

58 Appendix 6 – Self Refuelling Method Statement & Risk Assessment

Self Refuelling Method Statement & Risk Assessment

Method Statement Self Refuelling Competition Vehicles from Approved Fuel Cans Reviewed 22 nd July 2026
Scope of Operation This Method Statement has been prepared to cover the above activities involved in refuelling vehicles from fuel containers supplied by the entrants.
1. Set up and Start of Operation.
2. Setting up barriers and appropriate signage
3. Putting in place requirements within the Refuelling Zone/Area
4. Setting out the storage area for fuel cans supplied by entrants
5. Process for first and subsequent competing vehicles on entering the Refuelling Zone/Area
Step by step process

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1. Familiarise with all Risk Assessments and Safety Plan for Event and Zone/Area
2. Checking area in and around refuelling Zone/Area is free of combustible materials or sources of ignition.
3. Put in place barriers to protect the Refuelling Zone/Area and correct signage to show directions for entering and exiting and to show extent of hazards in immediate area of Refuelling Zone.
4. Mark out segregating bays and place out fire extinguishers (both powder and foam) fire blanket, drip trays, granules and storage drum for waste in dispensing area along with First Aid Kit. Personnel (Trained Licensed Motorsport UK) to wear correct PPE to commence duties within the Zone (Fireproof Suit, gloves, glasses)
5. Mark out storage area for fuel cans with correct signage in place for fuel cans which must be in a good state of repair, not leaking, securely sealed and have appropriate "Highly Flammable Signage"
6. Vehicle on entrance to the Refuelling Zone/Area directed to selected bay, drip tray put in place and fire extinguisher at ready.
7. Engines must be switched off prior to and whilst refuelling is being carried out.
8. Vehicle to be fuelled under the direction of the Motorsport UK Environmental Scrutineer
9. During refuelling only two members of competitor's service crew admitted to into Refuelling Zone/Area to assist crew with refuelling
10. Officials will ensure that crews are out of car when refuelling is taking place.
11. On completion of re-fuelling cans will be securely sealed and returned to the fuel can storage area.
12. The crew will then be allowed to access the vehicle and exit from the Refuelling Zone/Area
13. The above process will be repeated until closure of the Refuelling Zone/Area at the direction of the Motorsport UK Environmental Scrutineer
14. Area to be cleared of all hazardous and all general waste barriers and signage removed.
15. All fuel cans to be returned to the relevant entrant

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Risk Assessment

SELF REFUELLING
TITLE: Self Refuelling ovehicles
REFERENCE NO:
PERSONS INVOLVED: Officials, Marshals, Competitors, Service Crew.

If the task is being carried out in a building, please give exact address and location within building as accurately as possible.

Bear in mind this means the risk assessment is only valid for the premises specified. For a broader assessment, be less specific e.g. single storey building, semi-detached house.

Hazards

List the significant hazards that the parties may be exposed to as a result of the task being carried out.

List the risk of harm against each of the hazards.

Hazard No.	Hazard	Risks	Probability (1 – 5)	x Severity (1 - 5)	= Risk Rating (1 – 25)
1.	Blow back/Splash when refuelling vehicle.	Skin complaints, burns.	2	3	6
2.	Petrol/Diesel spillage, drips from filler nozzle or funnel.	Slipping when entering exiting vehicle. Contamination on sole of boots which could slip off vehicle pedals	3	3	9
3.	Manoeuvring vehicle within Zone/Area	Impact with other vehicles, fuel pumps/cans and personnel.	2	3	6
4	Using mobile phones	Danger of explosion	2	4	8
5	Smoking	Danger of fire, explosion	2	4	8
6	Illegal Fuel Containers	Leakage, explosion	2	4	8
7	Heavy Containers	Sprains, Strains, Spillage	2	3	6

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Risk Rating: this is when likelihood and severity are taken together. For example, the harm from a hazard may be high (death) but the likelihood of it happening is minute but NOT IMPOSSIBLE then it is overall low. But if the hazard is high and the likelihood is high then the overall risk rating is high. At this point in the risk assessment it is important to show the “real picture” speak to the personnel to do the job and ask for their input, use their experience and knowledge to reflect a meaningful risk assessment.

Control Measures

List the current controls that are in place and can be validated. Please remember that control measures given as verbal instructions are not easily proven in a court of law and these should be in the written format. When issuing staff with instructions on assessed tasks, it may be necessary with some groups to give the information verbally, remembering officials/marshal's literacy skills. A record should be kept on the information dissemination and officials/marshal's sign that they have received the information and in what form. If possible when listing control measures cross reference existing written instructions/information, you do not have to reiterate information that already exists, however this should be attached to the risk assessment form where possible as an appendix.

Hazard No	Control Measures (if none put N/A)	New Risk Rating
1.	Vehicles must always be switched off when refuelling. Only competitors/service crews are to refuel vehicle. Wear protective gloves (EN 388.3143) when refuelling. Sealed mechanical pumps advised for this purpose.	3
2.	Spillage trays/environmental spill pads must be in place prior to start of refuelling of vehicle. Granules are available to deal with spillages also Waste Disposal Container in position Always check and clean soles of boots before driving vehicle	4
3.	Hi Visibility vests to be worn for spillage material. at all times by officials in Zone/Area 5 mph speed limit to be observed within Zone/area	3
4.	Mobile phones must never be used within Refuelling Zone/Area, Appropriate signage erected relating to this statement.	2
5.	No smoking permitted within Refuelling Zone/Area, Adequate Fire Extinguishers in place. Appropriate signage erected relating to this statement.	2
6.	Only British Standard Containers accepted in Zone/Area	2
7.	Where possible containers should be carried by wheeled implement,	1

New Risk Rating: This is based on the hazards and risks identified and the control measures being in place, the aim is to ensure that the risk that is left (residual) is LOW. This is a measure of the effectiveness of the control measures and the proof that everything reasonably practicable has been done.