



## Motorsport UK Risk Management On-Line Tool



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## Contents

### What is Risk Management?

HSE Risk Management explanation & requirement

Motorsport UK Safety Policy

Risk Assessment (RA) explanation and the Five Steps

Hierarchy of Control

### Risk Assessment Tool

### Health & Safety Basics

RIDDOR reporting

Working at heights

COSHH (Control of Substances Hazardous to Health)

Manual Handling PPE (Personal Protective Equipment)

First aid cover

Toilets and spectator welfare

Fire Safety

### Links to useful sites and resources

HSE links

Motorsport UK resources

### Risk Assessment Quiz



### What is Risk Management?

[HSE Risk Management](#)[Motorsport UK Safety Policy](#)[Risk Assessment](#)[Hierarchy of Control](#)

### Risk Management is Simple Common Sense

- What are the hazards and who could be affected by them?
- Which hazards are the most risky and require you to take action
- Remember – “reasonably practicable”
- Make a note of what hazards you found and what actions you decided to take (see the Risk Assessment Tool)
- View the Health & Safety basics section for more details





## HSE Risk Management Explanation & Requirement

Most of Health and Safety for motorsport is just simple common sense. If we are all aware of the risks attached to our sport and the hazards we face, we can then plan and organise our events using safe practices in order to keep accidents and injuries to a minimum

Many of our common hazards can be controlled by assessing the risks and putting effective controls into place.



The Health and Safety at Work Act came into force in 1974 and covers everyone at work. The act makes it clear that everyone has a part to play in health & safety at work. The main purpose is to encourage high standards and prevent people coming to harm. Level 2 Health & Safety Made Easy



Whether we feel we are “at work” or not, the principles of the Health and Safety at Work Act make good sense. Our duty of care is to each other to ensure we act in a way that does not put ourselves or others at risk, we clearly need to cooperate with the Motorsport UK on any Health & Safety matters and ensure we are aware of the safety related items within the Motorsport UK Yearbook.

We should also be comfortable in raising any concerns about safe working practices or any dangers to either the event organisers or directly to Motorsport UK.

HSE principles of sensible risk management  
<http://www.hse.gov.uk/risk/principles.htm>

HSE Risk management overview  
<http://www.hse.gov.uk/risk/index.htm>

[What is Risk Management?](#)[HSE Risk Management](#)[Motorsport UK Safety Policy](#)[Risk Assessment](#)[Hierarchy of Control](#)



## Motorsport UK Safety Policy



Motorsport UK is fully committed to a high standard of health and safety management within the organisation and across motorsport in the United Kingdom. Motorsport UK recognises that a comprehensive Health and Safety Management System and Strategy will help identify and minimise potential risks for employees, volunteer officials, competitors and members of the public involved in motor sport in the United Kingdom.

In pursuance of achieving and maintaining such high standards in health and safety:

- The offices and activities of Motorsport UK will be managed in accordance with relevant legislation as applied in the United Kingdom.
- All events must be organised by Motorsport UK recognised clubs and organisations in accordance with the regulations and requirements of Motorsport UK, taking guidance as appropriate from the FIA and respecting appropriate statutes and legislation as applicable within the United Kingdom.
- Identifying clearly defined roles and responsibilities for health and safety within Motorsport UK, for its recognised clubs and organisations and generally within motor sport in the United Kingdom enables all parties to meet such responsibilities.

**A good health and safety management system and strategy is an asset to all parties involved in motor sport in the United Kingdom.**



### What is Risk Management?

[HSE Risk Management](#)[Motorsport UK Safety Policy](#)[Risk Assessment](#)[Hierarchy of Control](#)

## Risk Assessment (RA) Explanation and the Five Steps

Carrying out a Risk Assessment is a very important part of your preparations when planning and organising an event. It helps us focus on the things that really matter, the ones that have the potential to cause real harm to the competitors, organisers, marshals and spectators as well as the general public. In many situations there are really simple measures that can be taken to easily control the risks; for example putting tape or cones by an uncharacteristically uneven piece of ground. Simple effective measures that protect everyone.

The law does not require us to eliminate all risk but we are required as far as “reasonably practicable” to protect people. There are many different ways to do risk assessments, the one we are sharing here is one that we know works well, if you have an alternative method please continue with that as long as it covers as a minimum the things we are suggesting here.

