NHMC Cadwell Stages Rally and Cadwell Junior Rally

Sunday 19th November 2023

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FINAL INSTRUCTIONS

RALLY FUTURE



LEAVE THE DRONE AT HOME





Spectate Safely

Your safety - your life

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FINAL INSTRUCTIONS – COMPETITORS' BULLETIN 1
NHMC Cadwell Stages Rally & NHMC Cadwell Junior Rally 2023

Issued Tuesday 14th November 2023. This is an Official Instruction.
This Bulletin consists of 5 numbered pages.
Also attached are a venue plan, an aerial photograph of Cadwell Park, a Competitors' Briefing, the Motorsport UK Service Area Guidelines, and MSV's Safety Guidance Notes.

Thank you for your entry, your start number is on the entry list on the event's web-site. Please check your details and if anything is wrong, please inform the Entries Secretary, Kirsty Short (07725 950344, email: entries@NHMCCadwellStages.org.uk) as soon as possible.

WITH THE EXCEPTION OF TIME CARDS AND DAMAGE DECLARATIONS, THERE WILL BE NO PAPERWORK AT THE EVENT. PLEASE PRINT EVERYTHING YOU NEED.

The Road Book, Stage Plans, and Query Forms will all be on the event's web-page (at https://nhmccadwellstages.org.uk/).

You must bring your usual paperwork with you: competition licences, club cards, championship registration cards (where issued), vehicle CCLB or passport. Spot checks may be made on these at any time during the event.

Entry to the venue

Six admission eTickets have been emailed to the nominated person on the entry form. If you have not received the ticket email (which comes from "MSV Print @ Home Tickets <noreply@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. Spectator tickets may be purchased directly from MSV (0843 453 9000 or their web-site) up to **noon on Wednesday 15th November** at a 20% discount. 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;
what3words: ///easily.gracing.fantastic

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 next level up is reserved for tyre suppliers, and event and championship sponsors.

The road route between the service area and stage start is a two-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"). There is a strict 10 mph speed limit everywhere (unless a lower speed limit is sign-posted).

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 (Kirsty Short) on 07725 950344.

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.

Door numbers

If you need them we shall have 11 inch door numbers available for sale in Rally HQ.

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 18th November 14:00 to 18:00
Sunday 19th November 07:00 to 07:45

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

After noise, report to scrutineering in the Scrutineering Bay.

After scrutineering, take your car back into the Service Area.

Licences

Please ensure you have the correct competition licences (see Chart 26 on page 145 of the August revision of the 2023 Motorsport UK Yearbook or on the Motorsport UK web-site "Acceptable Licences (Stage Rallies)" under "Resource Centre" | "Clubs and Organisers" | "Organisers Forms & Documents"). 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 Interclub, RS National, Race National, RS Rally National navigator, or any International Licence. If necessary, co-drivers may apply for an RS Interclub Licence at the event (H 25.1.4). If you are in any doubt about whether you have a valid licence, please check with the Motorsport UK's licensing department before the event.

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 a virtual Official Notice Board on the event's web-page at https://nhmccadwellstages.org.uk/ - the QR code to the right connects to the virtual official notice board:

We are also using the Sportity app to communicate with competitors. The password in Sportity is NHMC2122

Amendments / Additions to the SRs

Introduction, 7th paragraph, delete "limited contact timekeeping"
List of Officials:

Motorsport UK Steward: John Williams
Stage Commander: Blair Bushby
Deputy Stage Commander: Dennis Sanford
Chief Medical Officer: Jonathan Allen
Paramedic: Ian Richardson
Timekeeper: Martin Pullan

SR12 Awards

Add: 2nd and 3rd in the NHMC Cadwell Junior Rally awards to both crew members (subject to 7 / 10 starters in the NHMC Cadwell Junior Rally)

Competitors' Briefing

Competitors' briefings will be by Zoom webinar on Wednesday (15th) and Thursday (16th) evenings. Details of the webinars will be emailed to competitors. Both crew members should attend one of the Zoom webinars (there is no need to attend both webinars).

