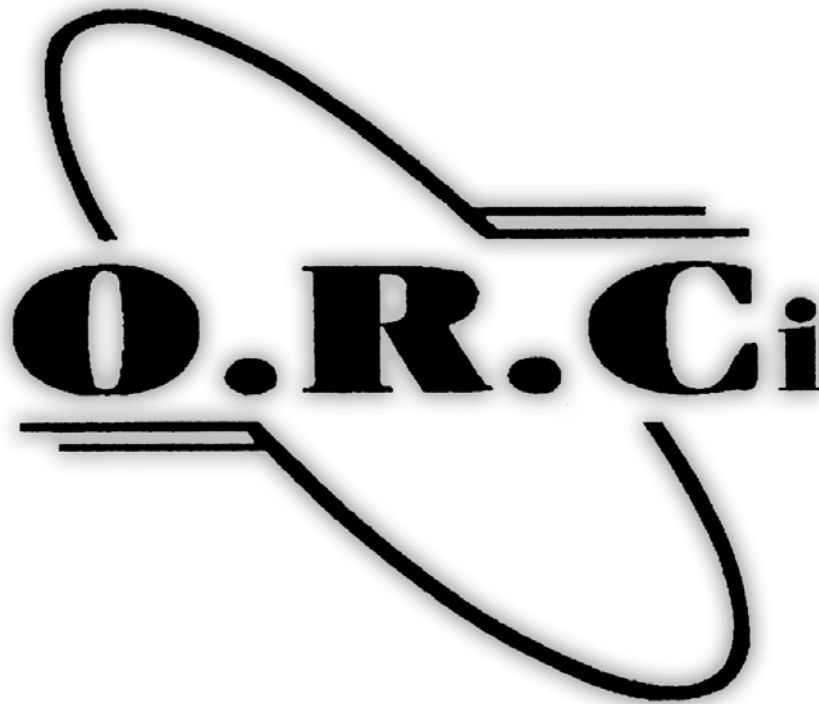


Oval Racing Council International



A CODE OF PRACTICE

**Health & Safety at
SHORT OVAL MOTOR RACING CIRCUITS
in the United Kingdom**

Price £25



PREFACE

Originally this Code of Practice was produced by the Local Authorities Stock Car Group and the British Oval Racing Safety Executive in 1994.

Its preparation followed discussion between a number of Local Authorities and race organisers to agree reasonable and practical safety precautions, and gave information on the requirement of Health & Safety legislation.

It was intended to guide enforcement officers and race organisers and promote the safe conduct of oval track racing by giving examples of good safety practice.

For 14 years this Code of Practice has served the sport well but because of changes in legislation, contact details etc the Oval Racing Council International employed the services of Summerfield Sanders (Health & Safety Consultants) and the BORSE medical consultant Professor Keith Porter to up date the code. This has been done in conjunction with race organisers.

We hope that this document will continue to assist Race Organisers, Enforcement Officers, Race Officials and Competitors to ensure the continued best practice in Health & Safety for Oval Motor Racing in the United Kingdom.

Oval Racing Council International - January 2009

This Code of Practice is regularly reviewed. Please check the website to ensure you have the most up to date version

www.ORCi.co.uk

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1 INTRODUCTION

- 1.1. This Code of Practice applies to the use of short oval motorcars for competitive off road events such as Stock Car Racing, Hot Rod Racing or Banger Racing, taking place on permanent short circuit oval raceways of up to 500m in length and other similar events. Appendix A describes the nature of these events. The code may also provide guidance in relation to other types of motor racing.
- 1.2. The aim of the code is to reduce the risks to the health, safety and welfare of employees, the public, race officials and competitors. It provides information to race meeting organisers on the standards they should attain when constructing and maintaining a circuit and running race meetings, and advises local authority enforcement officers on the standards which should be expected when carrying out a safety inspection at a racetrack. It is not intended that this document will cover public areas such as grandstands or terracing to which the Safety of Sports Grounds legislation or the Guide to Safety at Sports Grounds (The Green Guide) may apply. Relevant sections of the Health and Safety at Motor Sport Events (HSG112) have been incorporated where appropriate.
- 1.3. The standards described in the code should in all cases be considered to be minimum standards, to be exceeded rather than the levels of safety, which are desirable.
- 1.4. The race organisers should in all cases assess whether the standards described in this code are adequate for a particular set of circumstances, and where appropriate apply a higher standard. Consequently, different arrangements may be appropriate on the same site at different race meetings.
- 1.5. While different options may be described in the code, this should not prevent other solutions from being considered. However, where an alternative course of action is proposed, it will be up to the race organisers to show that the proposals are at least as effective as those detailed in the code.
- 1.6. Where alterations to a racetrack or the way a meeting is organised are being considered, or where an additional risk has been identified, the costs or inconvenience of various proposals should be compared to the risks involved. Where risks are assessed as serious then appropriate time, effort, money and inconvenience must be invested to control the risk to an acceptable level.
- 1.7. It is intended that Organising Bodies and Local Authorities will pay close attention to the code in order to reduce risks to the health, safety and welfare of members of the public, race officials employees and competitors. It is hoped that if difficulties arise it will be possible to resolve them by consultation between the parties concerned in the light of the code.
- 1.8. The guidance contained in this code is not mandatory. It provides information on responsibilities under Health and Safety legislation and gives advice on good practice. However, the ultimate responsibility will always rest with the race organiser to ensure that a site is operated in a safe manner. Compliance with the code does not automatically mean compliance with the law. Only the Courts can interpret statutory legislation with any authority.

2 LEGAL REQUIREMENTS

2.1 GENERAL DUTIES

- 2.1.1 Under the Health and Safety at Work etc, Act 1974, employers have a general duty to ensure, so far as is reasonably practicable the health, safety and welfare of their employees and the health and safety of other people affected by their undertaking, this will include competitors, spectators, contractors, traders and volunteer marshals / officials.
- 2.1.2 Within oval motor racing tracks, these duties include providing safe spectator areas, a safe pit area, a safe track and safe systems of work. There must also be adequate information, instruction, training and supervision for employees, officials and marshals.
- 2.1.3 Businesses which employ five or more people must have a written statement of their policy for ensuring adequate health and safety. This policy should set out key responsibilities and help employers decide on their priorities, detailed health and safety objectives and outline the organisation that exists to ensure that these objectives are met. Each Promoter will have their own Health & Safety Policy, which will apply to their own circuits. This Code is intended to provide a framework within which events are organised. It does not purport to be a Health and Safety Policy or Document for all circuits.
- 2.1.4 The Act and the Regulations made under it are normally enforced by the local authority. An exception to this would be where racing takes place at a track owned or operated by a local authority. In this case the legislation would be enforced by the Health and Safety Executive (HSE).

2.2 REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

- 2.2.1 These Regulations require that more serious types of injury are reported to the Enforcing Authority and some are not only **reportable** but are also **notifiable** by the quickest possible means.
- 2.2.2 **Notification** must be made to the **Incident Contact Centre** in Caerphilly, South Wales which is the central reporting point.
- 2.2.3 Notifying incidents must be by the quickest possible means can and be done in a number of ways:
- Telephone 0845 300 99 23
- Via Internet: www.riddor.gov.uk
WWW.HSE.GOV.UK/RIDDOR
- By post: Contact Centre, Caerphilly Business Park, Caerphilly. CF83 3GG
- Email: riddor@natbrit.com
- 2.2.4 What has to be notified?
- Fatal accidents to **anyone** occurring as a result of the employer's activities.
 - Major injury or conditions.
 - Dangerous occurrences.