### What is risk assessment?

A risk assessment is simply a careful examination of what could cause harm to people, so that you can decide whether you have taken enough precautions or whether you should do more to prevent harm. People have a right to be protected from harm caused by a failure to take reasonable control measures. Risk Assessment HSE INDG 163 rev 4

HSE leaflet – Risk Assessment <http://www.hse.gov.uk/pubns/indg163.pdf>

How do I do a risk assessment <http://www.hse.gov.uk/risk/controlling-risks.htm>

**1. IDENTIFY the hazards** [\[click for more information\]](#)

**2. DECIDE who might be harmed and how** [\[click for more information\]](#)

**3. EVALUATE the risks and decide on precautions** [\[click for more information\]](#)

**4. RECORD your findings and implement your actions** [\[click for more information\]](#)

**5. REVIEW your assessment and update if necessary** [\[click for more information\]](#)

### What is Risk Management?

HSE Risk Management

Motorsport UK Safety Policy

Risk Assessment

1. IDENTIFY

2. DECIDE

3. EVALUATE

4. RECORD

5. REVIEW

Hierarchy of Control



## Risk Assessment (RA) Explanation and the Five Steps

- Keep it simple, many of our risks are well known and risk assessments have been carried out by others for similar risks, use their risk assessments but personalise them – the EVALUATION and actions may be different for each event.
- **A hazard is** – anything that may cause harm such as rough ground
- **The risk is** – the chance (high or low) that someone could be harmed by the hazard, together with an indication of how serious the harm could be.

### 1. IDENTIFY the hazards

- a. Visit the stage or the venue and look for hazards (making a note of them)
- b. Ask other organisers or marshals for their opinion
- c. Ask the Landowner for any known hazards
- d. Read the Motorsport UK H & S guide to motorsport safety
- e. Visit the Motorsport UK website and read the Club Manual
- f. Check manufacturer instructions for data sheets related to any chemicals
- g. Look back at previous years data

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Hierarchy of Control



### 2. DECIDE who might be harmed and how

- a. Do this for each hazard, identify people by type/group e.g. spectators, marshals, competitors, scrutineers etc
- b. Identify HOW they might be harmed
- c. Are there any specific groups you should consider such as cadet trainee marshals with less experience
- d. What about members of the public who may not be aware of the event at all
- e. Ask your organising team if there's anyone else they can think of

### What is Risk Management?

[HSE Risk Management](#)[Motorsport UK Safety Policy](#)[Risk Assessment](#)[1. IDENTIFY](#)[2. DECIDE](#)[3. EVALUATE](#)[4. RECORD](#)[5. REVIEW](#)[Hierarchy of Control](#)



### 3. EVALUATE the risks and decide on precautions

- a. Once you have seen the hazards, you need to decide what action is appropriate to take. The law simply states that we have to do everything “reasonably practicable” to protect people from harm. Consider what you already have in place – netting, stake and tape, lighting towers, cable covers, then consider whether you should be doing anything more. Ask yourself the following questions:
- i. Can I get rid of the hazard altogether?
  - ii. If not, can I control the risk so that harm is unlikely?
- b. Consider:
- i. A less risky option – a re-route or adding a chicane
  - ii. Protection by tape, netting
  - iii. Barriers to segregate spectators and vehicles
  - iv. First aid cover
- c. Failure to take reasonable action can be a very serious omission. Involve other team members to make sure your ideas are workable and won't create additional or new hazards.
- d. Use the HSE principle of ALARP: As Low As Is Reasonably Practicable  
SFAIRP: So Far As Is Reasonably Practicable

<http://www.hse.gov.uk/risk/theory/alarpglance.htm>

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## 4. RECORD your findings and implement them

- a. Use the templates provided in this [Risk Assessment Tool](#) or create/use your own but do write them down and share them with those affected. The templates are available in word, excel, pdf and an on-line version, whichever you choose though - Keep it Simple. Your Risk Assessment may not be perfect but it will be useful, the HSE say it should be “sufficient and suitable”. All that is required is for you to be able to show that you have:
- i. Checked for risks
  - ii. Considered who might be affected
  - iii. Dealt with the significant hazards
  - iv. Implemented reasonable actions leaving the remaining risk as “low”
  - v. Involved others in the process
- b. If there are actions which need to be taken by the Organising Committee, create a list of priorities and deal with the most important ones first, the rest could be done on future events. It may be that some of the risks you identify need to be raised with Motorsport UK, if so, please just send an email to [safety@motorsportuk.org](mailto:safety@motorsportuk.org) explaining the situation. If it is more urgent then call on 07525 237403.
- c. Ensure your actions are included your safety plans/dossier.