Timekeeping

Time Card 1 will be issued when you have passed scrutineering.

Your due time at MTC1 will be posted on the virtual Official Notice Board. The two cars shown on the same minute on the Start List will start in the order shown on the Start List.

For competitors in the NHMC Cadwell Stages Rally, after completing stage 1, stop at the Passage Control situated after the stop line, you will be issued with your next Time Card showing your due time at the ATC for the next stage. The same procedure applies to each following stage.
For competitors in the NHMC Cadwell Junior Rally, there is a target time from the finish of stage 1 to the arrival of stage 2. Then after completing stage 2, stop at the Passage Control situated after the stop line, you will be issued with your next Time Card showing your due time at the ATC for the next stage. The same procedure applies to each following pair of stages.
Your time cards will be filled in by marshals and collected at the Passage Control. Event results will be compiled from times transmitted automatically by the clocks with your time cards and marshals' check sheets as a backup to the automatic data.

The Road Book will contain details of how to upload query forms and damage declaration forms. Results will be available on the web at https://results.djames.org.uk/results/?m=130&simple. A QR code for this is to the right.

Provisional results will be published on-line as soon as possible after the conclusion of each rally. If no protests are received, they will become final after 30 minutes.

The stage start procedure.

The start will be signalled by automatic traffic lights. There will be NO verbal countdown when the automatic traffic lights are being used.

At 15 seconds before your due start time, a red light will be shown.
At 10 seconds before your start time, an amber light will come on.
At 5 seconds before your start time, the red light will go off and the 5 sectors of the amber light will turn off at 4, 3, 2, 1 seconds before your start time.
At the start time, the final sector of the amber light will turn off and a green light will turn on.
The green light will be the visual signal to start.

If the automatic traffic lights fail, the stage start procedure will revert to **R 25.7.1** with verbal warnings at 15 seconds, 10 seconds, 5 seconds, 4, 3, 2, 1, GO, with the raising of a flag as the visual signal to start.

Fuel

The entire service area is the designated area for refuelling
Competitors who are self-refuelling must use a hand pump.

Tyre Suppliers

We expect that Protyre (https://www.protyre.co.uk/protyre-motorsport, 01782 411001) will be attending 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 disqualified), 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 DISQUALIFIED. 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 Motorsport UK 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 Motorsport UK "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.

Circuit Rally Championship Registration

For those competitors who have not yet registered for 2023/24 MGJ Engineering Circuit Rally Championship and wish to do so, you should do so A.S.A.P. via the on-line championship registration system at www.rallies.info/webentry/2024/circuitchamp/webentry.php
Registration is just £40 for Drivers and £25 for Co-drivers. Please note that Championship registration should be done in advance of your first event to be eligible to score points on that event.
If you have any championship registration queries, contact Membership Registrar Mark Wilkinson.
Email registrar@circuitrally.co.uk

COVID-19 precautions

Whilst there are no restrictions currently in place, the coronavirus is still in circulation - please take sensible precautions.

