

Cheltenham Motor Club  
**HILLS FORD**  
**THREE SHIRES STAGES**  
Sunday 5th September 2021



# 2021 Safety Plan

## 1 - Introduction

Cheltenham Motor Club would like to thank you for assisting us with the running of the Three Shires Stages 2021. We would like to run a successful, safe and enjoyable event for the Competitors, Officials and Marshals so we would ask you to take time to carefully read through this plan and pass on the relevant information to the appropriate people, to enable this to happen.

This manual has been compiled for the following reasons:

- To provide you with adequate information to enable you to carry out your duties effectively;
- To provide a common standard of organisation throughout the event so that the decisions made by the organisers are executed as designed;
- To ensure the event maintains a high standard of safety;
- To give you the relevant information about the running of the event;
- To enable the event to run to schedule

This manual is NOT intended to:

- Teach you how to do your job
- Bore you with useless information
- Scare you off with too much technical information

Taking this into account, every attempt has been made to get the balance right between too much and too little information. If, after reading the plan, anything is unclear to you please contact the Clerk of the Course or the Safety Officer whose details are included in this plan.

Thank you again for your assistance and enjoy your day's sport.

## 2 – Roles & Responsibilities

### **Clerk of the Course**

The Clerk of the Course is responsible for the overall safe running of the event and that the event is run in compliance with all laws and regulations. They are the key decision-making authority from the organising team.

### **Deputy Clerk of the Course**

A Deputy or Assistant C of C is appointed to assist or deputise for the Clerk of the Course during the running of the event and allow the Clerk of the Course to delegate some of their roles during the event.

### **Motorsport UK Safety Delegate**

The role of the Safety Delegate is to assess the effectiveness of the safety measures keeping the public, volunteers and competitors safe. He/she has the power to cancel, abandon or stop the event or part of the event on the grounds of safety.

### **Motorsport UK Steward**

The Motorsport UK Steward attends the event to act as the Motorsport UK's representative. They have ultimate power to withdraw the event permit or request changes to the event to ensure its overall safe running and that the event complies with the appropriate regulations.

### **Event Safety Officer**

The Safety Officer is responsible for ensuring that there are effective arrangements to supplement the general marshalling strength organised as follows:

- a) There must be a pre-determined arrangement available to the Radio Controller/Deputy Safety Officer to summon the appropriate emergency services to a Rendezvous Point and be escorted to the scene of an incident when safe to do so.
- b) There must be provision of an effective radio communications network, operated through a nominated Controller under the direction of the Clerk of the Course, linking Officials at Start, Finish and intermediate



points with Rescue and Medical Services. The frequency must be secure from misuse and be either the Motorsport UK Safety Frequency or a privately licensed frequency to Ofcom Regulations.

### **Spectator Safety Officer**

The Spectator Safety Officer is responsible for specific arrangements to accommodate spectators in suitable areas, to prevent them accessing other areas and to make suitable access to facilities for spectators' use.

### **Chief Medical Officer**

The Chief Medical Officer is responsible – in consultation with the Clerk of the Course and the Event Safety Officer – for ensuring that the required level of medical and rescue cover is provided and for the detailed organisation of paramedics, the planning and deployment within stages, the organisation of ambulance meeting points and the notification of hospitals in relation to the stages.

### **Radio Controller**

The Controller must be experienced in the use of radios and in controlling a network and must ensure the disciplined use of the radios. Where the Motorsport UK Safety Frequency is used, the Radio Controller must hold a valid Motorsport UK Radio Controllers Licence.

### **Stage Commanders & Deputy Stage Commanders**

A Stage Commander will be appointed for every stage and will be responsible for ensuring that their stage complies with the regulations and that an adequate number of marshals is appointed. They will be responsible for managing the stage and dealing with incidents on the ground in conjunction with Rally HQ. They will also have full knowledge of the Stage Safety Plans and Event Safety Policy. With the guidance and help of the Stage Safety Officer, they must also ensure that their stage is set up correctly according to the Set-Up Diagrams contained within this Safety Plan.

