



DoningtonPark

FINAL INSTRUCTIONS – DONINGTON PARK

8 & 9 May 2021

Caterham & Fun Cup Race Weekend

National Circuit – 1.98 Miles (3.185km)

This meeting is organised by the British Racing & Sports Car Club Ltd governed by the General Competition Rules of the Motorsport UK, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

RACE ADMIN SUPPORT: 01732 795 192
Race Secretary email: midlands@brscc.co.uk

These final instructions should be read in conjunction with any further instructions or bulletins issued by the organisers, as well as the BRSCC Covid-19 Guidelines available at <https://brscc.co.uk/wp-content/uploads/2021/04/COVID-19-Guidance.pdf>.

1 Permits

This event will be held under the following Motorsport UK Permit numbers:

Interclub **119902** Interclub Endurance **119903**

This event is **NCAFP** permitted

2 Officials

Motorsport UK Steward	David Simons
Club Stewards	Andy Green, Mike O'Connor
Senior Clerk of the Course	Peter Ritchie
Permanent Clerk of the Course	Andrew Rowe (Caterhams), Julian Floyd (Fun Cup)
Clerks of the Course	Rob Briggs, Andy Stevens,
Probationary Clerk of the Course	Bob Honeysett
Secretary of the Meeting	Rita Ashman, Lucy Ashman
Chief Scrutineer	Jon Crook
Chief Medical Officer	Steven Ready
Covid-19 Officer	Alan Tyson
Chief Timekeeper	Richard Lomax
Chief Marshal	Alan Tyson
BRSCC Safeguarding Officer	Liz Goodrich

3 Tickets

E-tickets will be dispatched via email. Please note that only officials or competitor e-tickets will grant access to the paddock.

Please note that **private cars must remain outside the paddock.**

4 Venue Access

Access to the venue/circuit for competitors will be as follows:

Competitors testing on Thursday 6th will be able to access the circuit from 09:00am. Competitors testing on Friday 7th will be able to access the circuit from 18:00 on Thursday 6th. If not testing, competitors will be able to access the venue from 13:00 on Friday 7th, 18:00 for Fun Cup.

5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit and Club Guidance Notes printed further on in this document.

Face Masks must be worn by everyone (no exceptions) in the pit lane, pit garages, race control, scrutineering bay, assembly area and all enclosed spaces. Face masks are required in all open spaces when it is not possible to stay 2 meters apart.

Competitors and team members not following the Covid-19 Guidelines may be reported to senior officials and removed from the venue.

COVID-19 OFFICER

Note that COVID-19 Officer, clearly identifiable in red tabards, will be patrolling the paddock to ensure that all MotorsportUK and UK Government guidelines are adhered to. These Officers will be judges of fact and will report any concerns to the Clerk of the Course. Breaches of guidelines may result in disqualification and the Competitor(s) being asked to leave the venue.

Covid regulation breaches and penalties

In the event that an individual fails to comply with COVID-19 mitigation requirements:

- In the first instance, the nominated officials (Judges of Fact) in conjunction with the COVID-19 Officer will give a gentle reminder.
- Continued transgressions will result in the COVID-19 Officer bringing the report to the Clerk of the Course and Motorsport UK, and may result in a penalty being applied:

oA Formal Warning will be given for the second reported transgression and this may attract a penalty of two points as per Motorsport UK regulations C2.1.5 and C2.1.7

oFollowed by removal from the event for further transgression

oThe matter will also be reported to Motorsport UK

Please remember that our officials do not wish to remind anyone of the need to comply. Any abuse towards Event Officials will not be tolerated.

6 Pit & Paddock Areas

The race event will run with restricted paddock access – only competitors, officials and marshals will be able to gain access to the paddock, no spectators. Only your team members who have received an organiser ticket from your allocation will be given access. Anyone who purchases extra tickets will have access only to the spectator areas. There will be a security check point, and an additional paddock perimeter fence in place to facilitate this.

Ian Hardy will manage the paddock, you may contact Ian on 07967 645988 or ian@ihconsulting.org. Please follow his instructions.

Any competitor/team who may have stationed themselves in the incorrect place (according to the plan issued by the Secretary of the Meeting) in the paddocks and has refused to move when asked by a BRSCC/MSV official, may be reported to the Clerk of the Course.

