



Snetterton Stage Rally 2025

Appendix J - Service Area Safety Instructions

The Service Area Safety Officer and marshalling teams are responsible for the safe running of the service area, to ensure that it complies with the Safety Plan, and Refuelling Requirements.

All Entrants, Competitors and Service Crews must be familiar with these instructions and the more detailed instructions published by the MSA Rallies Committee entitled “**Service Area Risk Management**”, Health and Safety and other Legislative requirements must be adhered to, particularly if any member of a service crew is employed. Entrants and Competitors are reminded that they are responsible for the conduct of their service crew and are liable for penalties.

Every person present at the event, whether, competitor official, marshal, spectator or in another capacity, shall take all reasonable care for Health & Safety Matters for themselves and other persons who may have been affected by his/her acts or omissions during the operation of the event, to achieve the highest standards of safety performance.

- **NO SMOKING** in the service area, smoking areas are available near Tyrrells.
- A 10 mph speed limit must be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident.
- Extra care must be taken as spectators are allowed in the Service Area.
- No animals, except Assistance Dogs, are allowed at the venue.
- Toilets are by the petrol station, catering facilities are available.
- The riding of scooters, mopeds, motorcycles or bicycles in the Service Area is prohibited as per the notes in the Final Instructions.
- Access roads throughout the Service Area must be kept clear and traffic must be able to circulate freely. The Service In control is one way INTO the service area only.
- Competitors leave via Service Out directly to the Arrivals control which may become congested.
- Competitors who have retired and wish to leave the venue must do so from the Service Out BUT MUST get permission to leave from the Service Area Safety Officer who will arrange exiting at an appropriate time and route guided by marshals.
- Service Crews and Spectators must not stray into the Control areas or onto the Stage.
- The use of open fires/barbeques is prohibited within the venue.
- Fire Points are situated in the service area, additional extinguishers are in the Refuelling area.
- Competitors must have a Fire Extinguisher positioned in an outside corner of their service bay.
- Welding, cutting and grinding activities are prohibited using gas or air powered equipment, only Hand tools may be used.
- **Refuelling** must only be done in the Refuelling Area under the supervision of the environmental scrutineer. Re-fuelling should be by hand or battery-operated pumping only (and provided by the competitor), rather than from hand-held containers. Open pouring from hand-held containers with or without the use of a funnel is not permitted. Cars must be on the ground with the engine off and no persons in the car during refuelling. Make sure generators have sufficient fuel for the event.
- Spillages are the responsibility of the team, ground sheets must be used and it is expected that they all have their own spill kits for this type of accident. The event organisers have spillage kits to assist if necessary. Service bays must be left clean and tidy with NO LITTER.
- All incidents and injuries must be reported to the Service Area Safety officer or an event official.

**Service crews must comply with the safeguarding code of conduct respecting others.
The event supports the AMSC 'Better Together' initiative.**

Service Area Risk and Environment Management

Entrants, competitors and service crew members should be aware of their own and other people's safety and wellbeing, at all times when competing in motor sport. The Event Environment and Sustainability Policy is to be followed, in addition to the requirements outlined below.

1. All entrants should have an environmental ground-sheet in place before work commences on the vehicle.
2. All service vehicles should have an environmental spill-kit, for use in the event of liquid spillage. (Competing cars should also carry such a kit.)
3. Fire extinguishers should be readily available at all times when vehicles are to be worked on, particularly in the event of any welding or grinding being carried out and when vehicles are being refuelled.
4. Vehicles should be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other types of jack. Engines should not be running when the vehicle is raised on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
5. Re-fuelling is permitted only in the Refuelling Area, this should be the last operation to be carried out before the vehicles leave. The vehicle should be off any support stands, have all four wheels on the ground, have all other work ceased and have no occupants, when re-fuelling commences.
6. Ideally re-fuelling should be by hand pumping, rather than from hand-held containers.
7. Spillage of any liquid should be contained immediately by the crew concerned.

