



SAFETY MANUAL

Introduction

Anglia Motor Sport Club 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



1. Venue Location and Access

1.1. Entry to the venue

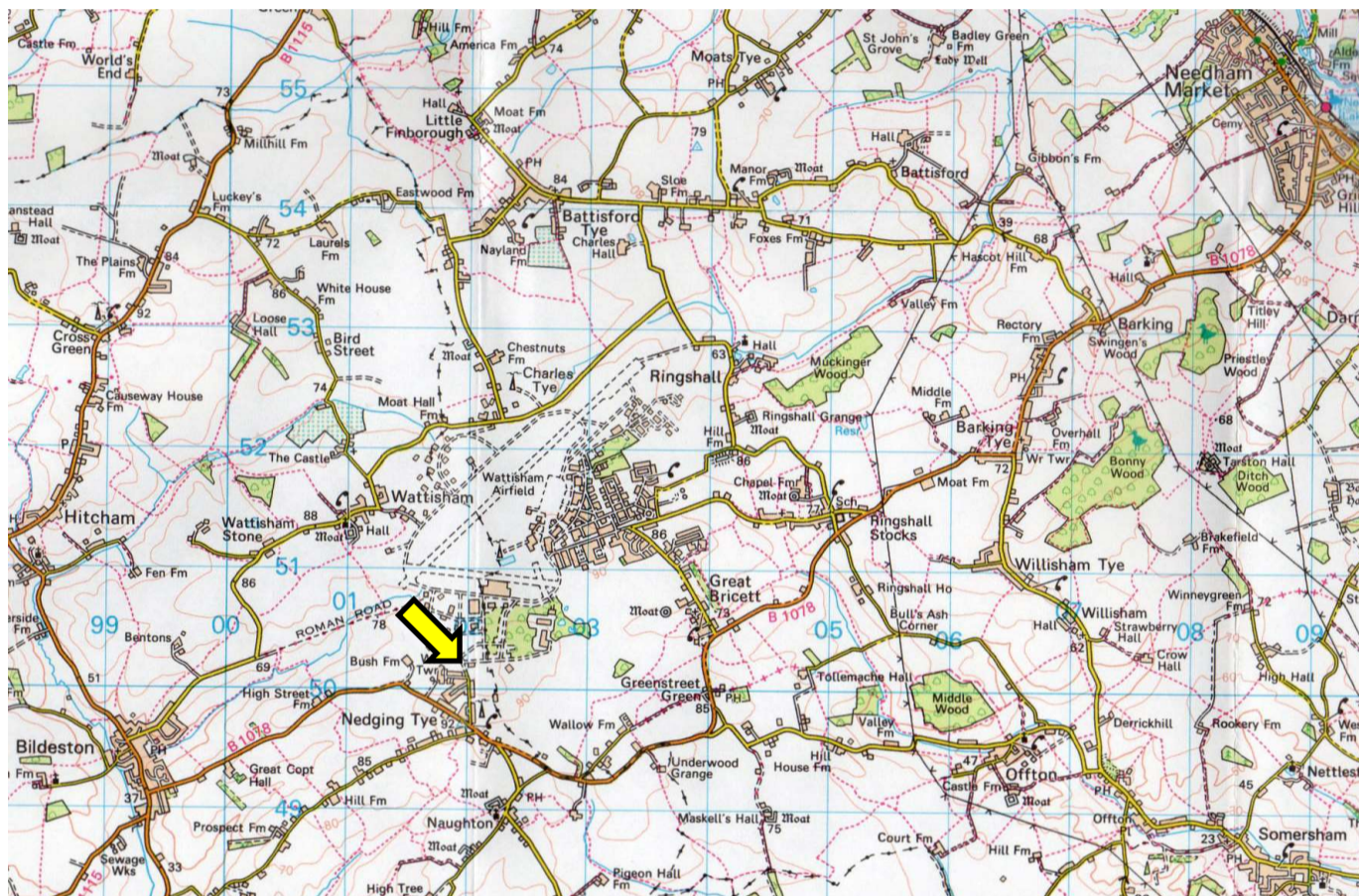
Wattisham Flying Station is an active Military Airfield, located Southwest of Needham Market, Suffolk.

