



Event & Safety Plan

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CONTENTS:

1. Event Itinerary
2. Venue Map
3. Officials Contacts
4. Introduction
5. Event Roles & Responsibilities
6. Test Operational Plan
7. Marshals Instructions
8. Incident Plan
9. Appendix



Event Itinerary

Kent Targa Rally Itinerary - 1 min interval				
Start		Saturday 10th May 2025		
TC	Location	Test Miles	Section Time	Standard Time (Car 0)
ST				
MTC1	Start			09:00
TS1	Manston 1		00:03	09:03
TF1		0.79	00:03	09:06
TS2	Manston 2		00:02	09:08
TF2		1.44	00:04	09:12
TS3	Manston 3		00:02	09:14
TF3		2.37	00:07	09:21
TS4	Manston 4		00:02	09:23
TF4		1.56	00:04	09:27
TS5	Manston 5		00:02	09:29
TF5		1.33	00:04	09:33
PC5A	Results Collection / Rest Halt A - In		00:04	09:37
TC5B	Rest Halt A - Out		01:35	11:12
TS6	Manston 6		00:02	11:14
TF6		0.58	00:02	11:16
TS7	Manston 7		00:02	11:18
TF7		2.47	00:07	11:25
TS8	Manston 8		00:02	11:27
TF8		2.11	00:06	11:33
TS9	Manston 9		00:04	11:37
TF9		3.50	00:10	11:47
PC9A	Results Collection / Rest Halt B - In		00:04	11:51
TC9B	Rest Halt B - Out		01:46	13:37
TS10	Manston 10		00:04	13:41
TF10		0.79	00:03	13:44
TS11	Manston 11		00:02	13:46
TF11		1.33	00:04	13:50
TS12	Manston 12		00:02	13:52
TF12		1.90	00:05	13:57
TS13	Manston 13		00:02	13:59
TF13		2.32	00:07	14:06
TS14	Manston 14		00:02	14:08
TF14		2.35	00:07	14:15
PC14A	Results Collection / Rest Halt C - In		00:02	14:17
TC14B	Rest Halt C - Out		01:35	15:52
TS15	Manston 15		00:04	15:56
TF15		3.44	00:09	16:05
TS16	Manston 16		00:04	16:09
TF16		4.48	00:12	16:21
MTC16	Finish		00:02	16:23
Total Mileage		32.75		

Version 3.1 15.04.2025	
Car 1 Due	Car 70 Due
09:01	10:11
09:04	10:14
09:07	10:17
09:09	10:19
09:13	10:23
09:15	10:25
09:22	10:32
09:24	10:34
09:28	10:38
09:30	10:40
09:34	10:44
09:38	10:48
11:13	12:23
11:15	12:25
11:17	12:27
11:19	12:29
11:26	12:36
11:28	12:38
11:34	12:44
11:38	12:48
11:48	12:58
11:52	13:02
13:38	14:48
13:42	14:52
13:45	14:55
13:47	14:57
13:51	15:01
13:53	15:03
13:58	15:08
14:00	15:10
14:07	15:17
14:09	15:19
14:16	15:26
14:18	15:28
15:53	17:03
15:57	17:07
16:06	17:16
16:10	17:20
16:22	17:32
16:24	17:34



The Kent Targa Rally takes place at Manston Airport. All vehicular access to the venue must be from the Main Gate, this is on the south side of the B2050, west of Manston village.

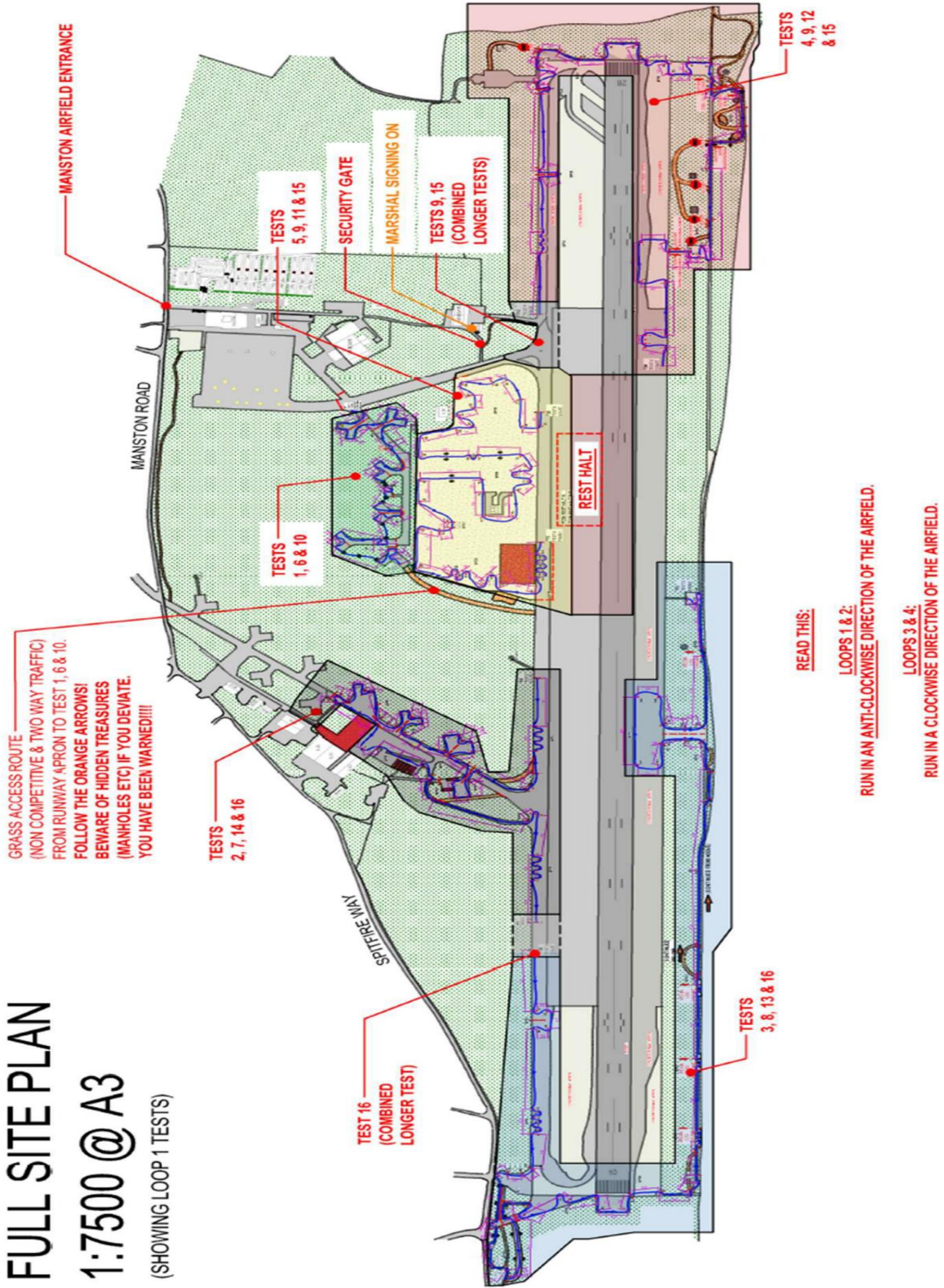
Manston Airport main gate (former Terminal Building)
Manston Rd,
Ramsgate,
CT12 5BQ

(please note that this postcode will direct users to Manston Village, the gate is about 500m further West).

