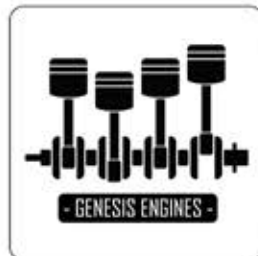


# NHMC Cadwell Stages Rally

Sunday 18th November 2018

**MOTORSPORT NEWS** **CIRCUIT RALLY CHAMPIONSHIP**  
IN ASSOCIATION WITH **MSVR**



MAPLE GARAGE LTD



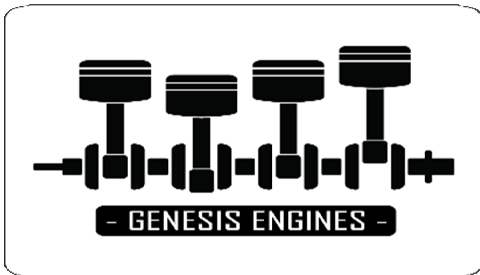
**FINAL INSTRUCTIONS**



with thanks to our sponsors:

**Andrew Jackson**

..... Solicitors LLP .....



# FINAL INSTRUCTIONS – COMPETITORS’ BULLETIN 1

## NHMC Cadwell Stages Rally

Thank you for your entry, your start number is on the enclosed entry list. Please check your details and if anything is wrong please inform the Entries Secretary, Gavin Heseltine (01430 440114 or 07561 523404, email: [entries@NHMCCadwellStages.org.uk](mailto:entries@NHMCCadwellStages.org.uk)) as soon as possible.

### **Entry to the venue**

**Please be aware that we are running a Junior Rally on Saturday afternoon – please give way to Junior competitors when you are entering the venue.**

Six entrance tickets have been emailed to the nominated person on the entry form (except for registered contenders in the Motorsport News Circuit Rally Championship). If you have not received the ticket email (which comes from “MSV Print @ Home Tickets <tickets@msv.com>”), please check any spam and junk email folders, and if you still cannot find the email, please contact the Entries Secretary. Separate vehicle passes will NOT be issued. Each ticket will admit one adult or child; children under 13 do not require tickets. All children must be supervised by a responsible adult at all times. Additional tickets may be purchased directly from MSV (0843 453 9000 or their web-site) up to **noon on Wednesday 15<sup>th</sup> November** at a 20% discounted rate of £12.80 (the normal advance booking rate is £16, £10 for teens; on the gate, the price is £20, £12 for teens). To get the discounted rate a discount code must be quoted. If you need the discount code, please contact the Entries Secretary for it.

Anyone leaving the venue on Saturday night must inform MSV Security, have their ticket scanned out, and retain their ticket for admission on Sunday. Anyone leaving the venue on Sunday may not be re-admitted (without paying) if they have previously surrendered their ticket.

Enter via the main gate (122/286811). Competitors should use the left-hand entrance gate. The full address is Cadwell Park Circuit, Louth, Lincolnshire, LN11 9SE.

No animals are allowed except assistance dogs. Any person found with animals (other than assistance dogs) will be removed from the venue. This is an MSV requirement which will be enforced by MSV.

### **Out of Bounds Areas and Driving Standards**

ALL AREAS OTHER THAN THE SERVICE AREA AND PUBLIC AREAS ARE OUT OF BOUNDS TO COMPETITORS AND ASSOCIATED PERSONNEL. Any person found in an out of bounds area will have their entry cancelled and will also forfeit their entry fee. In particular note that, in accordance with the circuit owner’s (MSV’s) instructions, competitors are **not** allowed to walk or cycle on the circuit or stage route; you are **only** permitted on the stage whilst competing.

The lowest paddock area (nearest to the Paddock Office) is out of bounds to vehicles except for scrutineering – this is to preserve separation from the live stage.

The road route between the service area and stage start is a 2 way road route. All competitors must comply with the circuit speed limit on the road route and drive with due care and attention for other road users at all times. Driving Standards Observers/Judges of Fact will be appointed to observe driving standards on the road sections of the event. They will report to the Clerk of the Course any driving at excessive speed, or erratically, or in a manner likely to alarm spectators (this includes any “tyre-warming”).