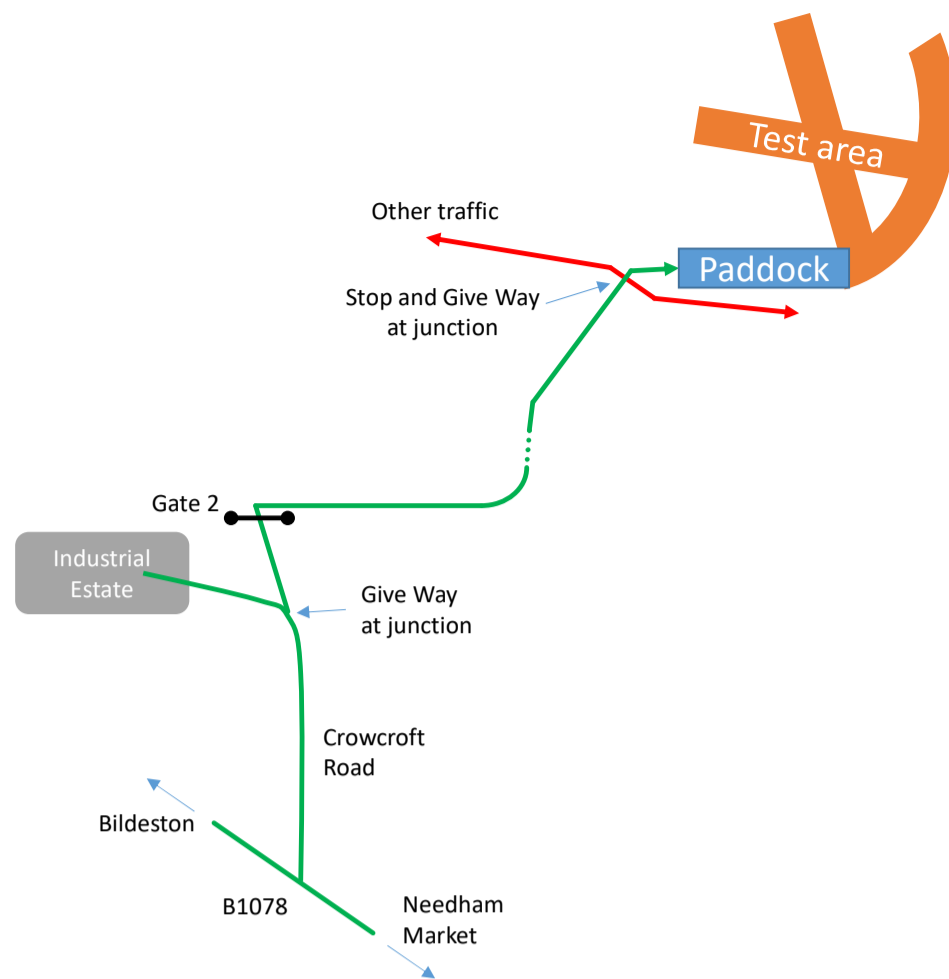
Do not go to the main airfield entrance, the access is via Nedging Tye. Turn off the B1078 (Needham Market to Bildeston road) into Crowcroft Road. Turn right where the road goes left to an Industrial Estate. The entrance is Gate 2 and is located at:

- What3words: ///bandaged.across.marker
- Postcode: IP7 7HR
- OS map 155, Grid Ref: TM 020 501.5

Access will be strictly by prior registration. When you have passed through the gate, turn right and follow the road for about ½ mile (800m) until you reach a crossroads. Stop and give way to any crossing traffic then proceed into the paddock area ahead of you.

A map and diagram are shown below.





The speed limit on all of the venue apart from the tests is 20 mph. Those exceeding the speed limit, doing ‘doughnuts’ or similar, will be ejected from the site.

DO NOT drive or walk into any other part of the site. It is an active Army base and there will be soldiers on security duty around the Autosolo.

The exit will be via the same route.

1.2. Paddock Area

Competitors must park in the designated paddock area shown below. You may use both sides of the road but please ensure there is room for vehicles to drive up and down the paddock.