OS Map Reference TR 340 663 Main
Gate : <http://flirts.forkful.us>

Venue Map

FULL SITE PLAN 1:7500 @ A3 (SHOWING LOOP 1 TESTS)





Officials Contacts

Kent Forestry Targa 2025	Manston	10 th May	
Role	Name	Phone	Email
Event Director and on site Safety	Stanley Graham	07796 805072	stanley@pcs-support.com
Clerk of the Course	Stuart Kingham	07710 040918	sdk_wickfordac@hotmail.co.uk
Deputy Clerk of the Course	Ben Dawson	07899 873515	nebnos@icloud.com
Deputy CoC & Radio Controller	Ken Paterson	07831 321307	kenpaterson@outlook.com
Event Secretary	Dave Clark	07967 627833	daveclark1949@btinternet.com
Entries Secretary	Si & Andrea Kellow	07966 495554	targa.entries@wealdmotor.club
Competitor Liaison Officer	Ben Greenfeld	07983 501328	bjg1973@hotmail.co.uk
Chief Marshal	Liz Jordan	07860 668866	marshals@wealdmotor.club
Safety Officer	Duncan Brown	07518 065795	duncanlbrown@outlook.com
Equipment Officer	Bob Pilcher	07889 911178	rlpageng1@icloud.com

Safeguarding Officer	Caroll Glenn	07790 740696	carollglenn@hotmail.com
Service Area Manager	Ben Greenfield	07983 501328	bjg1973@hotmail.co.uk
Timekeeper & Results	Tony Michael	07747 398726	arm@chelmsfordmc.co.uk
Chief Scrutineer	Charles Darby	07737 253588	charlesdarby@yahoo.co.uk
Environmental Sctutineer	Gary Port		garyport4x4@gmail.com
Noise Test Officer	Steve Smallbone		steve.smallbone@hotmail.com
Chief Steward	Dave Town	07941 151786	towndt@yahoo.com
Steward	Tim Loftus	07799 473124	tim.loftus@hotmail.com
Steward	Bruce Jenkins	07594 310340	
CMO	John Horton	07711 012365	reactmedicallimited@gmail.com
Recovery (Cam Recovery 2)	Ben Scott	07743 520890	ben@benscott.me.uk
“ “ “	Karen Scott		



Introduction

On behalf of Weald Motor Club Ltd, welcome to The Kent Targa Rally 2025 and we thank you for assisting in the smooth and safe running of the event.

This Event & Safety Manual is a part of the overall safety plan for the event. The manual should be read and understood by all named officials in. No matter how experienced you are, please take time to familiarise yourself with the contents of this manual before the event. Having done so, if you are not sure about something, please contact the senior official in charge of your part of the event.

The aim of this Manual is to ensure an effective coordinated response to incidents arising during the running of the Kent Targa Rally on 10th May 2025. It includes:

- The Operational Plan (explaining the operation of the tests)
- The Incident Plan

Other elements of the overall safety plan for the event are contained in separate documents as follows:

- Risk Assessment
- Road Book – with details of all tests and marshal locations
- Test/Venue Set-up Plans
- Marshals' Instructions
- Environmental Plan (including waste management arrangements)

While we hope there is never a need to declare a major incident, it is important that there are accurate contingency plans in place to manage any such occurrence, and it is the responsibility of every recipient of this manual to ensure that they are aware of their role in such an emergency.

Safety Policy

The safety objective of Kent Targa Rally is:

To plan and run a safe rally where the risk to the general public, competitors and officials is minimised by:

- giving priority to the safety of other road users, competitors and officials when planning the route and timetable of the rally
- deploying the best available medical, rescue, and other officials, in accordance with the minimum requirements of the General Competition Regulations of the governing body, Motorsport UK Limited
- ensuring that all officials have the best possible advice and guidance through briefings and/or written instructions to enable them to perform their roles; and
- ensuring that every person participating in the rally, whether as a competitor or official, shall take reasonable care for the health and safety of themselves or other persons who may be affected by their actions or omissions during the event.



Event Roles & Responsibilities

Roles

Clerk of the Course (Stuart Kingham)

The Clerk of the Course is in overall charge of the event; he has responsibility for the safe running of the event through the deployment of experienced personnel. He will take all decisions relevant to the effective and safe running and control of the rally. He is ultimately responsible for ensuring compliance with the safety plan.

He has front-line responsibility for ensuring the safe running of the Tests and all officials on the Tests under their immediate control. In the event of Level One or Two Incident, the Clerk of the Course's assessment of the situation, deployment of the resources available to him/her and consideration of the need for additional resources are vital to the well-being of the injured.

In the event of an incident the Clerk of the Course is responsible for:

- the initial decision to stop the Test(s);
- ensuring that, should a county ambulance be summoned, the specified rendezvous arrangements as detailed elsewhere in this Manual are followed.
- completing a Test Incident Report (see Appendix H) for each separate incident involving a Test stoppage and/or the deployment of recovery personnel and for passing these to the Event Safety Officer.
- collecting Medical Incident Reports in respect of all incidents involving injuries and passing these to the Event Safety Officer; and
- deploying spillage kits to contain contaminants such as leaking fuel and oil so as to minimise any environmental damage.

In the event of an incident, he is responsible for calling any meetings of the Primary Incident Management Team (comprising the Clerk of the Course, the Chief Medical Officer and Event Stewards) and for agreeing to any official statements. He is also responsible for maintaining a record of all Official Bulletins issued during the event. During the event he will be based in the service area/rally control.

Deputy Clerk of the Course (Ben Dawson)

The Deputy Clerk is responsible for assisting the Clerk with the running of the event and can deputise for any element of the role as required.