### **Contacting the Organisers**

We will be setting up the venue from Friday morning onwards, if you need to speak to us for any reason ring the Secretary of the Meeting (Ian Sadofsky) on 07842 417275 or the Entries Secretary (Gavin Heseltine) on 07561 523404.

### **Vehicle Parking**

All trailers must be unloaded outside the service area; please do not obstruct the access roads. Trailers should be left in the designated trailer parking area, NOT in the service area.

Only designated service vehicles are permitted in the service area. All other vehicles must be left in the car park.

### **Noise Test & Scrutineering**

After unloading your car proceed to the noise test. The noise test is located in the uppermost level of the Service Area (to the right of the access road) and will be arrowed.

The pre-event noise test will be in accordance with J 5.1.8 and R 4.1 (100 dB(A) at 0.5 m). Further noise tests may be carried out during the event.

**RACING ENGINES ARE NOT TO BE RUN BEFORE 08:30 OR AFTER 18:45.** This is an MSV requirement. The only exceptions are for unloading, noise test and scrutineering.

Noise test and scrutiny (as well as documentation) will be at the following times. **Sunday** scrutineering is **only** available to those competitors who ticked the box on the entry form.

We would like as many competitors as possible to scrutineer on Saturday

**Saturday 17<sup>th</sup> November 14:00 to 18:00**

**Sunday 18<sup>th</sup> November 07:00 to 08:00**

**Note that the last two stages may run in darkness – any auxiliary lighting you intend to use must be in place for scrutineering.**

At the noise test you will be issued with a scrutineering and documentation progress sheet. After noise, report to scrutineering in the Scrutineering Bay.

After scrutineering, take your car back into the Service Area, and then return on foot to documentation in the Paddock Office.

### **Licences**

Please ensure you have the correct competition licences (see Chart 26 on page 143 of the 2018 Blue Book or on the MSA web-site “Acceptable Licences (Stage Rallies) under “Resource Centre” | “Clubs and Organisers”). Drivers require a Stage Rally Licence (a non-race licence has **not** been acceptable since 2001). Stage Rally Licences **cannot** be applied for at the event. Co-drivers require any National B licence or a Rally National A Navigator Licence. If necessary, co-drivers may apply for a Non-Race National B Licence at the event (H 26.4.1). If you are in any doubt about whether you have a valid licence, please check with the MSA’s licensing department before the event.

### **Door Numbers, etc.**

On Saturday, numbers and other such items can be purchased from CJ Rallying.

### **Toilet Facilities**

Toilets including disabled facilities will be available throughout the event.

### **Camping, Caravans & Motor Homes**

Caravanning and camping is permitted on both Friday and Saturday nights (but not Sunday night). There is no charge for Friday or Saturday night camping.

**NO OPEN FIRES** and **NO FIREWORKS**. Failure to comply with these simple rules will result in a cancelled event and the loss of another venue.

### **The Official Notice Board**

This will be located in Rally HQ in the Paddock Office.

### **Amendments / Additions to the SRs**

**SR 3: Permit number 104352**

**SR 6:** The first car is due at MTC0 at 08:55.

**SR 7: Classes** the MX5 class is “Mazda MX5’s between 1600cc and 1800cc”

## **Competitors' Briefing**

A **mandatory** competitors' briefing will take place at 08:15 on Sunday morning outside the Paddock Office (or under the Scrutineering canopy if wet). This briefing is an MSA requirement. Both crew members of each competing car **must** be present throughout the briefing. Time Card 1 will be issued at the end of the briefing.

## **Time Cards**

You will be issued with **Time Card 1** at the end of the drivers' briefing; your due time at MTC1 will have been entered on that card by the organisers and also posted on the Official Notice Board. Once you have completed stage 1, hand the timecard in at the Card Collection Control, you will be issued with your next Time Card here. This Time Card will show your due time at the ATC for the next stage. Repeat this procedure for each stage.

## **The stage start procedure.**

The start will be signalled by automatic traffic lights. There will be NO verbal countdown. A comprehensive list of instructions for the stage start procedure can be found in your competitors pack and on the official notice board.

