



BrandsHatch

**Indy Circuit**  
1.208 Miles (1.944kms)

**Final Instructions** **7<sup>th</sup> – 8<sup>th</sup> August 2021**

**BRSCC Caterham Race Weekend**

This race meeting is organised by the British Racing & Sports Car Club Ltd (South-Eastern Centre), governed by the General Competition Rules of 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 EMAIL: [Antoine@brscc.co.uk](mailto:Antoine@brscc.co.uk)**

**1 Permit Numbers**

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

Interclub **119907**      National **119908**

This event is NCAFP permitted

**2 Officials**

Motorsport UK Steward	Ian Hattersley
Club Stewards	Bill Shewan, Tony Johnstone
Senior Clerk of the Course	Andy Stevens
Clerks of the Course	Rob Briggs, Paul Levitt, Kelly Williams-Janes
Probationary Clerk of the Course	Bob Honeysett
Secretary of the Meeting	Antoine Maratray, Luke Souch
Chief Scrutineer	Colin Barnett
Chief Medical Officer	Dr Clare Morden
Chief Time Keeper	Lisa Sneader
Chief Marshal	Tony Almond
BRSCC Safeguarding Officer	Esther Crook

**3 Passes**

**Your e-tickets have been dispatched via email.** Please note that **vehicle passes are used for this event.** Vehicle passes will be picked up from the Paddock Manager Ian Hardy at the entrance of the lower paddock or will be distributed by your championship co-ordinators. Any team member aged 13 years or over must be in possession of a valid ticket for the meeting.

**4 Venue Access**

Competitors testing on Thursday can arrive at the circuit after 14:00 on Wednesday 4<sup>th</sup> August or 20:30 if using the garages. Competitors testing on Friday can arrive at the circuit after 18:00 on Thursday 24<sup>th</sup> September and from 06:30 on Friday. Competitors not booked for testing will be able to access the circuit after between 18:30 and 22:00 on Friday and from 06:00 on Saturday.

The circuit will not grant early access, please follow the Access times above.

**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 these notes.

**6 Pit & Paddock Areas**

Ian Hardy will manage the paddock, he can be contacted on 07967 645 988 or [ihardy@hotmail.com](mailto:ihardy@hotmail.com). Please follow his

**instructions when in the paddock.**

**Each entered competitor will receive one working vehicle pass. Other private vehicles will have to park outside the inner paddock.**

Please see the Paddock Plan in Section 24. **Any competitor/team who has stationed themselves in the incorrect place in the paddock and has refused to move when asked by a BRSCC or circuit official, may be reported to the Clerk of the Course.**

Please park all private cars outside of the paddock area. This will assist in making the paddock a more spacious and pleasant working area for all competitors.

**6.1 Engine/Noise Pollution**

All competitors should note that noise testing will be carried out at this event. Engines must not be run **before 08:15 or after 18.45 on Saturday or before 09:15 or after 18:45 on Sunday**. Any team member found in breach of these times shall at the entire discretion of MSV, be removed immediately from the Venue and as such prevented from taking any further part in the Event.

Non-compliance with the above policy may result in a competitor or Team being prohibited from practising at the relevant MSV Venue for a period of 12 months.

**6.2 Paddock**

- (a) Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- (b) All domestic rubbish must be placed in the bins provided; any scrap vehicle parts including tyres must be removed from the venue. Any cost incurred by the Club for removal of said items from the paddock, will be charged to the offending teams/competitors.
- (c) Under no circumstances must any paddock surface be broken in any way i.e. tent pegs/stakes etc; this includes damage caused by trailers. Fuel, oil or chemical substances must not be deposited onto any tarmac surface.
- (d) 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.
- (e) Please ensure that tail lifts are either closed or fully lowered such that they cannot be hit by passing vehicles/spectators.
- (f) No electrical cables may be run from the pit garages to other vehicles unless protected by a proprietary protective covering.

**6.3 Pit Lane**

- (a) 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.
- (b) Please observe the pit lane speed limit which is 60kph.
- (c) Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- (d) **Only one personnel per car is allowed on the pit wall.**
- (e) Children under the age of 16 years are not permitted in the pit lane area.

**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 and 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.

### 6.5 Use of Paddock Bikes, Scooters and Quad Bikes

Scooters/quad bikes/golf buggies/pushbikes (including electric bikes) must be used with care to prevent injury. They must only be used within paddock areas and in a safe manner, not at excessive speed and never at more than 10mph or recklessly. Paddock vehicles may only be used to carry equipment and should only carry one person (the driver).

All drivers must wear suitable protective clothing and carry no passengers. If any form of trailer is attached to such a vehicle it must be properly secured in line with manufacturer's requirements or recommendations.

