

SERVICE CREW SAFETY NOTES

COMPETING
CAR NO

SERVICE BAY
LOCATION

TO ALL SERVICE SUPPORT CREW

Below is the Service Area Regulations, these are reproduced for you as we realise you may have not been shown these by your Driver/Co-Driver. Any infringement of these rules could see you Crew being penalised or disqualified from the event.

Please ensure you read these before setting up.

If you have any Queries contact one of the following.

Service Area Manager	Alistair Brown	07465 400078
Service Area Deputy Manager	Paul Masser	07979 960670
Service Area Safety Officer	Mark Iskander	07801 725125
Service Area Environmental Scrutineer	Stuart Kingham	07710 040918

There will be checks carried out throughout the weekend, and your crew will have to report the Clerk of the Course or one of his Deputies if infringements are found.

1. Service Area & Refuelling Regulations

- 1.1 These Service Area & Refuelling Regulations have the same force as the Supplementary Regulations; as defined in SR24 & SR28 the penalty for breaches of these regulations is Disqualification.

2 General Service Area Requirements

- 2.1 When participating in motor sport events and carrying out activities at Service Areas, entrants, competitors and service crew members must be aware of their own and other people's safety and well-being. 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 Event Safety Plan includes plans for establishing emergency arrangements for the Service Area including fire, injury and security incidents.
- 2.2 A 'Service Area Zone' has been allocated to each competing team within the Service Area. These zones must be managed in such a way that they present neither a safety nor environmental risk to other teams or the venue location.
- 2.3 All servicing must be carried out with the competing vehicle on a groundsheet. The use of metal cutting, grinding, welding equipment or any Hot Work in any service area and any time is prohibited. No open flame cooking equipment is permitted in the service area.
- 2.4 The organisers have appointed a Service Area Safety Officer and a supporting team to oversee all safety management and competitor adherence.

- 2.5 The Service Area has been designed to be of an appropriate size to allow adequate space for individual service zones, vehicle movement and safe pedestrian access. The layout of the Service Area will permit emergency service vehicle access, should the need arise.
- 2.6 Service area zones will be clearly marked and public access restricted. Safety notices will be displayed and must be complied with.
- 2.7 The speed limit for Service Areas is 5 MPH.
- 2.8 All entrants must have a suitable substantial environmental ground-sheet in place before any work commences on the vehicle.
- 2.9 Temporary structures such as motor homes, awnings and pop up tents must be erected securely and with sufficient ballast to cope with wind conditions. All structures deemed unsafe by the event organisers must be dismantled and removed.
- 2.10 All service vehicles must have an environmental spill-kit capable of dealing with 10 Litres of fluid, for use in the event of liquid spillage. (Competing cars must also carry a 1.25 litre capacity kit.) Spillage of any liquid must be contained immediately by the crew concerned, and reported immediately to the Service Area Manager.
- 2.11 Fire extinguishers with a capacity of at least 4.5kg must be readily available at all times when vehicles are to be worked on. No Welding, Grinding or any Hot Work is permitted within the Service Area.
- 2.12 Vehicles must be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other types of jack. Engines must not be running when the vehicle is raised on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
- 2.13 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:
 - a. The work is carried out with the knowledge of the organiser
 - b. A fire extinguisher with operator is on standby
 - c. No other work is carried out on the car during this operation
 - d. A safety zone is established within which all sources of ignition are removed
 - e. A minimum amount of fuel is used and any removed fuel is stored in a sealed container
- 2.14 Service area zones must be controlled in such a way that they do not present any unacceptable risk to competitors, crews, adjacent teams or members of the public. Any personnel carrying out work must ensure that they adopt safe working practices at all times.
- 2.15 Entrants are responsible for all personnel in their team and in particular for supervising any young persons under the age of 18. Only the minimum number of personnel required for servicing tasks are contained within the space allocated to the competitor.
- 2.16 All working areas shall be kept clean & tidy. All waste must be removed by the entrant at the end of the event and disposed of in a responsible manner.
- 2.17 Trailing cables & hoses must not be allowed to create a trip hazard and must not be run across access or ways unless covered by cable protectors.
- 2.18 Whenever vehicle engines are being run, adequate ventilation must be in place.
- 2.19 Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.