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## 5. REVIEW your assessment and update if necessary

- a. It is possible (in fact probable) that between the time that you did your risk assessment and the event, things have changed, therefore it is worth asking the marshal/official at the location to check that the actions you had identified are still realistic and worthwhile, is there anything else that has occurred since the risk assessments were undertaken that needs to be added to the document and actions that need to be implemented. Please ensure you add these to your RA and write them down remembering to share them with those affected.
- b. Once the event is over, as part of your debrief; please include Risk Management as one of your agenda items. Consider in relation to:
  - i. What did we do well and how can we ensure we do it well again next time?
  - ii. What was OK but could potentially be improved for next time?
  - iii. What did we miss that we must include for next time?
  - iv. What did we get wrong and how can we ensure we get it right next time?
- c. As things change during the year (including changes to the Motorsport UK Year Book, Stage Rally Safety Requirements and the FIA regulations), always keep up to date so that anything relevant can be included in your Risk Assessment.

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When considering the control measures available to us to action in relation to Risks, the HSE hierarchy of control is useful

<http://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf>

It has a 5 point scale as follows:

- i. Eliminate, for example – redesign the route for competitors or spectators
- ii. Substitute, for example – replace metal pins with wooden stakes
- iii. Engineering Controls – separate the public/spectators from the competitive track
- iv. Administrative Controls, for example – performing risk assessments, ensuring safety signs are in place
- v. Personal protective clothes and equipment (PPE) – useful as an additional measure

We might also consider:

- vi. Housekeeping – place carpet or cable covers over trailing wires
- vii. Safe systems of work (SSoW) – follow the guidance given by the organisers or suppliers
- viii. Welfare facilities – first aid kit on a rally stage or medical centre/first aid point at a track
- ix. Monitoring and supervision – for cadet/trainer or new marshals

### What is Risk Management?

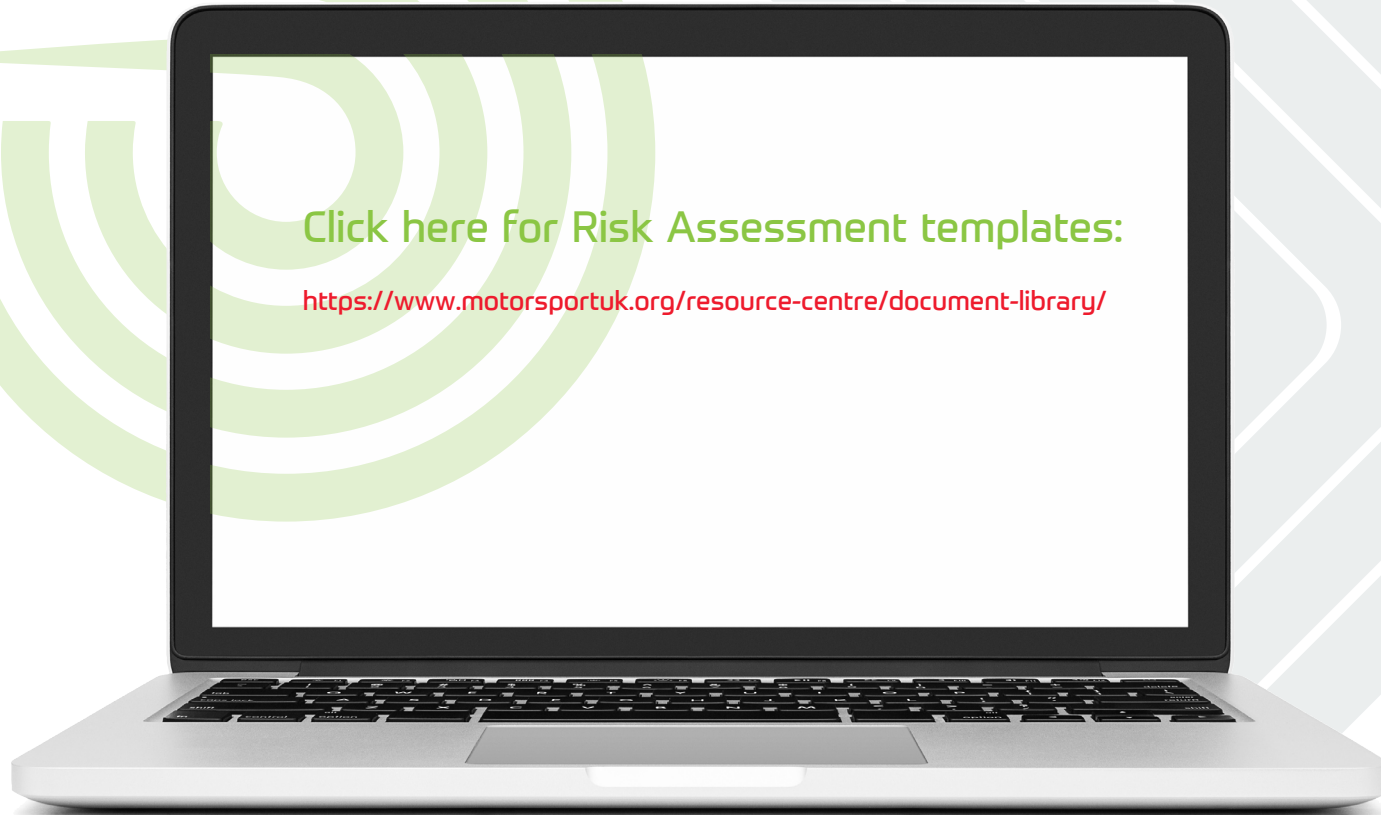
[HSE Risk Management](#)[Motorsport UK Safety Policy](#)[Risk Assessment](#)[Hierarchy of Control](#)