- 2.2.5 The above incidents are notifiable to the **Incident Contact Centre** and a Form **F2508 must be completed within 10 days** of the accident. With internet reporting, the F2508 will be completed by the Incident Centre and confirmation sent by return. F 2508 forms can be downloaded from the RIDDOR site and can also be purchased from HMSO booksellers.
- 2.2.6 The term **Major Injury** relates to the more serious type of injury such as fractures of the spine, skull, pelvis arm or leg but not including fingers and toes, dislocation of elbow, knee, hip or shoulder joints, serious eye injuries, exposure to hazardous substances. **If in doubt - notify it anyway.**
- 2.2.7 Please note that in the Regulations “**accident**” includes **non-consensual violence** towards a person at work e.g. robberies, assault even if between employees. Injuries suffered as a result would be notifiable/reportable if they meet the normal criteria. In the case of assaults at a race meeting the Police would also need to be involved.
- 2.2.8 Injuries to **persons not at work** e.g. members of the public, competitors and visitors, are also notifiable/reportable **if the person is removed to hospital** for medical treatment - whether such treatment proves necessary or not.
- 2.2.9 **Dangerous Occurrences** - a range of near misses listed in RIDDOR which are reportable even though no one was injured. Those relevant to race events include:
- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - Explosion, collapse or bursting of any closed vessel or associated pipe work;
 - Failure of any freight container in any of its load-bearing parts;
 - Plant or equipment coming into contact with overhead power lines;
 - Electrical short circuit or overload causing fire or explosion;
 - Any unintentional explosion;
 - A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- 2.2.10 Reporting out of hours

Many events will be held “out of hours” when HSE will not be available. You should have arrangements in place to contact your Enforcing Authority out of hours in the following circumstances:

- A fatal accident;
- Accidents where several workers/others have been seriously injured;
- Accidents resulting in serious injury to a member(s) of the public;
- Accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

2.2.11 Additional RIDDOR issues for employers

Employers are reminded that in the case of **employees** the following matters are reportable and require the appropriate Forms to be completed:

- **Three day incapacities** - where an employee suffers an injury which is not a **major injury** under RIDDOR but the employee is not able to carry out their normal duties for **more than three days** then an F2508 must be completed and returned within 10 days of the accident. The three days refers to actual days and not working days.
- **Specified industrial diseases** - where an employee is diagnosed with one of the many work related diseases listed in RIDDOR and their work creates a reasonable risk of exposure then Form F2508A would need to be returned within 10 days of diagnosis.

2.2.12 Further information on RIDDOR can be obtained on the HSE website www.hse.gov.uk/RIDDOR

2.2.13 All accidents/incidents must be reported using form ORC- HS1 and follow the ORCi Accident Reporting Policy; this policy applies to all employees of ORCi circuits whilst at work. The policy also applies to members of the public, contractors and competitors and volunteers.

2.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

2.3.1 These Regulations require that employers must carry out a risk assessment for all hazardous substances that are likely to pose a risk to health. These assessments include the risk and hazards involved with particular substances, as well as the safety precautions that are required. Within the Short Oval racing field these regulations will apply to those exposed to substances from car batteries, radiators, waste oil and solvents, timber preservatives or weed killers used in maintenance work.

2.3.2 COSHH: A brief guide to the Regulations IND(G) 136 (Rev3) - revised 04/05 - is available from the HSE website, www.HSE.gov.uk/publications. Other publications covering battery charging, solvents etc are also available.

2.4 ELECTRICITY AT WORK REGULATIONS

2.4.1 These Regulations impose requirements in relation to electrical systems and equipment and activities on or near electrical equipment. This will include track lighting, public address systems, etc. Such systems and equipment must be constructed and maintained in a safe condition at all times to avoid danger.

2.4.2 Electrical work must **only** be undertaken by a person who is **competent**. This would include anyone who installs, maintains or inspects electrical systems or equipment.

2.4.3 Under the Electricity at Work Regulations, a competent person is someone who has:

- An adequate knowledge of electricity.
- Adequate experience of electrical work.
- Adequate knowledge of the system being worked on.
- Understands the hazards which might arise.
- Knows whether it is safe to continue.

2.4.4 HSE Guidance: Electrical Safety and You IND(G) 231, 11/05 is available from www.HSE.gov.uk/publications.

2.5 RISK ASSESSMENT

- 2.5.1 The Management of Health and Safety at Work Regulations 1999 contain a general requirement to carry out a **suitable and sufficient** assessment of risk on **all activities within an undertaking**. This requirement covers all activities and in particular those considered to be hazardous e.g. all aspects of motor racing. Action must be taken for all situations where the risk is significant. Trivial risks can usually be ignored but significant risks are those where the likelihood of injury is fairly high and the severity of any injury or damage could be serious. Risk assessments must be conducted by someone who is competent in identifying risks in motor sport. HSE Guidance: Five Steps to Risk Assessment IND (G) 163(Rev2) 06/06. Each promoter will have their own unique Risk Assessments for their own venues
- 2.5.2 In making an assessment the race organiser will need to decide whether the standards described in this code of practice are adequate or if additional safety measures are required. So that an employer can carry out his assessment properly, the Regulations require that a competent person should be appointed. This can be a person from within or outside the organisation. The controlling bodies for motor sport will often be able to provide assistance.
- 2.5.3 The Management of Health and Safety at Work Regulations also require that an employer make contact with any outside agencies who may need to be called upon in the event of an emergency.
- 2.5.4 Reference should be made to relevant guidance published by the Health and Safety Executive. A useful publication is a document entitled "Essentials of Health and Safety at Work" (ISBN 0-11-885445-3).
- 2.5.5 The Workplace (Health, Safety & Welfare) Regulations 1992 require that an employer must establish procedures for the evacuation of premises **in the event of an emergency**. At sporting events this normally takes the form of a major incident plan. Such arrangements for night time events must be particularly clear and well communicated.
- 2.5.6 A list of references and other documents is contained in Appendix B

3 RACETRACK & SAFETY BARRIERS

3.1 RACETRACK AND INFIELD

- 3.1.1 The racetrack will normally be surfaced with tarmac, concrete, shale or similar. Along with any kerbs which edge the track, it should be kept in a good condition so that the possibility of a substantial piece of material being deflected into areas occupied by members of the public is minimised.
- 3.1.2 In addition to the use of flag signals, a minimum of four sets of traffic lights or similar lights must be provided. Each must have one red, one yellow/amber and one green light. The lights must be sited in suitable positions so that they are clearly visible to competitors. Where racing takes place around the track in more than one direction the lights may need to be turned to face the oncoming cars.
- 3.1.3 Where track marker tyres or similar are used, they must be of a type which is not likely to be deflected into public areas and in the event of a car hitting them will

not result in them clearing the safety fence either directly, or as a result of a “roll-over”. It is suggested that they should be a minimum of 600mm (2') high when lying down.

- 3.1.4 The centre green or infield area must as far as possible have an even surface and be free from tripping hazards. Where possible suitable protected areas must be provided for marshals and drivers who have left their cars, for example, by means of earth banking or marshals posts constructed from “Armco” barriers or similar. It is recognised that at some racetracks where the centre green is used for other activities, for example football or rugby, this may not be possible. The number of persons allowed on the centre green should be kept to a minimum.
- 3.1.5 Where marshals are sited around the perimeter of the track, the areas occupied by them should have a level surface and be free from tripping hazards. Marshals should only be sited in positions from which they have a satisfactory escape route in the case of emergency, e.g. a car impacting the safety fence. Consideration should be given to the need to protect marshals from flying objects when they are in this position.
- 3.1.6 The racetrack, infield and all areas within the spectator barrier must be designated as no-smoking areas.
- 3.1.7 Where photographers are permitted on the infield they must be restricted to areas which are considered safe and numbers must be restricted (see 9.2)

3.2 SAFETY BARRIERS

- 3.2.1 Between the racetrack and all areas which may be occupied by members of the public the following must be provided:
 - A safety fence
 - Catch netting
 - And where necessary a spectator barrier

3.3 SAFETY FENCE

- 3.3.1 The purpose of the safety fence is to prevent a race car from leaving the track area. The fence should be constructed to withstand the impact of one or more of the heaviest cars racing at the track, moving at the maximum speed available. It should also be of sufficient height to prevent cars from passing over it. As far as possible, the line of the safety fence should be such that if under normal circumstances a car collides with it, this happens as a sliding impact, i.e. cars should not hit it at a 90⁰ angle. The safety fence should be inspected regularly as detailed in Section 8.
- 3.3.2 Safety fences are normally of either a solid construction i.e. steel plate, concrete or Armco barrier or of a suspended type constructed of steel cable mounted on metal posts. The latter type is normally found at stadia used for greyhound racing.
- 3.3.3 The following are examples of safety fences, which have been found to be effective by race organisers. It is the race organisers' responsibility to ensure that the safety fence meets the requirements of paragraph 3.3.1.

