

Safety Plan – Snetterton Stage Rally 2025



www.snettertonstagerally.co.uk

www.amscc.org.uk

Safety Plan



8th February 2025

<https://fb.watch/8ZgzuuNXfY/>

The event is a qualifying round of the following championships:

The Protyre Circuit Rally Championship 2024/25

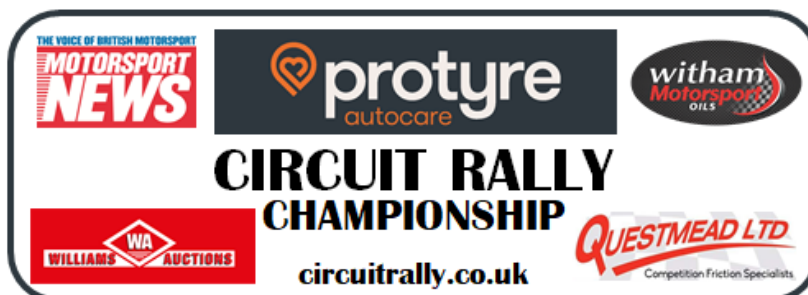
The AEMC/AEMC GTM Stage Rally Championship 2025



F1000 Junior Rally Championship 2025



RESULTS: <https://webapp.sportivy.com/channel/ssr25comp>



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- ⦿ AGGREGATES
- ⦿ GRAB HIRE
- ⦿ READY MIX CONCRETE
- ⦿ RECYCLING
- ⦿ HEAVY HAULAGE
- ⦿ EQUESTRIAN CONSTRUCTION



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www.sportity.com

The event is making extensive use of the Sportity App to ensure Competitors, Marshals and Officials have access to the documents and information required including updates.

The Safety Dossier in full is published on Sportity.

Please download the App and Log-in.

Officials: **SSR25OFF**

Competitors: **SSR25COMP**

Sportity app is available in

Available on the
App Store

Get it on
Google play



Appendices:

A	Officials Call Signs and Contacts	M	Safeguarding Policy
B	Overall Event Timetable	N	Set-up/Take Down Safety Instructions
C	Safety and Incident Briefing	O	Not Used
D	Incident Report Form	P	Service Area/Paddock Management
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F	Radio Operators Instructions	R	Spectator Safety Plan
G	Judge of Fact & Incident Report Form Instructions	S	Safety Car Check Sheet
H	Timing	U	Stage Maps
I	Marshals Instructions	V	Predicted Marshals
J	Service Area Safety Instructions	Y	Snetterton Major Incident Plan
K	First On Scene	Z	Document Owners and Distribution
L	Environment and Sustainability		

Issue History

Issue	Date	Changes	Issue	Date	Changes
1.0	18/11/2016	First Issue	5.0	23/12/2020	2021 Event DRAFT
1.1	9/1/2017	2017 Issue Version	6.2	07/04/2021	2021 Issue Version
2.1	4/2/2018	2018 Issue version	7.0	31/12/2021	2022 Issue Version
3.1	04/02/2019	2019 Issue Version	8.4	29/01/2023	2023 Issue Version
4.0	11/01/2020	2020 Issue Version	9.3	29/01/2024	2024 Issue Version
10.1	31/01/2025	2025 Issue Version			

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1. Introduction

The Safety Plan has been generated in order to ensure that all incidents during events at the venue are handled in an efficient and professional manner in accordance with the event safety policy which is:

To promote an enjoyable and safe event that applies high standards to all aspects of its organisation including following Motorsport UK regulations, recognising health & safety concerns, and efficiently and professionally deals with any incident that may occur.

The Rally Safety review recognises a basic principle that we are organising an event, not just a rally. This safety plan covers all persons that may be at the event be they competitors, officials, spectators or other people and organisations that may at or affected by the event.

The Safety Plan will be used to provide guidance for all Officials, Marshals, competitors, and others who may become involved with the management of incidents throughout the event, and in particular the management of Serious and Major Incidents.

Snetterton Circuit / MSV are consulted and included in this safety plan are aspects where there are overlaps in safety arrangements that include mutual support at serious incidents. MSV has conducted their own risk assessment based on the use of the venue as agreed with the rally organizers under the relevant Health and Safety law and requirements as detailed in the HSE publication "[Managing Health and Safety at Motorsport Events](#)" 2016 edition.

This document follows [Motorsport UK safety review "Rally Future"](#) and the new [National Competition Rules \(NCR\)](#) and edition 7 of the [Stage Rally Safety Requirements SRSRs](#) effective 1st February 2025.

Spectators at the venue will be primarily under the control of MSV. Spectator safety covered in this document includes areas shared with rally traffic and the areas set aside for spectators.

Other documentation in the overall 'Safety Dossier' includes: -

- Event Regulations and Supplementary Regulations.
- Appendices to the Safety Plan including Safety Briefing, Marshals Instructions, Communication Plan, Radio and other procedures and instructions.
- Any instruction issued to Competitors, Marshals Officials or other persons present at the event or party to it, in writing or verbally.
- Environment and Sustainability, and Safeguarding policies.

This document is to be circulated, read, and understood by all Officials, Safety Crew, Senior Marshals and other persons with a supervisory or senior role in the event. Separate instructions are provided in the appendices for marshals, radio crews and other actions or activities involved with the event.

All Motorsport UK licensed officials and registered marshals must be familiar with the latest Motorsport UK instructions for their role. Additionally, all persons are expected to be familiar with the latest Rally Safety guidelines published by Motorsport UK, as detailed above.

This document has been signed off by the Clerk of the Course and submitted to the Motorsport UK in accordance with the event permit.

Clive Grounds,
Clerk of the Course,
Snetterton Stage Rally 2025.

Mike Hurst
Event Safety Officer,
Snetterton Stage Rally 2025.

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2. Risk Assessment

There is a requirement under the MHSW Regulations (The Management of Health & Safety at Work Regulations 1999) to assess the risks and identify what precautions need to be taken to prevent harm to employees, volunteers, spectators and others. [HSE](#) and [HSE Motorsport](#) guidelines are followed.

The level of risk is linked to the likelihood (how probable the harm is to occur) and severity (the impact of the incident should it occur). Types of risk can be categorised into 3 areas, high, medium and low.

[Motorsport UK Risk Assessment Templates](#) show the following headings:

1. What are the hazards?
2. Who might be harmed and how?
3. What are you already doing?
4. Do you need to do anything else to manage this risk? If so, what?
5. Action by whom.
6. Action by when.
7. Date complete.