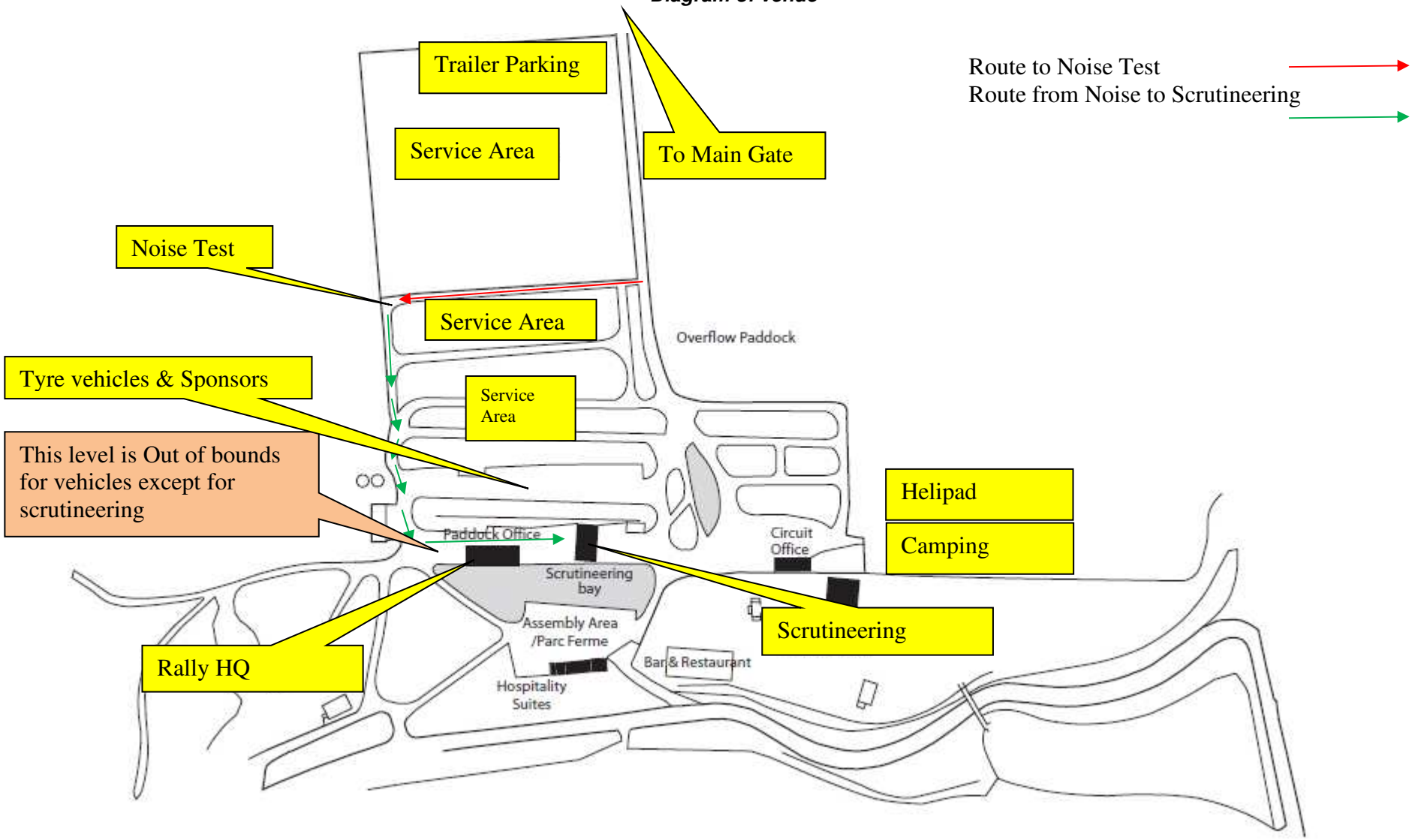
Any driver involved in an incident must indicate that they are OK by signalling with a “thumbs” up” at the front windscreen at the earliest opportunity to any approaching marshal.
If competitors can safely exit the vehicle, then they should do so, then stand in a suitable location.

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





SPECTATE SAFELY!

- **Be alert!** Always expect the unexpected.
- Stay at the designated spectator areas.
- Remember that in an accident anything can happen.
- Always follow the instructions of the marshals.