## Risk Assessment Tool

Click here for Risk Assessment templates:

<https://www.motorsportuk.org/resource-centre/document-library/>





Whether the Health and Safety at Work Act applies to us or not, the following common sense principles should be considered and followed as appropriate:

- Set up emergency procedures
- Provide clear information and training/briefing to marshals, officials and competitors
- Share information on risks and co-ordinate control measures with others involved such as suppliers and spectators
- Regularly review risks and general safety measures
- Check all suppliers have undertaken their own H&S measures ensuring they have completed Risk Assessments for their own operational activities.

The leaflet H & S made simple for your business (or in our case, event) can be very useful when planning an event:

<http://www.hse.gov.uk/pubns/indg449.htm>.

(also available as a talking book)

## Health & Safety Basics

RIDDOR reporting

Working at heights

COSHH

Manual Handling

PPE

First aid cover

Toilets and spectator welfare

Fire Safety





## RIDDOR Reporting

An area which often causes questions is that of RIDDOR – here is the link to the most current HSE advise and information on the topic <http://www.hse.gov.uk/riddor>

**Categories of accidents: The HSE definitions are:**

**An accident:** an event that results in injury or ill health these must be reported if the individual is away from work for more than 7 consecutive days as a result of their injury. They should be recorded where the individual is incapacitated for more than 3 consecutive days.

**An incident:** a near miss: an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences).

**Undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health, eg untrained rescue crews handling heavy casualties.

**Dangerous occurrence:** one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) see the previous link for further information.

“There is NO need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent” HSE website 13-03-2019.

There are times when we (as an event) need to report beyond the Motorsport UK directly to the HSE, this is covered under RIDDOR (Reporting of Diseases and Dangerous Occurrences Regulations) and the requirement is as follows:

Incident/Occurrence	Must be reported to HSE
<b>Death</b>	Immediately
<b>Major Injury</b> e.g. amputation, loss of sight, and most fractures (other than to fingers and toes)	Immediately
<b>Dangerous occurrences</b> Near-misses that do not result in an injury but could have	Immediately
<b>Injuries to members of the public</b> When an accident has resulted in death or an injury requiring hospital treatment to a person	Immediately
<b>Gas Incidents (not relevant to motorsport)</b>	Immediately
<b>Over 7 day injuries (not including the day of the incident)</b> Where the individual is away from work or unable to perform their normal duties for more than 7 days	Within 15 days
<b>Diseases</b> See H & S website although mostly these would not be relevant to motorsport	As soon as possible

Further information on this can be found at <http://www.hse.gov.uk/riddor> Reports to the HSE should be made via the website or by calling 0345 300 9923 Please also report to Motorsport UK through the Stewards any accidents or near misses in order that investigations can be carried out or the information used for future decision making.