### **Stage Safety Officers**

The Stage Safety Officers are responsible for ensuring that their stages are set up correctly in accordance with the agreed final safety plans and set up diagrams. They should also be of assistance to the Chief Safety Officer and Spectator Safety Officer during the running of the event. They should complete a relevant incident report form and note any relevant information should a Major Incident occur. The major incident plan can be found in this document. The form and information should be returned to Rally Control or Rally HQ as soon as possible after the incident has occurred. The Stage Safety Officer should travel through the stage with the Spectator Safety Officer to ensure the stage is set up correctly in accordance with the Safety Plan. The Stage Safety Officer will remain at the Stop Line for the remainder of the stage.

### **Resident Liaison Officer**

The Resident Liaison Officer is responsible for the coordination of PR work prior to the event. They should produce a log of all PR work undertaken. This log will include details of residents living on the route including their names and addresses. A copy of the log will be held at Rally HQ and at Rally Control. They are also the Resident's first point of contact before the event.

### **Stage Resident Liaison Officer**

The Stage Resident Liaison Officer can be a Deputy Stage Commander or a Stage Safety Officer. They will be solely responsible for direct communication with residents on their stage and they must ensure that all resident movements are in compliance with the access procedures detailed in the Residents Handbook. Each Stage Resident Liaison Officer will have a copy of the relevant Residents Handbook and other documentation.

### **Service Area Controller**

The Service Area Controller is responsible for activities within the Service Area. They must ensure that the Service Area is set up as per the set up diagrams and marshalled appropriately.

## **Security Stewards**

Security Stewards will be provided by a third party who will ensure that all stewards are SIA accredited. The Stewards will be responsible for controlling and managing vehicular and pedestrian access to closed roads.

## **Spectator Area Stewards**

Spectator Area Stewards will also be supplied by a third party who will ensure that all stewards are SIA accredited. The Spectator Stewards will be responsible for the management of Spectators within the designated Spectator Areas. They will also be responsible for crowd control within the Spectator Areas and must also ensure that the areas do not reach maximum capacity.

## **Facilities Manager**

The Facilities Manager must ensure that the Spectator Areas are appropriately marshalled with the use of Third-Party Stewards. They must also ensure that there is appropriate provisions for Spectators within the designated areas.

## **3 – Incident Plan**

The marshals will usually deal with minor incidents on the stage and every effort must be put into avoiding suspending or stopping the stage.

ONLY in the case of personal injury, fire, danger to life and/or a stage blockage should the running of the stage be suspended and then only with the sanction of the Clerk of the Course, his Deputy or the Safety Officer.

Should you be required to act with regard to one of the instances above then:

- Remain calm
- Ascertain location of the incident
- Ascertain nature of the incident

Establish:

- Car number
- Whether it is blocking the stage
- Any medical assistance required
- Any other relevant information

If the stage has to be suspended, it is the Clerk of the Course's responsibility to decide on the correct level of response to be used in order to deal effectively and efficiently with the incident. Once decided upon, the Clerk of the Course will advise relevant personnel and update Radio Control in order to advise the other event officials of the current situation.

When dealing with an incident, it is vital to keep notes with timings of information received and actions taken. This is the purpose of the Incident Report Form appended to this manual.

At the scene of an incident, the priority is minimising the danger to life. Marshals at the scene should keep spectators away from the personnel attending the incident and, if necessary, ensure that subsequent competitors are warned of any obstruction or dangers on stage.

Incident personnel should make on site arrangements to keep the Radio Controller advised of the ongoing situation in order for that information to be relayed to the Event Officials.

Should it be deemed necessary by the person in charge at the scene of an incident to request assistance from the National Emergency Services, clear and precise information concerning the type of assistance required should be passed to the Radio Controller. If requesting medical assistance this information should include the number of injured parties, type and extent of injuries, rendezvous point designated and preferred route off stage in consultation with the Radio Controller.

In all cases, incidents should be cleared as quickly and safely as is practically possible in order to minimise the delay time incurred. Rally HQ need to keep an eye on any time delay as an interim safety car may be needed and/or the decision to cancel the further running of the stage.

## 4 – Incident Plan Escalation Procedure

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.

Incidents will be classified into three categories: Minor Incident, Serious Incident and Major Incident.

**Minor incidents** include mechanical breakdown, minor errors of judgement and other typical minor mishaps.

**Serious incidents** include all incidents which involve injury to persons, whether competing or not. They also include incidents requiring a stage to be stopped to remove an obstruction or to allow the passage of a rescue vehicle.

**Major incident** is when the Clerk of the Course, the Safety Officer or the Chief Medical Officer recognises that the resources of the event are insufficient to manage the situation.