- 3.3.4 A barrier of a permanent type having a continuous, smooth face of at least 400mm (16") in height. Where the face of the barrier does not reach a height of 1220mm (48") above the track surface, one or more tensioned steel ropes 22mm (7/8") diameter must be mounted on RSJ of minimum size 150 x 100mm (6" x 4") or bullhead mainline railway line secured in a base which is capable of withstanding likely impacts and not more than 7.8m (26') apart. The top strand must be a minimum of 1220mm (48") above the track surface at the beginning of the meeting, and the spacing between the steel ropes or the bottom rope and the upper edge of the smooth face must not exceed 450mm (18"). The cables should be adequately tensioned at all times. The top of the posts must not protrude more than 75mm (3") above the cable. Where heavy duty Armco (Motorway type crash barrier) is used to form the smooth face it should be backed up with compacted soil or concrete.
- 3.3.5 A fence consisting of at least four strands of tensioned steel cable of not less than 22mm (7/8") diameter. The fence must be supported by RSJ of minimum size 150 x 100mm (6" x 4") or bullhead mainline railway line and located on the track side of the posts. The posts should not be more than 7.8m (26') apart. The posts should be secured in a base, which is capable of withstanding likely impacts, and must reach a minimum of 910mm (36") into the ground. The minimum height of the fence is 1220mm (48") from the track surface. The top strand must not be more than 75mm (3") from the top of the posts. The bottom strand must be between 150 x 450mm (6" & 18") from the track surface. The spacing between the strands must not exceed 450mm (18"). The cables should be adequately tensioned at all times. All measurements should be made at the start of the meeting.
- 3.3.6 The entrance gate to the track must be the same height as the safety fence and constructed to withstand similar impacts. Where a solid type fence is used it will normally consist of a solid metal "gate". Where a cable type fence is used it will normally consist of lengths of cable joined and tensioned. A combination of the two may be used. The gate must be fully and properly secured at all times when racing or practice is in progress. Where racing takes place in one direction only, a suitable overlap between two lengths of safety fence may be used as track access and no gate is then required.
- 3.3.7 Where the safety fence becomes severely damaged during the course of a race and is not capable of carrying out its intended function, the race must be suspended immediately, (see Section 9.8) and proper repairs carried out. Similarly where at the end of a race the fence is found to be damaged, it must be properly repaired before the track is used again. Race organisers should take this into consideration when considering the type and design of fence to be installed.
- 3.3.8 Wherever necessary suitable barriers and/or gates, and an adequate number of marshals, should be provided alongside the pit lane and in particular at the point where race cars enter the track to prevent risk of spectators coming into contact with moving vehicles. However no marshals must stand directly 'behind' the pit gate whilst racing is in progress.

3.4 CATCH NETTING

- 3.4.1 Catch netting will normally be required between the track and all areas which may be occupied by members of the public. Where other arrangements are made it will be up to the race organiser to show that adequate arrangements have been made to protect the public. It must be of sufficient strength to withstand the impact of wheels or other debris and of sufficient height to prevent them passing over it. The following specification is recommended as a minimum.

- 3.4.2 As a minimum the netting should be constructed of wire pig netting, chain link fencing or similar. Where other types of catch netting are being erected the maximum aperture should be 150 x 150mm (6" x 6").
- 3.4.3 The minimum height is 2.4m (8') above the track surface. However, if the netting is set back from the safety fence or if there is evidence that items have gone over the top of it consideration should be given to increasing this height.
- 3.4.4 The netting must be supported by posts of adequate strength and spacing to enable it to carry out its function properly. Where appropriate the fence should be supported by strainer wires or metal supports such as a framework constructed of angle iron to prevent sagging. Arrangements must be made to allow drivers to exit the racetrack or allow access for marshals in an emergency. A gap may be left between the ground and the lower edge of the netting to allow drivers or marshals to pass beneath it. These gaps should be signed or arrowed from trackside. Alternatively overlapping sections or suitably placed exit gates may be used. However these measures should not break the continuous protection the fencing provides.
- 3.4.5 The catch netting must be maintained in good condition. If it becomes damaged during the course of an event, it must be properly repaired or spectators who may be put at risk moved from the affected area.
- 3.4.6 Signage should be provided to advise spectators to NOT climb nor put their fingers through the catch fencing.

3.5 SPECTATOR BARRIER

- 3.5.1 The purpose of this barrier is to prevent members of the public from entering restricted areas. It is also designed to ensure that the public are not able to stand immediately behind the catch fencing if it is less than 2 metres from the track. If catch netting is also used as a Spectator Barrier it must be over 2m (6'6') behind the Safety Fence and Race Organisers must assess any risks associated with doing this. Spectator Barrier should be a minimum of 900mm (3') high and of such a construction as to prevent individuals, and in particular young children from passing through or under it.
- 3.5.2 Marshals should be trained to check for spectators in prohibited areas and be able to move them to more acceptable areas.
- 3.5.3 Where spectators' vehicles are parked close to the racetrack there must be an adequate gap left for access and egress of spectators between the front of the parked cars and the spectator fence.

3.6 PIT AREA

- 3.6.1 A pit area of adequate size to accommodate the race vehicles and transporters must be provided. There must be sufficient room to allow racecars to move to and from the racetrack safely and for transporters to manoeuvre safely when arriving and departing. The surface of the pit area must be level and free from tripping hazards and adequately drained.
- 3.6.2 The pit area is a potentially dangerous place due to the presence of moving vehicles, flammable liquids and hazardous equipment. The race organiser must

assess whether it is safe to allow members of the public and in particular children access to the pit area and make suitable arrangements. Different arrangements may be appropriate on the same site at different race meetings (See also Para 3.6.5).

- 3.6.3 The race organiser should take into account the size of the pit area, the number of race vehicles and transporters present and the number of spectators likely to attend the meeting when drawing up their safety plans.
- 3.6.4 A speed restriction of 5mph must be imposed on ALL vehicles. Suitable signage and driver information sheets must reinforce this restriction.
- 3.6.5 The pit area must be strictly No Smoking. Suitable notices must be displayed at all entry points as far as possible. A fire point must be provided as described in Section 4.0.
- 3.6.6 All fuel within the pit area, other than in the petrol tanks of racecars must be in an approved container, clearly marked "HIGHLY FLAMMABLE PETROLEUM SPIRIT" and fitted with a screw or other suitable safety cap. When not in use it must be stored in the racecar transporter or tow vehicle. The maximum capacity of any container must be 5 gallons. During refuelling the driver must vacate the racecar and the engine must be stopped. They must ensure that all members of the public are cleared from the area and a suitably trained person must stand by with a fully operational and suitable fire extinguisher.
- 3.6.7 Suitable signage should be provided throughout the pit area warning the public that motorsport is dangerous. These signs are available from the ORCi. A spectator must see at least 3 motorsport is dangerous signs between entering the venue and standing trackside OR walking in the pits.

3.7 LIGHTING

- 3.7.1 Where the race track is to be used during the hours of dusk or darkness, adequate lighting must be provided to all parts of the track, infield and pit area. Where, for example in late afternoon during winter months, there is a possibility of the track or pit area being used when light levels are poor, either adequate lighting must be provided, or the meeting start/finish times adjusted accordingly. The Chartered Institution of Building Services Engineers Lighting Guide: Sports, detailed minimum lighting levels for speedway tracks. Given the similar nature of the sports it is suggested that this document may be used for guidance. In addition emergency lighting should be provided in public areas in accordance with Guide to Safety Grounds ('The Green Guide').

3.8 PUBLIC AREAS

- 3.8.1 This code is not intended to provide information on safety precautions for areas occupied by members of the public. These are covered by the Safety of Sports Grounds legislation and the Guide to Safety at Sports Grounds ('The Green Guide'). The Green Guide was originally written following disasters at football stadia, and states that "a flexible approach should be maintained to take account of the individual nature of grounds". Suitable signage should be displayed at the entrance to and throughout all public areas

3.9 RACE CONTROL

- 3.9.1 Suitable accommodation must be provided for the Steward of the Meeting (or equivalent). It must have a clear and uninterrupted view of all parts of the racetrack. Adequate artificial lighting must be provided at night or during dusk.
- 3.9.2 As a minimum there must be either two way radio or telephone communication with the Clerk of the Course / Senior Safety Marshal (or equivalent) and with the pits, and a suitable means of communicating with the Start Marshal, e.g. via headphones connected to the public address system. It is recommended that there should be radio contact with the Clerk of the Course / Senior Safety Marshal (or equivalent) and all safety marshals. In addition a telephone connection with the main telephone network must be available in an easily accessible position.
- 3.9.3 The controls for the race control lights must be situated in a position convenient for the Steward (or equivalent).
- 3.9.4 Where the race control accommodation is located above ground level, its construction must be such that there is no risk of persons falling from it, and a safe means of access and egress must be provided.