## **Awards**

The Awards Presentations will take place in the Café as soon as possible after the last stage has been completed.

## **Fuel**

There is a designated area for refuelling (shown on the stage maps). This area will comprise of a Vital Equipment dispensing area and a self-refuel area. Competitors using the self-refuel area must have deposited their BS standard fuel canisters within the self-refuel fuel storage area prior to 08:30 on 18th November 2018. Canisters will be tagged and logged by the Environmental Scrutineer. However, competitors are reminded that it is their responsibility to ensure the self-refuel area contains sufficient fuel for their day's sport or preferably use the Vital Equipment dispensing area. Please note that in instances of early retirement, you must have the consent of the Environmental Scrutineer to collect your canisters and you must follow his instructions fully in doing so.

Refuelling anywhere other than these designated areas carries a penalty of up to exclusion from the event.

## **Circuit Damage**

MSV do not want any tarmac surface damaged. See SR 20 (Any crew arriving at a stage finish with a wheel rim touching the tarmac or reported for damage to tarmac may be excluded), 34.1, and 34.10. **IF YOU HAVE A PUNCTURE YOU MUST STOP AND CHANGE IT.**

Any competitor driving on a punctured tyre such that the rim is touching the tarmac will be EXCLUDED. See SR 34.1 and 34.10 regarding reimbursement: **the circuit may charge the competitor for excess damage to the circuit surface as a result of driving on an exposed wheel rim.**

## **Food**

Water, hot food and drink will be available on both the Saturday and Sunday. See the event programme for further details.

## **Servicing**

Competitors are reminded to read the MSA document titled 'Service Area Guidelines' (Annex P of the Stage Rally Safety Requirements) which is attached to these Final Instructions. Appendix A of these Final Instructions contains MSV's Safety Guidance Notes.

All cars must be serviced on an environmental ground sheet and a spill kit must be available. Not all servicing can take place on hard-standing; please ensure you have suitable supports available – see the MSA "Service Area Risk Management" document.

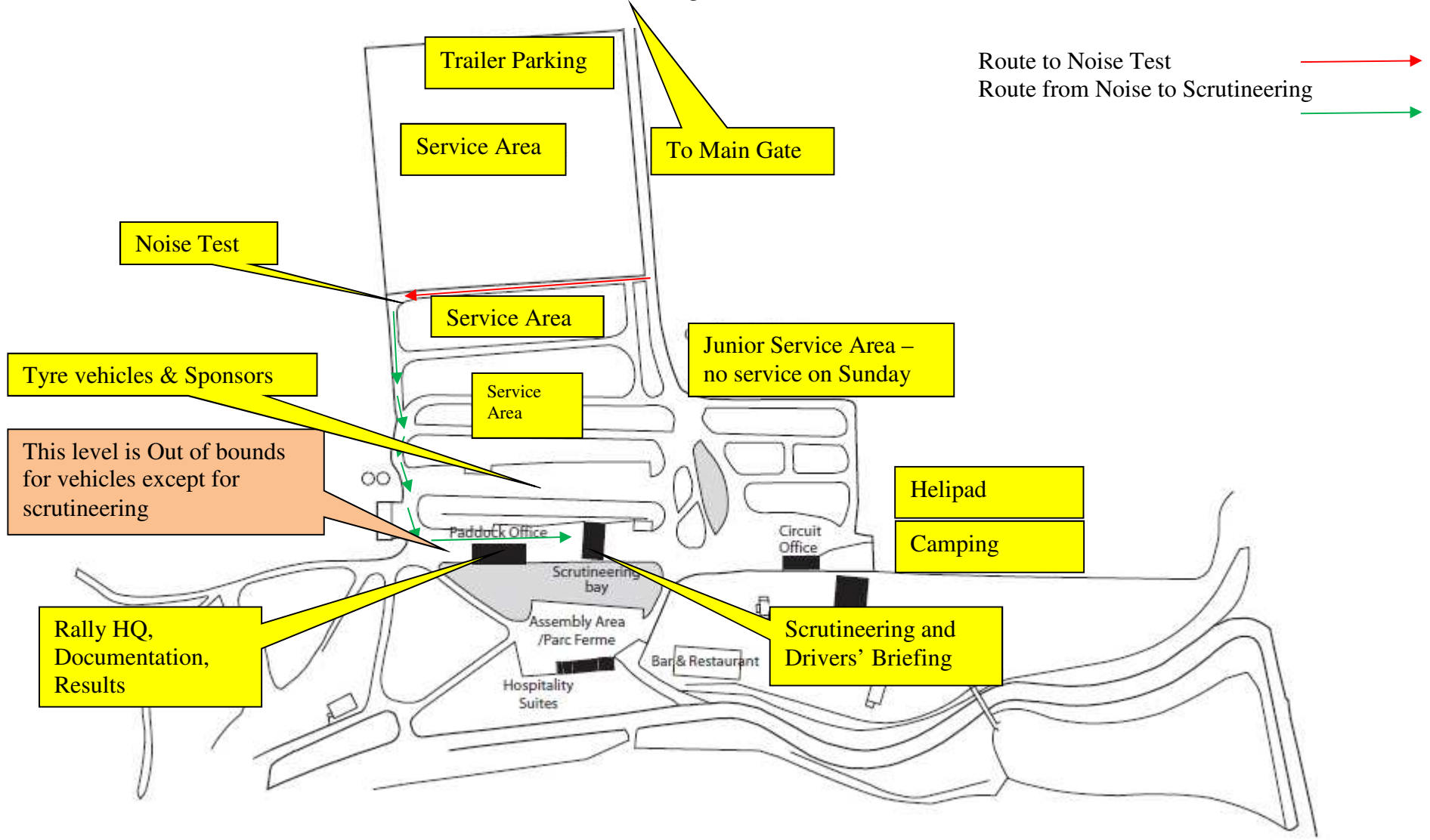
All rubbish must be placed in the bins provided. All waste oil must be placed in the containers provided. All used tyres and fuel containers must be removed from the site for safe and legal disposal. Any such items not removed will be disposed of by MSV at the relevant entry's cost.