If it appears that an incident may require upgrading to Serious or Major incident, standby for Serious or Major Incident 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 Major incident, the primary consideration will be the number of casualties. It is unlikely that casualties from within competing cars alone would ever be of sufficient numbers or severity to threaten or overwhelm the emergency facilities present on each stage. It is only likely that a Major incident would occur if a competing car were to injure spectators or officials. It will require all the Paramedics and Rescue Crews present at the venue along with the services of external resources like County Ambulance, Fire Service and/or police. A Major Incident will involve a greater number of casualties and so additional external resources will be required. Representatives from County Ambulance, Fire Service and Police may be situated at Rally HQ to coordinate any external resources. Please remember that although the event has declared the incident as critical the Emergency Services may not.

## 5 – Incident Management Plan

**The Incident Management Plan can be found in Appendix A**

## 6 – Contact Details for Emergency Services

Rally HQ Emergency Number: 07831 419985

Police: 101 or 999

Hospitals:

Hereford County Hospital: 01432 355444

Gloucester Royal Hospital: 03004 222222

Cheltenham General Hospital: 03004 222222

Ledbury Hospital (Minor Injuries): 01531 632888

Worcester Royal Hospital: 01905 763333

Fire Service: 999

Ambulance Service: 999

## 7 – Contact Details for Rally Officials

Rally Officials				
Rally Control				
Name	Role	Mobile	C-System	Management
Kevin Smith	Clerk of the Course		Pilot 1	
	Deputy Clerk of the Course			
	Motorsport UK Steward		Rally Control	
	Radio Controller			
Dr Harj Chaggar	Chief Medical Officer		Pilot 8	
	Chief Safety Officer			
Roaming Officials				
	Driving Standards Observer			
	Driving Standards Observer			
	Steward			
	Steward			
Jeff Wheeler	Resident Liaison Officer			
Josh Wheeler	Media Officer			
	Equipment Officer			
Scrutineering Officials				
	Chief Scrutineer			
	Motorsport UK Scrutineer			
	Scrutineer			
	Scrutineer			
	Scrutineer			
	Sound Scrutineer			
	Assistant Sound Scrutineer			
Rally HQ & Service Area Officials				
	Secretary of the Meeting			
	Safeguarding Officer			
	Entries Secretary			
	Competitor Liaison Officer			
	Results			
	Service Area Controller			
	Asst. Service Area Controller			
Safety Car Teams				
	Chief Marshal			
	Road Closed Car Driver			
	Road Closed Car Co-Driver			
	000 Driver			
	000 Co-Driver			
	Spectator Safety Car			
	Spectator Safety Car			
	Deputy Clerk of the Course			
	Motorsport UK Safety Delegate			
	00 Driver			
	00 Co-Driver			
	0 Driver			
	0 Co-Driver			
	Sweeper Car Driver			
	Sweeper Car Co-Driver			

## Stage Teams

### SS 1 & 6

Name	Role	Mobile	C-System	Management
	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Rescue			
	Paramedic			
	Recovery			

### SS 2 & 7

	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Rescue 1			
	Paramedic 1			
	Recovery			

### SS 3 & 8

	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Rescue 1			
	Paramedic 1			
	Recovery 1			

### SS 4 & 9

	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Rescue 1			
	Paramedic 1			
	Recovery 1			

### SS 5 & 10

	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Rescue 1			
	Paramedic 1			
	Recovery 1			