4 FIRE PRECAUTIONS

- 4.1 A minimum of four fire points must be provided around the track or on the infield. They must be equally spaced, as far as possible, and readily accessible to marshals and officials. Each fire point must contain a dry powder type fire extinguisher, minimum capacity 3Kg. In addition an AFFF (Aqueous film forming foam) type fire extinguisher, minimum capacity of 9 litres, must be provided at two of the fire points.
- 4.2 A suitably sized fire blanket must be available close to the track at all times.
- 4.3 A fire point shall be provided in the pit area. The fire point must consist of a minimum of:
- 1 x Dry powder extinguisher, minimum capacity 3 Kg.
 - 1 x AFFF extinguisher, minimum capacity 9 litres.
- 4.4 Suitable arrangements must be made to prevent the equipment being stolen or tampered with and to protect it from inclement weather.
- 4.5 Additional fire fighting equipment must be provided for stands, catering outlets etc, and should not be considered as part of the trackside equipment.
- 4.6 Replacement extinguishers etc, must be provided to allow the meeting to continue should some of the equipment be used.
- 4.7 Fire fighting equipment should be checked before the start of each meeting to make sure that it is in good working condition and that it has been fully maintained in accordance with statutory regulation.

5 FIRST AID

- 5.1 Suitable First Aid arrangements must be made to deal with acute illness and injuries, which may occur to competitors, officials or members of the general public.
- 5.2 The following arrangements are separate to any which may be required by the Safety at Sports Grounds legislation.
- 5.3 All motor sport demands skilled first aid and medical care and where necessary a prompt removal to hospital. The minimum provision should be either:
- Paramedic ambulance and crew (NHSTD trained) or St John ambulance provision with senior officer support or a Doctor appropriately trained and experienced to work in pre-hospital care with ambulance back up.
- 5.4 Appropriate and suitable equipment must be provided to support life and prevent worsening of acute illness and injuries. This can be provided in the ambulances or by transportable equipment kept at the track.
- 5.5 The BORSE medical consultant, Professor K. M. Porter FRCS(Ed), FRCS(Eng) FIMC RCS(Ed), FFSEM(UK) in consultation with the Faculty of Prehospital Care at the Royal College of Surgeons of Edinburgh has recommended the following equipment:

Ambulance Equipment

Oxygen with spare full cylinder	Scoop stretcher
Entonox for pain relief	Spinal Board
Cervical Collars	KED or equivalent
Blankets	extrication device
Carrying canvas	Carrying chair
Trolley Cot	Pelvic Splint
Limb box splints	Traction Splints
FRAC straps or equivalent	ED defibrillator
Pulse Oximeter	First Aid kit

Medical Equipment

- Trauma oxygen masks
- Suction unit and catheters
- Airway adjuncts (oropharangeal and nasopharangeal)
- Equipment for bag, valve mask ventilation
- Intubation equipment including laryngoscope and spare batteries, endotracheal tubes, catheter mount, tape to secure tubes and bougie
- Laryngeal mask airways
- Equipment for needle cricothyroidotomy
- Equipment for surgical airway
- Asherman chest seal
- Chest drainage equipment
- Intravenous cannulas
- Intravenous fluids
- Fixation to secure cannulas

- Drugs to facilitate the delivery of care within the competence and legal framework of the provider. Desirably this should include the ability to provide the following intravenous opiate analgesia:
 - Anti emetic
 - drugs to manage chest pain, cardiac arrest, anaphylaxis, fitting and diabetic emergencies

- 5.5.1 Equipment should be provided to deal with both adult and paediatric emergencies
- 5.5.2 Those providing First Aid/Medical care should be equipped with appropriate Personal Protective Equipment (Helmet, ear protection, goggles, gloves, reflective jacket, overalls, appropriate footwear etc)

5.6 FIRST AID POST

- 5.6.1 At circuits distant from the nearest hospital a first aid post is ideal to enable treatment to continue off the track and prior to transfer to hospital or for simple observation and treatment of minor injuries and illnesses. Equipment should include a trolley or stretcher, first aid box, blankets, pillows, hot and cold running water, heating and lighting.
- 5.6.2 For pre-meeting practice or testing there should, as a minimum be a suitably trained first aider and the first aid/medical post should be open. IF there are large numbers of competitors or the local ambulance service is not nearby, it is recommended that organisers have an ambulance on-site.
- 5.6.3 A replacement ambulance and equipment must be provided for ambulances/ equipment being used for the conveyance of persons to hospital.
- 5.6.4 For all race meetings an ambulance must be present.
- 5.6.5 Fast, easy and well maintained access to the track and exit from the site must be provided for first aid equipment/ambulances.

5.7 RESCUE/RECOVERY EQUIPMENT

- 5.7.1 Appropriate equipment capable of cutting through door pillars and roll cage supports must be readily available at all times when the track is in use, for use in an emergency, such as freeing a driver from a car. It should be of a type, which does not pose a risk to the driver.
- 5.7.2 All tractors and other rescue / breakdown vehicles not originally designed for that purpose must be fitted with a suitable cab, safety cage or roll bar to protect the driver in the event of the vehicle overturning. All moving parts such as power take offs and pulleys must be properly guarded
- 5.7.3 All operators should be trained in motorsport extrication procedures and may be approved by ORCi for this purpose
- 5.7.4 Telephone access (land line or mobile phone) and details of receiving A&E departments should be displayed within the first aid post.

6 RACE CARS

- 6.1 A race organiser must ensure that comprehensive construction regulations are in force for all types of car using the racetrack. A Rule Book should be issued annually to all drivers and officials and any major intermediate revisions notified to them in writing.
- 6.2 The regulations must include at least the following:
- 6.2.1 Roll cages and constructional standards: An adequate specification for each type of race car, taking into account the type of racing, weight and power of the cars.
 - 6.2.2 Seats must be securely fitted and a suitable head restraint installed.
 - 6.2.3 Safety Harnesses: The minimum standard for all types of racecar is a five-point harness, with the exception of Bangers or similar where a four-point harness is acceptable. Suitable mounting points must be specified. It is recommended that detailed guidance on the installation and maintenance of safety harnesses should be included in the rule book.
 - 6.2.4 Brakes: All cars must be fitted with an adequate braking system.
 - 6.2.5 Fuel tanks: Where the racecar is constructed from an ex road car, the removal/drainage of the petrol tank must be required where appropriate. The maximum capacity of any fuel tank is 5 gallons. All fuel tanks must be fitted with a screw type or other suitable cap.
 - 6.2.6 A suitable specification should be imposed for fuel lines, their routing and fuel shut-off taps.
 - 6.2.7 A suitable firewall must be positioned between the engine and the driver.
 - 6.2.8 Batteries: Must be properly secured to prevent movement in the event of a crash or the vehicle overturning. Batteries must be enclosed or covered with an acid proof material such as rubber sheeting.
 - 6.2.9 Electrical System: On/Off ignition wiring must be through a suitable switch, which must be positioned so that the driver can reach it while strapped in. The switch must be clearly marked so that it can be seen by a Safety Marshal in the event of an accident. It is not acceptable to use exposed wires for ignition systems because of the risk of a spark causing a fire.
 - 6.2.10 Radiators: Where the radiator is re-sited in the passenger compartment a suitable screen must be positioned between it and the driver to prevent scalding in the event of a leak.
 - 6.2.11 Silencers: In order to reduce the levels of noise to which drivers, mechanics, race officials and members of the public are exposed; all cars must be fitted with an effective silencing system. Where necessary it must be shielded to prevent any risk of the driver coming into contact with it. The silencing of cars is subject to restrictions issued annually by the ORCi.
- 6.3 Special consideration should be given to the requirements necessary for non-routine events such as a figure-of-eight Banger races, rollover events or Destruction Derbies and the

appropriate measures taken for example Caravan races: The front windscreen opening of all cars must be fitted with a suitable mesh to prevent entry of debris.