### **Commentators Information**

You should have completed the Driver and Co-driver Publicity sections as part of your online entry. If you did not, or now have more to tell us, please contact the Entries Secretary.

***Finally, have a safe and enjoyable event and the best of luck.***

**Diagram of venue**



# CADWELL PARK CIRCUIT MAP





### 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:
  - a. The work is carried out with the knowledge of the organiser
  - b. A fire extinguisher with operator is on standby
  - c. No other work is carried out on the car during this operation
  - d. A safety zone is established within which all sources of ignition are removed
  - e. A minimum amount of fuel is used and any removed fuel is stored in a sealed container



## Service Area Guidelines Annex P

10. 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.
11. Entrants are responsible for all personnel in their team and in particular for supervising any young persons under the age of 18.
12. 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.
13. 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.
14. Whenever vehicle engines are being run, adequate ventilation must be in place.
15. Appropriate safety notices should be displayed and efforts made to ensure that they are complied with.
16. 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.
17. 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.
18. 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 re-fuelling 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 hand pumping, rather than 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.



## Service Area Guidelines Annex P

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.



## Service Area Guidelines Annex P

### 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.
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'.

## Appendix A – Safety Guidance Notes

MSV adheres to the Health and Safety at Work Act 1974 and its supporting legislation, regulations and guidance and we expect the same high standards and best practice from those coming to our Venues.

All teams and contractors must appoint a designated responsible person to oversee the safety of activities carried out on site. This name and contact mobile number should be known by the whole team and passed on to an MSV representative on request.