The use of paddock vehicles is at the risk of the owner and/or driver and it is strongly recommended that such use be covered by suitable public liability/3rd party policy.

If you have a paddock accident within the venue you are likely to be held liable for it. All competitors acknowledge that any non-race vehicle used between paddock and pit lane is covered by PL/3rd party insurance.

BRSCC and MSV officials will be monitoring the driving standards of paddock vehicles and reserve the right to penalise individuals or teams for the unsafe handling of those vehicles.

### 6.6. Tail Lifts

Where vehicles with tail lifts are being used at the venue, the operator must ensure that the tail lift is never left down, including in the halfway position, other than when loading/unloading is being undertaken.

## 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.

7.3 It is the responsibility of the driver to bring all the appropriate documentation at the event.

## 8 Scrutineering

There will be no pre-event scrutineering as the completed self-declaration form covers that. Random checks will be made during the event. It is the competitor's responsibility to bring all the appropriate documents to the event.

## 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 Drivers 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 Caterham Championships located in the Caterham Race Centre on Saturday as follows:

Roadsport – 08:00

CSCUK – 08:25

Seven 270R – 8:45

Academy Green Group – 09:15

Academy White Group – 09:45

Seven 310R – 10:15

Other championships may have face to face briefings which will be notified by bulletin.

## 11 Circuit Access

All competitors must access the circuit via the Assembly Area. Competitors located in the pits can access the assembly area via **Garage 1**. All vehicles must be Noise tested prior to their first session on the circuit. Cars having failed or who have not been noise tested will not be admitted to the track.

## 12 Qualifying/Grids

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. Drivers should go to the assembly area 20 minutes before published times and then, when directed by the course marshal, they should proceed onto the circuit via the pit lane.

**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.

#### **Caterham Seven Championship UK**

The Caterham Seven Championship UK will qualify in their session and the top SIX cars will be selected for SuperPole, They will then be held in the pit lane ready for release onto the circuit during their Superpole session.

#### **Avon Tyres National Formula Ford Championship**

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.

### **13 Race Start Procedure / 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 onto the grid. Once all drivers are stationary there will be a one minute countdown; 30 second board and then the cars will be flagged away for the Green Flag lap. All competitors must maintain grid position on this lap as failure to do so may result in them being penalised. Once this lap is completed, 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.

All championships present will use a standing start except for Classic and Modern Motorsport Club Races and Zeo Prototypes which will use a rolling start.

#### **Avon Tyres National Formula Ford Championship**

Avon Tyres National Formula Ford championship cars will use a 1x1 staggered grid formation.

#### **13.2 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 on drivers RIGHT between Turn 3 & Turn 4 and leave the circuit by entering the Pit Lane except during the first lap of the race and the Safety Car may join the circuit on the start straight.

#### **Avon Tyres National Formula Ford Championship**

Should the Safety Car be deployed in a National Formula Ford race, at the discretion of the Clerk of the Course, 5 minutes will be added to the scheduled 15 minutes race duration. This time addition will only be implemented once per race. A second Safety Car intervention will not have any further time added to the race duration..

#### **13.3 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.

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

### **14 End of Track Session Procedure**

14.1 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 entry returning to Parc Fermé as required (inner paddock for Formula Fords, outer Paddock for all other formulae).

14.2 At the end of your race, presentations will be carried out in the Paddock or podium in accordance with championship/series regulations. Please follow instructions of race marshals etc. In the case where the presentation does not take place immediately after the race, competitors should report to the Paddock/Race Secretaries office.

## 15 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, judicial procedures will be done electronically where possible. 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-bh-august-2021/>). Fees related to protests and appeals must be paid to Motorsport UK by calling 01753 765 000.**

## 16 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].

## 17 Judges

Judges may be appointed as per Motorsport UK Regulation [Q 18].

## 18 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/213131>

BRSCC Virtual Notice Board: <https://brsc.co.uk/events/caterham-race-weekend-bh-august-2021/>

## 19 Video Equipment

Video equipment must be fitted to the vehicle prior to scrutineering and the scrutineer must be advised.

## 20 Testing

Please call the circuit direct on 0843 453 2000 or email [brands.testing@motorsportvision.co.uk](mailto:brands.testing@motorsportvision.co.uk).