7 DRIVERS

- 7.1 All drivers must be licensed by the race organiser or a competent controlling body. They must be satisfied of a driver's capability to drive the particular type of racecar. To be considered for a licence all drivers must complete a suitable application form, which must include name, address, age, and a suitable medical declaration stating that they do not suffer from any condition, which may constitute a danger to themselves or others. A suitable upper age limit should be imposed. Where a driver is under the age of 18 the form must also be signed by a parent or guardian.
- 7.2 Where relevant, a driver should only be allowed to compete in certain formula after having gained experience in the lower capacity formula.
- 7.3 The minimum age limit for senior formulae should be 16 years. Junior formulae should feature children within restricted age ranges, i.e. Mini Stox from 11 years to 15 years.
- 7.4 No person shall be allowed to drive while under the influence of alcohol or drugs.
- 7.5 Races such as mechanics or ladies races must not take place without the drivers being licensed. It is recommended that they should not take place using 'high performance' cars.
- 7.6 Helmets must be worn and properly fastened at all times during racing and practice. The minimum standard is BS6658-85 type A (type B is not acceptable) or equivalent. **This rule should be continually reviewed and should be based on ORCi regulations.**
- 7.7 Suitable overalls must be worn during racing and practice. The minimum standard for all drivers is flame retardant overalls e.g. Proban protected.
- 7.8 It is recommended that drivers consider the use of neck supports for racing. There are a number on the market and drivers need to assess their requirements based on factors such as physical size, formula etc.
- 7.9 Passengers must not be carried in competitive events.

CONTROL OF EVENTS

8 OFFICIALS

- 8.1 The following officials must be available throughout every meeting
 - Steward (or equivalent)
 - Clerk of the Course/Senior Safety Marshal (or equivalent)
 - Start Marshal
 - Track Safety Marshals - minimum of 3
 - Scrutineer(s)
 - Commentator
 - Pit Marshal(s)

- 8.2 Adequate officials must also be available during pre meeting practice or test sessions, including an official to take overall control.
- 8.3 No individual shall act in more than one capacity at any one time during any one race meeting. The minimum age for an official is 18 years, or 16 years for a trainee.
- 8.4 The duties of each of the officials are normally as follows:
- 8.4.1 **Steward (or equivalent):** The steward must be present in race control at all times when racing is in progress. He/she is responsible for enforcing the racing regulations, and in particular race control procedures and for operating the race control lights.
 - 8.4.2 **Clerk of the Course/Senior Safety Marshal (or equivalent):** Must be on the infield or some other suitable position at all times when racing is in progress. Responsible for supervision of Track Safety Marshals and taking appropriate steps in relation to race control procedures.
 - 8.4.3 **Start Marshal:** Sited on a suitable rostrum behind the safety fence or a similar suitable position. Responsible for appropriate measures in relation to race control procedures and in particular giving flag signals to competitors and other officials on the instruction of the steward, except when starting a race.
 - 8.4.4 **Track Safety Marshals:** The Track Safety Marshals must be suitably placed around the perimeter of the track or on the infield and positioned so as to minimise risks to their safety. However it is recognised that in order to be effective they must be in a position where their flag signals are clearly visible to competitors. Their other main role is to advise the Steward (or equivalent) by means of flag signals (or radio messages where available) of a dangerous situation. E.g. when a driver is injured or there is a wheel or debris on the track.
 - 8.4.5 **Scrutineer(s):** The scrutineers will carry out an inspection of racecars and drivers safety equipment with reference to the appropriate regulations. It is appreciated that this inspection cannot be exhaustive and it must be made clear to all drivers that they are responsible for presenting a car which has been constructed in a safe and proper manner ready for racing. Where they find a car which is unsatisfactory they make sure that it is not used for racing or pre meeting practice and advise the Steward (or equivalent) accordingly. Before each race they, or a track marshal, must ensure that each driver's helmet and safety harness are properly fastened. An adequate number of suitably trained and experienced scrutineers must be on duty at every race meeting. As a guide it is suggested that each Scrutineer should be able to inspect 15 to 20 cars per hour. If this figure, the number of cars competing and the length of time available for scrutineering are taken into account, it should be possible to calculate the number of scrutineers required.
 - 8.4.6 **Commentator:** The commentator should be in contact with Race Control at all times when racing is in progress to relay messages to officials (e.g. the Start Marshal) and if necessary to make safety announcements to the public.
- 8.5 All event officials must be experienced in the sport and must have spent time learning their role. All officials should have a copy of this Code of Practice, any venue specific guidelines and should be trained/briefed at least once per year on the safety requirements of the track and the ORCi.

9 EQUIPMENT

- 9.1 The Clerk of the Course/Senior Safety Marshal (or equivalent) and Track Safety Marshals must be provided with suitable high visibility overalls which should as a minimum be made of a flame retardant material. Where waterproof clothing is provided for use in wet weather, this must also be of a bright colour and equally flame retardant.
- 9.2 Where other persons such as photographers or first aid personnel are present on the infield the race organiser must ensure that they are wearing suitable high visibility clothing.
- 9.3 These additional personnel must be kept to a minimum with the maximum number of 4 photographers on the infield at any one time. All personnel must have signed in and been briefed on safety related matters prior to them being permitted on the infield.

10 TRAINING

- 10.1 All officials and marshals must receive suitable training appropriate to their post. This should take place on at least a bi-annual basis **with either a 'refresher' meeting during the season or regular officials' briefings prior to race events.** The training should be carried out by suitably qualified or experienced persons.
- 10.2 All officials and marshals should be aware of the appropriate rules and regulations, personal protection, practical fire training, basic first aid and procedures in relation to the emergency plan, where appropriate to their duties.
- 10.3 Suitable training must be provided for personnel using cutting equipment etc.
- 10.4 The race organiser must maintain records of the training of all officials and marshals and make them available to enforcement officers on request.
- 10.5 Governing Bodies of the sport should provide a Train the Trainer programme scheme to ensure all Trainers are briefed in current legislation and best practice.
- 10.6 ORCi will provide relevant training for volunteer officials to attend. This will vary from year to year.

11 ANNUAL & ROUTINE INSPECTIONS

- 11.1 The race organiser must arrange for a full and detailed examination of the racetrack, safety fence, catch netting, equipment and procedures detailed in this code to be carried out on at least an annual basis by a competent person (appointed by the Sports governing Body). A copy of the report produced must be kept for a period of at least twelve months and produced for examination by enforcement officers on request.
- 11.2 A similar inspection must be carried out at a new racetrack prior to its use, or where significant alterations to a circuit or equipment have been made e.g. where a new safety fence or catch netting has been installed.
- 11.3 Before each race meeting, the race organiser must ensure that a detailed inspection of the racetrack, safety fence, equipment, etc, is carried out by a competent person and that the requirements of this code have been complied with. Suitable records must be kept for

inspection by an Enforcement Officer. It is suggested this could be in the form of a checklist. An example is shown in Appendix D.

12 CLASS OF CARS USING TRACK

- 12.1 The race organiser must ensure that all cars using the racetrack for racing or practice at any one time are of a similar type, weight, engine power and constructional standards. It may be appropriate to impose upper and lower engine or weight limits, e.g. it would not be appropriate to allow a Jaguar saloon and a Mini to compete in the same Banger event.

13 SCRUTINEERING

- 13.1 Before being used for racing or practice every car must be examined by a Scrutineer to ensure that the car and the driver's safety equipment comply with the appropriate regulations. Where this is not the case the car must not be used until the defect(s) has/have been remedied.
- 13.2 In order to allow the Scrutineer(s) adequate time to inspect all cars properly, drivers must be required to present their car for scrutineering an adequate length of time before the first race. Reference should be made to paragraph 8.4.6.
- 13.3 Before the start of each race or practice session, a Scrutineer (or deputy) must check that the driver's helmet and safety harness are properly fastened.

14 SYSTEM OF RACE CONTROL

- 14.1 The race organiser must establish an effective system of race control and issue suitable racing regulations to all officials and competitors. This should include the degree of contact between cars which is permitted for each type of racing.
- 14.2 The race organiser must ensure that all necessary officials and marshals are present at each meeting and that they are properly trained
- 14.3 A suitable means of communication must be established using radios, telephones, flag signals etc.
- 14.4 Suitable procedures must be established for dealing with such incidents as an injured driver, an overturned car or a wheel or debris on the track. This will normally require the Steward to impose an immediate race suspension or period of caution (i.e. slow all cars to rolling lap speed).
- 14.5 An effective system must be put in place for dealing with drivers who fail to comply with racing regulations.
- 14.6 The following flag/traffic light signals are commonly used:
- **Green flag/green lights:** Track clear for racing.
 - **Yellow flag held steady by marshal:** Warning to other competitors that a driver is still in a stationary car, or is exiting his car.
 - **Yellow flag, held steady unfurled above marshals head:** Used to advise Steward (or equivalent) that a decision is required as to whether a race suspension should be introduced.