### 1. Storage and Use of Petroleum Spirit

- 1.1 All petroleum spirit must be stored in appropriate fuel containers complying with all relevant safety standards, away from any source of ignition.
- 1.2 All containers must be indelibly marked; "Petrol - Highly Flammable.
- 1.3 All empty containers must be removed from the venue after the event.
- 1.4 Generators should be powered by diesel and used in the open air.
- 1.5 Appropriate fire extinguishers must be readily accessible near any fuel store or refuelling activity.
- 1.6 Personnel must be trained and wear appropriate fire retardant personal protective equipment (PPE), before using petrol; especially when refuelling.
- 1.7 Vehicle refuelling is to take place in the open air where possible. If refuelling inside the garages all users must adhere to the 'Refuelling Hazard' signage displayed, as reproduced below;
  - 1.7.1 Petroleum spirit – Highly flammable
  - 1.7.2 No smoking and remove all ignition sources
  - 1.7.3 Switch off engine
  - 1.7.4 Open all doors and shutters – Good ventilation required
  - 1.7.5 Check location of your nearest fire extinguisher
  - 1.7.6 Maximum 25 litres of fuel stored in this garage
- 1.8 A no smoking ban and no ignition sources in the vicinity must be enforced by the person in charge of the refuelling process.
- 1.9 A vehicle must be cooled before refuelling.
- 1.10 Drivers and passengers must be outside a vehicle during refuelling and it's recommended all personnel stand a minimum 3m away.
- 1.11 When refuelling is in process a second person must be nearby, ready with a fire extinguisher.
- 1.12 Your attention is drawn to The Petroleum (Consolidation) Act 1928, The Petroleum (Consolidation) Regulations 2014, the Petroleum Spirit (Motor Vehicles) Regulations 1929, The Control of Substances Hazardous to Health Regulations 2002 (and amendments) and The Regulatory Reform (Fire Safety) Order 2005, must be complied with.
- 1.13 Participants are reminded that fuel is available for sale at the Venue. As such it is unnecessary for Participants to carry large quantities of fuel.

### 2. Hazardous Substances

- 2.1 Some vehicle parts, for example brake and clutch linings may contain asbestos. Participants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
- 2.2 Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
- 2.3 Various other substances may cause disease or ill health even after very short exposures. Manufacturers guidance must always be followed. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request (Safety Data Sheets).
- 2.4 Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances.
- 2.5 The requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) must be complied with.

### 3. Electrical Safety

- 3.1 All portable electrical equipment must be maintained in a safe condition and hold a valid Portable Appliance Test (PAT) Certificate.

- 3.2 Cables should be flexible (not of semi rigid type used for household wiring) and covered by matting when crossing walkways or fire lanes. Neoprene covered cable will resist damage by oil.
- 3.3 All electrical equipment to be used externally should be weatherproof.
- 3.4 Only British Standard UK plugs or adaptors permitted in site sockets, no overloading of circuits, particularly in the pit garages.
- 3.5 Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock.
- 3.6 Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
- 3.7 The Electricity at Work Regulations 1989 must be complied with, or any deviations documented.

#### 4. **Fire Precautions**

- 4.1 All teams must keep a working and serviced fire extinguisher close to hand. Fire extinguishers must be annually serviced or inspected, with the date displayed on the bottle, for checking.
- 4.2 Smoking is prohibited in all enclosed areas, including without limitation in the pit garages and in the pit lane. Smoking is also prohibited in all MSV vehicles.
- 4.3 All potential sources of ignition should be kept away from petroleum spirit and vapours. Clear no smoking signage displayed where possible.
- 4.4 Barbecues and cooking equipment are prohibited in pit areas, including garages – keep away from all fuel and combustibles.
- 4.5 Temporary structures to have; an adequate gap separating them from other structures, recommend minimum 3 meters; clearly displayed fire extinguishers next to each fire exit door and clearly visible fire exit signage above each fire door.
- 4.6 Fire lanes, roadways and hatch markings to be kept clear at all times.
- 4.7 Ensure safe access and egress is available in and around team areas, this includes the provision of adequate lighting levels for evacuation purposes.
- 4.8 Catering outlets should hold a minimum of one fire blanket and an additional appropriate fire extinguisher.
- 4.9 Fire extinguishers should not be removed from any fire points unless they are to be used on a fire.
- 4.10 Keep fuel to a minimum on site and store in safe locations away from potential ignition sources.
- 4.11 All fires must be reported immediately to an official, marshal or other member of staff, even if extinguished.
- 4.12 Personnel must be trained in the correct use of fire extinguishers.
- 4.13 MSV permission is required before hot works commence on site.
- 4.14 All fire notices and orders to evacuate must be complied with.
- 4.15 The requirements of the Regulatory Reform (Fire Safety) Order 2005 must be complied with.