The risk matrix shows in brackets the applicable template heading number.

Item 7, Date Complete is not included in this planning document. Items will be required to be completed before, during and after the event by organisers and officials: a key principle is continuous risk assessment, with specific actions noted by those responsible.

This document follows the Motorsport UK risk reduction principles:

Eliminate (remove the hazard altogether maybe by doing a re-route)

Reduce (reduce the likelihood or the consequence)

Isolate (the hazard from the people)

Control (access, the use of signage and rope/tape)

Personal Protective Equipment

Disciplined actions & behaviour (Trained officials and marshals, spectator education and awareness including information in programs, on websites and social media)

Post event a de-brief meeting will be held to discuss how the event ran including feedback from Stewards and MSV, incidents, and changes for future events.

Following an incident during the event, a formal or informal de-brief will be carried out. This is particularly important if the incident involved injury or was stressful. The need for on-going support will be considered.

Environment and sustainability.

The environment and sustainability policy is detailed in Appendix L.

Safeguarding.

The event safeguarding policy is detailed in Appendix M.

The event supports the AMSC 'Better Together' initiative. <https://fb.watch/8ZgzuuNXfY/>



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2.1 Risk Assessment matrix.

Hazard (1)	Risk posed (2)	Risk Level	Precautions / Controls in place (3)	Further Action (5) (6)
Catering	Hygiene standards Fire Risks Personal injury due to hot surfaces and boiling water	Low	Catering provided by concessions, appointed by Snetterton Circuit / MSV, who are subject to Local Authority Environmental Health Inspectors and regulations. Members of the public not allowed in food preparation areas	Venue owners and Caterers responsible. Venue Emergency Services on 'Stand By'
Volunteers carrying out manual work or simple misuse of hand tools	Cuts, grazes, splinters, bruising due to injury from hammer or similar	Low	Marshals to work in pairs or in close proximity with a colleague. (See Appendix Q) There will be a Buddy system for new/inexperienced marshals. Report to Sector Marshal / Event Radio Control via Radio or mobile phone. Treatment on site from personal first aid kit. Medical care at the venue, Safety and Rescue Units during event, paramedic available	First aid on site. Travel to local A&E with colleague if necessary Call emergency services if required.
Event/Stage Set Up Changes and Knock Down	Personal injury to officials / volunteers Fatigue / Hypothermia	Low	Experienced Clerk of the Course (or Deputy/Assistant) will supervise the set-up and stage change activities. Experienced officials will be used. All teams will take regular breaks. Radio or telephone communication will be used by the set-up officials before and during the event. Knock down will be supervised to ensure safety compliance of inexperienced helpers under night-time conditions. Medical cover may have left the venue, crews are to be aware of the need for extra care.	Venue First Aid trained staff on site. First Aid At Work trained members of the setup/take down crew. First Aid Kit available.
Uneven surface	Injury to officials, competitors or spectators caused by slips and trips	Low	Marshals to work in pairs or in close proximity with a colleague (See Appendix Q) Report to Sector Marshal / Event Radio Control via Radio or mobile phone. Treatment on site from personal first aid kit Medical care at venue and Safety/Rescue Units	First aid on site. Travel to local A&E with colleague if necessary Call emergency services if required
Incident with moving vehicles / competitors	Personal injury to officials, competitors or spectators	Low (unlikely but with medium to high severity)	One-way system in place for all vehicles on competitive route Safety marshals in place. Marshals briefed to ensure spectators stand in the viewing areas only. All marshal points are identified and assessed as part of the route planning Report to Sector Marshal / Event Radio Control via Radio or mobile phone	First aid on site. Event Safety and Rescue crews. Travel to local A&E with colleague if necessary Call emergency services if required

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Hazard (1)	Risk posed (2)	Risk Level	Precautions / Controls in place (3)	Further Action (5) (6)
Officials carrying out their duties	Lack of Communication Uncertain of procedures and arrangements	Low	The event will use experienced officials Information for the relevant roles will be issued to officials prior to the event. This will include contact information and incident procedures. Names of key officials will be published on the contact sheet and all will have at least one radio utilising the Motorsport UK Safety frequency. Specific arrangements for contacting the emergency services are detailed in this document.	Event information provided as appendix/ supplement to the Risk Assessment and Safety Plan, containing updated information.
Suitability of any competing vehicle and adequacy of personal and vehicle safety equipment	Personal injury including death due to impact	Medium	All competing vehicles will be inspected before the event by qualified Motorsport UK scrutineers to ensure compliance with Motorsport UK regulations. All personal protective equipment (PPE) of the competing crew will be inspected to ensure compliance with Motorsport UK regulations. Significant hazards at the venue will be identified or removed. Competing crews will be advised in writing of the location of such hazards	Monitoring of vehicles during event by marshals and officials, inspection of vehicles involved in incident to assess suitability to continue/level of injury, e.g. Helmets, vehicle damage.
Off-site Emergency Services	Lack of knowledge to respond to a situation	Medium	Emergency service procedures are detailed in the event safety manual. Emergency Services are advised that the event is taking place	Event Emergency Services on 'Stand By'
On site Emergency Procedures	Injury due to collision of competing vehicle with people and/or buildings, scenery or other vehicles. Injuries by other means	Low	All Marshals/vehicles positioned and deployed in accordance with Motorsport UK regulations. Licensed Rescue Unit with doctor / paramedic at the venue when the event is running. There will be two Rescue Units at the, if one leaves the event will continue, if both leave, the event will be suspended until one returns. Radio Operators, using the Motorsport UK Safety Frequency, will be situated at mandatory positions throughout the venue. Competing vehicles will carry fire extinguishers in accordance with Motorsport UK regulations. Fire Extinguishers will be sited at stage start and finish, other points, and in mobile units	Other emergency services made aware of the event
Protect Duty / Public Order	No known terrorism or public order risk	Low	Monitoring of news, Government threat level , venue design and vulnerability. No direct access to public or vehicles.	Event Emergency Services, Event and MSV Major Incident Plan
Start Line Timing Crews	Personal Injury including death by impact by vehicle or debris	Low	Marshals may not be seated. Artificial lighting to be provided when daylight diminishes. Radio / official cars to be parked well clear of the start line. Fire extinguishers situated at the start line.	Event Emergency Services on 'Stand By'

