Motorsport UK’s Health and Safety Policy A.8 requires all event organising clubs to conform to Health and Safety Regulations as applicable within the UK. A great deal of emphasis has been placed on the rally community following the fatalities on the Snowman and Jim Clark Rallies, and it follows that all clubs organising motor sport events should look at their Health and Safety documentation and seek to “adopt, adapt, and improve”.

Generally, the Health and Safety Executive require that a Risk Assessment be carried out for any event, and that a Method Statement be prepared (RAMS) to show how that risk can be reduced or eliminated. An incident plan is also very useful for reference “in the heat of the moment”. They also refer to a “Safe Method of Working”, which will usually be satisfied by adherence to the regulations contained in the Blue Book.

These following documents have been prepared by an Autotest Committee member well versed in the subject and agreed by the Committee as being suitable for distribution.

It should be stressed that they do not provide an answer for all of motor sport, nor indeed for all situations likely to be encountered in any one sport but do provide a starting point for those organisers who feel they would benefit from a “helping hand”.

**Motorsport UK Autotest Committee Recommendations for Health and Safety Documents for Clubman Permit Events.**
Incident Plan

Venue - ************************ Any town, Post Code

Event Date ** ***** 2020.

The event First Aid Box is available within the Event HQ office (trailer); under the rear offside seat. *(or what ever.....)* Location of nearest available landline, if no mobile signal at the event site.

Several marshals have first on scene training. Some marshals and/or drivers may be first aiders.

In the event of an incident:

- Stay calm.
- Can the incident be dealt with by resources available on the test site or the Services site? – Minor incident?
- **If Not:** *(whilst the motorsport event may call this a Major Incident, for the emergency services it may well be just be another call)*
  - Ensure the Clerk of the Course or any event official knows about the incident and they have an over view. *They will call for any extra help required.*
  - Fire, 999
  - Ambulance 999
  - Police 999

Tell them:

- Exact Location – I. E. Rear Car Park, Nelson & Colne College, Scotland Rd, Barrowford, Nelson BB9 7YT
- Possible OS Grid Reference
- Nature of emergency
- If medical:
  - How many patients?
  - Is/are the patient(s) male or female?
  - Approximate age
  - Are they breathing, conscious or unconscious, nature of illness

C of C to oversee incident.

In the event of an incident, appoint one volunteer to document the scene; date, time, report exactly *(who, what, where, when)* is happening. Do not touch the scene. Do not comment on what may or may not be happening to anybody.

The volunteer marshals will help to escort the public out of the area and the activity will be closed as required. **One marshal in high viz jacket to go to the main site entrance or RVP, and meet the emergency service attending.**

All accidents, incidents or near misses must be reported to the Motorsport Event HQ office, who will ensure the incidents are reported to the Site / MSA as required.

Steve Johnson 20/06/2018 Rev a
Motorsport UK 09/04/20 Rev b
RISK ASSESSMENT for Autotest/AutoSOLO events

Venue - ****************** Any town, Post Code

Event Date ** ***** 2020.

Author S T Johnson ---- * * **********

Date 09 April 2020  Rev B

(Note, Section (M) Autotests, of the current Motorsport UK Yearbook, is considered to be a Safety System of Work for the running of an Autotest. Before an event, a site specific risk assessment of which this document is an example, should be carried out by a responsible person from the motor club who may be in charge of running the motorsport event.)

This Risk Assessment has been completed in line with HSE INDG163(rev2) 06/06, ‘Five steps to risk assessment’.  