#### 5. **Working at Height**

- 5.1 Personnel are encouraged to work at ground level where at all possible.
- 5.2 Personnel working at height must be protected from falling; this includes erecting awnings and satellite dishes on top of trucks. e.g. staff must be trained using harnesses and ropes, or handrails must be in place.
- 5.3 All working at height must be well planned and supervised with safe systems of work followed.
- 5.4 Reassess working at height safe working practices during adverse weather conditions.
- 5.5 No one should work underneath those working at height.
- 5.6 Appropriate non-slip footwear and personal protective equipment to be worn.
- 5.7 Manufacturer's guidance to be followed when using ladders, step ladders and all working at height equipment. (Domestic ladders should not be used, use a more substantial commercial ladder)
- 5.8 Domestic ladders or step ladders must not be used on site, only commercial ladders and step ladders.
- 5.9 All ladders, step ladders and any equipment must be checked for damage and removed from use where faulty.
- 5.10 The Working at Heights Regulations 2005 must be adhered to.

#### 6. **Vehicle Safety**

- 6.1 A maximum 10 mph speed limit is in force on site for all vehicles, where permitted.
- 6.2 No paddock scooters or push bikes are permitted on site unless authorised by the Organising Club. It is the responsibility of the Organising Club to manage and administer paddock scooter and push bike usage by the implementation of a numbered pass system such that the details of each pass holder is recorded and each authorised vehicle has a pass on it. Details of pass holders and their corresponding pass numbers must be forwarded to MSV prior to each event.
- 6.3 Public (and children) are permitted in working paddock areas, therefore drivers/riders must take extra care in these tight localised areas.
- 6.4 Venue signage must be adhered to.
- 6.5 All vehicles driven on site must be road-legal and covered by valid vehicle insurance (including when riding all mopeds, scooters and quads).
- 6.6 All personnel using vehicles on site must hold a current UK driving license (or equivalent), including scooters.
- 6.7 Helmets must be worn by those riding scooters and mopeds outside the paddock and pits. It is MSV's recommendation that helmets are worn at all times riding around site.
- 6.8 All vehicles must at all times, keep to the marked roads when moving around the Venue.
- 6.9 Children are not permitted to ride scooters or quads at any time, or be carried as passengers.
- 6.10 No eating/drinking or the use of mobile phones whilst riding or driving.
- 6.11 Keys must be removed from the ignition of all vehicles when parked or not in use. (Vehicles have been stolen).
- 6.12 Riders or passengers on scooters or motorbikes must not carry unsecured loads.
- 6.13 Hover-boards, electric balance boards or equivalent (non road legal) electric scooters are prohibited from site (disabled blue badge holders may be permitted to ride electric vehicles to aid access, with MSV permission on entrance).
- 6.14 Children are not permitted to play games in the paddocks, garages or pit areas due to the high numbers of vehicle movements in these areas at all times day and night. (No ball games, bicycles or other). Move into quieter parts of the venue for these activities, away from vehicles.
- 6.15 Children must always be supervised at all times in the Paddock and Pit areas. They are not permitted inside garages or the pit lane.
- 6.16 Vehicles must be driven or ridden as per manufacturers instructions and with the set amount of passengers. (Eg. A 2 seat buggy must not carry more than 1 passenger with the driver – no standing on the back).
- 6.17 Breaches to this guidance may result in vehicle keys being taken and vehicles confiscated until teams leave site.

## 7. **Compressed Gas Equipment**

- 7.1 Explosions from over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- 7.2 All airlines should be in good condition, well maintained and be inspected regularly.
- 7.3 Always stand clear when inflating tyres and wear protective eye wear.
- 7.4 Compressed gas equipment to be used by well trained personnel only, no under 16 year olds. Any form of horseplay involving compressed air or gas is prohibited.
- 7.5 Compressed gas cylinders should be stored safely, in a well ventilated, upright positions, in accordance with the relevant working practices and legislation.
- 7.6 The requirements of the Pressure Systems Safety Regulations 2000 must be complied with on site.