Safety Officer (Stanley Graham)

The Safety Officer is responsible for the production of the safety plans and for coordinating the activities of the Organising Team to ensure consistency of approach and application of these policies and procedures for the greater safety of those involved with the event. He will carry out general Risk Assessments for the event overall and will monitor the risk assessments throughout the event in order to make future recommendations. In the event of an incident, he is responsible for the collection of written reports of all Level Two and Level One incidents and the preparation of a master report of all such incidents. Also be responsible for liaising with landowners about notifying the relevant local enforcing authority of any serious incidents notifiable under RIDDOR (Report Injuries, Diseases & Dangerous Occurrences Regulations) and telephoning a copy through to the UK Incident Contact Centre (0845 300 9923).

Event Stewards (Bruce Jenkins, Tim Loftus, David Town)

Event Stewards will attend the event to ensure it is carried out and operated within the standards set out by Motorsport UK. They will carry out feedback during the event and post event feedback. They will be required to sit on any protest or appeal panel if circumstances arise.

Radio Controller (Ken Paterson)

The Radio Controller shall have under his control all communications personnel and radio control systems used



on the event and will recruit and deploy communications personnel to provide cover in accordance with the Test safety plans. He is responsible for maintaining an accurate log for the duration of the event and for providing the Safety Officer with relevant information from that log to enable his master report of all Level One and Two incidents to be prepared.

Chief Medical Officer (John Horton)

The CMO will provide the level two safety response to any incidents during the event. The CMO will be responsible for completing Medical Report Forms. John is a Motorsport UK licensed Paramedic

Recovery Unit (Ben Scott)

Their role is to support the Clerk of the Course by recovering vehicles from the test, the Recovery Unit will be manned by at least one First Aid qualified person.

Paramedic

The rescue unit is available to provide initial rescue and medical support in the event of any incident.

Competitor Liaison Officer (Ben Greenfield)

The CLO acts as a first point of contact for competitors with queries about the event. He will be present in the service area/rally control. All queries made by competitors must be made using the appropriate Competitor Query Form. See Appendix G.

Chief Scrutineer (Charles Darby)

The Chief Scrutineer is responsible for ensuring all competing vehicles adhere to the event and Motorsport UK general regulations for vehicle safety and eligibility.

Chief Marshal (Liz Jordan)

The Chief Marshal is responsible for the recruitment, assignment and deployment of volunteer marshals to the positions and roles described in the test plan. They will be the first point of contact for marshals prior to the event.

Service Area Manager (Ben Greenfield)

The Service Area Manager is responsible for the safe and smooth running of the service area. He and his team will allocate space and support to arriving competitors prior to the event. During the event they will monitor service area movements and monitor/report any rule breaches of service area or Covid protocols. The Service Area Manager will be responsible for ensuring the venue's main gate is closed and secure during the running of the event, except for the egress of any competitors retiring from the event.

Marshals

Marshals will be spread throughout the stage predominantly for monitoring the safety of competitors and responding to issues which could prevent the safe passage of vehicles, and although this is a non-spectator event they will also have responsibility for ensuring any incidental spectators are restricted to places of safety. Marshals are positioned at locations to monitor the competitor's compliance with the correct route and to operate Passage Controls.



Test Operational Plan

Test Setup

The tests at Manston will be set up on Friday 9th May 2025, the intention is to set up test equipment and signage for all tests which will run at this venue. Signage or equipment not required for tests 1-5 will be erected but covered with black bags or placed at the side of the track.

Equipment

Test equipment and signage will be pre-prepared and provided in advance of the event weekend.

Test Sequence

The competitors will contest a series of Tests in 5 loops, then return to the Rest Halt Area:

- Loop 1 – Tests 1 to 5 – roughly an anti-clockwise loop of the airfield
- Loop 2 – Test 6 to 9 – roughly similar (but not identical) to Loop A, but with some tests combined.
- Loop 3 – Tests 10 to 14 – roughly the same as Loop A, but in the opposite direction (i.e. now clockwise).
- Loop 4 – Tests 15 to 16 – roughly similar (but not identical) to Loop C, with the short test deleted and remaining tests combined into 2 longer tests.

Test Opening - Tests 1 to 5

All marshals should be in their allocated position 45 minutes before the first car due (FCD) for Tests 1 to 5 and will remain in position all day unless informed by the chief marshal to relocate between tests. The chief marshal will drive through the test 45 minutes before FCD to ensure all marshals are in their correct location and ready.

- 60 minutes before FCD the Event Stewards will have the opportunity to drive and inspect the tests.
- 30 minutes before FCD on Test 1 there will be a safety car traversing the tests. The aim of this opening safety car is a final check of the correct setup and safety of the tests, from both the perspective of the marshals and competitors.

Time Schedule:

08:00 – Event Stewards

08:15 – Chief Marshal

08:30 – Safety Car

Test Operation

Before and during the running of the test the Clerk of the Course, via the Radio Controller, will control all vehicle and personnel movements on the test.

Test Start

Test Start controls must not allow competitors to start the test until express permission is granted from Rally Control via their radio crew.

All competitors will start tests at 1-minute intervals with the marshal recording the time on the competitors' timecard, the Start Marshals check sheet and chipping the competitor's timecard with the clock.



Test Finish

The marshal will record the finish time on the Finish Marshals check sheet and chip the competitor's timecard with the clock. Penalties should be noted for any competitor failing to stop astride.

Stopping a Test

If a live test needs to be stopped, for any reason, this will be done by halting the competing cars at the Test Start Control(s). The instructions to stop will be given by Rally Control. Due to the good visibility and passing space on the airfield there is no need for a red flag system.

Test Closure

When satisfied all competing cars have exited each Test (or are safely accounted for) the CoC, via the radio controller, will declare the test closed. This will effectively be the due time of the last car plus their five minutes maximum lateness.

Between each Test loop there is an approx. 30 min window to allow for potential vehicle recovery operations. Not all vehicles may be recovered. If none are required, the next test loop will start immediately. This will be authorised and controlled by the CoC via radio controller. No other vehicle or personnel movements are permitted at this time.

Between Tests Loops the chief marshal will traverse the test to collect check sheets. After Test 18 the radio controller will announce the event completion and authorise marshals to stand down. The chief marshal will drive the test as course closing car and collect any check sheets.

Change Overs

Between Loops 2 and 3 there is a 45-minute window to make changes to the test layout and direction and any further vehicle recovery operations.

The changeovers will be done by 2 or more teams to traversing the test from the NEW Test Start making changes and leapfrogging each other junction by junction. These teams will be equipped with spare signage, arrows and equipment to replace any which are damaged or missing.

All test variations signage will already be in place, they will require unbagging or erection, and any redundant signage removed or placed on the ground.

Marshals who are changing location should do so at this time; others should open their thermos and have a tea break.

Stewards may follow the changeover crews on the new test if required.

