



**Snetterton AutoSolo**  
29<sup>th</sup> October 2023

# **SAFETY MANUAL**

## **Introduction**

Sporting Car Club of Norfolk has produced this manual to instruct officials and marshals on the safety issues and special procedures relating to the safe running of the event and to provide information in the event of an incident.

## **Health and Safety Policy**

The organising club applies high standards to all aspects of health and safety. The safety of competitors and marshals is taken into consideration when the AutoSolo is planned. The organisers believe they have taken all reasonable precautions to ensure the safe running of the event.

In turn the club expects that every person participating in the AutoSolo, whether competitor, official, marshal or spectator shall take all reasonable care for the health and safety of themselves and others who may be affected by his/her acts or omissions during the operation of the event, in order to achieve the highest standards of safety performance. Accordingly, as a minimum the event will be managed in accordance with the Motorsport UK Competitors Yearbook and Officials Yearbook

The Clerk of the Course (CofC) is the person responsible for health and safety matters in connection with the event to which support staff have been allocated to monitor all health and safety regulations and aspects of the event.

## **ATTENTION!**

**Cars move unexpectedly and may: Slide out of the test boundaries Fail to stop at the stop lines**

**Not travel in any particular direction Do what you least expect**

## **PLEASE TAKE CARE**



## Officials

Clerk of the Course – Vini Cruz  
Chief Marshal – Howard Joynt  
Chief Timekeeper/Results – Sam Carter  
Event Steward – Dan Pearson  
Safeguarding Officer – Laura Christmas  
Scrutineer – Willie Moore  
Environmental Scrutineer – Peter Riddle  
Assistant Secretary & results – Vini Cruz  
Social media and promotion – Sam Carter

## Radio

There will be PMR radio handhelds operating on Channel 9 for event management.  
Channels 5 (test1), 6 (test2) , 7(test3), 8 (test4) for each test.

Use the person's name for all formal communication. Precede calls with safety or urgent as appropriate if dealing with event management or an incident. Wait out if an urgent call is in progress.