### Health & Safety Basics

#### RIDDOR reporting

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#### COSHH

#### Manual Handling

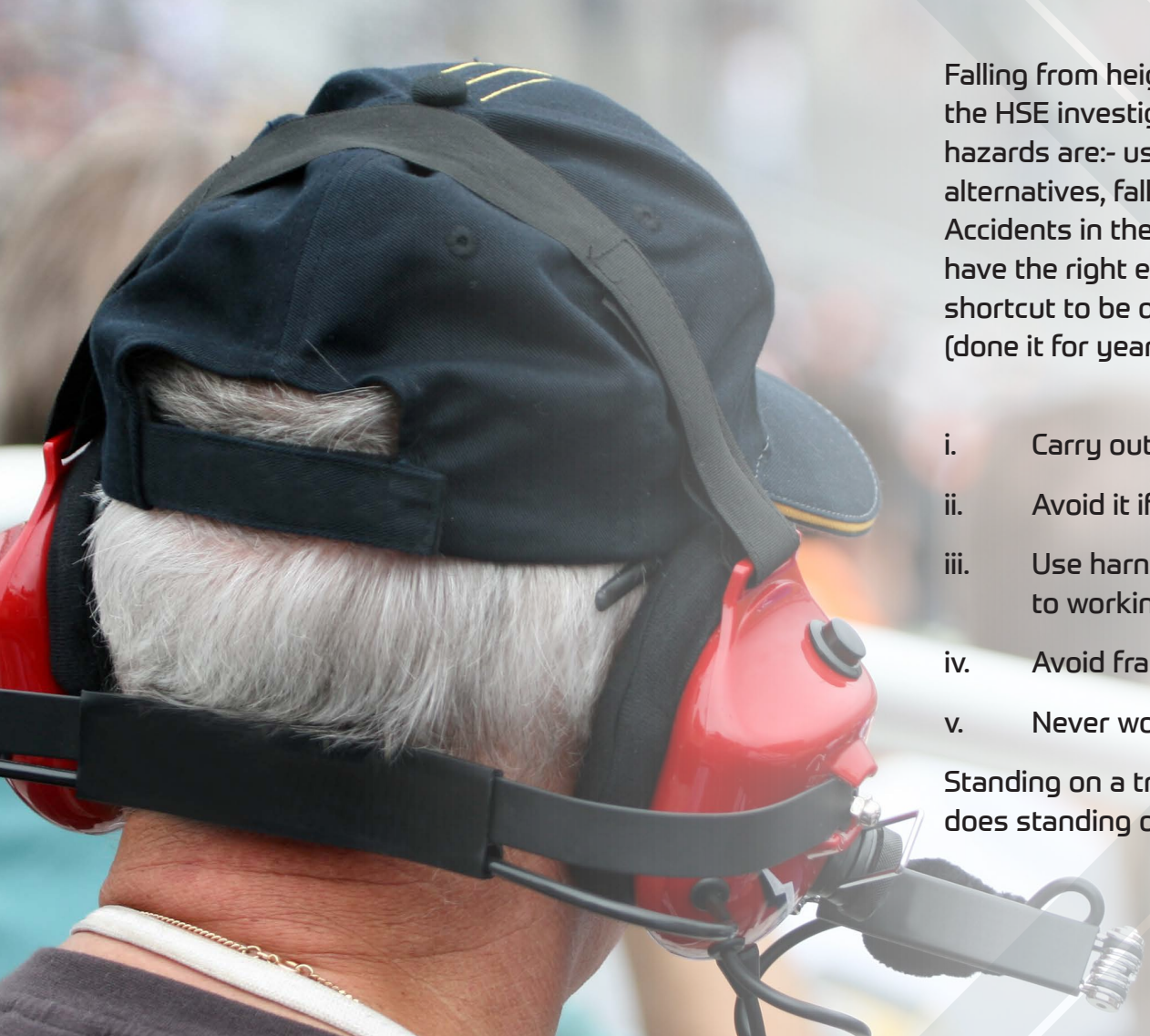
#### PPE

#### First aid cover

#### Toilets and spectator welfare

#### Fire Safety





Falling from height is one of the main causes of injury the HSE investigate. They say the most common hazards are:- using stepladders or unsuitable alternatives, falling through fragile roofs or skylights. Accidents in these areas often occur because we don't have the right equipment with us or we're taking a shortcut to be quick or maybe we are complacent (done it for years). Whatever the cause:

- i. Carry out a risk assessment
- ii. Avoid it if it can be done another way
- iii. Use harnesses if there is no alternative to working at heights
- iv. Avoid fragile surfaces
- v. Never work alone

Standing on a trailer counts as working at height, as does standing on the roof of a van!