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Hazard (1)	Risk posed (2)	Risk Level	Precautions / Controls in place (3)	Further Action (5) (6)
Finish Line Timing Crews	Personal Injury including death by impact by vehicle or debris	Low	Flying finish line will be situated in line with Motorsport UK regulations. Stages designed with chicane / sharp corner before slowing down area to minimise car approach speeds. Marshals may not be seated. Extra space to be provided for evasive actions in the event of a competing vehicle out of control or failing to stop. Artificial lighting to be provided when daylight diminishes. Radio / official cars to be parked well clear of the stop line. Fire extinguishers situated at the stop line.	Event Emergency Services on 'Stand By'
Incidents due to Stage design	Personal Injury and damage to property	Low	Stages designed to be challenging but areas where a significant risk of incidents causing injury or excess damage are identified during event planning, documented in the stage diagrams, stage setup procedures and checked by event officials and stewards to be in accordance with the NCR's.	Monitoring of locations by Event Marshals, CCTV and Officials, remedial action taken during event.
Competing cars leaving the stage	Damage to car and/or adjoining property	Medium	Stage Furniture and Chicanes placed at known or suspected places of likely accidents to slow cars at the hazard.	Marshals available to reposition equipment, stage stopped if necessary.
Incidents involving competing vehicles.	Injury to competitors, marshals and/or damage to vehicles and stage furniture.	Low	Experienced marshals and sector marshals on stage, with a buddy system for new or inexperienced marshals. (See Appendix Q) Supervision of event from Snetterton race control, including CCTV. Motorsport UK Licensed Stage Safety Unit infield to provide first medical response. Motorsport UK Licensed Recovery unit (s) on infield, first aid trained and recovery/rescue licensed crew. Protocols in this manual and Motorsport UK Training. HANS System now mandatory. Start marshals to visually check. It is a REQUIREMENT that competitors carry High Visibility Vests in their vehicles for use if they have to get out of their cars on stage.	Licensed Rescue Unit and Paramedic positioned near Passage Check and Service in, able to respond to incidents on stage, at stage finish, passage check and service area.
Fire	Damage to competing vehicles and other property. Injury to those in attendance – slips and falls or burns	Low	All competing vehicles are equipped with plumbed-in and hand-held fire extinguishers at least to Motorsport UK Requirements. Fire extinguishers are also positioned at strategic places around the course, including the service area, start and finish of each stage. Trained Rescue and Recovery personnel.	Event Emergency Services and MSV units on 'Stand By'
Vehicle Breakdown or Removal	Damage to competing or other vehicles during recovery Injury to recovery crews	Low	Appropriately crewed Motorsport UK Licensed Recovery Units will be available to recover stricken competitors within the venue for special and suspended recoveries. MSV may use a forklift. Straight tows by other officials or direct loads onto trailers by competitors.	Event Emergency Services and MSV units on 'Stand By'

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Hazard (1)	Risk posed (2)	Risk Level	Precautions / Controls in place (3)	Further Action (5) (6)
Spectators / Officials crossing a live stage	Collision of competing car with spectators / marshals causing injury	Low (unlikely but with medium to high severity)	Marshals ensure spectators have no access to competitive stages, infield and outfield areas. Marshals briefed, and written instructions issued before the start of the event. Experienced Sector Marshals in place supervising the marshals during the event. Appropriate signage and barrier tape. MSV provides stewards to manage Spectators.	Event Emergency Services on 'Stand By'
Marshals	Personal Injury including death by impact by vehicle or debris. Fatigue / Hypothermia Varying light conditions	Low	The event will be run in accordance with Motorsport UK regulations. Marshals' licences will be checked. Radio and marshalling points will be located to minimise the risk from competing vehicles An experienced sector marshals and area coordinators will supervise, or delegate supervision of all marshals under their control. Marshals and Officials will be required to wear Motorsport UK specification High Visibility tabards or jackets supplied by themselves or the event organisers at all times within the competitive area and controls. Only exception is licensed Rescue/Recovery crews wearing fireproof overalls. Marshals will be advised to wear the appropriate clothing for the conditions and time of the year. Fatigue / Hypothermia will be monitored throughout the event and opportunities will arise for refreshments and rest during change rounds.	Event officials / Sector Marshals to enforce PPE rules. Marshals, etc to be aware that high viz equipment may be more flammable than normal clothing. Event Emergency Services on 'Stand By'
Spectators	Personal Injury including death by impact by vehicle or debris	Low	Snetterton Circuit / MSV will be in control of designated spectator areas and stands. No spectators allowed within the circuit or control areas. Spectators will be allowed into the service area. MSV and Event marshals crews share responsibilities in the Service Area (paddock). Service crews are allowed to spectate from the designated spectator areas. Spectator fencing / tape will be erected at a safe distance from the stage route with signage. Due to the design of the Snetterton Circuit / MSV, and our utilisation of the venue, car 00 will also act as the spectator safety car.	Spectator Safety Officer with joint role of Service Area Safety Officer. The responsibilities include the road to / from the bridge to the Service area. MSV and Event Emergency Services on 'Stand By'
Stressful situations: Shock.	Marshals, competitors and others present witnessing or becoming involved in stressful situations.	Medium.	This safety plan establishes a structure to respond to incidents which may become serious or unfamiliar in their nature. This structure has a 'defence in depth' principle with the ability of trained and experienced people to resolve incidents. A proactive approach will be taken to de-brief persons involved with incidents or witnesses to them and inform those affected by the incident. Shock is an injury – cases should be referred to the CMO and medical crews. There may be a need for after event follow up.	Event Emergency Services, Event Safety Officer and other officials to recognise potential issues and take action. De-briefs during and after event.

