



WSMC/MCAC Summer AutoSOLO, AutoTest & PCA

**Sunday 23rd July 2023
Debden Airfield, CB10 2YA**

SAFETY MANUAL

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Introduction

This manual has been produced to instruct officials and marshals on the safety issues and special procedures relating to the safe running of this 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 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 Mobile Phone Numbers

Name	Position	Telephone
Clerk of the Course,	Andrew Smith	07557643023
Chief Marshal	Neil Wackett	07766610172
Event Secretary	Steve Casey	07789864739
Timing & Results	Simon Tonks	07714697299
Event Steward	Brian Catt	07930350808
First Aider	Neil Wackett	07766610172
Scrutineer	John Davie	
Safeguarding Officer	Deanna Murray	07745314077
Publicity/Online	Brett Murray	07943835220

Radio

There will be PMR radio handhels operating on
Channel 5 for event management
Channel 6 for test area A,
Channel 7 for test area B,
Channel 8 for test area C,
Channel 9 for test area D.

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

Debden airfield (Caver Barracks) is located South South East of Saffron Walden, Essex on Water Lane. The airfield entrance we are using is West of the main entrance to the base.

OS Grid Ref: TL 56678 34418

Latitude: 51° 59' 10" N

Longitude: 0° 16' 48" E

Postcode CB10 2YA

What3Words <https://what3words.com/climate.bland.sprouting>

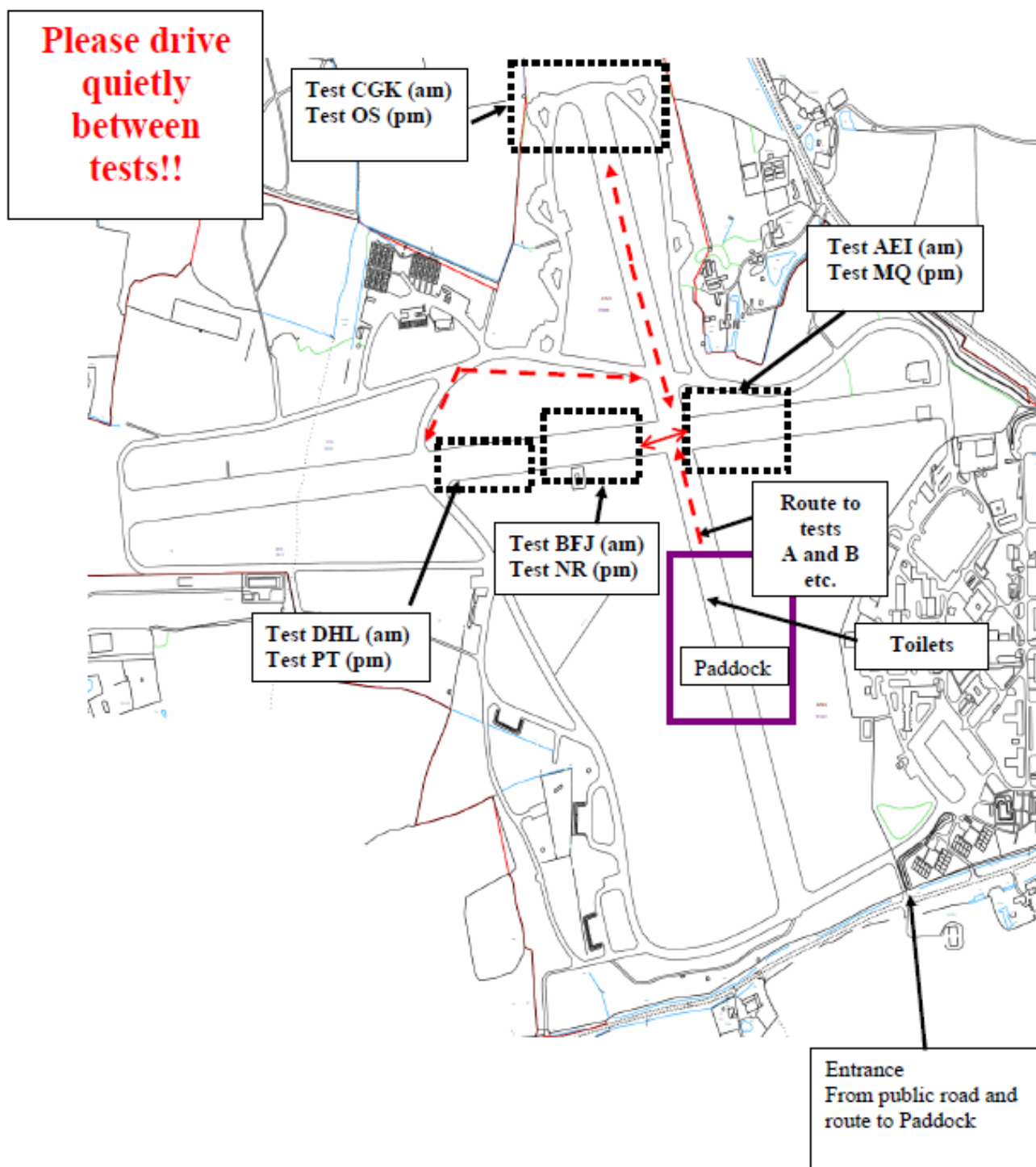
The speed limit on all of the venue apart from the tests is 25 mph. Those exceeding the speed limit are normally ejected from the base.