YOUR SAFETY
YOUR LIFE

RALLY FUTURE

motorsportuk.org

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NHMC Cadwell Stages Rally & NHMC Cadwell Junior Rally 2023

Competitors' Briefing

- Welcome to the NHMC Cadwell Stages Rally & NHMC Cadwell Junior Rally 2023
- This is the mandatory competitors' briefing
- If the weather is wet there is likely to be standing water
- If the weather is cold and it has been wet, there may be some damp patches and it may be icy in the shade
- It will be **very** slippery where there are fallen leaves on the stage
- Splits and Merges – there is a split and merge on every stage. You go through the split 3 times on each stage – the first two times, one way, the third time, the other way.
    - Motorsport UK is concerned about increasing number of accidents at splits and merges – this is a "non-contact" sport.
    - Motorsport UK regulations now say (R 29.4.2) "*At the point of merge, competitors furthest into the stage will have priority and all competitors must merge in such a way that does not constitute a danger or hinder other drivers*" – this is a new regulation for 2023.
    - We shall be applying penalties for contact between cars and we have been asked to report any incidents of this to Motorsport UK for possible further action. Motorsport UK has asked you to use your door mirrors.
- 30 second starts
    - All stages start on 30 second intervals – two cars leave the Main Control at the start of the event every minute.
    - At the stage arrival control please queue on the left to allow space for official vehicles to get to the stage start as necessary.

- There are 4 different stage plans, each plan is run twice (with no interposing of competitors on their first and second runs at the stage) making 8 stages in total.
- Junior rally competitors will attempt both stages of the pair (without service between the two stages) before adult competitors attempt the first stage of the pair. It is a Motorsport UK requirement that adult and junior competitors **must not** be competing on the stage at the same time.

- Incidents – your own and other competitors' – see the first two pages of the Road Book.
- **The Motorsport UK Yearbook (Blue Book) requirements are:**
  - In the case of an accident where urgent medical attention is required, the red SOS sign should be displayed as quickly as possible to alert following cars
  - Any crew that sees a red SOS sign displayed on a car, or sees a major accident where both crew members are inside the car but not displaying the SOS sign, must immediately and without exception **stop** to give assistance. All following cars must also stop and the second car arriving at the scene must inform the next radio point. Subsequent cars must leave a clear route for emergency vehicles.
  - In the case of an accident where medical intervention is not required, the OK sign must be clearly shown to following vehicles
  - If you stop on a stage, your warning triangle must be put out at least 100 metres before the car's position. Under the COVID-19 guidelines, if you had an incident and did not require medical attention, you were to give a "thumbs up" to any marshal approaching your car. Marshals are instructed to approach from the front. We suggest this is still sensible.

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- **First competitor on the scene of an incident** – we hope you have all watched Motorsport UK's first on scene video. The first on scene information from Motorsport UK is on the inside cover of the Road Book – quick summary:
    - **If the vehicle is on fire, get the crew out immediately,**
    - **If the competitor is still in the vehicle, is responsive, and no risk of fire – do not move them until professional help arrives,**
    - **If the competitor is in the vehicle, is unresponsive and there is no risk of fire – stop life-threatening bleeding, ensure an open airway, immobilise the head and neck, check if they are breathing. DO NOT REMOVE HELMETS UNLESS THERE IS NO OTHER WAY TO ENSURE AN OPEN AIRWAY.**
    - **If the competitor is out of the vehicle – do not grab them, guide them to a place of safety, don't let them wander.**
- We have 2 rescue units, 2 recovery units, and a CQC-registered ambulance.

- Red flags are in place at each mandatory radio point (shown in the Road Book). These are to allow us, if necessary, to neutralise competition, for example, to mobilise rescue units to the scene of an incident before all competitors have cleared the stage. Please ensure you understand the red flag rules (Motorsport UK Yearbook R.25.6.4): if you are shown a red flag you must:
    - immediately and significantly reduce speed and
    - be prepared to stop at any time;
    - You must not overtake any safety vehicle you encounter.
    - You must follow the instructions of marshals or safety personnel and
    - You must maintain the reduced speed until you leave the stage.
    - On stages 5 to 8, the circuit red lights may be used with the same meaning as red flags.
- You have agreed to the Motorsport UK Respect Code:
    - Respect
    - Integrity
    - Fair play
    - Self control
    - Good manners
- You will be issued with printed Time Cards and Damage Declaration, but otherwise there will be no printed paperwork at the event – you need to print your own.
    - We have already issued:
        - Final Instructions (Bulletin 1)
    - We expect to issue:
        - Link to Road Book (which contains a query form)
        - Link to Stage Plans
        - Bulletin 2 on the virtual official notice board
- You need to complete electronic signing-on using the on-line entries system as soon as possible (if you have not already done it) and in any case by 12 noon on Thursday.