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Hazard (1)	Risk posed (2)	Risk Level	Precautions / Controls in place (3)	Further Action (5) (6)
Service Area	Personal Injury to officials, competitors or spectators by Fire or collision with Competing cars.	Low (but with medium to high severity)	<p>The service area is separated from the stage route.</p> <p>Separation of the passage / service in control and the service area entrance which must be kept clear to allow restricted access.</p> <p>Fire Extinguishers to be positioned at both the control and service area entrance.</p> <p>Event and MSV share responsibility for the service area with agreed protocols.</p> <p>Refuelling requirements laid out in the event regulations.</p> <p>Competitors and service crews to have fire extinguishers available in the service area.</p> <p>Motorsport UK Guidelines on Service area safety will be published and followed.</p> <p>MSV is providing catering within the service area according to MSV requirements.</p>	<p>Stage Safety Unit positioned near Garages, able to respond to incidents on stage, and service area.</p> <p>MSV and Event Emergency Services on 'Stand By'</p>
Refuelling	Personal Injury to officials, competitors or spectators by Fire	Low (but with medium to high severity)	<p>Competing cars equipped with plumbed in and hand-held fire extinguishers. Competitors and service crews to have fire extinguishers available in the service area.</p> <p>MSV provides additional fire cover. Event and MSV share responsibility for the service area with agreed protocols.</p> <p>MANDATORY refuelling area including fuel dump within service area, controlled by environmental scrutineer. Fuel also provided by the championship official fuel supplier, not a requirement to buy fuel from them. Generators must be full on arrival to avoid the need to refill during the event. Use of diesel generators recommended.</p>	<p>Refuelling area licensed by local authority, equipped with fire extinguishers and manned by experienced personnel.</p> <p>MSV and Event Emergency Services on 'Stand By'</p>
Incidents involving Media personnel.	Injury to Media, interruption to competitors, marshals and/or damage to vehicles and stage furniture.	Low	<p>Snetterton has designated spectator areas available to the Media.</p> <p>In addition there are designated safe places for photography which are not available to normal spectators. These will be specified to Media personnel in consultation with MSV.</p> <p>If required and agreed, fixed positioning of video and photographic equipment remotely controlled by photographer.</p> <p>Motorsport UK Media guidelines to be followed, drones are not allowed.</p>	<p>MSV Control room staff monitoring activities on stage via CCTV during event.</p> <p>MSV and Event Emergency Services on 'Stand By'</p> <p>Supervised by Media Liaison officer</p>

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3. Organisation and Responsibilities

Specific responsibilities are defined for the following Officials and Marshals, in accordance with Motorsport UK rule, guidance and accepted practice. These are Documented in the National Competition Rules and the Stage Rally Safety Requirements.

All officials must wear identification showing their name and responsibilities when in areas that competitors and other persons may be.

All persons in the competitive areas must wear appropriate clothing and Motorsport UK specification High Visibility tabards. High Visibility tabards/clothing must be worn by Officials and Marshals in Service and non-competitive areas. The only exceptions are competing crews, safety, rescue, and recovery crews wearing fire-proof overalls whilst working. Competitors must carry High Visibility tabards/clothing in their vehicles for use if they get out of their cars on a stage. It should be noted that tabards may be flammable.

Stewards.

Motorsport UK Steward Assigned by the governing body, has power to make requirements as to how the event must be run and to cancel or curtail the event. Specific responsibilities to make necessary reports to Motorsport UK including formal reports following serious incidents. Callsign Delta One.

Motorsport UK Safety Delegate Specific role monitoring safety aspects of the event. Usually Motorsport UK Steward.

Club Stewards Senior members of organising club(s) providing advice to event organising team.

Clerk of the Course

- Has overall responsibility for the general conduct and control of the event and other safety related duties under the regulations (NCR 13.2.4).
- Overall management of competitive activities.
- Initiate decision to continue or abandon the event following a Major Incident.

Deputy Clerk of the Course (Stage)

- To assume the same responsibilities as the Clerk of the Course and to assist him, with major emphasis on the safety of the event.
- Responsible for coordinating Stage set-up, Stage layout changes and interim Stewards inspections.
- Works with the Motorsport UK Steward, using designation as car 000 or marked as Deputy Clerk,

Deputy Clerk of the Course (Control)

- The Radio Controller is a designated Deputy Clerk of the Course.
- Provides ongoing Communication control throughout the event.
- Makes decisions on stage operation and incident handling on behalf of the Clerk of the Course.

Event Safety Officer

- Is a Senior Official of the event with duties as described in Section 2.7 of the Stage Rally Safety Requirements.
- Has overall responsibility for coordinating all safety matters on the event and will work with several others on the organising team, including the Clerk of the Course and Deputies, and Safety Delegate (MS UK Steward).
- Responsible for the generation and implementation of this Safety Plan as part of the event Safety Dossier.
- Usually attends incidents involving stage stoppages. Forward Incident Officer for Serious and Major Incidents.
- At the scene of an incident, as Incident Officer, facilitates the work of the Paramedic, Rescue and Recovery units and others present: provides the link to the event control and Clerk of the Course.
- If required, calls County Ambulance or other emergency service, liaises with the Clerk of the Course, Radio control and MSV to co-ordinate their arrival, deployment and actions.
- Environmental Champion – oversees environment and sustainability policies.

Deputy Event Safety Officer.

- Senior Official, Safety Car Licensed, Operationally the Stage Safety Officer, Usually positioned at Stage Start.
- Carries out Safety Car 00 duties including logs. Callsign Oscar Two.
- Usually does not attend incidents in the first instance, attends serious / major incidents if requested.
- If attending, facilitates the work of the Paramedic, Rescue and Recovery units and others present.

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Spectator Safety Officer.

- Senior Official, designated Spectator Safety Officer for stage and non-stage areas, including all spectator areas, roadways, car parks and service areas.
- Carries out Safety car 000 duties. Callsign Spec One.
- Special responsibility in event of a major incident, clearing entry & exit routes, acting as contact point for emergency services and guiding them to the stage RVP.
- May assist or take the over role of Event Safety officer or Deputy Safety officer if required.

Service Area Safety Officer

- Monitors all aspects of the activities within the service areas including traffic control, refuelling and first aid.
- Ensures compliance with the Service Area / Paddock Management plan (Appendix P), Service Area Safety Instructions (Appendix J), Environment and Sustainability (Appendix L) and Safeguarding (Appendix M)
- Supported by the Service Area / Paddock Management team.
- Provides cover to Service Area, equipped and trained for advanced first aid (Defib, etc).
- Lead Safeguarding officer for the Event. Other Officials are also licensed safeguarding officers.

Secretary of the Meeting

- Oversees all event documentation, permits, regulations, entries and collates all relevant event documentation (e.g. Incident Logs, Incident Reports, etc) at the end of the event.

Chief Marshal

Responsibilities Include:

- Provision of suitable personnel to man the Marshalling Points defined on the Stage Plan(s) and Safety Dossier.
- Requesting marshal training to be completed before the event.
- Provision of suitably experienced Sector Marshals to co-ordinate Marshalling activities within the Sectors defined on the Stage Plan(s).
- Provision of experienced teams to operate the Start, Finish and Passage Controls.
- Maintaining records of those who attended, including their marshal grade and number
- Ensuring checks at Stage Start including Frontal Head Restraints (FHR), seat belts and helmets.
- Liaising with other officials during the event. Problem solving.