- Waved **yellow** flags/flashing yellow lights - race suspension: All competitors must slow to rolling lap speed immediately and continue with caution in single file until the incident has been dealt with.
- **Red** flag/red lights: All drivers must, with car, slow down immediately and stop as soon as possible.
- **Chequered** flag: Race winner has completed race distance.
- **Black** flag: Driver disqualified or car in dangerous condition and must leave track immediately.
- **Other** coloured flags are used to inform drivers of various things. The meaning of these flags must be included in driver rule books or advised on raceday information notes.

15. SPECIAL EVENTS

- 15.1 Where special events such as Firework Displays etc, are to take place the race organiser must ensure that suitable safety precautions are in place, a risk assessment is produced and that all relevant persons are suitably trained.

16. DOCUMENTATION

16.1 HEALTH & SAFETY POLICY

- 16.1.1 This is a written document which aims to set out the business's responsibilities towards the provision of a safe work place for its employees and anyone else who visits the premises e.g. members of the public, competitor and outside contractors. The documents should consist of the following:
- 16.1.2 A brief outline of what the business does together with a general statement of the Company's commitments to providing a safe work place. It should also make reference to the company's risk assessment which describes how the hazards posed by the operation of the business have been assessed and how the risks are to be minimised or eliminated.
- 16.1.3 A diagram showing the chain of responsibility for safety. In this instance it would be useful to have one for general management and a separate diagram showing who is responsible during a race meeting.
- 16.1.4 A section dealing with the general arrangements for the provision of
- First aid - who the trained staff are, where they and the first aid equipment are located.
 - Accident book - where it may be found and to whom the accident should be reported. Details of those accidents, which must be reported, is given in section 2.2. Further information is available from the Environmental Health Department of your local Council.
 - Fire safety - location and maintenance of equipment.
 - Specialist consultants and their areas of expertise.
 - Access - for the public, competitors, emergency services, officials.
- 16.1.5 Training records - details of the training requirements of officials, other members of staff and possibly competitors should be set out. A training record for each official should be kept detailing when, where and how he received the training. A

note should be made of whether refresher courses are required and when these should take place.

16.1.6 Major incident plan - this should be drawn up following discussions with the emergency services and the Local Authority. It should detail the procedure to be followed if there is an incident, which cannot be dealt with, by the first aid and rescue services on site.

16.1.7 General hazards should be described and how they are to be dealt with e.g.:

- Waste disposal
- Maintenance of building and track
- Cleanliness of buildings and other areas
- Inspection of all equipment including cutting and portable electric, - what, who, when and where
- Storage of petrol in the pits

16.1.8 Provision, maintenance and use of all equipment provided e.g. tractors, towing and lifting equipment, and tools for use by employees. NB Work equipment should **only be used by authorised** staff or volunteers and should not be available for use by competitors, contractors or others.

16.1.9 Special hazards should be described and how they are to be dealt with e.g. Control of Substances Hazardous to Health (COSHH); see section 2.3. These are substances, which can cause skin irritations, affect breathing and cause long-term illness through regular exposure. All such substances must be assessed in order to determine the hazard and the potential risk of health. Most of the products used in motor sport will be readily labelled with safety advice on how to use them. Attention must be drawn to employees and anyone else expected to use them of the safety precautions required when using the product. Suppliers and manufacturers of substances hazardous to health are required by law to provide a "Safety Data Sheet" setting out the essential safety information. Copies of these should be retained for reference.

16.1.10 It should be noted that many of the above topics may only need to have reference to this code.

APPENDIX A: DIFFERENT FORMULAS OF RACE CAR

The following is provided as guidance for enforcement officers. It is not intended to be an exhaustive list of all the different formulas, but should give an indication of the various classes of car racing throughout the country.

Race cars can either be based on ex-road going saloons or may be purpose built "specials". In racing for some formulas, contact, i.e. the pushing and spinning of other cars is permitted, whilst in the non-contact "Hot Rod" formulas it is forbidden. The following is not a complete list of all formulas but those that are not listed will be a variation of those shown.

Contact Formulas

- **Bangers/Bombers/Rookie Bangers:** Ex-road going saloons. There are a variety of different restrictions on engine size and the amount of reinforcement allowed.
- **Formula One Stock Cars:** Purpose built race cars, powered by American V8 engines often in excess of 6000cc.
- **Formula Two Stock Cars/Superstox:** Purpose built race cars fitted with 2000cc engines.
- **V8 Hot Stox/Spedeworth F1:** Similar to Formula One Stock Cars, but fitted with unmodified V8 engines.
- **Ministox:** Armoured cars based on the Mini Saloon, raced by children from their 11th birthday up to their 16th birthday. **These are also raced as non contact at certain tracks.**
- **Saloon Stock Cars:** Ex-road going saloon cars which are armoured for durability. Engine capacity may be limited between 1300 to 2000cc.
- **Rebels:** Purpose built 5/8 scale armoured saloon cars with Reliant Robin engines.

Non-Contact Formulas

- **Lightning Rods:** Rear wheel drive saloon cars, maximum engine capacity 2000cc.
- **Hot Rods:** Race prepared saloon cars powered by 1600 - 2000cc engines.
- **Legends:** Purpose built 5/8 scale American gangster cars with Yamaha 1350cc engines.
- **Midgets:** Purpose built single seat race cars with highly tuned 1350cc engines which race on slick tyres.
- **Stock Rods:** A formula based on small saloon cars, maximum engine capacity 1400cc.
- **Super Rods:** Medium sized saloon cars, maximum engine capacity 3600cc.

APPENDIX B: DIFFERENT FORMULAS OF RACE CAR

The major source of health and safety information, guidance and law is the Health and Safety Executive who have a dedicated publishing operation. Local authority Inspectors will also use HSE information. Whilst race organisers must maintain good relations with their local authority Enforcement Officers, the main information source is the HSE.

An HSE Publications List containing both free and priced publications is available free from your local HSE Office

Legislation

- Health & Safety at Work etc Act 1974
- Management of Health & Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Control of Substances Hazardous to Health Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Electricity at Work Regulations 1989
- Safety at Sports Grounds Act 1975
- Provision and Use of Work Equipment Regulation 1998
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998

Further reading

- HSE Books ISBN 0 11 885555 7
- Essentials of Health & Safety at Work (4th Edition) 2006 HSE Books ISBN 978 71766179 4
- Management of Health & Safety at Work Regulations 1999. Approved Code of Practice HSE Books ISBN 978 07176 2488 1
- Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73 1999 HSE Books ISBN 978 0 7176 2431 7
- COSHH A brief guide for employers. The requirements of the Control to Substances Hazardous to Health Regulations 2002 IND(G) 136(L) 04/05 HSE free leaflet
- Steps to Risk Assessment HSE IND(G) 163L free leaflet
- Noise at Work guide for employers on Control of Noise at Work Regulation requirements for controlling IND(G) 362 (Rev1) 10/05
- Simple Guide to the Provision and Use of Work Equipment Regulations 1998 Free Leaflet IND(G)291 ISBN 978 0 7176 2429 4
- Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998 IND(G)290 only available from the HSE Website

The above are available from HSE Books or good booksellers

HSE Books,
PO Box 1999,
Sudbury,
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Telephone Orders 01787 881165
Fax Orders 01787 313995

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Single copies of HSE Free Leaflets and Information Sheets can be obtained from local HSE Offices situated around the Country or can be downloaded in A4 format from the HSE website www.hse.gov.uk/publications

Other Publications

Chartered Institution of Building Services Engineers, Lighting Guide: Sports (LG4: 1990); CIBSE, Delta House, 222 Balham High Road, London SW12 9BS

Local Fire and Rescue Authorities may also have relevant information available.

APPENDIX C: ADVICE TO RACE ORGANISERS

This section gives advice on what to expect when your racetrack is visited by an enforcement officer.

The Health and Safety At Work etc Act 1974 and regulations made under it are enforced by Local Authorities and the Health and Safety Executive. Officers may enter and inspect premises at any reasonable time. They do not have to make an appointment and will usually come without advance notice. They often carry out routine inspections or may visit following a complaint or an accident.

Officers will look at the way you organise your event and make sure that it complies with the law. They will discuss any problems and possible solutions with you. They have power they can use if they think it is necessary to protect employees or the public.

What powers do officers have?