## 8. **Jacks and Axle Stands**

- 8.1 Vehicles should only be raised and lifted on jacks and supported by axle stands which are in good condition, well maintained and rated to lift the vehicle weight safely.
- 8.2 Jack vehicles only on level undamaged ground.
- 8.3 Use the hand brake and chocks to stop the vehicle moving.
- 8.4 Vehicle engines should not be run whilst the weight of the vehicle is supported.
- 8.5 Follow manufacturer's guidance for using and maintaining equipment. Thorough examinations and testing is required every 6 months, with regular inspections and checks when used.
- 8.6 Lifting Operations and Equipment Regulations 1998 (LOLER), and Provision and Use of Work Equipment Regulations 1998 (PUWER), must be adhered to.

9. **General Working Practices**

- 9.1 All working areas should be kept clean and tidy and any waste should be removed regularly and placed in the containers provided.
- 9.2 All spillages should be cleaned up immediately.
- 9.3 All trailing cables, wires and hoses should not be allowed to create a trip hazard - use cable matting, or tape down safely, burying of cables is not permitted.
- 9.4 Whenever vehicle engines are being run, adequate ventilation must be ensured.
- 9.5 Pathways and roads should not be obstructed by storage boxes, vehicles or kit.
- 9.6 All site safety notices must be complied with.
- 9.7 Any person carrying out any work must ensure that they adopt safe working practices at all times, and comply with any relevant statutory provision and/or published guidance.
- 9.8 Personnel under the age of 16 are not allowed in the pits area or pit lane.

10. **Noise**

- 10.1 Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.
- 10.2 All personnel should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- 10.3 It is recommended ear protection is worn when working in pits lanes and in pit garages, where particularly high levels of noise are recorded.
- 10.4 Where any person is at work the requirements of the Noise at Work Regulations 2005, must be complied with.

11. **Manual Handling of Loads**

- 11.1 Lifting, carrying and propelling loads by bodily force can be a major cause of injuries. Personnel are required to train their staff in safe manual handling techniques.
- 11.2 All manual handling lifting should be well planned and safe, with the weight of loads being lifted known.
- 11.3 Where any person is at work the requirements of the Manual Handling Operations Regulations 1992 must be complied with.

12. **Waste**

- 12.1 All waste oil must be placed in the containers marked "waste oil."
- 12.2 Waste tyres and empty petrol/oil containers should not be left at the Venue.
- 12.3 Personnel are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided.
- 12.4 Your attention is drawn to the requirements of the Environmental Protection Act 1990.

13. **First Aid**

- 13.1 Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services.
- 13.2 To call the first aid or emergency services contact any official or member of the venue management.

14. **Public Safety**

- 14.1 Personnel should be aware that the Paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.
- 14.2 Personnel should exercise particular caution when the paddock is busy and during pits and track walkabouts.

15. **Incident Reporting**

- 15.1 All accidents where any person sustains injury, or where damage to property occurs, must be reported immediately to an official or a member of the venue management.
16. **Temporary Structures**
- 16.1 All temporary structures, including temporary garage units or hospitality units, must be constructed as per manufacturer's instructions, adhering to safe method statements, risk assessments and safe working practices, by competent, well trained personnel only. Appropriate Public/ Employers Liability Insurance cover must be held.
- 16.2 Structural plans and weight loading calculations must be known and adhered to during build and breakdown activities.
- 16.3 Emergency procedures to be devised and staff trained on them eg. how and when to close a structure down safely in high winds.
- 16.4 Competent supervisor to sign-off the structure before it is used by members of the public or MSV staff.
17. **No spectating at height**
- 17.1 No spectating from areas at height, e.g. tail lifts, truck roofs or any other roof (unless handrails are in place to prevent falls).
- 17.2 No spectating from any venue infrastructure, such as fencing, waste bins or generators.
18. **Track Regulations and Governing Bodies Regulations**
- 18.1 Participants and Competitors are reminded of their obligations to comply with the requirements of the appropriate Track Regulations or Governing Body's regulations at all times. These Guidance Notes should be read in conjunction with all relevant UK regulations.