Chief Medical Officer

- Motorsport UK Licensed, professionally qualified official, responsible for immediate care of any injured person, including Competitors, Officials, Marshals, Service crew, or others who may come to the attention of any person involved with the event. In addition to attendance at incidents on stage, monitors condition of those involved in significant impacts, e.g. rolls, (which may not have stopped the stage), at the stage finish, service area or other location.

Rescue Ambulance(s)

- Motorsport UK Licensed Vehicle and Crew to provide medical facilities and rescue equipment in support of the CMO.

Recovery Unit

Motorsport UK Licensed Vehicle and Crew to recover damaged and broken-down vehicles and work in support of other safety units, including under the direction of the CMO and Rescue Unit.

Scrutineer(s)

- Motorsport UK Registered, scrutineering team carrying out duties following Motorsport UK requirements. Competitors will be making Self Declarations; to the Scrutineers.
- Competing vehicles may be inspected before and during the event by qualified Motorsport UK scrutineers to ensure compliance with Motorsport UK regulations.
- Should be present at Stage Start/Service Out carrying out checks including Frontal Head Restraints (FHR), seat belts and helmets.
- Will attend incidents and advise in accordance with other elements of this manual.

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Media Officer.

- Liaises with Media at the events, specific responsibility filming for Special Stage TV.
- Ensures compliance with SA rules on licensing and conduct including tabards and location.
- Monitors social media coverage during the event, in particular negative rumours.
- Liaison point in event of a major incident, only issues authorised comments in accordance with Motorsport UK procedures and consultation with Motorsport UK Steward.

Safeguarding Officer(s)

- Motorsport UK Licensed, monitors child & adult protection issues,
- MSV also responsible for Safeguarding under their Motorsport UK Track License.
- The Junior Rally Championship will have a Safeguarding officer at the event.

Competitors Liaison Officer

- Provides a link between Competitors and the event, for all aspects of the event.

Safety and Official Cars

There will be several Official Vehicles inspecting the stage before it opens and after / between stages. Responsibilities include Checking stage layouts, signage, positions of marshals, spectators and media, etc.

Timings

- Stewards and Clerk /Deputy Clerk of the Course – up to minutes 10 before the first car. Delta One.
- Event Safety Officer - 30-25 minutes before first car.
- Spectator Safety Officer SSC - 25-20 minutes before first car. Callsign Spec One.
- Course Opening Car - Car 00 (Double Zero) - 10-5 minutes before the first car. Call sign Oscar Two
- There will not be a 0 (Zero) Car.
- Between pairs of stages, there will not usually be 00 car. (see below).

Notes

- Safety Car 00 (Spectator Safety/Stage Safety Officer) will act as Course Opening Car before Stages 1,3 and 5.
- Before the first stage, the Clerk of the Course or Deputy may be accompanied by the Motorsport UK Steward.
- For other Stewards inspections, they may accompany the Deputy Clerk of the Course (Stage) or the Event Safety Officer, or travel in their own vehicle.
- If a Stage is delayed by 20 or more minutes due to an incident, it is **mandatory** to send another Interim Safety Car through, this car will display 00 (and may be the course closing car).
- The role of the 00 car may be taken by different vehicles if circumstances dictate.
- Stage layout/operation and changes may be checked / assisted by the Event Safety Officer.

Course Closing (Sweeper) Car

- The Course Closing (Sweeper) Car will run after stages 2, 4 and 6.
- Follows the last car into stage at the correct timing/distance to indicate to Marshals and radio points that the stage behind the car is closed. Single lap only.
- Will be using beacons, with discretion.
- Alerts other units of specific issues including cars stopped on stage, stage damage, other issues and incidents.
- May stop to assess incidents, e.g. where a competitor is awaiting recovery.
- Will stop behind a competitor who may be able continue, e.g. carrying out a short repair.
- If a competitor wishes to continue then the lateness will be calculated and if OTL then instruction not to continue may be given in consultation with the clerk of the course.
- Confirms the main circuit is clear for other vehicles when at Stage Finish.
- Will not collect paperwork, following officials will be collecting paperwork
- May also perform the Car 00 function following a delay of 20 minutes.

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Marshalling

General Marshalling Requirements

- All marshals, Radio, and officials must sign on remotely and provide their Motorsport UK Marshals registration number.
- Inexperienced marshals must be paired with an experienced marshal. There are no exceptions to this.
- Cadet Marshals must be with their usual licensed marshal and be identified as such with a record made of their attendance.
- All marshals must be provided with Appendix D, the Safety Briefing and Appendix I, Marshals instructions.
- Marshals Record cards will be updated after the event.

Non-competing vehicles MUST be parked behind the circuit safety barriers, at all other locations the 30m provision in R24.4.12 is the MINIMUM distance that a non-competing vehicle may be located from the edge of the stage. The nature of the stage, weather conditions etc, must be taken into consideration and the distance increased accordingly.

Any involvement with incidents can be traumatic, and witnesses to serious incidents may be required to provide statements and give evidence in court. Event officials must be aware of this and proactively look for concerns which are to be taken seriously, reported and referred to the CMO if necessary. Shock is an injury.

Marshals and Radio crews must not take photographs or make any postings on social media during the event, they must not disclose any details of any incident.

Sector Marshals

All sector marshals are officially Assistant Clerks of the course. Their Duties of the Sector Marshals include:

- Co-ordination of marshalling activities within their Sector.
- Briefing of marshals before and during the event giving specific instructions for their position / role.
- That all marshals are in and remain in safe positions.
- That non-competing vehicles are positioned in accordance with Motorsport UK requirements.
- To make course changes within their Sector at the end of Stages 2 and 4.
- To make and communicate the initial assessment following an incident.
- Assist the Spectator Safety Officer to ensure that the route is kept clear of spectators. Also controls access for emergency services via the designated Rendezvous Point (the Service Area entry point) and to provide the emergency services with a copy of the Stage Plan marked with the location of the inner RVP and the appropriate route to it.
- For the Sector Marshals in Sectors B, C and D to ensure that spectators do not access the infield.
- For the Sector Marshal in the inner paddock stage route, to ensure no spectator ingress.
 - Initiating the take down of the stage at the end of the event, asking marshals to break down stage equipment and put it in piles for collection.