WSMC/MCAC Autosolo

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Venue Overall Layout



Service Area Guidelines

Competitors should park in the paddock to leave at least 2 parking spaces between their area and the next-door area, you may use both sides of the runway.

It is not normally expected that vehicles will need servicing during an AutoSolo and no designated 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. The nearest roadside fuel stations are Pace Thaxted Road, Tesco Saffron Walden and Gulf in Newport. **Please ensure you have sufficient fuel to last through the day.**
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 at the event office.
6. First Aid kit is available at the event office.
7. Tyres should only be inflated with portable 12 volt compressors or foot pumps.

Medical

The Chief Marshal is the qualified first aider on site.

The nearest hospital is Addenbrooke's Hospital, Cambridge. 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 into avoiding, suspending or stopping the event. ONLY in the case of fire, danger to life and/or event test blockage should the running of the test be suspended and then only with the sanction of the CofC.

However, 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 competitor has a problem with their car they should stay in the car until a marshal approaches and the competitor should give them the thumbs up after which the marshal should stand at least 2m away whilst the competitor explains the problem (whilst staying in the car).

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. The Marshals must then sanitize their hands and, if needed, any of their clothing that may have come into contact with the car.

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 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 RV point has been allocated:

RV point 1: Venue entrance

Postcode CB10 2YA

OS Grid Ref: TL 56702 34423,

Latitude: 51° 59' 10" N

Longitude: 0° 16' 50" E

What3Words <https://what3words.com/climate.bland.sprouting>

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.

Carver Barracks Guard room must be informed if we call in the emergency services

Guard Room Carver Barracks

01223 203617

Carver Barracks

01223 203600

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 if this is the case;

1. **DO NOT APPROACH** the aircraft unless specifically instructed to do so by a member of the aircraft crew
- 1 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-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: Clerk of the Course

Silver Personnel: Secretary of the meeting

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

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 control communication with the external emergency services and advise the secretary to the meeting with regard to these arrangements

Chief Marshal as 1st Aider

1. The secretary to the meeting 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
2. 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

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
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

