

Annex Q - Guidance for the Operation of a Refuel Zone

When participating in motor sport events and carrying out activities at Service Areas, entrants, competitors and service crew members should be aware of their own and other people's safety and wellbeing. The organiser has the overriding responsibility to co-ordinate the activity and ensure, so far as is reasonably practicable, that statutory requirements for these areas are met.

The organiser of a rally event must determine the refuelling arrangements for that event and put in place adequate measures to control the risk of spill, fire or other incident. In deciding on the re-fuelling arrangements and the levels of risk, it is acknowledged that organisers will need to consider what is reasonably practicable for their event and the venue options:

- Pump fuel
This option places no responsibility on the organiser as all fuelling is carried out away from the event.
- Professional fuel supplier
The organiser maintains overall responsibility but has delegated duties to a competent contractor. The contractor's arrangements for managing risk should still be verified by the organiser and checks be made to ensure that safety systems are in place.
- Refuel zone
The responsibility for controlling and co-ordinating the storage and dispensing of fuel rests with the organiser. A risk assessment, safety plan and incident plan is required.
- Self-refuel
The responsibility for controlling and co-ordinating the storage and dispensing of fuel still rests with the organiser; however, they have no direct control over the activity and therefore must pass the requirements on to the competitors / entrants. A risk assessment, safety plan and incident plan is required. The organiser has responsibility for monitoring safety.

Risk Control

The following are the considerations which should be given to your fuelling arrangements:

- Transportation of fuel, the risk of spillage and compliance with safety legislation. The arrangements for bringing the fuel to site are the responsibility of the competitor / entrant. The organiser needs to give consideration to the movement of fuel on site.
- Storage arrangements for fuel including appropriate containers, clear designation of the storage area and protection from impact by vehicles. Containers must be in a good state of repair, not leaking, securely sealed and appropriately signed 'Petrol – Highly Flammable'.
- The area used for storage of fuel must not be in direct sunlight.
- Control of the dispensing area which should be approximately 10 metres away any pit garages, service spaces / pitches, onsite buildings, adjoining properties or groups of people.

- Ideally re-fuelling should be by hand pumping, rather than from hand held containers. If fuel is dispensed from hand held containers a suitable spout for pouring must be used. Open pouring from hand held containers with or without the use of a funnel is not permitted.
- The vehicle must be unoccupied e.g., driver, navigator, service crew, when re-fuelling commences and the engine switched off.
- Removal of any combustible materials or sources of ignition.
- Maintenance of clear access & egress from the fuelling area.
- Provision of facilities to deal with fire and spillage and appropriate emergency procedures. An appropriate number of fire extinguishers (dry powder and AFFF) must be provided.
- Adequate security of the area to prevent access by unauthorised persons.
- Environmental protection – fuelling should be carried out on an impervious surface with either bunding or interceptor tank.
- Appropriate personal protective equipment is worn by those dispensing fuel.
- Appropriate signage is in place to warn of the presence of flammable substances and the prohibition of sources of ignition

Emergency Management

The emergency plan should be tailored to the risks associated with the event and include:

- The person in control
- Actions required in the event of a spillage or fire
- Details of the nature of the substances stored and dispensed – Material Safety Data Sheets
- Communication methods and procedures for dealing with an emergency
- Arrangements for contacting the emergency services

Further guidance is available from the Health & Safety Executive website:

<http://www.hse.gov.uk/fireandexplosion/petrol-storage-club-association.htm>

Regulations to store and transport fuel may differ throughout the UK and therefore all Clubs are advised to make reference to their own local government regulations and advise all entrants appropriately.