### Backup Rescue & Recovery at Redmarley

	Rescue			
	Paramedic			
	Recovery			



## 8 – Hospitals

### Hereford County Hospital

Stonebow Rd

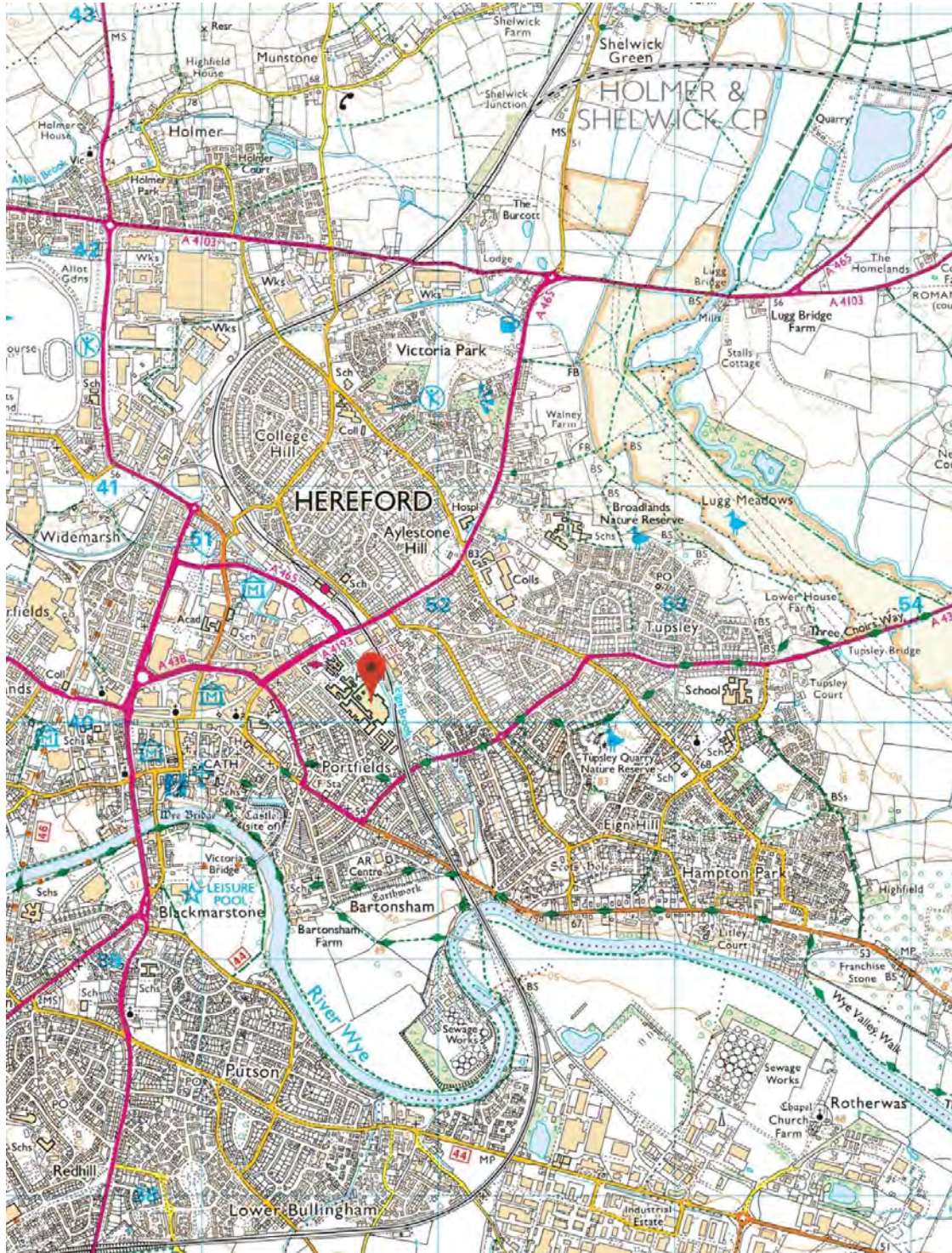
Hereford

HR1 2BN

01432 355444

Emergency Open 24 hours

Map Ref: SO 51634 40231





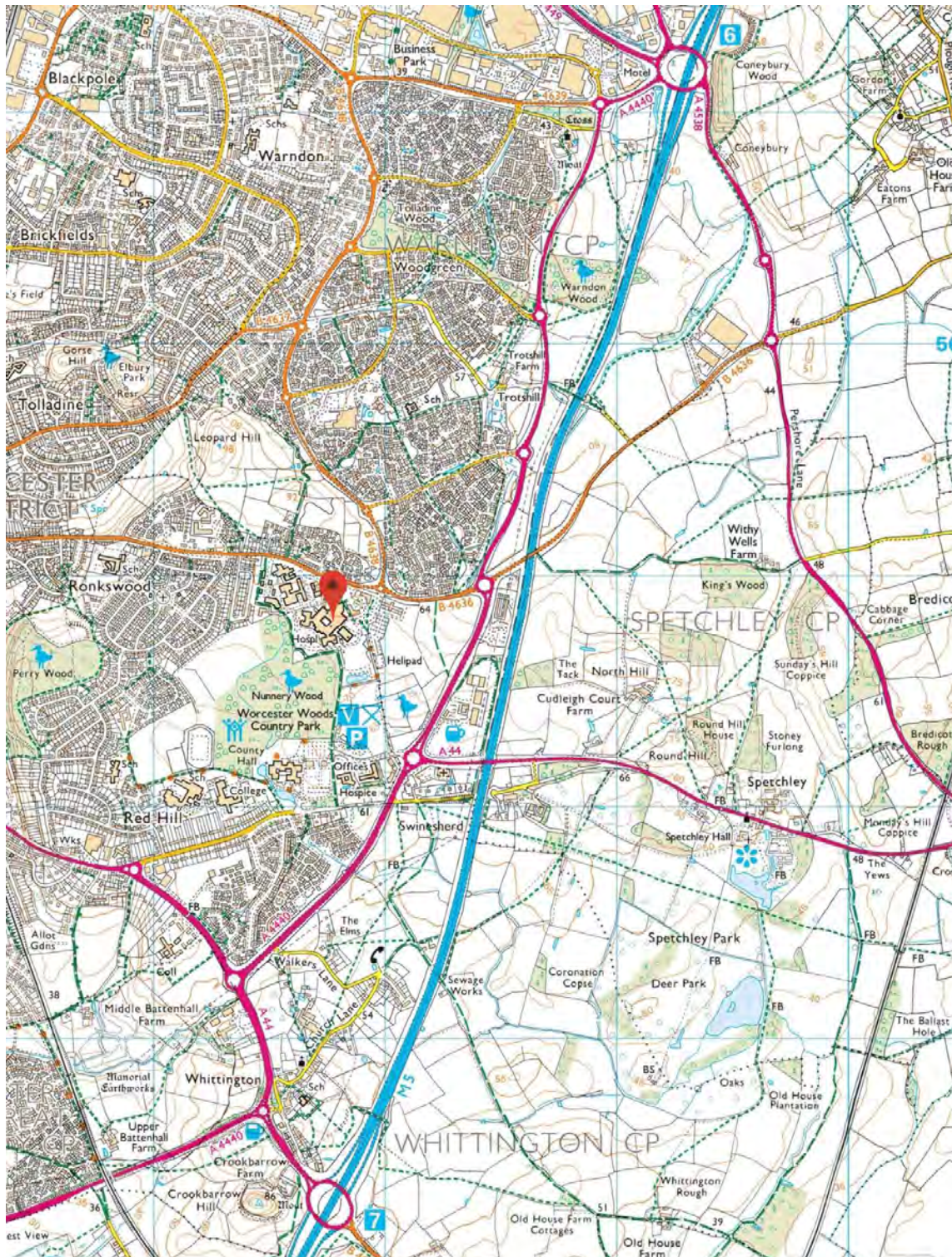
## Worcestershire Royal Hospital

Charles Hastings Way  
Worcester  
WR5 1DD

01905 763333

Emergency Open 24 hours

Map Ref: SO 87889 54780





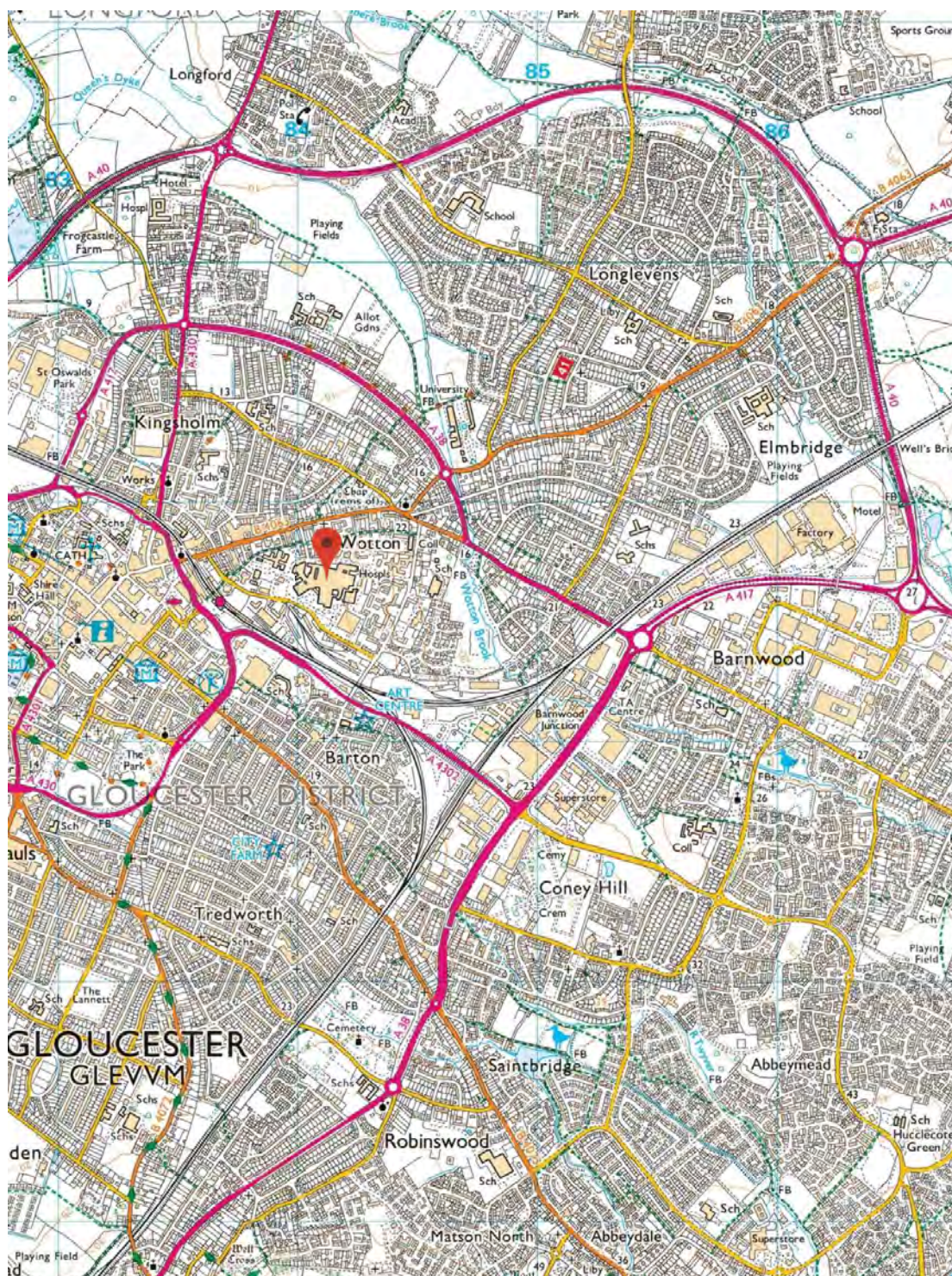
## Gloucestershire Royal Hospital

Great Western Rd  
Gloucester  
GL1 3NN

0300 422 2222

Emergency Open 24 hours

Map Ref: SO 84133 18468





## 9 – Event Itinerary

THREE SHIRES STAGES 2021

V3

16 July 2020

Start (Sections 1 & 2 & 3)

Sunday 5 September 2021