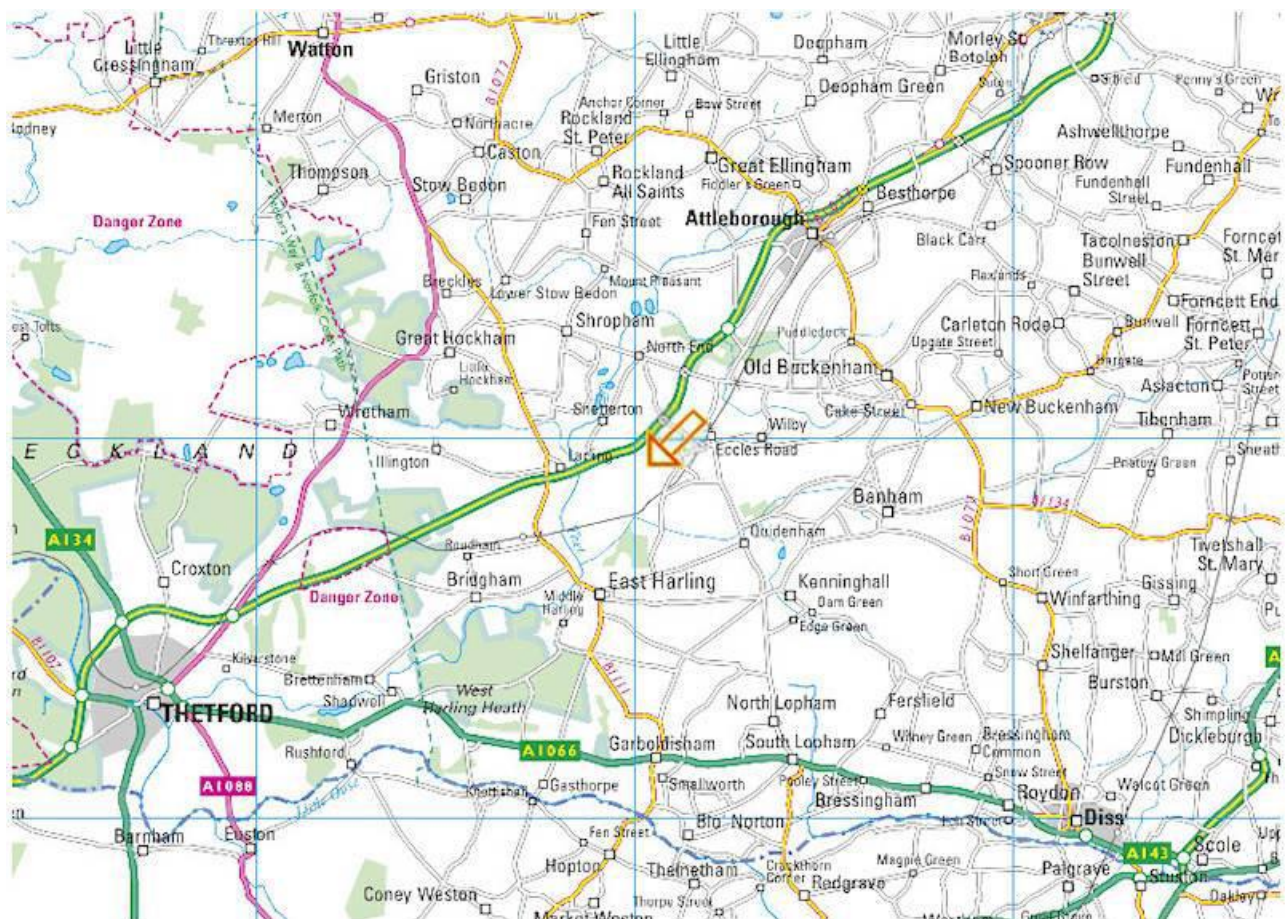
## Entry into the venue

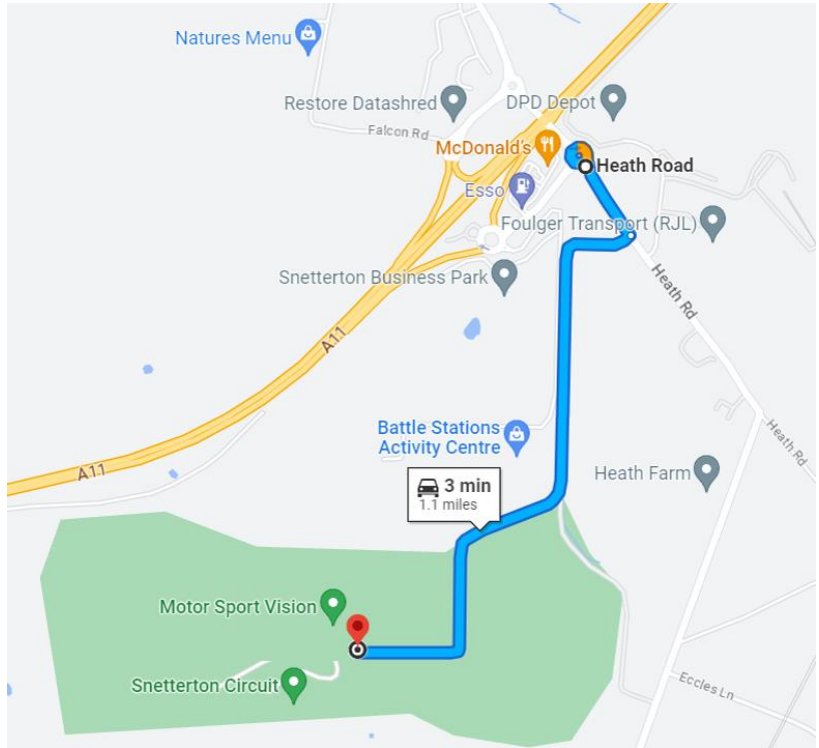
Snetterton Circuit Enter via 144 / 007½ 896

**What3Words:** ///spooned.teach.eternally

**Postcode:** NR162JU

The gate will likely not be manned. Follow maps below drive directly to parking area.