Marshals

Marshals will be allocated to positions as advised by the Chief Marshal and can be divided into three categories:

Observation - Marshals observing a location where the competitors have to complete a specific route or manoeuvre. Any competitor failing to attempt the manoeuvre, incorrectly traverse the manoeuvre or strike a cone should be noted on the test check sheet.

Passage Control - Marshals who are operating a passage control, sometimes in combination with observing a test manoeuvre. Competitors will stop with all four wheels inside the Passage Control box of four cones. Once they have ceased all motion you will reveal a code board to them to enter on their timecard in the appropriate place



Marshals should complete one Test Check sheet per test, recording any competitors for the following offences:

- Cone Strike (**CS**) - Touching, moving or disturbing a cone or other test equipment
- Wrong Manoeuvre (**WM**) - The wrong route around a cone or series of cones.
- No Manoeuvre (**NM**) - No attempt made to perform a designated manoeuvre or short cutting by passing through a gap caused by a tape or barrier having been previously damaged or removed.
- No Stopping (**NS**) - Not stopping in the PC box or failure to stop astride the finish line.

The Chief Marshal will traverse the tests between test loops to collect these check sheets.

Communications & Radio

The primary event and safety communication method will be the Motorsport UK 81 safety radio system. At a minimum radios will be issued to the start and finish test posts.

Senior officials and any opening cars will also have communications.

Spectators - Non-Official

This event is a non-spectator event, and there are no Public Rights of Way across the venue. Any non-rally personnel in the venue should be treated with respect and advised where to traverse the site safely.

If there is any concern or problems regarding non-rally personnel, contact Rally Control for advice.

Vehicles

All non-competing vehicles must be parked in an appropriate safe place at least 30 meters from the test on unused tracks or other suitable locations.

Recovery

The recovery of broken-down vehicles, which are not blocking the test or causing a safety hazard should be conducted after the test has closed. Where the tests are repeated, this may need to be after the second run to avoid time delays to the event. All recovery operations will be authorised and directed by Radio Control.

Incidents

In the event of an incident, the first priority is to deal with those competitors and/or officials who are injured. The second priority is to prevent an escalation of the situation and, only then to deal with vehicles if they constitute a hazard to the continued running of the Test. See the Incident Plan on Page 18. The Clerk of the Course should complete a Test Incident Report (Appendix H) for each incident involving an interruption and/or the deployment of paramedic or recovery services. Finally, personnel involved in the treatment of casualties must complete a Medical Incident Report (Appendix I).

The Clerk of the Course (and/or Senior Event Steward) will be the only person to speak to the press or media and all enquiries should be directed to him. Any statement must be approved before it is issued. Under no circumstances should any official or marshal comment or make any "off the cuff" remarks whatsoever to anybody following an incident.



Emergency Communication

In the event of any Incident or Emergency Situation the METHANE protocol should be used for passing information to third parties such as the emergency services:

- Major Incident Declared - Yes/No?
- Exact Location
- Type of Incident
- Hazards - present or suspected
- Access - routes that are safe to use
- Number, type, severity of casualties
- Emergency services present and those required

Unidentified Objects

Manston is a former RAF and Civilian facility and there is the possibility that discarded equipment may have been left at the venue by previous users.

If you discover ANYTHING which is not rally or competitor equipment DO NOT TOUCH or attempt to move it. Report on the location and description of the object to Rally Control who will arrange for information to be passed on to the owners' representative.

Venue Access

All vehicular access to the venue must be from the MANSTON AIRFIELD ENTRANCE and then via the aerodrome perimeter gate adjacent to Gary Blake's office – shown in the site plan as SECURITY GATE. This will be attended by a Security Guard all day, once competitors and organisers/martials who have entered the gate will be closed.

Rest Halt Area

The Rest Halt Area Manager will supervise arriving competitors to ensure they are parked in a safe and efficient manner.

Competitors should be parked around the rest halt periphery with support cars parked on the grass, if conditions allow. Once the periphery is full, competitors should be parked in a central spine down the middle of the rest halt.

The SECURITY GATE will be open between 7:00 - 8:30. After this time the gates will be closed until the event has concluded. Any competitors who retire and wish to leave the venue must inform the CLO and request the gates are opened.

Aircraft Protocol

Manston is an unlicensed airfield, with no scheduled flights. However, aircraft movement is still a possibility, and the Kent Targa Rally needs to be prepared.

Planned Arrival or Take Off:

The Manston Airport runway is sometimes used for planned aircraft movements by both fixed wing and helicopter. In general, the Clerk of the Course should have already been informed of these before the event, and plans established, but in case a new aircraft movement is required during the event, a protocol has been established:

- Site Owner Rep Contacts Clerk of the Course, establishing estimated time & details (number of aircraft, direction of approach, destination on airfield etc).



- CoC informs Radio Controller.
- Radio Controller informs Test Commanders, advising them of the estimated time.
- At time of Aircraft movement, Radio Controller instructs “Pause Test Starting” to Test Commander, who implement that instruction. No further cars to start the test until instructed by Radio Controller.
- Competing cars are allowed to complete their test, then remain at Test Finish – being held there by the Test Finish Marshal(s).
- All personnel (inc marshals) must evacuate the runway but remain within radio contact.
- Marshals may be required to move cones etc from taxiways – this will be treated on a case-by-case basis.
- Upon completion of aircraft movement, Radio Controller will seek confirmation from the CoC that competition may resume.
- Radio Controller informs marshals to move back into position, and to call-in confirmation to Test Commander once complete.
- Each Test Commander to inform Radio Controller when ready to restart.
- Test Finish Marshal then informs “held cars” that they can proceed to next test or rest halt.
- Competition can then recommence.

Unplanned Arrival:

The Manston Airport runway is very occasionally used for unplanned, uncommunicated emergency landings by aircraft in trouble. This has only occurred once or twice in the last few years and is very unlikely to occur during the rally. However, we do need to have a protocol in place just in case:

- One marshal from each team nearest the “10” and “28” end of the runway shall be designated as a spotter – to keep an eye on the sky to spot incoming aircraft. The spotter is to be equipped with a radio at all times.
- If an incoming aircraft is spotted, the following actions take place:
- The spotter calls into Radio Controller with the message “Aircraft Incoming from East/West/10/28 (as appropriate)” who then instructs a rally-wide Stop of Tests.
- Competing cars on RUNWAY TESTS are to be signalled to leave the runway (if practical) or allowed to complete their test and instructed to evacuate the runway by the most direct route, Often this will be to the tarmac runway apron adjacent to the grass perimeter.
- The spotter then instructs his fellow marshals to evacuate the runway.
- The marshals are to ensure that all possible vehicles and all personnel (e.g. competitors, media etc) are evacuated from the runway.