TC SS	Location	SS Dist.	Liaison Dist.	Target Time	First Car Due
MTC0	Three Counties Showground - Start				08:00
TC1	Gospel Oak 1	5.33	13.53	00:29	08:29
SS1					08:32
SSF1	Upleadon 1	5.04	2.50	00:11	08:51
TC2				00:08	08:54
SS2	Eldersfield 1	3.23	4.83	00:11	09:25
SSF2				00:20	09:28
TC3	Clenchers Mill 1	4.06	2.38	00:07	09:44
SS3				00:09	09:47
SSF3	Wellington Heath 1	6.00	1.84	00:09	10:02
TC4				00:06	10:05
SS5				00:12	
SSF5					
MTC1	Regroup In		4.91	00:14	10:31
TC5A	Regroup Out/Service In			00:12	10:43
	Service A - Showground	(23.66)	(29.99)		
TC5B	Service Out - Showground			00:30	11:13
RZ2	Refuel Zone - Showground				
TC6	Gospel Oak 2	5.33	13.53	00:39	11:52
SS6					11:55
SSF6	Upleadon 2	5.04	2.50	00:11	12:14
TC7				00:08	12:17
SS7	Eldersfield 2	3.23	4.83	00:11	12:48
SSF7				00:20	12:51
TC8	Clenchers Mill 2	4.06	2.38	00:07	13:07
SS8				00:09	13:10
SSF8	Wellington Heath 2	6.00	1.84	00:09	13:25
TC9				00:06	13:28
SS9				00:12	
SSF9					
TC10	Regroup In		4.91	00:14	13:54
SS10	Regroup Out/Service In			00:12	14:06
TC10A	Service B - Showground	(23.66)	(29.99)		
TC10B	Service Out - Showground			00:30	14:36
RZ4	Refuel Zone - Showground				
TC11	Gospel Oak 3	5.33	13.53	00:39	15:15
SS11					15:18
SSF11	Upleadon 3	5.04	2.50	00:11	15:37
TC12				00:08	15:40
SS12	Eldersfield 3	3.23	4.83	00:11	16:11
SSF12				00:20	16:14
TC13	Clenchers Mill 3	4.06	2.38	00:07	16:30
SS13				00:09	16:33
SSF13	Wellington Heath 3	6.00	1.84	00:09	16:48
TC14				00:06	16:51
SS14				00:12	
SSF14					
TC15	Finish - Showground		4.91	00:14	17:17
SS15	Sunday Totals	70.98	89.97	79%	