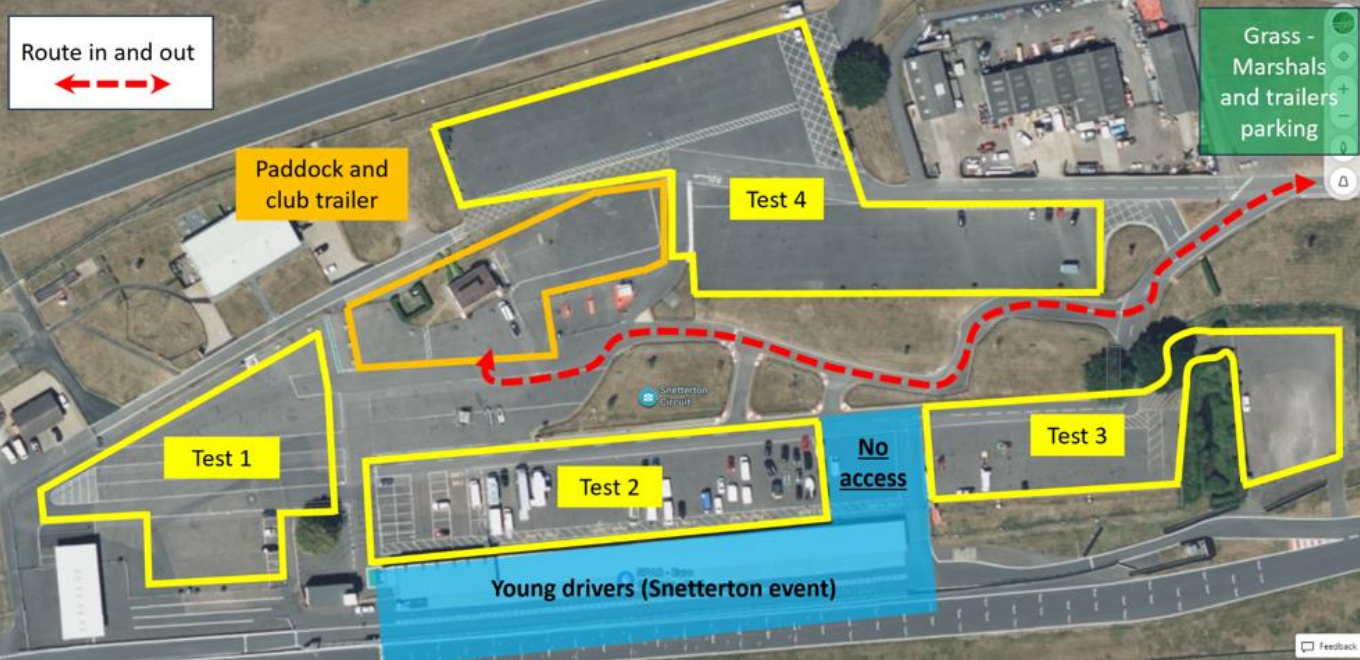


The speed limit on all the venue apart from the tests is 10 mph. Those exceeding the speed limit, doing maneuvers such as handbrake turns or similar, will be required to leave the site.

### Venue Layout

When you get onto the site, please park on the grass “Marshals and trailers” parking area. Report to the sign on desk located near the toilet block close to Tyrells Café.

DO NOT PARK obstructing any of the access roads or emergency lanes.



## Paddock Area Guidelines

It is not normally expected that vehicles will need servicing during an AutoSolo and no separate service area is provided.

However, it is acknowledged that some vehicles may need repair during the course of the event in which case the following guidelines should be followed.

Competitors and any support crew should be aware of their own and other people's safety and well-being if working on their vehicle.

1. No refueling allowed due to the risk of spillage damaging the ground. An AutoSolo only requires a small quantity of fuel to complete the event so refueling should not be required
2. If a vehicle has to be jacked up take special care
3. No working under a vehicle unless properly supported on axle stands, ramps or a car trailer.
4. If a spillage of oil or other fluid occurs a spill kit (either the competitors own or the organisers available at Signing On) must be used to clear up the spill. The CofC must also be informed of the nature and location of the spill. The liability for any spill and remediation is the responsibility of the competitor
5. Fire extinguishers are available in the paddock and at the finish of each test
6. Tyres should only be inflated with portable 12 volt compressors or foot pumps

## Fire assembly point, Toilet and Catering access

The fire assembly point will be at the SCCON Trailer within the Paddock area (see map). If a situation results in this not being suitable, event organisers and marshals will direct people to an alternative.

The main toilet block is situated near to Tyrells Café and clearly sign posted.

Tyrrells Café will be run by Snetterton management and is self contained.

## Medical

One of the marshals will be a qualified first aider, contact the Secretary of the Meeting or Clerk of the Course in the first instance. A first aid kit will be available at the sign on desk, Snetterton Circuit Office or Tyrells Café.

Snetterton Medical Centre is located at the west end of the paddock area along from Tyrrell's Café. Snetterton's Chief Medical Officer (CMO) will be situated here.

