

 Motorsport	The MG Car Club Kimber House Abingdon, Oxon. OX14 1AS +44 (0)1235-555552	<h1 style="text-align: center;">CIRCUIT SAFETY GUIDANCE NOTES</h1> <h2 style="text-align: center;">FOR USE BY ENTRANTS AND COMPETITORS</h2>
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All teams and contractors must appoint a designated person to oversee the safety of any activities carried out by them on site and their identity and contact details should be known by all their personnel and passed on to Circuit representatives if requested.

Risk Assessment:

Competitors/Entrants are responsible for their own and all team members, guests and visitors safety and are solely responsible for carrying out a Risk Assessment of the Pit and Paddock area used by them.

Storage and Use of Petroleum Spirit

All petroleum spirit must be stored in metal containers complying with the relevant British Standard, away from any source of ignition. All containers must be indelibly marked "Petroleum Spirit - Highly Flammable." All empty containers must be removed from the Venue after the Event. Petrol is to be used as a fuel only, and not for any other purpose. Generators should be powered by diesel. Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using petrol. All refueling is to take place in the open air. A no smoking ban must be enforced by the person in charge of the refueling process. Your attention is drawn to the Petroleum (Consolidation) Act 1928, and 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. Competitors and entrants are reminded that fuel is available for sale at the Venue. As such it is unnecessary for competitors to carry large quantities of fuel inside vehicles.

Hazardous Substances

Some vehicle parts, for example brake and clutch linings contain asbestos. Entrants 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. 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. 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). Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances. The requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) must be complied with. The Promoter Regulations must always be complied with when selecting vehicle parts.

Electrical Safety

All electrical equipment must be maintained in a safe condition and hold a valid Portable Appliance Test (PAT) Certificate. Extension leads cables should be flexible and not of semi rigid cable of the type used for household wiring and covered by matting. Neoprene covered cable will resist damage by oil. All electrical equipment to be used externally should be weatherproof. Only British Standard UK plugs or adaptors permitted in site sockets and no overloading of circuits, particularly in the pit garages. Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock. 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 refueling is taking place. The Electricity at Work Regulations 1989 must be complied with, or any deviations documented.

Fire Precautions

Smoking is prohibited in all enclosed areas, including without limitation in all pit garages and in the pit lane. Smoking is also prohibited in MSV and any other circuit's vehicles. All potential sources of ignition should be kept away from petroleum spirit and vapours. Clear no smoking signage displayed where possible. The lighting of barbecues is prohibited in the paddock and pits area and cooking is not permitted in the pit garages. Temporary structures to have a minimum 4m gap separating them. Fire lanes and roadways to be kept clear and not blocked. Ensure safe access and egress is available in and around team areas, this includes the provision of adequate lighting levels. Teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body's regulations. Catering outlets should hold a minimum of one additional suitable fire blanket and one fire extinguisher. Teams working in and near catering outlets (using gas and electricity), must know where the 'shut off valves/switches are, in case of emergency. Fire extinguishers should not be removed from fire points unless they are to be used on a fire. All fires must be reported immediately to an official or member of the Venue management, even if extinguished. Teams are encouraged to train their members in the correct use of fire extinguishers. At MSV or any other circuit permission is required before hot works commence on site. All fire notices and orders to evacuate must be complied with. Compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is mandatory.

Working at Height

Teams are encouraged to work at ground level where at all possible. Only well trained competent personnel are to work at height. Personnel working at height must be protected from falling e.g. using harnesses and ropes or handrails. All working at height must be well planned and supervised with safe systems of work followed. Reassess working at height safe working practices during adverse weather conditions. Team members shouldn't work underneath those at height unless wearing head protection. Appropriate non-slip footwear and protective equipment is to be worn. Team members must adhere to the Working at Heights Regulations 2005. Appropriate non-slip footwear and protective equipment to be worn.

Compressed Gas Equipment

Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations. All airlines should be in good condition, well maintained and be inspected regularly. Always stand clear when inflating tyres and wear protective eye wear. Compressed gas equipment to be used by well trained personnel only, no under 16 yr. olds. Any form of horseplay involving compressed air or gas is prohibited. Compressed gas cylinders should be stored in accordance with the relevant working practices and legislation. Where any person is at work the requirements of the Pressure Systems Safety Regulations 2000 must be complied with.

Jacks and Axle Stands

Vehicles should only be raised on jacks and supported by axle stands which are in good condition, well maintained, and rated to lift the vehicle weight safely. Jack vehicles only on level undamaged ground. Use the hand brake and chocks to stop the vehicle moving by supporting the wheels. Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.

All vehicles must at all times keep to the marked roads when moving around the Venue. Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands. Follow manufacturer's guidance for using and maintaining equipment. Thorough examination and testing required every 6 months minimum, with regular inspections and checks when used. Lifting Operations and Equipment Regulations 1998 (LOLER), and Provision and Use of Work Equipment Regulations 1998 (PUWER), must be adhered to. In working paddock areas therefore drivers are requested to take extra care in these tight localised areas.

General Working Practices

All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided. All spillages should be cleaned up immediately. All trailing cables, wires and hoses should not be allowed to create a trip hazard, use cable matting or fly them safely, where possible, burying of cables is not permitted. Whenever vehicle engines are being run, adequate ventilation must be ensured. Pathways and roads should not be obstructed by storage boxes, vehicles or kit. All safety notices must be complied with. 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. Persons under the age of 16 are not allowed in the pits area or pit lane.

Manual Handling of Loads

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

Waste

All waste oil must be placed in the containers marked "waste oil." Waste tyres and empty petrol/oil containers should not be left at the Venue. Teams and competitors 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. Your attention is drawn to the requirements of the Environmental Protection Act 1990.

Noise

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

Vehicle Safety

A maximum 10 mph speed limit is in force in all public areas, (unless 5mph signage is displayed), including paddocks and service roads at all of the venues. This applies to all vehicles, including moped and motorcycles, with the exception of emergency vehicles attending an incident. Members of the Public (and accompanied children) are permitted in paddock areas therefore drivers are requested to take extra care in these tight localised areas must be ridden with all due care, the rider must have appropriate safety clothing. Venue signage must be adhered to. Persons riding motorcycles moped, scooter or quad- bike with a capacity up to 125cc must have a current full UK motorcycle licence or of greater than 125cc its international equivalent. (This applies to any motorcycle.) There will be no access outside the Paddock Area. Vehicles must be driven or ridden as per Manufacturer's Instructions and with the set amount of passengers. Breaches to this guidance may result in vehicles keys being taken away and vehicle confiscated until teams leave the site.

Incident Reporting

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.

First Aid

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

Public Safety

Competitors and entrants 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. Competitors and entrants should exercise particular caution when the paddock is busy, and during pits and track walkabouts.

Temporary Structures

All temporary structures must be constructed as per manufacturer's instructions, adhering to safe method statements and safe working practices, by competent, well trained personnel only. Structural plans and weight loading calculations must be known and adhered to during build and breakdown activities.

Emergency procedures to be devised and staff trained on them e.g. . closing structure down in high winds. Competent supervisor to sign-off the structure before being used by public or MSV or other circuits staff.

Governing Body Regulations

Competitors and entrants are reminded of their obligations to comply with the requirements of the appropriate Governing Body's regulations (MSA, FIA, ACU etc.) at all times, and these Guidance Notes should be read in conjunction with all other relevant regulations.