## Health & Safety Basics

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# COSHH (Control of Substances Hazardous to Health)

<http://www.hse.gov.uk/coshh/>

- a. This applies to any substance which can cause harm to the organising team (or spectators) and is considered hazardous
- b. Include COSHH in your Risk Assessments to cover:
  - i. What hazardous substances are used?
  - ii. What are they used for?
  - iii. How are they used?
  - iv. What do they produce?
  - v. Who uses them?
  - vi. What are the risks involved?
  - vii. How may an incident occur?
  - viii. How serious could that incident be?
- c. Suppliers will have data sheets which provide all the information you need to help you answer those questions but it can be as simple as making sure that whoever does the startline for the autotest is wearing gloves. – depending on the substance used to mark the line.
- d. Signage - further information on this can be found on the HSE leaflet INDG 136 <http://www.hse.gov.uk/pubns/indg136.pdf>
- e. All orange signage should now be replaced by the red and white international signage – one chemical, one label – worldwide.
- f. The most important thing as the HSE says is “READ the MANUFACTURER’S INSTRUCTIONS”.
- g. FUEL: Ensure you have carried out a Risk Assessment to reduce the risks to life. For more information see [www.hse.gov.uk/pubns/indg216.htm](http://www.hse.gov.uk/pubns/indg216.htm)

## Health & Safety Basics

RIDDOR reporting

Working at heights

### COSHH

Manual Handling

PPE

First aid cover

Toilets and spectator welfare

Fire Safety





Manual Handling injuries can happen so easily, while setting up a stage, while climbing over the tyre barrier to get to your post. The following link to the HSE section on manual handling gives an excellent overview of how we can be aware of the risks and avoid them where possible <http://www.hse.gov.uk/msd/manualhandling.htm>.

- Additionally they have produced a Manual Handling at work leaflet which is free and downloadable and could be useful to share with the members of your team who may be affected by this <http://www.hse.gov.uk/pubns/indg143.pdf>. They have also created tools to help identify specific information relating to lifting, carrying and lowering tasks, repetitive tasks and pushing/pulling tasks. All may be of interest.

## Health & Safety Basics

RIDDOR reporting

Working at heights

COSHH

Manual Handling

PPE

First aid cover

Toilets and spectator welfare

Fire Safety



## PPE (Personal Protective Equipment)

PPE (Personal Protective Equipment) is important when we are working on an event especially in relation to our footwear and clothing and to our high visibility tabards/jackets. Your own PPE may also include gloves and fireproof overalls. Further information can be found in the following HSE leaflet <http://www.hse.gov.uk/pubns/indg174.pdf> or by visiting the HSE PPE section in the toolbox at <http://www.hse.gov.uk/toolbox/ppe.htm>

### Health & Safety Basics

[RIDDOR reporting](#)[Working at heights](#)[COSH](#)[Manual Handling](#)[PPE](#)[First aid cover](#)[Toilets and spectator welfare](#)[Fire Safety](#)

First aid cover – there is no requirement under the Health & Safety at Work Act for First Aid cover for members of the public, however the previously published “Purple Guide” did provide us with a template for calculating what cover was needed for our event. The current recommendation from the HSE is that event organisers consult with the local NHS and ambulance service for provision and capacity, based on the event you are organising.

<http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>

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RIDDOR reporting

Working at heights

COSHH

Manual Handling

PPE

First aid cover

Toilets and spectator welfare

Fire Safety





## Toilets and Spectator Welfare

Following the commonwealth games in Glasgow in August 2014, the HSE have stated that the provision of welfare for spectators falls outside of HSE's regulatory responsibility and as such your local Environmental Health Officer should be consulted

<http://www.hse.gov.uk/aboutus/glasgow-2014-commonwealth-games/faqs.htm>.

Toilet providers do however have excellent tools to calculate requirements so they too can be a valuable resource in your event planning process.

