

## Appendix 2: Service Area Risk Assessment

### Requirements for Organisers:

When participating in motorsport events and activities at service areas, please be mindful of everyone's safety and wellbeing. The organiser will coordinate activities and ensure all statutory requirements are met. Each team will be assigned a 'Service Area Zone' in the service park, which must be managed to avoid any safety or environmental risks.

#### A. Basic Standards for Service Areas (or Service Parks):

1. Ensure the service area is spacious enough for individual zones, vehicle movement, and safe pedestrian access, with even ground and controlled hazards.
2. Clearly mark service zones and restrict public access.
3. Set and publish a speed limit for service areas in the Supplementary Regulations.
4. Use an environmental groundsheet before starting any work on vehicles.
5. Securely erect temporary structures like motorhomes, awnings, and pop-up tents with enough ballast for wind conditions. Remove any unsafe structures as directed by event organisers.
6. Ensure all service vehicles and competing cars have an environmental spill-kit for immediate use in case of liquid spills.
7. Keep fire extinguishers readily available, especially during vehicle work, welding, grinding, or refuelling. Ensure the service area layout allows emergency vehicle access.
8. Support raised vehicles with axle stands, chassis still stands, or ramps with recommended base plates. Do not run engines when vehicles are on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
9. Where necessary, as part of the service i.e., changing of fuel tank, fuel pump, fuel filter, or any other item of fuel circuit, emptying and/or refilling of the fuel tank is permitted provided that:
  - Inform the organiser before starting the work.
  - Have a fire extinguisher and operator ready.
  - Avoid other work on the car during this process.
  - Create a safety zone, removing all ignition sources.
  - Use minimal fuel and store any removed fuel in a sealed container.
10. Control service zones to avoid risks to competitors, crews, adjacent teams, or the public. Always use safe working practices.
11. Entrants are responsible for their team members and supervising anyone under 18.
12. Keep working areas clean and tidy. Remove and responsibly dispose of all waste at the end of the event.
13. Prevent trailing cables and hoses from creating trip hazards; cover them if they cross access or roadways.
14. Ensure adequate ventilation when running vehicle engines.
15. Display appropriate safety notices and ensure they are followed.
16. Be mindful of long exposure to cold, wet, or heat in service areas and dress accordingly.
17. The organizer will set up emergency arrangements for fire, injury, and security incidents and communicate these to all entrants and competitors.

Entrants must always comply with the relevant sporting and supplementary regulations.

#### B. Storage & Use of Petroleum Spirit:

1. Organisers should set up suitable refuelling arrangements, preferably in a designated refuelling zone.
2. If refuelling in the service area, do it last before vehicles leave. Ensure the vehicle is off support stands, on the ground, with no occupants, and all other work stopped. Remove all ignition sources and prepare for fire response. Hand pumping is preferred over handheld containers.
3. Fuel containers must meet British Standards, be marked "Petroleum Spirit-Highly Flammable," and kept away from ignition sources. Law limits fuel storage to 10 litres.
4. Remove all empty containers from the venue after the event, or appropriate action will be taken.
5. Use petrol only as fuel, not for other purposes. Refuel vehicles in the open air, prohibiting smoking and ignition sources. Ensure a safe area with a fire extinguisher operative on standby.
6. No one should be inside the car during refuelling. Non-compliance will be treated as a serious health and safety breach.

7. Refuelling operatives must wear protective clothing, including gloves and eye protection.
  8. Use a funnel or pump device for refuelling, not pouring directly from the container.
- Keep minimal fuel at your service point; inspections may occur to ensure compliance.

### C. Hazardous Substances:

1. Some parts on historic vehicles, 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. Competitors should obtain MSDS (material safety data sheets) from suppliers in advance so that they hold important safety information about the products.

### D. Electrical Safety:

1. Keep all electrical equipment in safe working order.
2. Use neoprene, oil-resistant flexible cables for extension leads.
3. Ensure external electrical equipment is weatherproof and tools are insulated against electric shock, using residual current devices.
4. Avoid using electrical equipment and hand tools near flammable vapors like brake cleaner or fuel.

### E. Fire Precautions:

1. Ensure all competition and service vehicles have a fire extinguisher.
  2. Be cautious when using cooking appliances.
  3. Keep ignition sources away from fuel stores and refuelling areas.
  4. Only move fire extinguishers when necessary.
  5. Report any fire to the event organisers before leaving.
  6. Train your team in fire prevention and response.
- Organisers should have an emergency fire plan for the Service Area.