- They have a right of entry at any reasonable time.
- They can make any inspection, examination or investigation they think necessary.
- They can remove, seize, make harmless or destroy any item they think is likely to cause danger.
- They can take photographs or other recording.
- They can examine and remove or request copies of documents.
- They can require you to take action on problems within a set period of time by serving an Improvement Notice. Alternatively they may write to you informally.
- If there is a risk of serious personal injury, they can serve a Prohibition Notice, which stops the use of a site or piece of equipment.
- In serious cases they can recommend prosecution.
- They can require any person to provide such information as he/she deems necessary and this generally means they can interview anyone who they think may have information. Race organisers should ensure that everyone cooperates with any such request

What should you do if an officer makes a visit?

- Ask to see his/her identification card. All authorised officers should carry one
- Make sure you get the officer's name, office address and telephone number.
- If the officer is carrying out a full inspection, briefly explain the layout of the site, and if it is a race day the programme of events. Explain the types of car, which will be racing.
- If possible accompany the officer during the inspection. If not, try to arrange for a deputy to do this.
- Arrange to have a brief discussion at the end of the visit.
- Show the officer copies of your construction and racing regulations, annual inspection report, pre-meeting check reports and training records for your officials.
- If the inspection is made on a race day, try to arrange a meeting at a convenient time for both of you, within the next few days, to discuss any problem areas.
- Try to agree a work programme, including dates, for any matters, which require attention.
- Ask the officer to confirm everything in writing as soon as possible.
- If you have difficulties complying with a notice or work programme, contact the officer as soon as possible and in any case in advance of any deadline you may have been set.

APPENDIX D: CHECKLIST FOR RACE ORGANISERS

This checklist provides a guide for promoters to use before every race meeting to ensure that they are able to satisfy all relevant authorities that they have taken all necessary steps to ensure that the meeting is run in a safe and responsible manner. Sections relate to the earlier part of this document.

RACETRACK AND INFIELD

GENERAL

- a. Check that the surface of the track and kerbs are in good condition.
- b. Ensure that there are a minimum of four sets of traffic lights (or similar) and that they are in working order and if necessary can be turned to face the cars in all races.
- c. Ensure that the infield and outside marshal areas are free from tripping hazards.
- d. Make sure that all no smoking signs are displayed in prominent positions on the infield.
- e. Make a thorough inspection of the safety fence. Ensure that it complies with the Code of Practice.
- f. Make a thorough inspection of the catch netting.
- g. Inspect the spectator barrier and check for damage

PIT AREA

- a. Check that the pits are of sufficient size to accommodate the numbers of cars expected at the meeting. Also ensure that they are free from tripping hazards and are adequately drained.
- b. If the public are allowed into the pit area check that the warning signs are displayed prominently and that they are in good condition.
- c. Make sure that the "No Smoking" and 5 mph signs are in position and are in good condition.
- d. Ensure that the fire point is clearly marked and that the required extinguishers are in place

LIGHTING

- a. Where the track is to be used at night or during dusk, ensure that the lights are all in good working order for the track, infield and pits.

RACE CONTROL

- a. If it is used at night are all lights in good working order?
- b. Are the radios or telephones for communicating with other officials in good working order?
- c. Check that the outside telephone is in good working order.
- d. Ensure that all access and egress points are safe and free from tripping hazards etc.
- e. Check that traffic light controls are in working order.

FIRE PRECAUTIONS

- a. Check that all fire extinguishers are in position both on the inside and outside of the track and in the pits. Also check that replacements are available.
- b. Check that all marshals are aware of their responsibilities in relation to the fire fighting equipment.

FIRST AID

- a. Check that the necessary medical cover is present before practice or racing commences.
- b. Where appropriate check that a replacement vehicle is available should the ambulance have to leave the premises during a meeting.
- c. Check with the medical staff that they have adequate first aid materials and equipment available.

RESCUE RECOVERY EQUIPMENT

- a. Check that the equipment for cutting through roll cages is available.
- b. Ensure that all recovery vehicles are fitted with roll cages or a suitable cab and that all moving parts are guarded.
- c. All equipment used for lifting purposes is suitable and fully complies with the Lifting Operations and Lifting Equipment Regulations in relation to safe working load, statutory inspections etc.

RACE CARS

- a. Ensure that all formulas of cars racing on that day have suitable construction rules that comply to the minimum safety standards that are included in the code of practice.

DRIVERS

- a. Check that all drivers competing are registered with a recognised organisation and that their full name and address and other records are held on file.
- b. Where Production Car Time Trials are being held, ensure that suitable forms are available to be completed prior to the event taking place.

CONTROL OF EVENTS

- a. Make sure that all required officials are in position prior to the start of racing: Steward, Clerk of the Course/Senior Safety Marshal, Start Marshal, Track Safety Marshals, Scrutineers, Pit Marshal(s) and Commentator.
- b. Check that all officials who are trackside have clothing, which complies with the Code of Practice.
- c. Ensure that high visibility clothing is available for photographers etc. that may be permitted into restricted areas.
- d. Check that officials and marshals training records are available for inspection.

TRACK INSPECTION

- a. Make sure that a copy of the annual inspection is available. Also records of previous meetings inspection records.

CARS AND SCRUTINER

- a. Make sure that all cars have been scrutineered prior to them being allowed on track for practice or racing.

- b. Arrange that all the, overalls, helmet and harness of the driver are checked to see that they comply with racing regulations and are fitted properly before drivers are allowed to commence racing.

RACE CONTROL PROCEDURES

- a. Ensure that all drivers are aware of the procedure for lodging a protest with race control.
- b. If a special event such as a firework display forms part of the meeting programme ensure that someone who has been suitably trained is in charge of that part of the event and that suitable arrangements have been made for health and safety.

DOCUMENTATION

- a. Ensure that the accident book is available and there is a supply of accident reporting forms available (Form 2508).
- b. The "Accident Book" must be in the form of an individual sheet in order to comply with data protection rules on maintaining confidentiality. A pad of BI 510 Accident Report forms is available from good booksellers or from HSE Books (see above). When completed such forms should be kept in a secure location and in confidence. This form provides a record of the accident/injury for Industrial Injury purposes. This should not be confused with Form F2508 which is for RIDDOR purposes and would be completed online or over the phone

JUNIOR CLASSES

When running Junior Classes and putting safety plans together, organisers should take account of the following:

- Number of competitors on the grid
- Car construction
- Upper and Lower age limits
- Whether the drivers have undertaken a knowledge test
- Whether the drivers have undertaken a skills test (or have experience)

APPENDIX E: ADVICE TO ENFORCEMENT OFFICERS

The aim of this section is to provide advice for Enforcement Officers carrying out inspections at racetracks during race meeting. Appendix C of this code gives advice to Race Organisers.

Although many of the activities taking place at race meetings constitute a potential risk to members of the public, officials and competitor's, it is acknowledged that the incident of serious injuries is less than might be expected. It is hoped that this code will help Enforcement Officers to make an accurate assessment of where risks might occur and determine whether the safety precautions being taken are adequate.

The checklist in Appendix F may be of assistance during inspections.

- If possible arrange a pre-meeting visit
- It is essential that officers should be present throughout at least one race meeting. Where different types of event take place at the same racetrack, it may be useful to visit on a number of occasions.
- It is recommended that where a routine inspection is to be made, the officer should arrive 1.5 to 2 hours before the first race. This will allow time for a preliminary discussion with the race organiser/promoter; an inspection of the various structures and an assessment of scrutineering procedures before racing commences.
- It should be appreciated that the race organiser/promoter is likely to be fully occupied not only during the meeting, but also beforehand carrying out pre-meeting checks and afterwards paying out prize moneys etc. Consequently it should be recognised that a race organiser/promoter may not be able to accompany the officer during the whole of the inspection, although it may be beneficial if he or a deputy is able to do this. Alternatively it is suggested that on arrival at the racetrack the officer should have a preliminary discussion with the race organiser/promoter to ascertain the layout of the track, positions of equipment and general organisational details. At the end of the inspection there should be a brief discussion of any problems and a meeting arranged within the next few days, at which any problems can be discussed in detail along with a work programme or legal notices.
- The following equipment is recommended for enforcement officers: High visibility clothing (e.g. Jacket or safety vest), suitable protective footwear, camera and film.

It is recommended that ongoing dialogue should be maintained with the race organiser/promoter.

APPENDIX F: CHECKLIST FOR ENFORCEMENT OFFICERS

This checklist provides an outline of the areas which should be examined by officers carrying out an inspection at a short oval racetrack or similar.

Prior to using this checklist the officer should be familiar with the details of the code.

The sections detailed below relate to the corresponding sections of the code.