Stage Start Team Leader / Controller.

- Principal role is to manage the Start Control during the event.
- Assists in setting up and checking layout of the start and finish areas.
- Does not carry out final stage checks, these are carried out by Car 00.
- Uses hand-held Motorsport UK Frequency to monitor progress of the event, if necessary instructs the start timing crew to hold the stage when an incident is reported.
- Facilitates entry of Safety Units, etc, to stage who attend incidents according to safety plan.
- DOES NOT attend incidents, will remain at the start acting on instructions re warnings, etc.

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4. Radio and Communications

Radio Control

- Designated Deputy Clerk of the Course.
- Provides ongoing Communication control throughout the event.
- Maintains a log of all Radio Communications and of Incidents.
- Notification of incidents to the Clerk of the Course and Deputy Clerk of the Course.
- Informs/ensures attendance of other personnel in accordance with the safety plan and incident procedures, as appropriate or directed by the Clerk of the Course or Safety Officer.
- To implement the Stage Hold, Stoppage and Red Flag (Signal) procedures when appropriate.
- Does not, unless requested, initiate calls to County Ambulance or other emergency services but ensures their arrival on scene is expected, and appropriate arrangements made, as detailed in this safety plan, when informed by the Event Safety Officer or senior official on scene that County Ambulance has been called.
- When a major incident has been reported, becomes the primary liaison point.

Radio Points

- Provide Communication cover throughout the event.
- To provide Radio Control with notification of Major and Minor incidents.
- To act on instructions of the Radio Controller following an incident.
- To deploy Red Flags – but ONLY on instructions from the Radio Controller.
- Written instructions are provided as an Appendix to this Safety Manual.
- Ideally a crew of two people, who must have completed the Marshals Training.

Radio Systems

Communication will be provided using two independent radio systems, operational and management. Control of both systems will be the responsibility of the event Radio Controller, control point during the event will be located within or adjacent to the Rally HQ building.

Operational radios – 81MHz Motorsport UK Safety Frequency.

Radio cars will be located at strategic points around the stage route. These will be indicated on the Stage Plan(s) and aligned to the Sectors indicated.

Management radios – Hand-held FM sets.

These will be allocated to senior event personnel and should not be used for 'Safety' communications.

Routine Calls to Radio Control.

Information requested/required by Radio Controller, e.g. first competitor into stage, last three cars entering and finishing stage, etc. May include non-urgent adjustments to stage furniture, e.g. cones.

Special Calls to Radio Control

1. SAFETY - Messages concerning stage safety, where there is a risk. E.g. car overdue, replacement of stage furniture, spectator marshalling. Problems where a slight delay can be tolerated or taken without action can be interrupting the stage.
2. URGENT - For situations requiring immediate action, e.g. car known to be in difficulty, suspected injured persons – problems which may necessitate the stopping of the stage or holding cars at the start.
3. PRIORITY - For CONFIRMED situations which involve injury(s) – problems where immediate Medical/Rescue intervention is required
4. RELEVANT - For messages which have a bearing on the incident – submission of relevant information.

The information that should be passed to Control is shown in the incident management procedures below, and the Marshals and Radio Operators instructions.

5. Incident Management Plan

5.1 Incident Classifications.

For the purposes of this event, incidents have been divided into three classifications in accordance with the Motorsport UK Guidelines covering untoward incidents and major incidents.

Level 3 – Minor, low-risk incidents that are a routine occurrence that impacts on the running of the event but do not need outside assistance, any injuries will be minor and easily able to be treated by either the First Aid personnel available or the events own resources, which can be dealt with and resolved at the scene through the control of the Clerk of the Course and the intervention of the marshals.

Level 2 – Serious, an incident that impacts on the safe running of the event. A serious incident may include injuries; however, all required actions are able to be managed within the resources of the event. All incidents which involve injuries or suspected injuries to any individual where the event medical/rescue personnel can treat them adequately, including circumstances where transfer to hospital is necessary, if possible using county ambulance services for transportation.

Level 1 - Major Incident. An occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Police to assume the co-ordination of its resolution Any incident requiring outside assistance or beyond routine event operational arrangements. This includes for reporting and investigation purposes where serious injuries have been sustained.

Note: The definition of a Major Incident is used by the Emergency Services refers to situations that are more serious than described above, and therefore confusion may be caused by if the level of seriousness is misunderstood. Calls for involvement with as opposed to assistance from, the emergency services should follow the Joint Emergency Services Interoperability Principles ([JESIP](#)) M/ETHANE.

5.2. General Principles

This section refers to all incidents on stage, additional information referring to major incidents and those where transportation to hospital via County Ambulance are included in section 6, Major Incidents.

Whilst dealing with any incident occurring at the event, all persons involved must:

- Place their own personal safety first. **Protect Yourself, Protect the Scene.**
- Act in a calm manner in order to reassure and not induce panic.
- Ensure competitors' warning equipment is deployed correctly, hazard flashers, Warning Triangles and SOS/OK Boards, including competitors wearing Hi Visibility clothing.
- At the scene of the Incident, Marshals must ensure a Red Warning Triangle is deployed, (carried by the Competing Car(s)) at a distance of 100m before the incident (i.e. towards the Stage Start), to warn following vehicles of the danger, competitors who must slow down, or stop, as is necessary.
- Turn off the Competing Car(s) electrics, if there is significant damage. If there are no injuries, display the "OK" board and remove the Competitors to a place of safety. Otherwise display the "SOS" board.
- While waiting for assistance to arrive, keep control of the situation and KEEP CALM, following the First Aid guidelines detailed in **Appendix C, Safety Briefing and Appendix I, Marshals Instructions**. It is important to monitor those involved who may have injuries that are not immediately apparent due to an adrenaline rush or delayed shock. Shock is an injury.
- When a safety crew arrives at the scene, tell them what you have seen and done as concisely as possible.
- Use visible and audible warning equipment as appropriate to their role and the requirements of the situation, Amber and Blue Beacons must ONLY be used when a stage stop instruction has been issued, this applies to all areas when a stage is live. Improper use causes confusion.
- If authorised to, drive at appropriate speed around the venue to the site of the incident. This applies to: Rescue Vehicles/Paramedics, Clerk of the Course, Deputy Clerk of the Course, Stewards, Safety Officer, appointed Recovery Vehicles, Equipment Officer(s), Chief Marshal, Sector Marshal or Scrutineer.
- No other Official or Marshal will be allowed to drive on the Stage without the express permission of the Clerk of the Course, Deputy Clerk of the Course or the Radio Controller.