## 21 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.

## 22 Special Circuit Notes

### 22.1 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. These are as follows:

- 2<sup>nd</sup> offence - warning flag
- 3<sup>rd</sup> offence - 5 second penalty
- 4<sup>th</sup> offence - 10 second penalty
- 5<sup>th</sup> offence - drive through penalty
- 6<sup>th</sup> 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**

### 22.2 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/s are within the framework of the vehicle.

### 22.3 Pit Lane

Only one person per competing car will be allowed to stand on the Pit Wall for the purpose of signalling. During the start of a race, no personnel are allowed on the Pit Wall until all the cars are clear of the grid.

For all Caterham races, two people 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.

#### **Smoking is not permitted in the pit lane**

No one is allowed to ride motor cycles or cycles in the pit road at any time when the circuit is operational. It is strictly forbidden for any vehicle to move in the wrong direction in the pit road unless directed by a marshal. The penalty could be disqualification from the meeting.

### 22.4 Damage and Recovery from the Circuit

Should oil or any other substance likely to prove a hazard be dropped from any vehicle, the relevant vehicle must stop immediately at a place of safety. Competitors are hereby notified that they may be liable for any excessive clean-up costs incurred by MSV. MSV/BRSCC or the recovery providers cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

### 22.5 Placement of Advertising and Signage

Teams and competitors may use the A3 clip frame information boards provided in pit garages (where applicable). Otherwise, placards, banners, advertisements, stickers, decals or leaflets must not be attached, erected, installed or placed anywhere around the MSV venue, including without limitation on any windows, fascias, hospitality suites or doors without MSV's express written permission. Any cost incurred by MSV to rectify or repair any damage caused by any breach of this provision shall be immediately reimbursed by the Team or Competitor on demand.

### 22.6 Parking

There will be Strictly No Parking for competitors on the level with the Scrutineering Bay.

**22.7 Timing Modules**

All competitors will be required to fit Electronic Self Identification Modules to their cars for the purposes of accurate timing. Holders for these and detailed fitting instructions will be issued with the transponders and it will be the responsibility of the competitor to fit these in the car in the position and manner specified. The Modules must be in place and functioning correctly for all Championship/Series qualifying practice sessions and races.

**22.8 Filming and Photography**

**Permitted Filming/Photography/Drones**

Other than the taking of still photographs for personal, non-commercial and non-promotional use by Teams, Competitors or their guests, the production and/or reproduction of any audio and visual coverage at any MSV venue is not permitted without prior consent. MSV may charge a fee for the production for such coverage. Following requests to produce coverage, an MSV authorisation form will need to be completed in advance of the event. Where MSV provides consent, any and all on-board video equipment carried in or on any vehicle must be safely and securely installed; a club representative must inspect such equipment before the vehicle takes part in any on-circuit activity.

**Drones** are not permitted on site without MSV written authorisation, following confirmation of CAA requirements, Insurance and Risk Assessments by the Pilot.

**22.9 Media Accreditation and Control of Photographers**

All journalists, photographers and/or cameramen must complete an MSV Media Accreditation Applications Form supplied by the relevant MSV venues Marketing and PR Department, accompanied by the relevant supporting documentation. Only accredited photographers wearing an identifiable tabard issued to them by MSV are entitled to enter otherwise restricted areas of the MSV venues and must only access restricted areas using official access gates. They must not place themselves in areas of excessive risk, stay behind barriers and do not cross the circuit at any point unless authorised to do so by Club or MSV officials.

**22.10 Food and drinks will be available at the Kentagon, the Pit Lane Café and Hailwoods.**

		Fast food Outlet	Grand Prix Terrace	
Track	Pit Lane	Briefing Room		
		Briefing Room		
		<b>KEEP CLEAR</b>		
		1	<b>KEEP CLEAR</b>	
		2	ZEO	
		3	ZEO	
		4	ZEO	
		5	ZEO	
		6	ZEO	
		7	ZEO	
		8	ZEO	
		9	ZEO	
		10	ZEO	
		11	ZEO	
		12	ZEO	
		13	ZEO	
		14	National FF	
		15	National FF	
		16	National FF	
		17	National FF	
		18	National FF	
		19	National FF	
		20	National FF	
		21	National FF	
		22	National FF	
		23	National FF	
		24	National FF	
		25	National FF	
		26	National FF	
		27	National FF	
		28	National FF	
		29	National FF	
		30	National FF	
		31	Caterham Tech Support	
32	Caterham Tech Support			
33	<b>SCRUTINEERING</b>			
34				

Roadway





## Final Instructions – Brands Hatch – 7<sup>th</sup> – 8<sup>th</sup> August 2021

- 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 ignitions 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 3 m 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 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.
- 2.3 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.
- 2.4 Various other substances may cause disease or ill health even after very short exposures. Manufacturer’s 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).
- 2.5 Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances.
- 2.6 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.
- 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 manufacturer's 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.