Steve Johnson 20/06/2018 Rev a  
Motorsport UK 09/04/20 Rev b
Principles of sensible risk management

1. Sensible risk management is about:
   - Ensuring that workers and the public are properly protected
   - Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
   - Enabling innovation and learning not stifling them
   - Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
   - Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

2. Sensible risk management is not about:
   - Creating a totally risk free society
   - Generating useless paperwork mountains
   - Scaring people by exaggerating or publicising trivial risks
   - Stopping important recreational and learning activities for individuals where the risks are managed
   - Reducing protection of people from risks that cause real harm and suffering

All references to Regulations are to the Motorsport UK Specific Regulations (A-W) published in the Motorsport UK Yearbook 2020 and any Supplementary Regulations issued for specific events.
## Anytown Motor Club

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Potential effect</th>
<th>Control measures</th>
<th>Additional actions</th>
<th>Additional action by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver error causing deviation from course</td>
<td>Injury to official.</td>
<td>Test shall be laid out with safety clearances in accordance with regulation M2.</td>
<td>High visibility clothing to be issued and worn by all officials</td>
<td>Chief Marshal</td>
</tr>
<tr>
<td></td>
<td>Injury to spectator</td>
<td>Warning notices to be posted as regulation D31 and M2.3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Injury to driver/passenger</td>
<td>Seatbelt checked during pre-event scrutineering, and worn by driver/passenger at all times whilst driving on the course</td>
<td>Continuous monitoring that spectators and officials are in safe locations. Exclusion if unsatisfactory</td>
<td>Test marshal</td>
</tr>
<tr>
<td>Mechanical failure of brakes or steering</td>
<td>Loss of control</td>
<td>Test shall be laid out with safety clearances in accordance with regulation M2.</td>
<td></td>
<td>Clerk of the Course/Chief Scrutineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vehicles checked during pre-event scrutineering.</td>
<td>Exclusion if unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>Vehicle fire</td>
<td>Personal injury or loss of property</td>
<td>Vehicles checked for fluid leaks during pre-event scrutineering Fire extinguishers in place at each test site as regulation M 2.4</td>
<td>Exclusion if unsatisfactory</td>
<td>Clerk of the Course/Chief Scrutineer</td>
</tr>
<tr>
<td>Oil spillage due to mechanical failure</td>
<td>Oil contamination to drains</td>
<td>Vehicles checked for fluid leaks during pre-event scrutineering. Spill kits will be in place as regulation M 2.6</td>
<td>Continuing monitoring by test marshals during event</td>
<td>Officials</td>
</tr>
</tbody>
</table>

Steve Johnson 20/06/2018 Rev a  
Motorsport UK 09/04/20 Rev b
<table>
<thead>
<tr>
<th>Car/ pedestrian accident in paddock</th>
<th>Personal injury</th>
<th>Event supplementary regulations preclude any practice manoeuvres in paddock. Good custom &amp; practice of experienced competitors. Final instructions to include care warning</th>
<th>Additional care warning to be given at drivers briefing. Continuous monitoring during event. All spectators to be have limited/restricted access to the paddock area.</th>
<th>Clerk of Course</th>
<th>Officials and competitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Injuries</td>
<td>Competitor, official or spectator</td>
<td>Refer to Incident Plan</td>
<td></td>
<td>Clerk of Course or nominated Official</td>
<td></td>
</tr>
<tr>
<td>Minor injuries</td>
<td>Competitor, official or spectator</td>
<td>First Aid kit as regulation M 2.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noisy exhaust</td>
<td>Excessive noise</td>
<td>Vehicles checked for exhaust noise during pre-event scrutineering</td>
<td>Continuous monitoring during event to identify any failure</td>
<td>Chief Scrutineer</td>
<td></td>
</tr>
<tr>
<td>Driver error causing deviation from course and contact with boundary</td>
<td>Damage to boundary</td>
<td>Test shall be laid out with safety clearances in accordance with regulation M2. Safety distance maintained by test layout.</td>
<td>Continuing monitoring by test marshals during event.</td>
<td>Clerk of Course</td>
<td></td>
</tr>
</tbody>
</table>

**RA reviewed after 2019 events for ‘learning from experience’. Additional site visit made, **/**/20 to review any new, existing or changed risks and review references.**

The control measures and additional actions are considered to reduce the hazards identified to ‘ALARP’ levels.

Steve Johnson 20/06/2018 Rev a
Motorsport UK 09/04/20 Rev b