6.1 Engines must not be run before **09.00** or after **20.00** hrs on the day of the meeting. It is forbidden to start the engine of any competing car in the Pits and Paddock area at any time whatsoever on the day immediately before the date of the meeting. Circuit Security Contractors are empowered by the organisers to strictly enforce this regulation.

6.2 Paddock

- Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue.
- Under no circumstances must any paddock surface be broken in any way i.e. tent pegs/stakes etc.
- Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.

6.3 Pit Lane

- The outer lane or lanes are to be kept unobstructed to allow safe passage of cars at all times. The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane. **Occupants of the pit garages are reminded that during any other qualifying session or race, their race cars must be totally inside the pit garage and all ancillary equipment cleared to the inside of the garage.**
- Please observe the pit lane speed limit which is **60kph and 40 mph for Fun Cup.**
- The Stop/Go penalty box is located at the end of the pit lane.
- Refuelling in the pit lane is not permitted unless allowed for in Championship/Series Regulations.
- Children under the age of 16 years are not permitted in the pit lane area.
- Face coverings and gloves must be worn by all working personnel in the pitlane.**

6.4 Support Vehicles

The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of “support vehicles” will be brought to the attention of the Senior Officials and appropriate action may be taken.

7 Signing On For Competitors

- 7.1 Competitors will not sign-on at the meeting having previously completed the self-declaration form, however, competitors must bring all the appropriate documentation as spot checks will be made during the race meeting.
- 7.2 Drivers are reminded that licences and medicals must be valid, bearing a recent photograph and be signed by the driver. Upgrade cards will not be signed at the event, competitors wishing to upgrade their licence should contact Motorsport UK directly and provide documentation proving their finishing position.
- 7.2 It is the responsibility of the driver to bring all the appropriate documentation at the event.

8 Scrutineering

Please Ensure that you have completed the self-declaration scrutineering form using the link provided above in the sign-on section.

Visual scrutineering will be conducted before noise testing. Random checks will be made during the event. It is the competitor’s responsibility to bring all the appropriate documents to the event.

Avon Tyres National Formula Ford Championship

Please email your tyre declaration forms to Stephen Rose nationalff1600tyres@gmail.com.

9 Eligibility

In addition to the series Eligibility Scrutineers, eligibility may be checked by a member of the Motorsport UK Technical Commission as listed in the Motorsport UK Officials’ Yearbook Appendix 5(d).

10 Briefings

Drivers briefings will be done by pre-recorded videos, or by written briefing notes.

In addition a socially distanced mandatory drivers briefing will be held for the following Championships:

Seven UK – Saturday 8:10am (Caterham hospitality awning)

310R – Saturday 8:20am (Caterham hospitality awning).

11 Circuit Access

Fun Cup (Saturday) and AMOC (Sunday) competitors will access the circuit via the pit lane exit. All other competitors will access the circuit via the Assembly Area which is located at the bottom of the Grand Prix Loop.

12 Qualifying

Qualifying will take place as per the timetable. It is the driver’s responsibility to be ready at least 20 minutes before their timetabled session. Scrutineering Labels must be affixed to the vehicle and clearly displayed before it is allowed onto the track. Drivers should go to the assembly area 20 minutes before published times and then when directed by the course marshal they should proceed onto circuit.

Double Header Races: Unless championship/series regulations stipulate otherwise, grids for the second race of a Double header event with only one qualifying session will be based on the finishing order of the first race. Retirements will be placed at the back of the grid in reverse order of retirement.

Avon Tyres Caterham Seven UK and 310R Championships

The Avon Tyres Caterham Seven UK and 310R Championships will qualify together and race on the same grid.

Caterham Seven UK Championship will be identifiable with yellow stickers on the front wing. **The top 5 Caterham Seven UK Championship cars will then proceed to the Superpole.** Caterham Seven UK Championship cars will be placed at the front of the grid.

13 Race Start Procedure / Grids / Safety Car

All start procedures will be in accordance with the Championship/Series regulations. It is the competitor’s responsibility to ensure that they are ready in good time. Under ideal conditions the racing programme may be brought forward. Grids will be formed as per Championship/series Regulations and the terms of the Circuit Licence.

Where races are for a set time duration, the chequered flag will be shown to the race leader the first time he passes the Finish

Line after the time has elapsed.