3 Refuelling, Fuel Storage and Transport Requirements

- 3.1 Refuelling may only be conducted either in the service area or by using commercially available pump fuel dispensed directly from pumps at filling stations on the Rally route.
- 3.2 Re-fuelling is permitted in the Service Area, this should be the last operation to be carried out before the vehicle leaves. The vehicle should be off any support stands, have all four wheels on the ground, have all other work ceased, no one must be inside the vehicle e.g. driver, navigator, service crew,

and the engine must be stopped throughout any refuelling operation. All sources of ignition must be removed from the area and an appropriate fire response should be prepared. A 4.5kg minimum capacity dry powder fire extinguisher shall be carried by each service crew, in addition to that carried in the competing car.

- 3.3 Re-fuelling must be by hand pumping, or by using a pouring spout attached to the can. Pouring from a Can into the tank with a funnel is not allowed.
- 3.4 Containers shall comply with the relevant British Standard, should be marked "Petroleum Spirit-Highly Flammable" and be kept away from any source of ignition.
- 3.4 All empty containers must be removed from the venue after the event. Fuel containers supplied by the Vital Equipment will have the competitor Number Marked on it.
- 3.6 Petrol is to be used as fuel for the competing car only, not for any other purpose.
- 3.7 All vehicle re-fuelling is to take place in the open air. Smoking and any other sources of ignition, including live electrical items, must be prohibited and a safe area should be enforced with an operative on standby with a fire extinguisher.
- 3.7 Refuelling operatives, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection.

4. Hazardous Substances

- 4.1 Some parts on historic vehicles, for example brake & clutch linings, contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible.
- 4.3 Where asbestos is used, every effort must be made to prevent dust being released.
- 4.4 Some mineral oils may cause skin cancers. Where contact does occur, contamination must be washed off immediately. The wearing of any contaminated clothing must be avoided.
- 4.5 Other substances may cause ill health. Competitors must obtain MSDS (material safety data sheets) from suppliers in advance so that they hold important safety information about the products.

5. Electrical Safety

- 5.1 All electrical equipment must be maintained in a safe condition.
- 5.2 Extension leads & cables should be neoprene, oil resistant flexible cable.
- 5.3 All electrical equipment used externally must be weatherproof and tools must be insulated against electric shock and used with residual current devices.
- 5.4 Electrical equipment and hand tools must not be used where flammable vapours e.g. brake cleaner or fuel, are present.

6. Fire Precautions

- 6.1 All Service vehicles shall be equipped a suitable fire extinguisher of 4.5kg minimum capacity, in addition to that carried in the competing car.
- 6.2 No Open Fired Cooking is allowed within the Service Area.
- 6.3 No Welding, Grinding or any Hot Work is permitted within the Service Area.
- 6.4 All sources of ignition must be kept away from fuel.
- 6.5 Fire extinguishers must not be moved from their known location, other than when in use.
- 6.6. In the event of any fire, a report must be made to the organisers via the Service Area Manager immediately. The organisers have an emergency plan to cover a fire in Service Area scenario.

6.7 All entrants are encouraged to train their personnel in correct fire prevention and treatment procedures.

7. Compressed Air Equipment

7.1 Air blasts from over inflated tyres can cause severe injury. Tyres must not be inflated above manufacturers' recommendation figures.

7.2 Always stand clear when inflating tyres.

7.3 Compressors & air lines must be inspected regularly.

7.4. Compressed air cylinders must be stored and used to suppliers' recommendations.

8. Noise

8.1 Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term, or after prolonged exposure, permanent.

8.2 Where exposure to noise is unavoidable, hearing protection must be worn.

9. Manual Handling

9.1 Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques and provide appropriate lifting aids.

10. Waste

10.1 Entrants must remove all waste from the venue, including containers, packaging, tyres, oils etc. They must be disposed of it in accordance with environmental legislation.

10.2 General waste facilities in the service area must not be used to dispose of hazardous substances or materials which have been contaminated by hazardous substances. These must be segregated and disposed of in accordance with waste regulations.

11. Vehicle Safety

11.1 A 5 mph speed limit shall be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident.

11.2 There may be pedestrians in Service Areas. Special care must be taken in these circumstances, to avoid collisions and, where practicable, to segregate pedestrian routes.

11.3 The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in Service Areas.

11.4 Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.

12. First Aid

12.1 Any person sustaining injury or illness, must seek treatment from the event emergency services, by immediately reporting to the Service Area Manager or Service Area Safety Officer in charge of the Service Area, who will ensure the appropriate response.

13. Reporting of Accidents & Incidents

13.1 All accidents where any person sustains injury, or where damage to property occurs, must be reported immediately to the Service Area Manager in charge of the Service Area.

14. Further Regulations and Information

14.1 Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes must be read in conjunction with all relevant regulations and the HSE's guide HSG112 'Managing Health & Safety at Motorsport Events'.