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- During the deployment of safety crews, the Radio Controller must be kept fully informed of the progress via a suitable means. The responsibility for this will fall to the Safety Officer or Senior Official at the scene. He/she is best able to give an accurate description of the extent of the incident, the progress of the rescue operation and an estimate of re-start time.
- The Radio Controller is then able to inform the relevant people of the progress and other issues, some of which may be confidential and not suitable for general broadcast.

5.3. Early assessment of the situation

To ensure efficient management of any Incident, the Marshals/Sector Marshals should make an early assessment of the situation. Minor incidents e.g., cones out of place, may be resolved without a report. If the incident is more than minor, or a vehicle has stopped, accurate, concise, information must be passed to Radio Control, via the nearest radio point or other radio officially on the Motorsport UK frequency.

On receipt of incident the Radio Controller, in his capacity as a Deputy Clerk of the Course, will assess the situation and make decisions regarding the continuation of competitive activity. Most of the course at Snetterton is covered by CCTV and decisions are made by officials in Race Control based on what is seen as well as the reports from the stage.

Radio Control requires the following information as soon as possible, as information becomes available

- The nature and location of the Incident e.g., car stopped, collision.
- The car number(s) if known.
- Are the crew in or out of the Car, is the SOS/OK board displayed and which side is displayed.
- What action is the crew taking, are they in a safe position, is Hi-Viz clothing being worn.?
- Is the warning triangle out and are there Marshals on scene?
- The number of casualties, known or suspected, (negative report required if no casualties)
- If there is a risk of Fire?
- If any rescue or medical assistance is required.
- If it is regarded as safe to continue competitive activity.

5.4. Holding and stopping a stage

The decision to halt competitive activity shall be taken by the Clerk of the Course or Deputy Clerk of the Course (Control) and passed to all Radio Points.

- It may be appropriate to 'hold' competitors at the stage start whilst determining the exact nature of an incident or to resolve an issue on the stage.
 - A Stage commander or person supervising the start control may decide to hold competitors at the stage start when a report of a potentially serious incident has been made.
 - Safety Crews (Paramedic, Rally Rescue, etc) will be preparing to respond.
- If it is decided not to deploy the Red Flag marshals near the incident may be asked to ensure that competitors proceed with caution past the incident, and/or a warning will be given at Stage Start.
- If it is decided to deploy the Red Flags, competitors will be stopped from starting the stage and, depending on the severity of the incident, where necessary around the venue by the display of the Red Flag. Red flags are the only Red Signal used at the event.
- When the Red Flag is in use, competitors must cease competition and drive SLOWLY to the Stage Finish without passing the incident, safety vehicles or other competitors. They must obey instructions from Marshals, and when told, leave the stage via Stage Finish and report to the Passage Control, to be given an arrival time for the next stage.
- No vehicles or personnel should deploy onto the stage until competitive activity is halted by display of Red Flags/Lights. Officials and all Marshals MUST remain vigilant for competitive activity until it can be ascertained that all activity has ceased, and confirmation has been passed out via Radio Control to the Radio Points.
 - If appropriate vehicles equipped with amber/blue beacons will illuminate them when a stage stop 'red flag' incident is declared. This includes re-positioning, preferably without going onto the stage when an incident has been declared, Motorsport UK Yellow Flag rules permit safety units to be on stage ahead of competing cars, this should only be done where attendance on scene is required, and initial actions will be to protect the scene and incident in a 'fend off position'.

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5.5 Attendance at Incidents.

- The first people on the scene of an incident are those involved in it. See Appendix K – First On Scene.
- Sector and local Marshals will be the initial personnel to assist at an Incident. The Rescue Unit, Paramedic, Recovery and other units will be deployed as required. The Event / Deputy Safety Officer may also attend.
- All units on scene are to facilitate the work of the CMO and Rescue personnel and are under their control or that of the Safety Officer.
- Only units immediately needed will attend the incident, Units must park in accordance with their role, and consider the need for access by other units, and of securing the scene in the event of a major incident.
- The Clerk of the Course will normally remain at, or return to, Race Control with the Radio Controller, to oversee the event, making decisions as appropriate.
- The Deputy Clerk of the Course (Stage), Scrutineers, Stewards, Equipment Officer and others will attend the scene of incidents with permission ONLY as required. Snetterton personnel using their vehicles may attend and assist at an incident as appropriate.
- No other personnel are to attend Incidents without express permission from the Clerk of the Course or Event Safety Officer.
- The Motorsport UK Steward is also the Motorsport UK Safety Delegate whose advice will be followed particularly if there is a Major Incident, where there is a strict Motorsport UK protocol.

5.6. Cancellation / Standing down at incidents.

If the senior official on scene at an incident determines that the attendance of medical persons at the scene is unnecessary, this decision MUST be communicated to Radio Control. It may be more efficient, in the case of a believed minor injury, to arrange for the injured party to go to the stage finish, service area to be checked by the medical crews. The safety of the injured party is paramount; this decision may have to be justified. The CMO must be notified of any incident that may have caused injury, including serious impacts, and will wish to check for injuries at the appropriate location even if the competitor declines immediate help or after a stage.

5.7 Communication with Competitors and Service Crews.

Discretion needs to be exercised when incidents are reported. At no point should there be any communication directly with any competitors or their associated service crews until it is prudent to do so. This is very important in the event of a serious incident, where information should be passed in person. The Service Area Safety Officer may be best placed to inform Service Crews, and relatives or friends.

The Clerk of the Course / Event Safety Officer have discretion over the timing of any communications. The event commentator should be given information which may reassure the spectators and calm the situation.

5.8 Incident Logs and Reports.

The most senior Official or Marshal who attends any incident will be required to initiate an Incident Log.

- Rescue Unit and Paramedic will log all attendance/treatments.
- Scrutineers should see crash helmets (these should go with the Casualty to hospital).
- Scrutineers should inspect seriously damaged competing vehicles.
- With Serious and Major Incidents Decision Logs should be completed as per [JESIP](#) Guidelines.

The Secretary of the Meeting will be responsible for collecting:

- Radio and Incident Logs and Scrutineer's Report(s)
- Marshals Check sheets (after use by Timekeeper/Results)
- Rescue/Paramedic Logs (if different from the Incident Log).
- Collation of any further documentation or reports relating to the events management
- The Secretary of the Meeting will also assist with the proper completion of the Stewards report.