13.1 Standing Start

All races will be gridded up in the Assembly Area and released on to the circuit in qualification grid order. Once all cars are in position on the grid, the countdown procedure will commence from the 1 Minute Board to complete the Green flag lap. All competitors must maintain grid position on this lap as failure to do so may result in them being penalized. It is the competitor's responsibility to take their correct position on the grid. Once all competitors are stationary the 5 second board will be shown and the red lights will be displayed. At some time between 2 and 7 seconds the red lights will switch off - signaling the start of the race.

Caterham 310R and Seven UK Championship – Races 3, 7 and 11 will have a split grid and will be released together. However at the discretion of the Clerk of the Course a delay may be introduced in which case the first group will be released as normal when the red lights are extinguished and the second group will be released up to 10 seconds later when the union flag is dropped. This will be clearly notified to all competitors in the assembly area.

13.2 Rolling Start

Fun Cup Endurance Championship (Saturday) and AMOC Races (Sunday) will use a rolling start.

13.3 Safety Car Intervention

The Clerk of the Course will have the facility for the use of the Safety Car in accordance with the Championship / Series regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit from the pit lane exit and will exit the circuit via the pit lane entrance.

13.4 Green Flag/Formation Lap

Should there be a change in weather conditions which would necessitate an additional green flag/formation lap, then at the discretion of the Clerk of the Course, the race duration may commence once the last car starts the additional green flag/formation lap.

13.5 In the event of circuit light failure for either start type the Union/National flag will be used to start all races.

13.6 Avon Tyres National Formula Ford Championship

The grids will be decided as follow:

Race One – Will be based on the competitors fastest time in qualifying.

Race Two – Will be based on the finishing positions of race one.

Race Three – Will be based on the finishing positions of race two with the front part of the grid reversed. There will be a draw of balls from positions 6,7,8, and whichever number is drawn shall be pole position. The remainder of the top 6,7,8, as appropriate, will be in in reverse position behind, with the rest of the field in the finishing order from race two.

14 AMOC Pit Stop Procedure

•The pit window will open 10 minutes after the race start. The pit window will be closed 10 minutes before the race ends.

•Cars may pit before the pit open time and after the pit closed time to resolve mechanical issues. Any pit stop outside the pit window will be considered to be over and above any mandatory pit stop for the race and will not be subject to the minimum pit stop time. Failure to make a pit stop during the pit stop window will incur a drive through penalty. Failure to make a mandatory pit stop will result in exclusion.

•The minimum pit stop time for all mandatory pit stops is 1 minute unless otherwise stated in the final instructions issued for the event. Teams will be notified of the time to pass between the pit in and pit out timing beams at a speed of 60kph. Any team whose total pit stop time is less than the minimum pit stop time plus the time to drive between the timing beams at 60kph will be subject to a drive through penalty. For the avoidance of doubt, mandatory pit stops will be monitored by the official Timekeepers by means of the pit lane timing loops. The pit stop duration will therefore be the time of 1 minute, plus the time to pass through the pit lane complying with the pit lane speed limit. Any driver handicap time will be added to the mandatory pit stop time. The pit lane transit time will be announced in a Bulletin at each event or confirmed in the pre-race briefing.

•There will be no refuelling during pit stops.

15 End of Track Session Procedure

- 15.1 At the end of each track session be it qualifying or the actual race, all vehicles must slow down after taking the chequered flag and leave the circuit **via the Pit Lane Entrance** and then follow the instructions of Officials/Marshals.
- 15.2 At the end of your race, presentations will be carried out in accordance with Championship/Series regulations if time permits. Podium presentations must be carried out in a socially distant way. Please follow instructions of race marshals and officials.
- 15.3 All competitors will remain under parc fermé conditions until advised by the scrutineers.

16 Judicial

Breaches of driving standards will be firmly dealt with. If the Clerk of the Course wishes to view evidence from the TV production company, any competitor's personal in-car camera, and/or data logging evidence in order to assist with his enquiry into a breach of driving standards he may order that the results remain provisional and he may take judicial action at a later date. However, the use of video evidence and/or data logging evidence is at the sole discretion of the Clerk of the Course.

In accordance to post-lockdown Covid-19 guidelines, all judicial procedures undertaken will be done electronically. Penalties and decisions from the Clerk of the Course will be announced verbally, over the phone or in face-to-face meetings if the facilities permit it and then sent electronically. Competitors will be required to wear face masks and follow our guidelines when attending any interview with Clerks of the course.

