Meeting.

Note to include

- Your name and contact telephone number
- Time of incident
- Description of injured person
- Apparent injuries
- Treatment given
- Recommendations given
- Comments made by injured person
- Name of any individuals involved in incident
- Name of any individuals assisting the injured
- Time emergency services requested if needed

Hospital details

The nearest hospital with an Accident and Emergency department is Broomfield Hospital:

Court Rd, Broomfield, Chelmsford
CM1 7ET

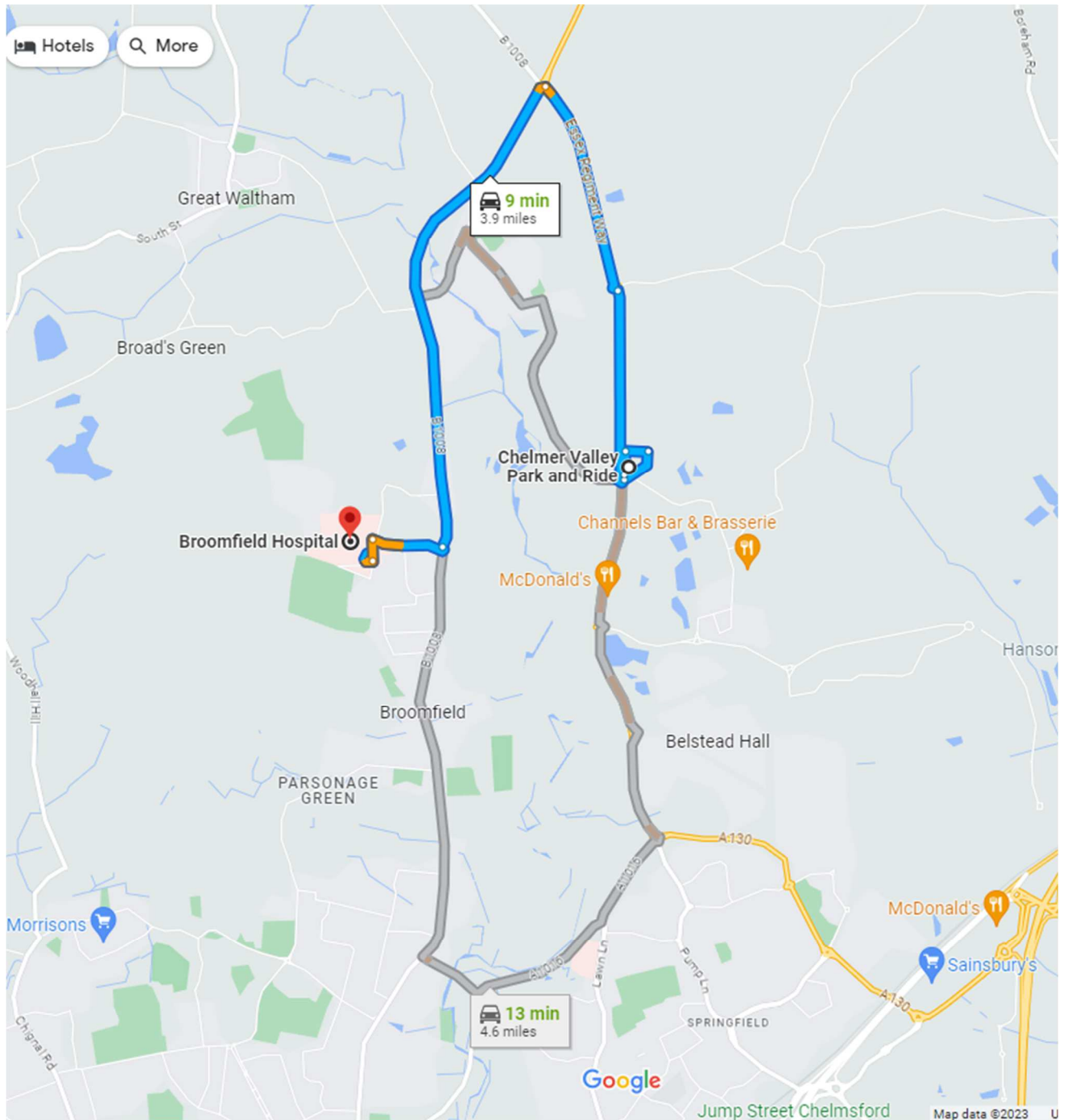
What3words

<https://w3w.co/discouraged.class.star>

OS Grid Ref: TL 704 103

Latitude: 51° 46' 30" N

Longitude: 0° 27' 58" E



Risk Assessments

The following have been highlighted as risks which could occur whilst the event is in progress.

Hazard	Risks	Evaluation	Precautions & controls in place	Further Action available
Fire	Injury to those in attendance, Slips, trips and falls, Burns, entrapment	Unlikely but with medium to high severity. MEDIUM	Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999
Impact	Collision with competing vehicles	Unlikely but with medium to high severity MEDIUM	Speeding on the Venue not allowed. 1st Aid on Venue.	If incident requires this call 999
Slips, Trips and falls	Ground slippery when wet. Fuel, Oil	Unlikely but with low severity MEDIUM	1st Aid on Venue.	If incident requires this call 999
Manual Handling/ Using manual tools	Cuts, Grazes, Splinters, Bruising due to injury from hand tools or similar.	These are quite likely however the impact is usually low. LOW	1st Aid on Venue.	If incident requires this call 999
Oil/Fuel	Fire, Slips and trips	Unlikely but with high severity. MEDIUM	No Refueling expected Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999

Spectators

The event is located remote from built up and habituated areas and is not generally visible from the main highway. In addition, it will be run as a “closed event” where no spectators, other than those involved with the event or venue itself, are allowed. However, if people on the site do spectate then the following steps shall be taken to ensure they can watch the event in a safe environment.

1. The CofC should ensure that the warning signs are adequately displayed at the public entrances. These signs will include Motor Sport is Dangerous Warning.
2. All marshals MUST wear a tabard and should carry a whistle as a means of warning people in the area of an approaching car, or to attract their attention if standing in an inappropriate location.

Incident Report Form

Event

Please complete this form as soon as practical.

When completed please hand this form to the Event Safety Officer

(via the closing vehicle or other event official if necessary)

Location

Stage Name

Stage No.

Junction No.

Competitors involved

Timings

Time Of incident

Hrs.

Reported to Control / Organiser

Hrs.

Request for Assistance

Hrs.

Arrival of

Doctor

Hrs.

Rescue

Hrs.

Recovery

Hrs.

Safety Officer

Hrs.

Details (continue overleaf if necessary):

Details (Cont):

Name of person completing form			
Address			
Signature			
Date		Time	