A. Storage & Use of Petroleum Spirit

1. Containers should comply with the relevant British Standard, should be marked "Petroleum Spirit-Highly Flammable" and be kept from any source of ignition.
2. All empty containers should be removed from the venue after the event.
3. Petrol is to be used as fuel only, not for any other purpose.
4. All vehicle refuelling is to take place in the Designated Area, an operative should be on standby with a fire extinguisher. Refuelling operatives, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection
5. No Smoking in the Service Area – especially near the Refuelling Area..

B. Hazardous Substances

1. Some vehicle parts, for example brake & clutch linings, contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible.
2. Where asbestos is used, every effort should be made to prevent dust being released.
3. Some mineral oils may cause skin cancers. Where contact does occur, contamination should be washed off immediately. The wearing of any contaminated clothing should be avoided.
4. Other substances may cause ill health. Suppliers will have information about the possible effects of their products, on request.

C. Electrical Safety

1. All electrical equipment should be maintained in a safe condition.
2. Extension leads & cables should be neoprene, oil resistant flexible cable.
3. All electrical equipment used externally should be weatherproof and tools should be "double" or "all insulated" against electric shock.
4. Electrical equipment and hand tools should not be used where flammable vapours are present.

D. Fire Precautions

1. All competition and service vehicles should carry a suitable fire extinguisher positioned visibly at the front edge of their service location.
2. Special consideration should be made before lighting any cooking appliance.

3. All sources of ignition should be kept away from any fuel store or re-fuelling area.
4. Fire extinguishers should not be moved from their known location, other than when in use.
5. In the event of any fire, a report should be made to the organisers of the event before leaving the venue.
6. All entrants are encouraged to train their personnel in correct fire prevention and treatment procedures.

E. Compressed Air Equipment

1. Air blasts from over inflated tyres can cause severe injury. Tyres should not be inflated above manufacturers' recommendation figures.
2. Always stand clear when inflating tyres.
3. Compressors & air lines should be inspected regularly.
4. Compressed air cylinders should be stored and used to suppliers' recommendations.

F. General Working Practices

1. All working areas should be kept clean & tidy. All waste & spillage should be cleared up immediately, **removed by the entrant at the end of the event and disposed of in a responsible manner.**
2. Trailing cables & hoses should not be allowed to create a trip hazard and should not be run across access or roadways.
3. Whenever vehicle engines are being run, adequate ventilation must be in place.
4. All safety notices should be complied with INCLUDING THE COVID POLICY
5. Any personnel carrying out work should ensure that they adopt safe working practices at all times.
6. Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.
7. Children under 16 years of age are to be closely supervised and should not leave your designated area unaccompanied. **They are children and as such are your responsibility!!**

G. Noise

1. Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term, or after prolonged exposure, permanent.
2. Where exposure to noise is unavoidable, ear defenders should be worn.

H. Manual Handling

1. Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques.

I. Waste

1. Entrants **should remove all waste** from the venue, including containers, packaging, tyres, oils etc. **They must be disposed of in a responsible manner.**

J. Vehicle Safety

1. A 10 mph speed limit should be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident.
2. There may be pedestrians in Service Areas. Special care must be taken in these circumstances, to avoid collisions.
3. The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in Service Areas.
4. Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.

K. First Aid

1. Any person sustaining injury or illness, should seek treatment from the event emergency services, or MSV staff. The Service Area Safety officer is the lead person for First Aid in the service area. Marshals will assist and all injuries must be reported to the Senior Official in charge of the Service Area. Competitors and marshals should not call the emergency services directly.

First Aid and cover for other emergencies are on site. Do not dial 999, there are adequate first responder resources on

L. Public Safety

1. Entrants and their associated personnel should act in a manner so as not to put either themselves or any other person at risk of injury.

M. Reporting of Accidents & Incidents

1. All accidents where any person sustains injury, or where damage to property occurs, should be reported immediately to the Senior Official in charge of the Service Area.

N. Further Regulations and Information

1. Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes should be read in conjunction with all relevant regulations.