Protests and appeals must also be submitted electronically and emailed to the secretary of the meeting. The protests and appeal form is available on Motorsport UK's website (<https://www.motorsportuk.org/resource-centre/document-library/>) or on the BRSCC Event page (<https://brsc.co.uk/events/caterham-race-weekend-may-2021/>) Fees related to protests and appeals must be paid to Motorsport UK by calling 01753 765 000.

17 Judges

Judges may be appointed in accordance with Motorsport UK Regulation [Q 18].

18 Stop & Go Drive Through Penalties

The Clerk of the Course reserves the right to impose a 'Stop/Go Penalty / Drive Through penalty' in accordance with Motorsport UK Regulation [Q 12.6]

19 Transponders

All competitors are required to use a working transponder. Please note that transponders will no longer be available for hire on the day at the circuit.

You will be able to purchase/hire a transponder from TSL on the following link:

<https://www.tsl-timing.com/Store>

20 Race Day Information

All practice times, grid sheets, provisional results and official bulletins, etc. will be posted on the TSL event page and BRSCC virtual Notice Board.

TSL: <https://www.tsl-timing.com/event/211831>

BRSCC Virtual Notice Board available on <https://brsc.co.uk/events/caterham-race-weekend-may-2021/>

21 Video Equipment

- (a) Video equipment must not be fitted to any vehicle without express permission from the circuit and SRO if it is to be used for commercial purposes. Any driver/team transgressing this regulation maybe subject to a fine of £1,000 and disqualification from the event.
- (b) Once permission has been obtained video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

22 Social Media

Please take time to read the Motorsport UK's guidelines on Social Media which can be found at <https://www.motorsportuk.org/wp-content/uploads/2019/08/Motorsport-UK-Social-Media-Policy-and-Guidance.pdf> Please refrain from making comments about fellow competitors and officials that could be interpreted as bringing your championship, the hosting circuit, the BRSCC and individual drivers and officials into disrepute.

23 Special Circuit Notes

23.1 Paddock

The roadways within the Paddock Area and the Fire Lane immediately behind the Pit garages must be kept clear of all vehicles at all times. It is prohibited to park vehicles so that they are backed up against the Pit Garage doors.

23.2 Illegal Driving

All competitors are reminded that they are liable to disqualification from the meeting if any person associated with their team who is below the age at which a driving licence may be issued, is seen riding or driving a motor vehicle of any type within the paddock, or any other part of the grounds. Competition vehicles must not be used to transport personnel unless the passenger is contained within the framework of the vehicle.

23.3 Pit Signalling Wall

This must be kept clear of all team personnel at the start of each race until all cars have entered Redgate Corner on the first lap.

23.4 Start / Finish Straight

Drivers who deliberately take to the grass verges between the starting grid and Redgate Corner in order to gain an advantage, will be Black Flagged.

23.5 Track Limits

Competitors should be aware that specific guidance has been issued by the Motorsport UK regarding the penalties to be applied for drivers breaching track limits during races. These are as follows:

- 2nd offence - warning flag
- 3rd offence - 5 second penalty
- 4th offence - 10 second penalty
- 5th offence - drive through penalty
- 6th offence – disqualification

Track limits infringements during qualifying may result in the competitors times being disallowed.

In accordance with Motorsport UK regulations Q12.21, track limits will be monitored as noted below:

Drivers must use the track at all times and may not leave the track without a justifiable reason.

For the avoidance of doubt: (a) The white lines defining the track edges are considered to be part of the track. (b) A driver will be judged to have left the track if any wheel of the car goes completely beyond either the outer edge of any kerb or the white line where there is no kerb.

Penalties for transgressions will be in accordance with Q12.22, as noted below:

Q12.22 Breaches of 12.21.2 may be penalised using the following: (a) In qualifying if the lap on which the breach occurred is faster than any previous lap then that lap time should be disqualified. Note should be made on the result sheet of any times disqualified.