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RIDDOR reporting

Working at heights

COSHH

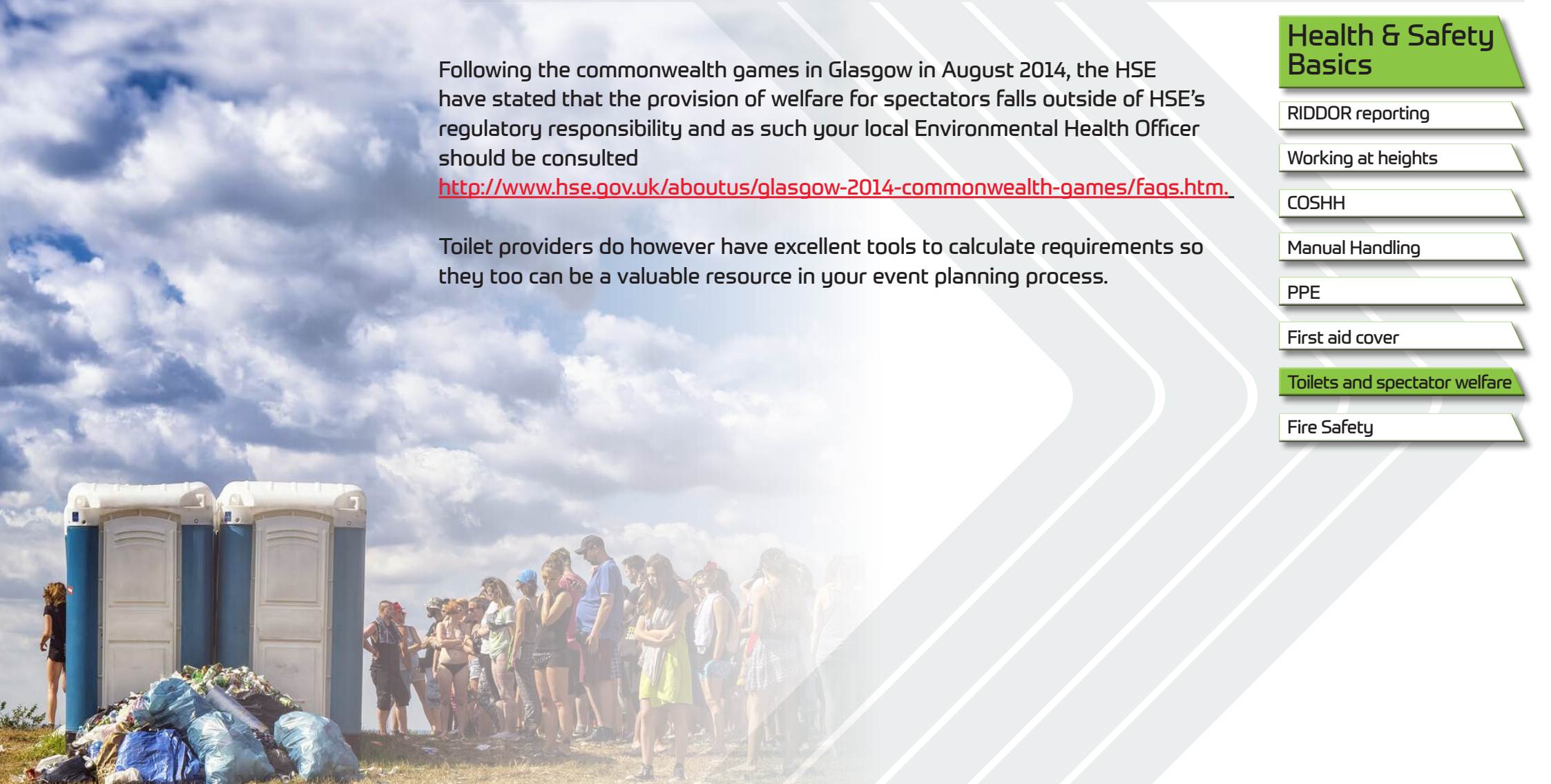
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## Fire Safety

Fires need three things to start:

### 1. Heat 2. Fuel 3. Oxygen

Take any one of the three away to reduce or extinguish the fire. Most Fire Extinguishers work by smothering OR cooling the fire OR a combination of both.

General advice for operating a fire extinguisher is as follows:

- **PULL** the pin to break the tamper seal and get it ready
- **AIM** low at the base of the flames
- **SQUEEZE** the handle until the extinguisher discharges
- **SWEEP** from side to side at the base of the fire until it appears to be out. Wait, if the fire ignites, repeat
- **PULL, AIM, SQUEEZE, SWEEP**

The following link to the HSE booklet on controlling fire and explosion risks may be useful if you wish to find out more on the subject click here for a Motorsport UK leaflet:

<http://www.hse.gov.uk/pubns/indg370.pdf>

**RED Label**  
WATER  
Class A  
Solid Material

Suitable for use on:  
Wood, Paper, Straw, Textiles

Do NOT use on:  
Electrical equipment

**BLACK Label**  
Carbon Dioxide  
Class B

Suitable for use on:  
Electrical equipment fires and flammable liquids

Do NOT use on:  
Fire can re-ignite as it does not cool very well. The discharge horn can become very cold and can damage the skin