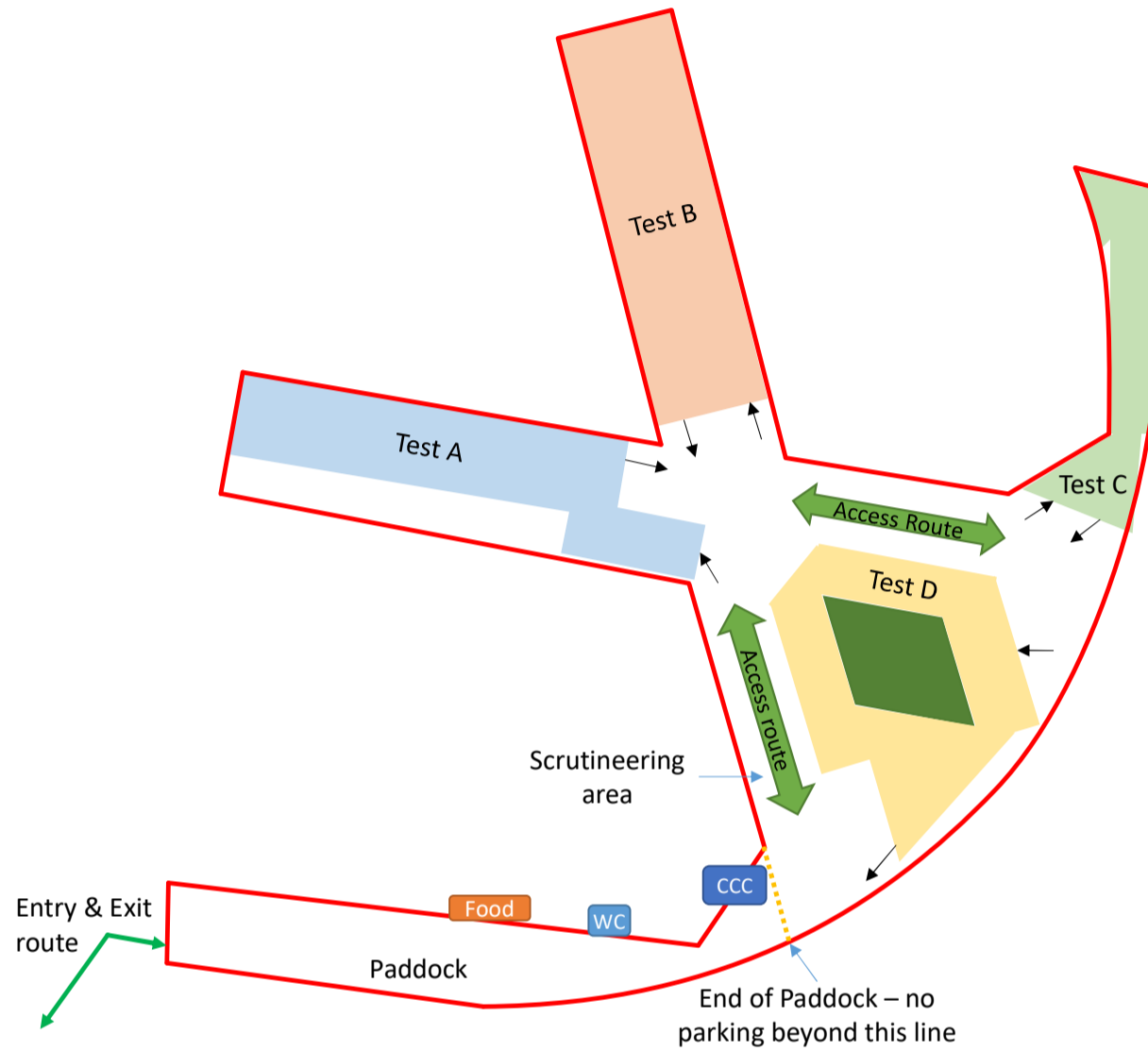
- Vehicles must have a groundsheet below them when parked. Competitors must provide this groundsheet themselves. This is a condition of our use of Wattisham.

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 refuelling allowed due to the risk of spillage damaging the ground. An AutoSolo only requires a small quantity of fuel to complete the event so refuelling 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.

There is **NO SMOKING** anywhere on the Wattisham site. The use of electronic cigarettes (vapes) is permitted. This is a condition of our use of Wattisham.



FOREIGN OBJECT DAMAGE. Please ensure all litter is discarded efficiently and removed from the venue. Litter can migrate onto the adjacent airfield / runway very quickly where it can damage aircraft and endanger aircrew.

2. Event Management

2.1. Officials

Clerk of the Course & Chief Marshal	Simon Tonks	07714 697299
Secretary of the Meeting	Clive Grounds	07791 844000
Steward	Brian Hemmings	
Safety Officer	Brian Hemmings	
Safeguarding Officer	Christine Newson	01502716280
Scrutineer	George Hendry	

2.2. Duties

Clerk of the Course

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

- 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
- The Clerk of the Course will ensure that the Steward is kept fully informed of all aspects of every emergency
- The Clerk of the Course will have under his 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

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

Steward

- The Steward will oversee that the event is being run in accordance with Motorsport UK rules, regarding both safety and fair competition
- The Steward will act as an independent judge in the case of a dispute between a competitor and the organisers
- The Steward will not be directly involved in the running of the event

Safety Officer

- The Safety Officer will provide safety observation, guidance and direction throughout the event.
- The Safety Officer will ensure the paddock is operated safely with clear boundaries

between attendees and motor vehicles, monitor and manage ambient and drive by noise levels

Safeguarding Officer

- The Safeguarding Officer will advise the organisers of any precautions needed to ensure the safety of vulnerable persons.
- The Safeguarding Officer will act as a confidential contact point for anyone who has concerns about the safeguarding of vulnerable persons.
- The Safeguarding Officer does not need to be present at the venue provided that they can easily be contacted.