(b) During races the following scale of penalties should be applied: 1st breach – no penalty 2nd breach - warning flag 3rd breach – 5 second penalty added to race time 4th breach – 10 second penalty added to race time 5th breach – drive through penalty (12.26.(h)) 6th breach – black flag

Where applicable, lap times during practice will be removed in accordance with Q12.27 as below:

Q12.27 The Clerk of the Course and/or the Stewards of the Meeting may disallow a lap time/times for contravention of the Regulations during qualifying

23.6 Damage and Recovery from the Circuit

The circuit/club cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

23.7 Live Snatch

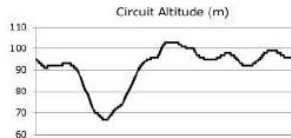
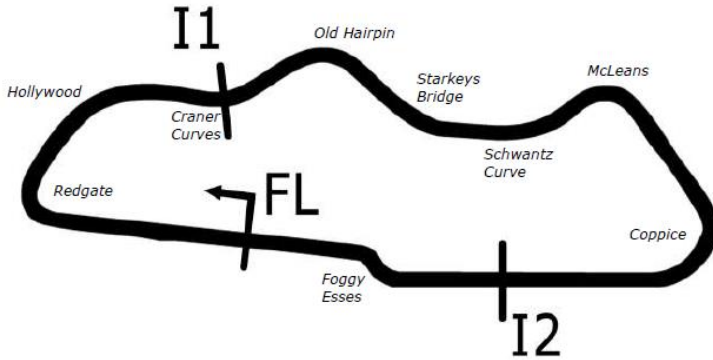
During all practice, qualifying and races, the Clerk of the Course will have the option to carry out "live snatches" under local Yellow Flags and Lights. Lights displayed on the Circuit Light Boards have the same meaning and carries the same penalties as flag signals.

23.8 Working on cars

For all sessions only one person per competing car will be allowed to work on the car in the pit lane or assembly area. Other personnel may help to move equipment to the pit lane before or after each session in accordance with any other circuit restrictions.

24 Circuit Map

Donington Park National



Length	1.9790 miles	3185.0 m
FL	52.82971 N	1.37867 W
I1	941m	52.83226 N 1.37893 W
I2	2641m	52.82866 N 1.37129 W
Pit Entry	3100m	52.82949 N 1.37787 W
Pit Exit	229m after FL	52.82996 N 1.38205 W
Pit Entry-Pit Exit	287m, 17.2s	@60kph, 12.9s @80kph

All results available at www.tsl-timing.com

25 Paddock Plan



26 Garage Plan

Garage 1	BRSCC
Garage 2	BRSCC
Garage 3	BRSCC
Garage 4	BRSCC
Garage 5	BRSCC
Garage 6	BRSCC
Garage 7	BRSCC
Garage 8	BRSCC
Garage 9	FUN CUP (Saturday) – AMOC (Sunday)
Garage 10	FUN CUP (Saturday) – AMOC (Sunday)
Garage 11	FUN CUP (Saturday) – AMOC (Sunday)
Garage 12	FUN CUP (Saturday) – AMOC (Sunday)
Garage 13	FUN CUP (Saturday) – AMOC (Sunday)
Garage 14	FUN CUP (Saturday) – AMOC (Sunday)
Garage 15	FUN CUP (Saturday) – AMOC (Sunday)
Garage 16	FUN CUP (Saturday) – AMOC (Sunday)
Garage 17	FUN CUP (Saturday) – AMOC (Sunday)
Garage 18	FUN CUP (Saturday) – AMOC (Sunday)
Garage 19	FUN CUP (Saturday) – AMOC (Sunday)
Garage 20	FUN CUP (Saturday) – AMOC (Sunday)
Garage 21	FUN CUP (Saturday) – AMOC (Sunday)
Garage 22	FUN CUP (Saturday) – AMOC (Sunday)
Garage 23	FUN CUP (Saturday) – AMOC (Sunday)
Garage 24	FUN CUP (Saturday) – AMOC (Sunday)
Garage 25	FUN CUP (Saturday) – AMOC (Sunday)
Garage 26	FUN CUP (Saturday) – AMOC (Sunday)
Garage 27	FUN CUP (Saturday) – AMOC (Sunday)
Garage 28	FUN CUP (Saturday) – AMOC (Sunday)
Garage 29	FUN CUP (Saturday) – AMOC (Sunday)
Garage 30	FUN CUP (Saturday) – AMOC (Sunday)
Garage 31	FUN CUP (Saturday) – AMOC (Sunday)
Garage 32	FUN CUP (Saturday) – AMOC (Sunday)
Garage 33	FUN CUP (Saturday) – AMOC (Sunday)
Garage 34	FUN CUP (Saturday) – AMOC (Sunday)
Garage 35	FUN CUP (Saturday) – AMOC (Sunday)
Garage 36	FUN CUP (Saturday) – AMOC (Sunday)
Garage 37	Caterham Track Support
Garage 38	Caterham Track Support

27 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.