**CREAM Label**  
FOAM  
Class A,B

Suitable for use on:  
Flammable liquids such as petrol, diesel, paint OR on solid – wood, paper, straw

Do NOT use on:  
Electrical equipment

**BLUE Label**  
Powder  
Class A, B, C

Suitable for use on:  
Most types of fire but can damage electrical equipment

Do NOT use on:  
Not suitable for confined spaces

**YELLOW Label**  
Wet  
Chemical  
Class F

Suitable for use on:  
Cooking oils and fats

Do NOT use on:  
Petrol, spirits or mineral oils

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RIDDOR reporting

Working at heights

COSHH

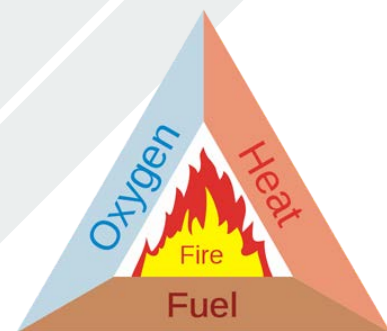
Manual Handling

PPE

First aid cover

Toilets and spectator welfare

### Fire Safety





## Links and Resources

### HSE Links

Toolbox  
 H & S made simple  
 Risk Management Overview  
 Five steps to Risk Assessment  
 Risk Assessment Leaflet  
 Principles of sensible risk management  
 RISK – ALARP & SFAIRP  
 Hierarchy of Controls  
 RIDDOR Reportable incidents  
 HSE Reporting accidents at work (INDG453)  
 COSHH information  
 COSHH leaflet  
 Manual Handling  
 Manual Handling at work leaflet  
 First Aid cover and Emergency Planning  
 Controlling fire and explosion risks  
 HSE Health & Safety at motor sport events (HSG112)  
 HSE Managing crowds safely (HSG 154)

<http://www.hse.gov.uk/toolbox>  
<http://www.hse.gov.uk/pubns/indg449.htm>  
<http://www.hse.gov.uk/risk/index.htm>  
<http://www.hse.gov.uk/risk/controlling-risks.htm>  
<http://www.hse.gov.uk/pubns/indg163.pdf>  
<http://www.hse.gov.uk/risk/principles.htm>  
<http://www.hse.gov.uk/risk/theory/alarplance.htm>  
<http://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf>  
<http://www.hse.gov.uk/riddor/reportable-incident.htm>  
<http://www.hse.gov.uk/pubns/indg453.htm>  
<http://www.hse.gov.uk/coshh/>  
<http://www.hse.gov.uk/pubns/indg136.pdf>  
<http://www.hse.gov.uk/msd/manualhandling.htm>  
<http://www.hse.gov.uk/pubns/indg143.pdf>  
<http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>  
<http://www.hse.gov.uk/pubns/indg370.pdf>  
<http://www.hse.gov.uk/pubns/books/hsg112.htm>  
<http://www.hse.gov.uk/pubns/books/hsg154.htm>

### Motorsport UK Resources

Motorsport UK H & S Policy  
 Service Area Guidelines  
 Club Manual chapter 36  
 Motorsport UK Insurance Website  
 Signing on Forms  
 Incident Report Forms  
 Warning Notice A  
 Spectator Safety Message  
 Risk Management  
 Risk Management Tool  
 Fire leaflet

<https://www.Motorsportuk.org/assets/heathandsafetypolicy.pdf>  
<https://www.Motorsportuk.org/assets/serviceareariskmanagemenrev1129k.pdf>  
<https://www.Motorsportuk.org/Resource-Centre/Clubs-Organisers>  
[http://www.jltgroup.com/sports-insurance/Motorsport UK/](http://www.jltgroup.com/sports-insurance/Motorsport%20UK/)  
<https://www.Motorsportuk.org/Resource-Centre/Clubs-Organisers>  
<https://www.Motorsportuk.org/Resource-Centre/Officials>  
<https://www.Motorsportuk.org/Resource-Centre/Clubs-Organisers>  
<https://www.Motorsportuk.org/Events/Spectator-Safety>  
<https://www.Motorsportuk.org/The-Sport/Risk-Management>  
<https://www.Motorsportuk.org/Resource-Centre/Clubs-Organisers>





## Risk Assessment Quiz

Click here to link to online quiz:

<https://www.motorsportuk.org/assets/motorsportukriskmanagementquiz.pdf>