- Broken down / immobile vehicles should be left behind, but the marshals must ensure that the competitors are evacuated.
- Care should be taken to ensure that no individual is left alone at any point.
- All personnel and vehicles are to remain in evacuated positions, as far as possible from the runway, while taking care of their own safety. They should remain as close as possible to a radio operator.

Post-Unplanned Arrival

- The instructions to move from the evacuated position will be issued by the Clerk of the Course to the Radio Controller.
- The Radio Controller will issue an instruction either:
 - Return to Service Halt (hence we expect an event cancellation or significant delay), or
 - Return to Test Area (hence we expect the rally to resume shortly).
- In the case of “Return to Service Halt”, marshals are to instruct stationary competitors to return to the Rest Area at a slow pace (20 mph max) VIA THE PERIMETER or FOLLOWING A SAFETY CAR CONVOY OR via the safest, most direct route, and to take care in case of new debris on the venue.
- In the case of “Return to Test Area”, marshals are to instruct stationary competitors to proceed to the Start of the next test, at a slow pace (20 mph max) via the normal rally route, IN A SAFETY CAR CONVOY? and to take care in case of new debris on the venue.
- Marshals and competitors are to await instructions from the Test Commander.

RV & Hospital

The RV location for emergency services will be at the main gate.

Manston Airport,
Manston Rd,
Ramsgate,
CT12 5BQ

(please note that this postcode will direct users to Manston Village, the RVP is about 500m further West).

Main Gate : <http://flirts.forkful.us>

OS Map Reference TR 340 663



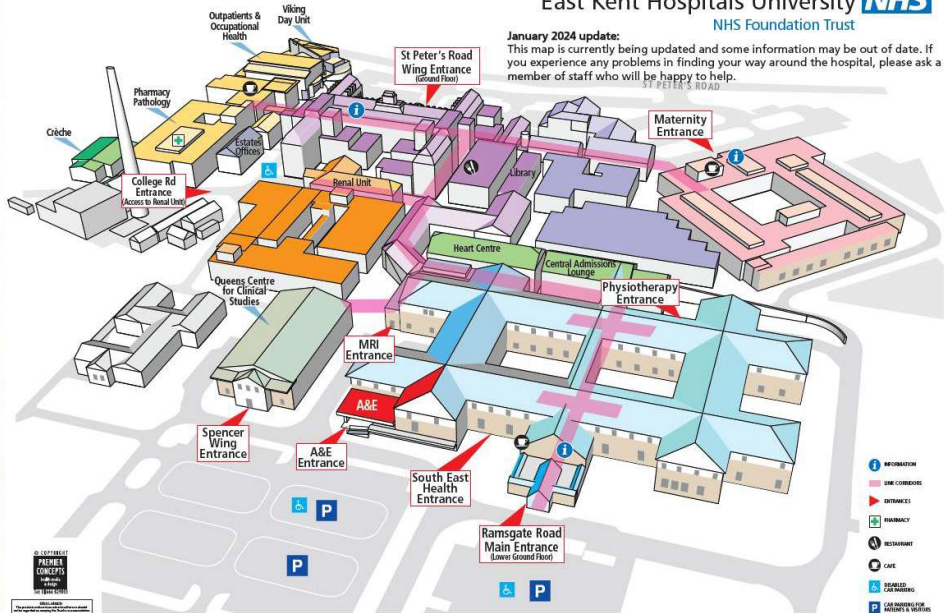
The nearest A&E hospital to the venue is:

Queen Elizabeth The Queen Mother Hospital
 Ramsgate Road entrance,
 Margate,
 Kent
 CT9 4BG
 Main Entrance: [///lance.homes.beam](http://lance.homes.beam)

Welcome to Queen Elizabeth, The Queen Mother Hospital

East Kent Hospitals University NHS
 NHS Foundation Trust

Department	Floor
A&E	LG
Anaesthetics	LG
Ante Natal Clinic	G
Audiology	LG
Bichingham Ward	G
Bishopstone Ward	G
Broadstairs Suite	G
Cafe	LG
Call	LG
CCU (Critical Care Unit)	G
Central Admissions Lounge	G
Chapel	LG
Chapel of Rest	LG
Chesterl Sparrows (Male & Female)	G
Clinical Decision Unit (CDU)	LG
Cniche	LG
Day Surgery Theatres	1
Day Surgery Ward	1
Deaf Ward	G
Dental	LG
Diabetes Centre	1
Endoscopy	G
Estater Offices	LG
Fordeich Ward	LG
Friends Day Hospital	LG
High Dependence Unit (HDIU)	G
Heart Centre	G
ITU Intensive Therapy Unit	G
Kinggate Ward	G
Kitchen Block	G
Labor Suite	G
Library	LG
Main Reception (Ramsgate Road Wing)	LG
Maternity Reception	G
Medical Imaging (X-Ray)	LG
Medical Records	LG
Minor Ward	LG
Multiple Sclerosis (Fracture Clinic)	LG
MRI Unit	LG
North Foreland Suite	1
Occupational Health	G
Occupational Therapy	LG
Outpatients Day	G
PAES	LG
Pathology / Blood Tests	LG
Pharmacy	LG
Physiotherapy	LG
Pre-Assessment	LG
Queens Centre for Clinical Studies	LG
Open Ward	1
Rainbow Ward	G
Recovery Ward	G
Rehabilitation Gym	G
Renal Unit	G
Restaurant	LG
Richborough Ward	LG
South East Health	LG
Speech & Language Therapy	G
Spencer Wing (Private Patients Unit)	G
St Augustine's Ward	G
St Margaret's Ward	G
St Nicholas Suite (Mete Natal Clinic)	G
Theatres	G
Ultrasound	LG
Viking Day Unit	G
Walker Suite	G
X-Ray	LG



January 2024 update:
 This map is currently being updated and some information may be out of date. If you experience any problems in finding your way around the hospital, please ask a member of staff who will be happy to help.

The nearest Major Trauma Centre is:

King's College Hospital London
 Denmark Hill
 London
 SE5 9RS
 0203 2999000



Marshal's Instructions

Signing On

All marshals must report to the venue a minimum of 2 hours before first car is due. Registration and signing on for marshals and officials will be done electronically in advance of the event via the following link:

<https://mtc1.uk/Marshals/KentTarga25/MarshalForm.php>

Marshals "Signing On" for collection of paperwork will be at the "MARSHAL SIGNING ON" as per site plan, this is Gary Blake's office – please access from the airfield side, not the security gate side.

Once collected, marshals should immediately proceed to their test location.