The nearest hospital is Norfolk & Norwich University Hospital ("the N&N"), see hospital details later in this manual. Emergency services may be contacted on the 999 telephone number.

## Incident Procedure

The marshals will deal with minor incidents on the event and every effort must be put to avoiding, suspending or stopping the event. In the case of injury, fire, or risk thereof and/or test blockage the running of the test should be suspended. The CofC must be informed as soon as possible.

The test marshals will only start the next competitor when the test is clear and they are able to give adequate attention to the competitor undertaking the test.

If a car comes to an involuntary stop on a test, the marshal should approach the car from the front and wait for the competitor to give the thumbs up and then, standing at least 2m away, the competitor can explain what the problem is.

If a car needs to be removed from a test, the competitor should stay in the car and 2 marshals, one at the front/rear (as appropriate) and one at the passenger side, should push the car to a place of safety. If 2 marshals are not sufficient to push the car, it will need to be towed with another vehicle.

In this case the driver of the tow vehicle must be the only person handling the tow rope etc.

If the event has to be stopped for any reason it is the CofC's responsibility to decide on the correct level of response to be used in order to deal with the incident effectively and efficiently. If the event requires additional resources the following rendezvous (RV) point has been allocated:

## **RV point 1: Venue entrance**

**What3Words:** ///spooned.teach.eternally

**Postcode:** NR162JU (main gates after initial entry drive)

In the event of assistance being required from the emergency services (Fire, Ambulance, Police) an official of the event will be dispatched to the RV point to meet the appropriate services. If the services are required at the scene of the incident the official will escort them to the scene.

## **Air Ambulance Movement and Safety Procedures**

This will be unlikely, but in the likelihood of an evacuation being carried out by air, the county air ambulance may attend the scene. There is a helipad located at the west end of the site near the Medical Centre. There should be no reason for personnel to enter the helipad area, however if this is the case:

1. **DO NOT APPROACH** the aircraft unless specifically instructed to do so by a member of the aircraft crew. Keep yourself and ALL other people at least **100 metres** from the aircraft
2. **NEVER ALLOW ANYONE TO APPROACH THE REAR OF THE AIRCRAFT**- the tail rotor which is turning cannot be seen and it kills
3. Loading of the casualty will be carried out by the aircraft crew - if they need any assistance from first aiders or marshals they will tell you
4. **AT ALL TIMES THE AIRCRAFT CREW ARE IN CHARGE OF THE SITUATION**

During landing and take off the aircraft generates considerable wind, so be prepared to secure any loose articles and items of clothing etc

## **Incident Handling Method**

The established method for identification of personnel during major incident situations is the use of Gold, Silver and Bronze.

**Gold Personnel:** Secretary of the meeting **Silver Personnel:** Clerk of the Course **Bronze Personnel:** First aider

The location of the relevant personnel is as follows

**Gold:** Event Control **Silver:** Incident **Bronze:** Incident

## **Duties**

### **Clerk of the Course**

The Clerk of the Course will have control over all aspects of the event

1. The Clerk of the Course will primarily take advice from members of the Gold Team and make decisions relevant to the effective running of the event
2. The Clerk of the Course will ensure that the Steward is kept fully informed of all aspects of every emergency
3. The Clerk of the Course will have under their control all first aiders and marshals in the event of an incident. These will be deployed to provide the most effective cover

### **Secretary of the meeting**

1. The secretary to the meeting will control communication with the external emergency services and advise the Clerk of the Course regarding these arrangements
2. The secretary to the meeting will collate all written reports. The secretary is responsible for the collection of written reports from all sections and prepares a master report of all incidents

### **Media, Press and Statements**

The Clerk of the Course only will authorise any statements to be issued to the press or media.

### **First Aider**

1. Upon arrival at the scene of an incident the First Aider will be responsible for the triage.
2. If necessary the vehicle will be stabilised by the marshals.
3. The First Aider only will make any judgement concerning removing the casualty from the vehicle or any other movement of the casualty. If it is required, Snetterton's Chief Medical Officer should be contacted.
4. The First Aider will prepare written report of the incident.
5. The Marshals under direction of the Clerk of the Course will be responsible for the removal of the any competition vehicle, only once the scene of the incident has been stood down.

### **Medical Report Form**

First aider attending an incident to provide a written note of any incident requiring their attendance. Please fill this form in as soon as it is practical. When completed please hand this form to the Secretary of the Meeting.