5.9 Incident De-Brief and follow up

Following an incident during the event, a formal or informal de-brief will be carried out. This is important if the incident involved injury or was stressful. The need for on-going support must be considered.

- The Secretary of the Meeting, with the Event Safety and Safeguarding Officers, will collate information about people who may have been adversely affected by incidents and may need further care or follow up.

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6 Major Incidents

This section covers Level 1 'Major' incidents and those where emergency services involvement is required.

6.1 Involvement of the External Emergency Services

Once competitive activity has ceased, it may be necessary to involve external Emergency Services (e.g. additional Medical services, the Fire Service or the Police) to attend the venue. 'County' Ambulance, Fire or Police services will usually be called by the Safety Officer or Rescue Crew Chief at the scene of the incident.

- An 'Inner' Rendezvous Point (RVP) will also be established if required, which ideally will not be in stage direction and co-located with a Radio Point.
- The Radio Controller will be aware of the need for attendance and whether the County Services are required to go to the Inner RVP close to the scene or remain at the venue RVP. The Safety Officer or Rescue Crew Chief on scene is best placed to discuss the medical requirement with ambulance control by phone on behalf of the Doctor/Paramedic dealing with the casualty. This will ensure that accurate information is provided and enable Radio Control to cover other aspects of managing the incident.
- MSV staff must be informed of all Level 2 and 1 incidents, plus any other incident requiring the attendance of external emergency services. The protocol is in accordance with the MSV Major Incident Plan as shown in Appendix Y. The minimum requirement for the emergency services will be to provide the M/ETHANE information as laid out in the Joint Emergency Services Inter-Operability Protocols ([JESIP](#)), their [Mobile Phone App](#) will be used to collate information including exact location.
 - Major Incident? See notes above, conflict of terminology.
 - E Exact location
 - T Type of incident
 - H Hazards
 - A Access and egress
 - N Number of casualties
 - E Emergency services present or required?
- Emergency Services will access the venue via the main entrance gate, which is the Rendezvous Point (RVP). The Service Area Manager will be responsible for allowing access to the venue and for requesting Emergency Services to remain at the RVP, or directing them to the Inner RVP via the most appropriate route. Available cars will be deployed to meet the incoming emergency services and lead them to the scene (co-ordinated by Radio Control who will also arrange for short cuts to be prepared as appropriate).
- When external Emergency Services are at the inner RVP (or the scene of the incident), the appropriate Safety Officer, or medical/safety personnel, will brief the emergency services as to the nature of the Incident and will agree a course of action. It may be necessary to tactfully ask the external service to wait at the RVP. Only the Fire Service has an absolute power of immediate entry.

6.2 Securing the location of Major / Serious Incidents.

The Safety Officer will supply nylon rope and a tarpaulin (or equivalent) to allow the area to be cordoned off and preserved for examination. If necessary, the Event Safety officer will also establish cordons using Red 'Do Not Cross' Police incident tape as in inner cordon and Blue Police incident tape as an outer cordon which may secure the route approaching the incident.

- A safe route to/from the scene of the incident (this may involve clearing sufficient Stage furniture to allow emergency vehicles access to the site). Marshals must ensure that anyone not associated directly with the event (e.g. photographers or relatives) are kept away from the scene of the incident.
- Relatives/Service crew wishing to find out what has happened should be tactfully kept away but identified to the Safety Officer who will liaise with them. The Competitors Liaison officer must also be informed.

6.3 Working with Snetterton Circuit / MSV

Snetterton Circuit / MSV is consulted on all aspects of the event and Safety Plan. During the event they monitor all activities from their Control Room where Rally Control is situated, using the circuit CCTV system and visually. In addition, other mutual assistance is agreed:

- Course set up and change around using their staff and vehicles.
- Mutual support as part of this Safety Plan and MSV Incident procedures.
- Spectator medical cover for the grandstand and service area – Sector A.
- Incident reporting to MSV, in accordance with MSV protocols.

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Incidents that are not directly related to the rally, are usually the responsibility of MSV.

- The MSV major incident plan will be supported by the Event Safety Plan which may include stopping competitive activity and supplying medical and other support.
- MSV will lead the response, event resources will be under the control of the Event Safety Officer. The Clerk of the Course and Stewards will retain control of the event and Motorsport UK requirements including reporting of the incident to the Motorsport UK and press statements.

The full MSV Major Incident procedure is shown in Appendix Y (Limited Circulation).

- There are overlaps between MSV Protocols and the requirements of the event Safety Dossier, It is expected that the Senior MSV staff member on site will co-ordinate activities from Radio Control.

6.4 Briefing Officials and Marshals

When appropriate, the Clerk of the Course and/or the Deputy Clerk of the Course and/or the Safety Officer will brief Stewards, Officials and Sector Marshals at Rally HQ as to the nature of Major Incidents only. This briefing should be “face-to-face.”

At this point in time, Officials and Marshals not directly involved with the Major Incident will be allocated additional duties, such as escorting competitors back to the Service area or allowing competitors to leave the venue via the main entrance gate.

6.5 Continuation or Abandonment of the Event

The Clerk of the Course will make this decision, in consultation with the Event Steward, MSV and the Police whose role may be on behalf of other agencies, including the Health & Safety Executive (HSE) or the Coroner.

6.6 Communication with Media and Spectators

In the event of a serious incident it is likely that news will travel fast via social media. Information should be restricted to minimum essential facts and the advice of the stewards on the management of Media and the Motorsport UK protocol be followed.

The event commentator should be given information which may reassure the spectators and calm the situation. It should be borne in mind that in the event of a serious incident spectators may become witnesses and also suffer from shock, which is a medical condition.

6.7 Motorsport UK Safety Delegate / Stewards.

The Motorsport UK Steward, acting as the Safety Delegate will commence the formal investigation procedures as required by Motorsport UK including liaison with the governing body.

The Event Secretary will be responsible for collating information for the Safety Delegate/Steward as requested. Copies of everything shall be kept.

The Emergency Services may seize evidence relating to the incident. It may be necessary to keep the area of the incident ‘sterile’ for some time and seek official permission to clear up. Proper records must be kept and details with receipts given to the Event Secretary.

The requirements of the Data Protection Act 2016 must be considered, especially with regards to disclosure to no official organisations.