Venue Access

All vehicular access to the venue must be from the Main Gate, this is on the south side of the B2050, west of Manston village. Then via the aerodrome perimeter gate shown in the site plan as SECURITY GATE.

Manston Airport main gate (former Terminal Building)
Manston Rd,
Ramsgate,
CT12 5BQ

(please note that this postcode will direct users to Manston Village, the gate is about 500m further West).

OS Map Reference TR 340 663 Main Gate : <http://flirts.forkful.us>

Marshals & Officials Code of Conduct

Appearance

- Ensure you wear appropriate and suitable clothing to enable you to carry out your duties. Remember that warm clothes and strong sensible footwear will be needed as a minimum.
- Always wear a high-vis jacket or waistcoat whilst marshalling.
- If you are a registered marshal, always wear the identification badge, current and in date Motorsport UK Marshal card and a marshal tabard which can be clearly seen by competitors and other officials.

Behaviour

- Your actions are as important as your appearance.
- How you perform your duties will affect the competitors' view of the event.
- Furthermore, with the widespread use of video clip sharing websites, be aware that your behaviour may be recorded and posted on-line "for all eternity" within minutes of an incident having taken place. To preserve the good reputation of the event in particular and our sport in general, please ensure you maintain the highest possible standards of behaviour, at all times.
- Officials are requested not to consume alcohol or fool around while on duty and follow the Instructions that you have been provided with, plus any additional specific instructions provided by the Organisers and/or the Chief Official in charge of your segment of the event.
- Make full use of the additional resources available to you, such as the Course Cars or senior officials via the nearest radio point. Do not let yourself become overwhelmed by a situation.
- Do NOT use a Camera, camcorder or camera phone whilst on duty. If you have been stood down/are



“on a break” and wish to take photos/films, remove your tabard and ensure you remain in public viewing areas.

- Try to keep calm at all times and keep your gestures low and non-threatening and dealing with any competitor incidents you are looking for the thumbs up signal.

Safety

- Whilst the organisers have taken all precautions, your safety is primarily your responsibility, if you need assistance use a radio or mobile phone to contact rally control.
- You should remember that the safety elements of the Rally are requirements of relevant Motorsport UK and in line with Health and Safety Legislation. These are required to allow the Rally to run.
- You must not stand in a place of danger such as a prohibited area; always leave room for escape should a competing car leave the Test route.
- Nobody under the age of 18 can sign on in an official capacity (unless a suitably supervised Cadet Marshal) and no official under the age of 18 should be left unsupervised directly by the adult assuming responsibility for them during the rally.
- Any road that may form an escape route between the start and stop controls should be kept clear and unobstructed, bearing in mind the potential approaching speed of a competitor.
- Beware of uneven or slippery surfaces and of flying stones.

Diplomacy

- As officials, you will be the point of contact with competitors, the public and representatives of Motorsport UK.
- Know what is expected of you, be firm as you carry it out and remember safety and efficiency are your primary objectives. Do NOT place yourself in a place of danger or vulnerability/potential confrontation when dealing with the public, if you require help or assistance then you MUST seek that assistance
- Always be polite and helpful, the success of the event relies on support from the public as well as those involved.
- It is useful to greet competitors as they arrive at your location and then carry out your designated task.
- You must not offer advice or interpret the regulations for competitors.
- No physical assistance should be provided except in a case of safety.

Reporting For Duty

- As an official you will have an important designated function, which will mean you must arrive in plenty of time to prepare and set up. Be prepared for a very long day.
- If you are going to be late or will not be able to attend to carry out your task, ensure that the person responsible for the allocation of your duties is made aware as soon as possible.

Family and Friends

- Any family members or friends you bring with you who are not signed on as a marshal/official should not be present at this Rally. This is to ensure their safety and your safety as if you are concentrating on watching family members you may not be paying full attention to what is going on around you.

Parking of Officials Cars

- All non-competing vehicles must be parked in a place of safety.
- Non-competing cars required solely for purposes of operational efficiency, i.e. those housing equipment relevant to Test controls or providing marshals shelter at control locations must be parked safely and in locations designated by the CoC as suitable, having regard to the needs of safety.
- Depending on where you are allocated to marshal, you may have to walk a few hundred meters to your actual post from a previous location or junction. So please bear this in mind when packing your marshalling kit. You will also be on post for a few hours, so please pack for all weather conditions and bring suitable provisions to keep you sustained during the day.



Training

- All marshals are expected to acquaint themselves with all relevant instructions and safety information relevant to their role in the Rally.

Whistles

- All marshals are recommended to have a whistle with them as part of their event equipment.

REMEMBER:

- DON'T BE OFFICIOUS, BE AS FRIENDLY AS POSSIBLE
- DO NOT TAKE ANY RISKS WITH YOUR PERSONAL SAFETY
- BE FRIENDLY BUT FIRM WITH ANY MEMBERS OF THE PUBLIC
- BE PREPARED AND CONFIDENT WHEN UNDERTAKING YOUR DUTIES
- IF YOU NEED HELP OR ASSISTANCE THEN YOU MUST SEEK SUCH ASSISTANCE
- KEEP YOUR SENSE OF HUMOUR AND REMEMBER THAT RALLYING IS FUN
- ENJOY YOUR MARSHALLING AND REMAIN SAFE TO RETURN NEXT YEAR

Check Sheets

All marshals will be issued check sheets whether a start, finish, PC or test observer.

Incident Report Form

These are to be used when an incident other than a penalty occurs. Please ensure your Marshal Point Number and contact details are on the form.

Start / Finish

Marshals at these locations should record the car number and time in hours, minutes and seconds of the start or finish time. At finish locations any crews who fail to "Stop Astride" should be noted on the relevant check sheet. At start locations any crew who move prior to their given start time "jump start" should be noted on the relevant check sheet.

Check Sheet examples are in the Appendix A-G to this document.



Incident Plan

Incident Plan (including Major Incident Plan Level 1)

General

An incident evolves as information becomes available, and the duties listed in this incident plan should be viewed with that in mind. Senior officials should, as far as possible, remain in a supervisory role. This will allow them to maintain a better overall picture of events and be better placed to take management decisions.

The aim of the Incident Plan is to provide a framework within which all those responsible for the successful resolution of an incident can work together with maximum efficiency. The objectives of the Incident Plan are to:

- Treat, rescue and evacuate casualties rapidly.
- Ensure the safety of competitors, officials and all emergency personnel.
- Contain any incident initially and, subsequently, bring it under control
- Minimise (as far as this is consistent with points 1 and 2) damage to the environment and property.
- Preserve evidence and operating records of the incident.
- Record eye-witness accounts and other information in conjunction with the Police; and
- Ensure incident reporting to the media is carried out under controlled conditions for the benefit and protection of those involved.