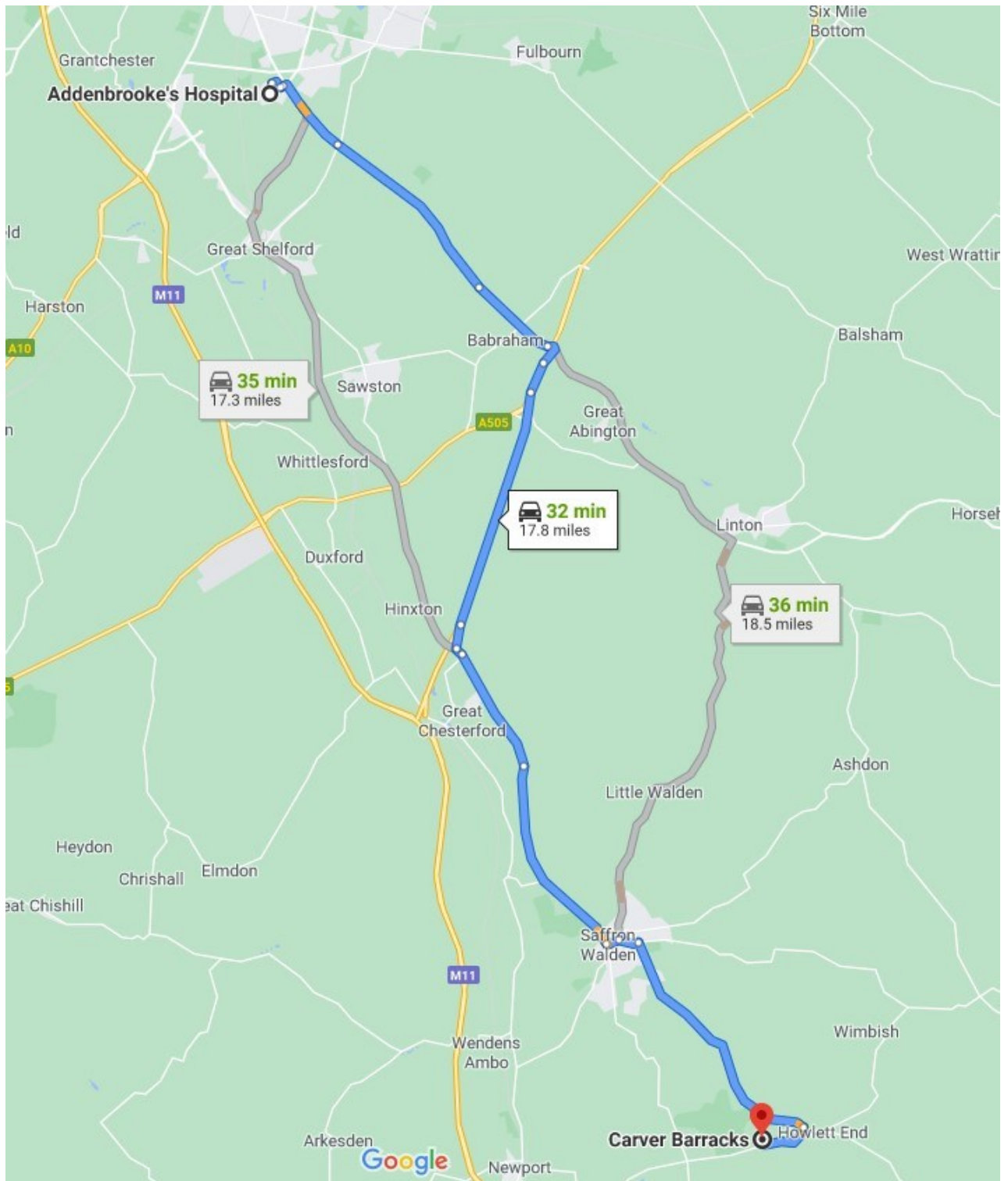
- Your name and contact telephone number
- Time of incident
- Description of injured person
- Apparent injuries
- Treatment given
- Recommendations given
- Comments made by injured person
- Name of any individuals involved in incident
- Name of any individuals assisting the injured
- Time emergency services requested if needed