- Admission tickets
    - We expect that Competitor information will be uploaded to MSV's ticketing system on Monday or Tuesday
    - Tickets are all in same name, 6 in total
    - You (the contact named in the first part of the on-line entries system) should have an email from "MSV Print @ Home Tickets <noreply@msv.com>" when we upload ticketing information
    - If you have not received the email, check spam folders
    - If you still can't find it, contact the Entries Secretary
- Time Card 1 will be issued after passing scrutineering.
- Your time card will be filled in by marshals and collected at the Passage Control. Results (which should be live with times direct from the clocks) will be on the web (links and QR codes are in the Final Instructions).
- The Official Notice Board will be a virtual one on the event's web-page (again, the link is in the Final Instructions); there will **not** be a physical official notice board.
- Queries are to be submitted via the TCS/NERS document upload system. Details are in the Road Book. Damage Declarations are on the back of the final Time Card for those who finish; those who retire may upload a Damage Declaration.
- You may miss controls or stages (with penalty of 30 minutes for each control or stage missed). You need to complete 2/3rds of the stages to be classified as a finisher (that is 5 out of 8 stages). After missing a control or stage, your car needs to be re-scrutineered before re-joining the event. The scrutineers will be based at the scrutineering shed by the Paddock Office.
- Don't go on the grass – shortcutting defined in the Regulations. Penalty 30 seconds.
- Speed limit: 10 mph everywhere (unless a 5 mph limit is signed) except when competing on stage

- No warming of tyres or brakes anywhere (except on a stage!)
- Don't run on a flat tyre – Disqualification if you arrive at a stage finish with a wheel rim touching the tarmac or if you are reported for damaging the tarmac. **MSV will invoice you for damage!!** If you choose to run without a spare tyre and get a puncture you must STOP out of the way and stay there until recovered (you can't run on the grass to avoid damaging the tarmac).
- Hitting chicanes, tyre barriers, etc. – 30 seconds per offence
- There will be a noise check for some cars after stage 4.
- Reflective arrows will be used.
- We aim to recover stranded vehicles between pairs of stages, but this will be tight and may not be possible.
- Rally HQ is at the Paddock Office on the lowest level of the Paddock.
- Any queries, contact Kirsty Short (Entries Secretary) – her telephone number is in Final Instructions. We may then ask you to upload a written query.
- Notifications to competitors will be using the Sportity App (password "NHMC2122") and/or by a chalkboard at the stage arrival control.
- Track half-day
    - Anyone participating in the track half-day (including passengers and additional drivers) must sign on to the MSV on-line system.
    - All track half-day drivers need to view the MSV safety briefing video (available from 09:00 on Friday).
- Remain safe, take sensible Covid-19 precautions.
- Have a good day!

Annex P - Service Area Guidelines

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 should allocate a 'Service Area Zone' to each competing team within the service park. These zones must be managed is 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

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.
19. The organiser is responsible for the provision of adequate sanitation within the Service Area for the competitors, service crews and event officials.

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 must have no occupants, e.g., driver, navigator, service crew, when re-fuelling commences. All sources of ignition must be removed from the area, the engine switched off, and an appropriate fire response should be prepared.
3. Ideally re-fuelling should be by hand pumping, rather than from hand held containers. If fuel is dispensed from hand held containers a suitable spout for pouring must be used. Open pouring from hand held containers with or without the use of a funnel is not permitted.
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.
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'.

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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 MSVs 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.

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