Competitors' Responsibilities

Competitors **MUST** be carrying an A4 size white board with a red "SOS" on one side and green or black "OK" on the other. In the case of an accident where urgent medical attention is required, where possible, the red "SOS" sign should be displayed immediately to the following cars.

Any crew, which has the red "SOS" sign displayed to them or sees a car which has had a major accident where both crew members are still inside the car, but it is not displaying the red "SOS" sign, shall immediately and without exception stop to render assistance. All following cars shall also stop. The second car at the scene shall proceed to inform the next radio point. Subsequent cars shall leave a clear route for emergency vehicles. Any crew, which is able to but fails to comply with the rule, must be reported to the Clerk of the Course using a Test Incident Report.

In the case of an accident where medical intervention is **NOT** required, the crew should indicate to the marshals with a "thumbs up" and the "OK" sign must be clearly shown by a crew member to the following vehicles. If the crew leave the vehicle, the "OK" sign must be displayed so that it is clearly visible to other competitors and remains clearly visible during inclement weather.

Each competing car must carry a red reflective warning triangle which, in the event of the car stopping in a Test, must be placed in a conspicuous position by a member of the crew at least 100 meters before the car's position, in order to warn following drivers. Any crew failing to comply may be subject to a penalty at the discretion of the Clerk of the Course. This triangle must be placed even if the stopped car is off the road.

Competitors who misuse the "SOS" or "OK" board should be reported to the Clerk of the Course using a Test Incident Report form. They may be penalised and may be reported to Motorsport UK.

If competitors have any type of liquid spill they must deploy their spill kit.

If Red Flags are deployed by marshals to stop the test, the competitors must acknowledge the marshal, reduce speed to walking pace and proceed directly to the test finish. The competitors must follow any further instructions given by the marshals.



Classification of Incidents

The Kent Targa Rally classifies incidents as a three-tier management system based on likely response levels.

- Level Three Response,
- Level Two Response, and
- Level One Response (Major Incident).

The emergency services and local authorities use a similar system. This system recognises that there may be a need to coordinate the handling of serious incidents (including security threats) at an operational, tactical and strategic level.

A Level Three Incident is a minor low-risk incident that can be dealt with and solved quickly at the scene by officials and safety marshals. It includes mechanical breakdowns and other typical rallying mishaps such as vehicles leaving the track without any injuries to the crew or officials.

A Level Two Incident includes all incidents involving injuries or suspected injuries whether to competitors or others, but where the medical personnel on the scene judge the injuries to be non-life threatening and the number of casualties are such that they can be treated adequately by the medical personnel present before (if necessary) transfer to hospital.

A Level One Incident (Major Incident) will be declared if there are larger numbers of seriously injured casualties than can be dealt with by the resources available on the Test. The declaration of a Level One Incident can only be made by the Clerk of the Course, Deputy Clerk of the Course or Safety Officer. Other officials must refer to one of the above because of the far-reaching consequences of such a decision. If it appears that an incident may require upgrading to a Level One Incident, then a Level One Standby should be declared early, if only to give all concerned a chance to re-familiarise themselves with their responsibilities.

In deciding that an incident should be declared a Level One Incident, the key considerations will be the number of casualties and the severity of injuries. Only very rarely will it be those casualties from within competing cars alone, would be of sufficient number or severity to threaten to overwhelm the emergency facilities present in the test area. A Level One Incident is most likely to occur where a competing car injures officials or marshals. It will probably but not exclusively involve 3 or more seriously injured people. It will require the Paramedic in the Test area together with the services of the NHS Ambulance Service.

Once a Level One Incident is declared, specific duties are allocated to certain event officials as shown in the following schedule. This is aimed at giving a precise plan of action in response to the anticipated incidents that may occur.

Actions & Responsibilities - General

This generic incident plan has been devised in anticipation of the type of incident that might occur on the event. However, each incident is individual in its nature and will require decisions to be made by the officials and emergency personnel present at the scene of the incident. Key to the management of any incident is to establish the facts as soon as possible.

Each incident involving the interruption of the Test and/or the deployment of rescue, recovery or medical personnel should be the subject of a separate Test Incident Report by the CoC or Safety Officer (Appendix H). Reports should be handed to the Safety Officer.

Each incident involving an injury to a member of the public, a crew member and/or official must be reported to



the Safety Officer. A Medical Incident Report form should be completed by the Paramedic crew chief in respect of each incident attended. These should be given to the Safety Officer as quickly as possible after the incident to enable the Safety Officer to prepare their report to Motorsport UK Steward (if one has been appointed). Certain serious incidents are notifiable to the local enforcing authority under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995).

The CoC have been issued with:

- an Incident Pack containing report forms in the event of any incident involving potentially fatal injuries.
- a pollution spill kit to supplement that carried by competing vehicles and be used to prevent contamination from fuel, coolant or oil leakage.

Notifying Next of Kin

In the first instance it will be the role of the Police to inform the next of kin of a fatality.

Post-Traumatic Stress

As with any major incident, anyone who is involved with dealing with the incident may be affected by those events. Anyone suffering with Post Traumatic Stress should be advised in the first instance to contact their GP. The GP will be able to refer them to a suitable counselling service, taking due consideration of all personal circumstances. Motorsport UK also provide a post incident support process.



Level Three Incidents

Nature of Incident	Action	By
Any	Render assistance as necessary	Marshal
Vehicle stopped, being worked on by crew	Ensure the vehicle is in a safe location. Display vehicle's warning triangle Advise CoC	Marshal Marshal to advise crew Marshal via radio point
Vehicle unable to continue	Ensure the vehicle is in a safe location. Display vehicle's warning triangle Display vehicle's OK board if no medical attention required. Advise CoC including whether a spillage kit needs deploying to contain fuel/oil/coolant leakage. At least 1 member of the crew to remain with vehicle Arrange recovery after Test closed	Marshal Marshal to advise crew Marshal to advise crew Marshal via radio point Marshal to advise crew Radio Control/CoC
Is Test blocked or vehicle in a dangerous location?	Advise Radio Control/CoC Display vehicle's warning triangle Display vehicle's SOS sign if medical attention required. Signal and stop approaching cars while awaiting instructions Stop Test (If blocked) Send Test Safety Officer to assess situation	Marshal via radio point Marshal Marshal Marshal Radio Control/CoC Radio Control/CoC
Marshal or Competitor located an "Unidentified Object"	Advise Radio Control/CoC of location.	Radio Control/CoC to summon MOD representative