### F. Compressed Air Equipment:

1. Avoid over-inflating tires to prevent injury; follow manufacturer recommendations.
  2. Stand clear while inflating tires.
  3. Regularly inspect compressors and air lines.
- Store and use compressed air cylinders according to supplier guidelines.

### G. Noise:

1. Excessive noise can cause hearing issues, either temporary or permanent.
- Wear hearing protection when noise exposure is unavoidable.

### H. Manual Handling

Manual handling of loads can cause injuries. Train your team in safe techniques and provide lifting aids.



### I. Waste

1. Entrants should remove all waste, including containers, packaging, tires, and oils, and dispose of them according to environmental laws.

Do not use general waste facilities for hazardous or contaminated materials; these should be separated and disposed of per waste regulations.

**J. Vehicle Safety**

1. A 10-mph maximum speed limit will be enforced in a service area, other than for Emergency Vehicles which may be attending an incident.
2. There may be pedestrians and other vehicles in service areas. Special care must be taken in these circumstances, to avoid collisions and, where practicable, to segregate pedestrian routes.
4. The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in service areas.
5. Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.

**K. First Aid**

If anyone is injured or ill, they should report to the senior official in the service area to get help from event emergency services.

**L. Reporting of Accidents & Incidents**

Report any injuries or property damage to the senior official in the service area immediately.

**M. Further Regulations and Information**

Entrants should always follow the relevant sporting regulations and read these Guidance Notes along with the HSE's guide HSG112 on managing health and safety at motorsport events.

**N. General working practices:**

1. Keep work areas clean and tidy, and promptly clear up any waste or spills. Dispose of them responsibly at the end of the event.
2. Avoid creating trip hazards with cables and hoses; don't run them across access points or roadways.
3. Ensure proper ventilation when running vehicle engines.
4. Follow all safety notices.
5. Always use safe working practices.
6. Dress appropriately for long periods of exposure to cold, wet, or heat in service areas.

Supervise children under 16 closely and keep them within your designated area. For lost children, follow the event's lost child protocol.

**O. Public Safety**

Entrants and their teams should always act safely to avoid putting themselves or others at risk of injury.

**P. Reporting of Accidents & Incidents**

Report any injuries or property damage to the Senior Official in the service area right away.

**Infection Control**

1. **Vaccination:** Encourage attendees to stay up to date with their vaccinations, including COVID-19 and flu vaccines.
2. **Hand Hygiene:** Provide hand sanitising stations and encourage regular hand washing
3. **Masking:** Depending on the local transmission rates, recommend or require masks, especially in indoor or crowded settings
4. **Ventilation:** Improve ventilation in indoor spaces by opening windows or using air filtration systems
5. **Physical Distancing:** Arrange seating and manage crowd flow to maintain physical distancing where possible
6. **Cleaning and Disinfection:** Regularly clean and disinfect high-touch surfaces and shared spaces.
7. **Communication:** Clearly communicate all health and safety measures to attendees before and during the event

**Specific Service Area information**

The area will be designated for servicing rally cars and service barges for the event. It will be spacious enough to accommodate service bays, vehicle movement, and safe pedestrian access. An overspill area will be utilised if entry numbers require additional space.

The ground will be an even, sealed surface, with any major hazards controlled or segregated. Organisers will set a speed limit of 10mph within the service park. Entrants must use an environmental groundsheet before starting work on their vehicles.

Temporary structures like awnings and tents should be securely erected and weighted to handle wind conditions. Any structures deemed unsafe by the event organisers must be dismantled and removed.

Fire extinguishers should always be easily accessible when working on vehicles, especially during welding, grinding, or refuelling.

The service area at a rally can be quite busy as teams get the cars ready for the next stage of the event.

The service area can be busy and time-pressured with team personnel, media, family, and spectators. It poses significant risks that need careful management to ensure safety while allowing work on the cars and making the area appealing to

spectators. Everyone should be mindful of their own and others' wellbeing. The event organiser is responsible for co-ordinating activities and ensuring safety requirements are met.

The event organiser will assign a service area zone to each team in the service park. Medical attention will be available on call for the period of use to supply treatment if required the layout of the service park will permit emergency vehicle access, should the need arise.

Vehicles must be supported by axle stands, chassis still stands, or ramps with base plates when lifted. No other work should be done while raising or lowering the car. Service bays should be managed to avoid risks to everyone. Trailing cables and hoses must not create trip hazards and should be covered if crossing access areas. Service crews should dress appropriately for the weather and stay hydrated. Entrants must comply with all sporting and supplementary regulations.

**Emergency Equipment / PPE:**

Fire extinguishers will be strategically placed around the service area. All service units must have a fire extinguisher to hand during the entirety of the event.

Service Park Marshals will wear appropriate PPE at all times.