RACE TRACK AND INFIELD

GENERAL

- a. Are the surface of the racetrack and kerbs in good conditions?
- b. Are four sets of traffic lights or similar provided? Can they be turned to face the oncoming traffic, if necessary?
- c. Is the infield free from tripping hazards? Are marshals posts or other protection provided where possible?
- d. If marshals are sited around the perimeter of the track, are the areas occupied free from tripping hazards and is there a safe escape route?
- e. Are the racetrack and infield "No Smoking"?
- f. Is a suitable safety fence provided? Is it in good condition?
- g. Is adequate catch netting provided minimum height of 2.4m (8')? Is it in good condition?
- h. Is there a suitable spectator barrier?

PIT AREA

- a. Is the pit area of adequate size, free from tripping hazards and adequately drained?
- b. Are appropriate arrangements made regarding public access to the pit area?
- c. Is a 5mph speed limit imposed?
- d. Is the pit area "No Smoking"? Are suitable notices displayed?
- e. Are suitable arrangements made for the storage of fuel?

LIGHTING

- a. Where the track is used at night or during dusk, is adequate lighting provided to the track, infield and pit area?

RACE CONTROL

- a. Is there an uninterrupted view of the racetrack? If used at night is adequate lighting provided?
- b. Is there a suitable means of communication with other officials? e.g. Clerk of the Course/Senior Safety Marshal (or equivalent), pit area and start marshal?
- c. Is there a conveniently located telephone?
- d. Are the controls for the traffic lights conveniently sited for use by the Steward?
- e. Is there a safe means of access to and egress from race control?

FIRE PRECAUTIONS

- a. Are an adequate number of fire extinguishers of a suitable type provided in positions readily accessible to all marshals? Are adequate replacements available?
- b. Is there a fire point in the pit area? Have arrangements been made to prevent the equipment from being stolen or tampered with?

FIRST AID

- a. Are Paramedics (or St John Ambulance equivalent) or a suitably trained Doctor in attendance?
- b. Is an ambulance and relief available? Is there clear access to the track and exit from the site?
- c. Are adequate first aid materials and equipment available?

RESCUE/RECOVERY EQUIPMENT

- a. Is suitable equipment available for cutting through roll cages etc?
- b. Are all tractors or recovery vehicles fitted with a roll bar or suitable cab? Are all moving parts guarded?

RACE CARS

Are suitable regulations in place to cover the following?

- a. Roll cages and construction standards.
- b. Seats and head restraints.
- c. Safety harnesses and mounting points.
- d. Brakes.
- e. Fuel tanks.
- f. Fuel lines and shut off taps.
- g. Fire walls.
- h. Battery mountings and coverings.
- i. Electrical systems and on/off switches.
- j. Screens between radiator and driver where necessary.
- k. Silencers.
- l. Caravan races.

DRIVERS

- a. Are all drivers required to complete a suitable licence application form?
- b. Are suitable age limits imposed?
- c. Are juniors restricted to their own events?
- d. Do mechanics/ladies race take place using unlicensed drivers or high performance cars?
- e. Is the minimum standard for helmets BS 6658 - 85 Type A or equivalent?
- f. Are all drivers required to wear flame retardant overalls?

CONTROL OF EVENTS - OFFICIALS

- a. Are the following officials on duty?

Steward (or equivalent)

Clerk of the Course/Senior Safety Marshal (or equivalent)

Start Marshal

Safety Marshals (minimum of 3)

Scrutineers (adequate number)

Commentator

Pit Marshal(s)

- b. Is any individual acting in more than one capacity at any one time?
- c. Are the Clerk of the Course and Safety Marshals provided with suitable high visibility overalls of a bright colour? Is wet weather clothing of a bright colour?
- d. Are other persons on the infield wearing high visibility clothing?
- e. Have all officials/marshals/rescue personnel received suitable training? Are records available?

TRACK INSPECTION

- a. Is a report of an annual inspection by a competent person available?
- b. Is a routine inspection carried out before every meeting? Are records available?

CARS AND SCRUTINEERING

- a. Are all cars using the track at any one time of similar size and constructional standards?
- b. Are all cars scrutineered before racing or practice? Are an adequate number of scrutineers present and is adequate time allowed to enable this to be done properly?
- c. Before each race or practice session does a Scrutineer (or deputy) check that all drivers' helmets and harnesses are properly fastened.

RACE CONTROL PROCEDURES

- a. Is an effective system of race control in place? Is a suitable means of communication established? e.g. radios, telephones and flag signals.
- b. Are there suitable procedures for dealing with incidents such as an injured driver, overturned car or wheel/debris on the track?
- c. Is there a system for dealing with drivers who do not comply with racing regulations?
- d. When special events such as firework displays take place are all relevant persons suitably trained?

DOCUMENTATION

- a. Is a Health and Safety Policy available?
- b. Has a COSHH assessment been made?
- c. Is an accident book available, is there is system for reporting accidents?
- d. Are training records available for officials and marshals?
- e. Is a major incident plan in place?

APPENDIX G: DETAILS OF CONTROLLING BODIES AND RACE ORGANISERS

Oval Racing Council International (ORCi)
The Secretary
PO Box 9889
Birmingham
B43 6WA
Tel: 07711 682444

The ORCi is an organisation where promoters of oval racing in the UK meet regularly to standardise general rules of racing, organise fixtures, sanction formulas and tracks and coordinate safety. There are more than 6,000 registered drivers controlled by the ORCi, racing on 31 tracks (listed on following page) which are controlled by 15 promoters.

BriSCA Management Board (BMB)
(BriSCA)
The Secretary
15 Betteridge Drive
Sutton Coldfield
Warks
B76 1FN
Tel: 07852 193866

The BMB is an association of promoters and drivers in Formula One Stock Car Racing who have been given the task of controlling F1 Stock Car Racing in the UK. The Board consists of three drivers and three promoters. They have close ties with similar organisations in Holland, Belgium, Australia and New Zealand

British Stock Car Association (Formula Two), (BriSCA F2)
The Secretary
Nylands
Charlton Horethorne
Sherborne
Dorset
DT9 4NG
Tel: 01963 220028

BriSCA F2 controls Formula Two Stock Car Racing in the UK. It is the largest single organised formula within oval racing with more than 600 drivers licensed to race each year.

In addition, there are a large number of race organisers/promoters who operate independently or in association with one or more of the above.

Each formula racing on the ovals has its own Rule Book for car construction. These are reviewed annually and are published either by the national controlling body or by individual promotions.

Promoters may also produce a Rule Book covering racing rules at his/her tracks.

Minimum standards for racing rules are also published by the controlling bodies as a condition of membership.

The following are oval racing venues where promoters with membership of the Oval Racing Council and/or The British Stock Car Association (BriSCA F1 / BriSCA F2) promote events. The addresses and telephone numbers of the race organisers can be obtained from the Secretary of the Oval Racing Council.

1. Aldershot Raceway, Aldershot
2. Arena Essex, Thurrock
3. Arlington Raceway, Eastbourne
4. Ballymena Raceway, Northern Ireland
5. Barford Raceway, Barnard Castle
6. Belle Vue Stadium, Manchester
7. Birmingham Wheels Raceway, Birmingham
8. Buxton Raceway, Derbyshire
9. Brandon Stadium, Coventry
10. Cowdenbeath Racewall, Fife, Scotland
11. Crimond, Aberdeenshire
12. Dover Raceway, Kent
13. Foxhall Raceway, Ipswich
14. Great Yarmouth, Norfolk
15. Hednesford Raceway, Cannock
16. Knockhill Race Circuit, Fife
17. Lydden Hill, Kent
18. Mallory Park, Leicestershire
19. Mendips Raceway, Bristol
20. Mildenhall Raceway, Suffolk
21. Norfolk Arena, Kings Lynn
22. Northampton International Raceway, Northants
23. Nutts Corner, Co. Antrim, Northern Ireland
24. Onchan Raceway, Isle of Man
25. Owlerton Stadium, Sheffield
26. Skegness Stadium, Lincolnshire
27. Smeatharpe Stadium, Taunton
28. United Downs Raceway, St Day, Cornwall
29. Tipperary Raceway, Republic of Ireland
30. Warton Raceway, Lancashire
31. Wimbledon Stadium, London

NB. There is a track guide on the ORCi website - www.ORCi.co.uk - which gives full details of all the above tracks.



Published by the Oval Racing Council International

Further copies of this document are available from:

ORCi, PO Box 9889, Birmingham B43 6WA Tel: 07711 682444 www.ORCi.co.uk