Level Two Incidents

Nature of Incident	Action	By
Any	Render assistance as necessary	Marshal
Are injuries suspected? Is extrication likely? Is there a likelihood of fire?	Send Paramedic, Rescue & Recovery	Radio Control/CoC
Minor injuries confirmed	Dealt with by Paramedic/Rescue	Paramedic/Rescue
Serious injuries confirmed (<3) Is additional medical backup required?	Dealt with by Paramedic/Rescue Request Ambulance to attend	Paramedic/Rescue Radio Controller on request from Paramedic
Is transport to hospital required?	Summon Kent Ambulance Service via 999 Send official to Rendezvous Point to meet Ambulance	Radio Controller on request from Paramedic.
Is Recovery required?	Send Recovery Unit	Radio Control/CoC
Does the number or severity of casualties require upgrade of incident to Level One Response?	3 or more seriously injured casualties.	Radio Control/CoC



Specific duties on declaration of a Level One Incident

<p>Clerk of the Course, Deputy Clerk of the Course or Safety Officer ONLY</p>	<p>Will declare a Level One Incident based on advice given by Paramedic Will direct the appropriate personnel to attend the incident. Radio Controller to summon Kent Ambulance Service via 999. Will ensure immediate clearance of an emergency route into the incident scene, deploying marshals as appropriate to maintain the route and protect the scene.</p> <p>Send an official to the VENUE entrance to direct medical/rescue personnel & ambulances to the scene. (Guides to be sent if necessary).</p> <p>Prevent any unauthorised vehicles gaining access to Test.</p> <p>Manage the dispersal of competitors from the Test start and clearance of competitors blocked in Test by the incident.</p>
<p>Clerk of the Course & Deputy Clerk of the Course</p>	<p>Anticipate actions to be taken if the incident escalates. Will implement measures for competitors as appropriate</p>
<p>Paramedic</p>	<p>Assess and treat casualties appropriately.</p>
<p>Safety Officer</p>	<p>Will proceed immediately to the scene and co-ordinate additional facilities as required.</p> <p>Will, if necessary, hand over control of the incident scene to the senior police officer on their arrival and remain with that officer to provide liaison and advice throughout the incident.</p> <p>Will assist the senior police officer with the collection of records, witness statements, and other documentation.</p>
<p>Radio Control</p>	<p>Radio to be limited to Safety calls and above until incident allows return to normal traffic.</p> <p>Landline/mobile to be used to communicate situations to relevant hospital casualty department to warn of expected workload.</p> <p>Maintain a timed incident log.</p>
<p>Reminder:</p>	<p>In all incidents involving treatment by a paramedic, a Medical Report form should be completed.</p>



Appendix A – Start Check Sheet



Name:	START
Specimen Sig:	
Mobile Phone:	
Test _____	

ORDER	CAR	HRS	MIN	SEC	PREV	ORDER	CAR	HRS	MIN	SEC	PREV
1						31					
2						32					
3						33					
4						34					
5						35					
6						36					
7						37					
8						38					
9						39					
10						40					
11						41					
12						42					
13						43					
14						44					
15						45					
16						46					
17						47					
18						48					
19						49					
20						50					
21						51					
22						52					
23						53					
24						54					
25						55					
26						56					
27						57					
28						58					
29						59					
30						60					



Appendix B – Stop Check Sheet



Name:	STOP
Specimen Sig:	
Mobile Phone:	
Test _____	

ORDER	CAR	HRS	MIN	SEC	Stop?	ORDER	CAR	HRS	MIN	SEC	Stop?
1						31					
2						32					
3						33					
4						34					
5						35					
6						36					
7						37					
8						38					
9						39					
10						40					
11						41					
12						42					
13						43					
14						44					
15						45					
16						46					
17						47					
18						48					
19						49					
20						50					
21						51					
22						52					
23						53					
24						54					
25						55					
26						56					
27						57					
28						58					
29						59					
30						60					



Appendix C – TC/MTC Check Sheet



Name:	TC/MTC
Specimen Sig:	
Mobile Phone:	
Test _____	

ORDER	CAR	HRS	MIN		PREV	ORDER	CAR	HRS	MIN		PREV
1						31					
2						32					
3						33					
4						34					
5						35					
6						36					
7						37					
8						38					
9						39					
10						40					
11						41					
12						42					
13						43					
14						44					
15						45					
16						46					
17						47					
18						48					
19						49					
20						50					
21						51					
22						52					
23						53					
24						54					
25						55					
26						56					
27						57					
28						58					
29						59					
30						60					



Appendix D – Radio Check Sheet



Name:	RADIO CHECKSHEET
Specimen Sig:	
Mobile Phone:	
Test _____	

	Vehicle	Time In	Time Out
Controller	Safety Car		
Your Callsign	First Car		
	Last Car		

Previous Test Closing Details

This Test Closing Details

Total In		Last 3						Total In		Last 3			
Total Out		Last 3						Total Out		Last 3			

Details of cars stopped

CAR	REASON	NOTES

CAR NUMBER CHECK

Cross off Car Numbers as pass your location.
/ 1st Run \ 2nd Run – 3rd Run

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16				
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42								
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116				

Numbers in Order Through Test



Appendix F – Incident Report Form



JUDGE OF FACT / INCIDENT REPORT

Please ensure you only report the **FACTS**
Use to report all incidents on tests

Location			
Name			
Mobile Phone		Home Phone	
Address			
Call Sign		Motorsport UK ID No	

INCIDENT DETAILS			
Test Number		Jct Number	
Time of incident		Car Reported	
Other cars involved			
Was contact made with another Car/s? Give Car No/s			
Did the crew leave the correct test route?	Yes	No	
Was this a deliberate manoeuvre to follow wrong route?	Yes	No	
Did any test furniture need repositioning?	Yes	No	
Did the crew gain a time advantage due to the incident?	Yes	No	
Is there another reason to make a report?	Yes	No	
List the Car Numbers of Vehicles who were held up by the Incident			

REPORT & SKETCH
Use overleaf if you need more space. <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>

Signed		Date & Time	/ /20	-	:
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Please ensure that you hand this form to the Chief Marshal or an Event Official. If no one picks it up, please hand in to Rally HQ A.S.A.P.

Official		Action Taken:
Time		



Appendix G – Competitor Query Form



Competitor Query Form

<p>Please complete all relevant details and hand in to the Competitor Liaison Officer. A reply will either be posted on the Official Notice Board or returned to you by the Competitor Liaison Officer.</p>	
Competitor No	
Name	
Event Contact Number	
Signature	
Time Card Number	
Enquiry Details	
For Official Use Only	
Date & Time Received	
Reply	
Reply Researched By	
Reply By	
Time & Date of Reply	