#### **Note to include**

- Your name and contact telephone number
- Time of incident
- Description of injured person
- Apparent injuries
- Treatment given
- Recommendations given
- Comments made by injured person

- Name of any individuals involved in incident
- Name of any individuals assisting the injured
- Time emergency services requested if needed

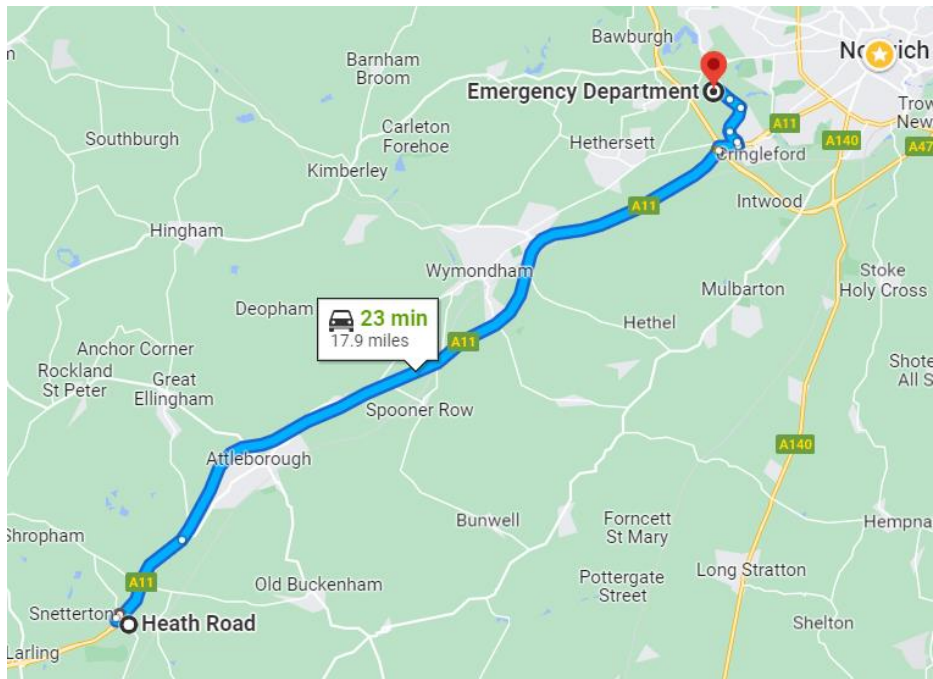
## Hospital details

The nearest hospital with an Accident and Emergency department is:

**Norfolk & Norwich University Hospital, Colney Lane, Norwich**

**Postcode** NR4 7UY

Hospital route: A&E Has a dedicated entrance







## Risk Assessments

The following have been highlighted as risks which could occur whilst the event is in progress.

Hazard	Risks	Evaluation	Precautions & controls in place	Further Action available
Fire	Injury to those in attendance, Slips, trips and falls, Burns, entrapment	Unlikely but with medium to high severity. <b>MEDIUM</b>	Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999
Impact	Collision with competing vehicles	Unlikely but with medium to high severity <b>MEDIUM</b>	Speeding on the Venue not allowed. 1st Aid on Venue.	If incident requires this call 999
Slips, Trips and falls	Ground slippery when wet. Fuel, Oil	Unlikely but with low severity <b>MEDIUM</b>	1st Aid on Venue.	If incident requires this call 999
Manual Handling/ Using manual tools	Cuts, Grazes, Splinters, Bruising due to injury from hand tools or similar.	These are quite likely however the impact is usually low. <b>LOW</b>	1st Aid on Venue.	If incident requires this call 999
Oil/Fuel	Fire, Slips and trips	Unlikely but with high severity. <b>MEDIUM</b>	No Refueling expected Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999

## Spectators

Snetterton circuit will be open to public on the day of this event. The following steps shall be taken to ensure they can watch the event in a safe environment.

1. Snetterton circuit should ensure that the warning signs are adequately displayed at the public entrances. These signs will include the Motor Sport is Dangerous Warning. The Clerk of the Course should ensure that additional signs are positioned closer to the tests if it is deemed necessary to do so.
2. All marshals **MUST** wear a tabard and should carry a whistle as a means of warning people in the area of an approaching car or to attract their attention if standing in an inappropriate location.
3. The Clerk of the Course will warn competitors that extra care should be taken when driving between tests and in the paddock as pedestrians will be in the vicinity or attempting to cross the access roads.