Hospital details

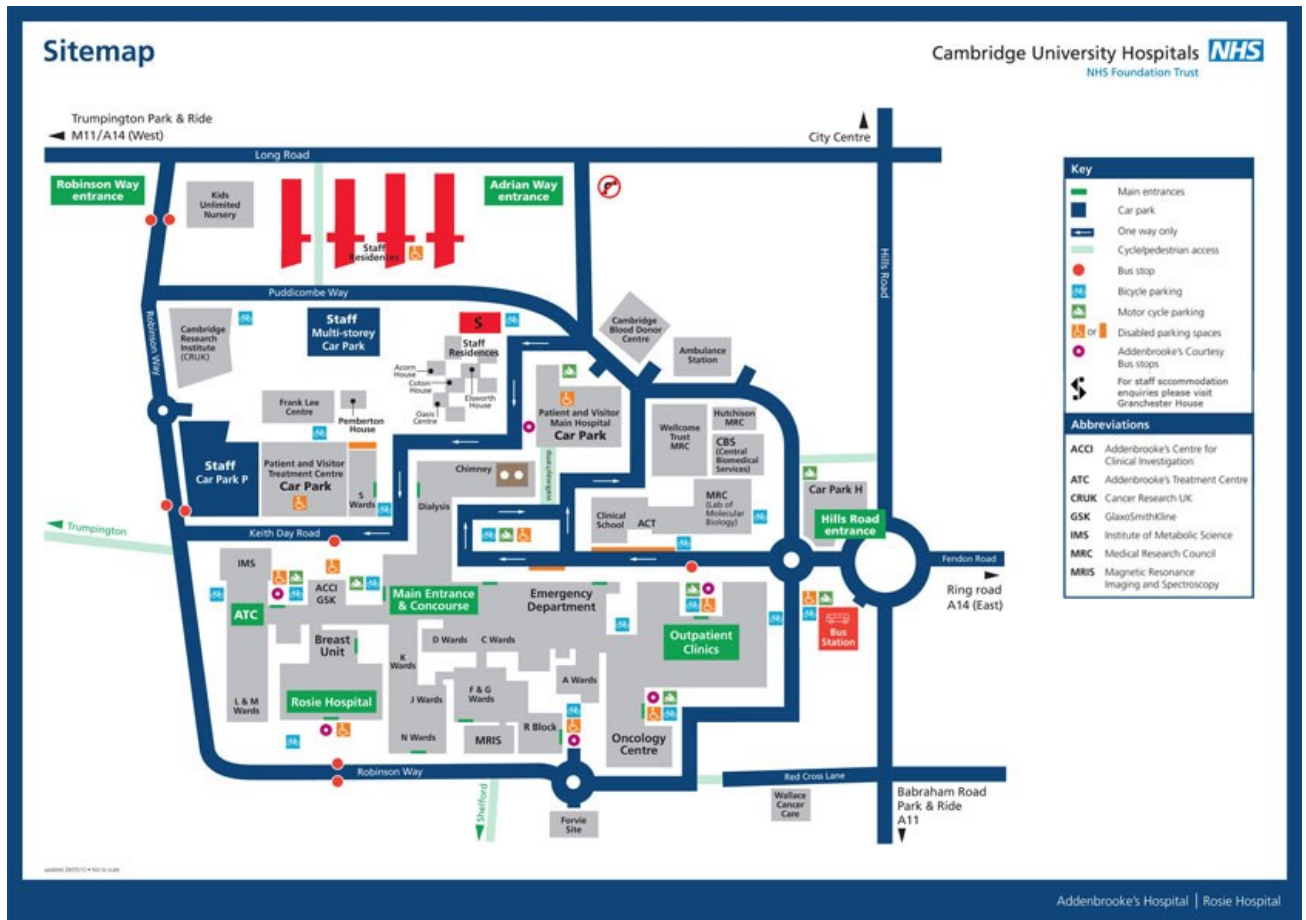
The nearest hospital with an Accident and Emergency department is the:

Addenbrooke's Hospital
Hills Rd, Cambridge CB2 0QQ
What3words fully.chase.swept

OS Grid Ref: TL 46541 55189
Latitude: 52° 10' 31" N
Longitude: 0° 8' 29" E



Hospital location and route



Risk Assessments

The following have been highlighted as risks which could occur whilst Marshals/Officials are helping on the event.

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 MEDIUM	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 MEDIUM	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 MEDIUM	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 LOW	1st Aid on Venue.	If incident requires this call 999
Oil/Fuel	Fire, Slips and trips	Unlikely but with high severity MEDIUM	No Refuelling expected Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999

Spectators

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 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.