Scrutineer

- The Scrutineer will examine vehicles prior to the start of the competition to ensure they are fit to compete as regards both safety and fair competition. If appropriate they may also examine vehicles during the competition
- As the role of Scrutineer is mainly required before the competition starts, it may be combined with another duty such as Marshal.

Media, Press and Statements

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

2.3. Radios

There will be VHF radios operating on this event using the following channels:

- Channel 5 for event management
- Channel 6 for test A
- Channel 7 for test B
- Channel 8 for test C
- Channel 9 for test D

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

2.4. Medical

The Secretary of the Meeting is the qualified first aider on site, he is located in or near Event Control in the paddock.

The nearest hospital is Ipswich Hospital, see section 3.3 of this manual. Emergency services may be contacted on the 999 telephone number. If the emergency services are contacted then the Wattisham Guard Room must also be informed.

3. Incident Handling

3.1. General

The marshals will deal with minor incidents on the event and, if safe to do so, will avoid 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 see whether the competitor is able to remove the car from the test unaided and promptly. If not, the marshal(s) should assist the competitor to clear the test. Cars must not be repaired within the test area.

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.

First Aider

- Upon arrival at the scene of an incident the First Aider will be responsible for the triage.
- If necessary the vehicle will be stabilised by the marshals.
- The First Aider only will make any judgement concerning removing the casualty from the vehicle or any other movement of the casualty
- The First Aider will prepare written report of the incident.

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.

3.2. Major Incident

If the event requires additional resources the following Rendezvous (RV) point has been allocated:

RV point 1: Venue entrance

The RV point is gate 2, located at:

- What3words: ///bandaged.across.marker
- Postcode: IP7 7HR
- OS map 155, Grid Ref: TM 020 501.5

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.

Wattisham Flying Station Guard Room must be informed if we call in the emergency services.

Guard Room Wattisham

014499 728220

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 at scene

The location of the relevant personnel is as follows

Gold: Event Control

Silver: Incident

Bronze: Incident

3.3. Hospital details

The nearest hospital with an Accident and Emergency department is:

Ipswich Hospital	Heath Road, Ipswich
Postcode	IP4 5PD
OS Map & Grid Ref	Map 169, TM 195 446
What3words	///feeds.vital.sadly



3.4. Air Ambulance Movement and Safety Procedures

This is unlikely, but in the event of an evacuation being carried out by air, the county air ambulance may attend the scene. If this is the case:

- **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
- **NEVER ALLOW ANYONE TO APPROACH THE REAR OF THE AIRCRAFT-** the tail rotor which is turning cannot be seen and it kills
- 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

- **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.

3.5. Medical Report Form

A first aider attending an incident shall provide a written note of the incident. Please complete this as soon as it is practical. When completed please hand this note 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

4. Risk Assessment

The following have been highlighted as risks which could occur during the event.

Hazard	Risks	Evaluation	Precautions & controls in place	Further Action available
Fire	Injury to those in attendance, burns, entrapment	Unlikely but with medium to high severity. MEDIUM	No Refuelling expected Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999 and contact Guard Room
Impact	Collision with competing vehicles	Unlikely but with medium to high severity. MEDIUM	Speeding on the venue is not allowed. Test layouts in accordance with Motorsport UK guidance. Spectators not allowed – event participants and site staff only. 1st Aid on venue.	If incident requires this call 999 and contact Guard Room
Slips, trips and falls	Ground slippery when wet or if Fuel or Oil spilt Possible tripping over items on the ground in Paddock area	Moderate likelihood with usually low severity. LOW	No Refuelling expected Groundsheets to be positioned under parked vehicles. 1st Aid on venue.	If incident requires this call 999 and contact Guard Room
Manual handling/ using manual tools	Cuts, Grazes, Splinters, Bruising due to injury from hand tools or similar.	These are quite likely however the severity is usually low. LOW	1st Aid on venue.	If incident requires this call 999 and contact Guard Room

The event is on a military base and will not be open to anyone not officially connected with the event or Station personnel. However if persons on the site do spectate then the following steps shall be taken to ensure they can watch the event in a safe environment.

1. The CofC should ensure that the warning signs are adequately displayed at the public entrances. These signs will include the Motor Sport is Dangerous Warning.
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.