Section 1

Section 2

Section 3

Section 1

Section 2

Section 3



## 10 – Service Area

Name	Role	Mobile	C-System
	Service Area Controller		
	Assistant Service Area Controller		
	Service Area		
	Service Area First Aid Provider		

### Ambulance RVP

Map Ref: SO 78664 42414  
 Lat, Long: 51.9808274,-2.3490927  
 What3Words: remains.steady.majoring

### Hospital

Worcestershire Royal Hospital  
 01905 763333  
 Map Ref: SO 87889 54780

### First Aid Location

By Rally HQ – Friesian Hall, Three Counties Showground

### Time Schedule

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
<b>MTC0</b>	06:55	07:00	07:10	07:20	07:30	07:40	07:50	08:00	09:15
<b>MTC1</b>	09:26	09:31	09:41	09:51	10:01	10:11	10:21	10:31	11:46
<b>TC5A</b>	-	-	-	-	-	-	-	10:43	-
<b>TC5B</b>	10:08	10:13	10:23	10:33	10:43	10:53	11:03	11:13	12:28
<b>MTC2</b>	12:49	12:54	13:04	13:14	13:24	13:34	13:44	13:55	15:09
<b>TC10A</b>	-	-	-	-	-	-	-	14:06	-
<b>TC10B</b>	13:31	13:36	13:46	13:56	14:06	14:16	14:26	14:36	15:51
<b>MTC3</b>	16:12	16:17	16:27	16:37	16:47	16:57	17:07	17:17	18:32



**Awards Ceremony will take place after the protest period has expired, approximately 19:00 hours.**

## Service Area Layout – Three Counties Showground



**PLEASE FOLLOW THE ONE WAY SYSTEM AT ALL TIMES**  
**MEDIA SHOULD USE THE COMPETITOR ENTRANCE TO ACCESS THE SHOWGROUND**

## TSS 2021 – Service Area Equipment

	10	Motorsport UK Notice A		3	Packs of Cable Ties
	15	Motorsport UK Safety Code		5	Blank Correx Boards
	5	Motorsport UK No Drone Signs		2	Black Felt Tip Pens
	7	Fire Extinguisher AFFF Foam		5	Black Bin Bags
	7	Fire Extinguisher Dry Powder		2	Rolls Of Duct Tape
	7	Spill Kit		2	Rolls of Red & White Tape
	6	Time Control Board (Advance Yellow)			
	6	Time Control Board (Control Red)			
	5	Spectator Arrows			
	10	No Entry Signs			
	2	Rally Traffic Only Sign			
	1	First Aid Point Sign			
	1	Scrutineering Entrance Sign			
	1	Scrutineering Exit Sign			
	1	Trailer Park Sign			
	1	Parc Ferme Sign			
	100	Stakes			



**Stage 1/6/11**

**Gospel Oak**

## 11 – Stage 1/6/11 Officials Details

Name	Role	Mobile	C-System	Management
	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Stage Resident Liaison Officer			
	Equipment			
	Rescue			
	Crew Chief			
	Paramedic			
	Recovery			
	Crew Chief			
	Paramedic			

### Ambulance RVP

Map Ref: SO 71198 26129  
 Lat, Long: 51.932918, -2.4203101  
 What3Words: writings.estimate.highbrow

### Hospital

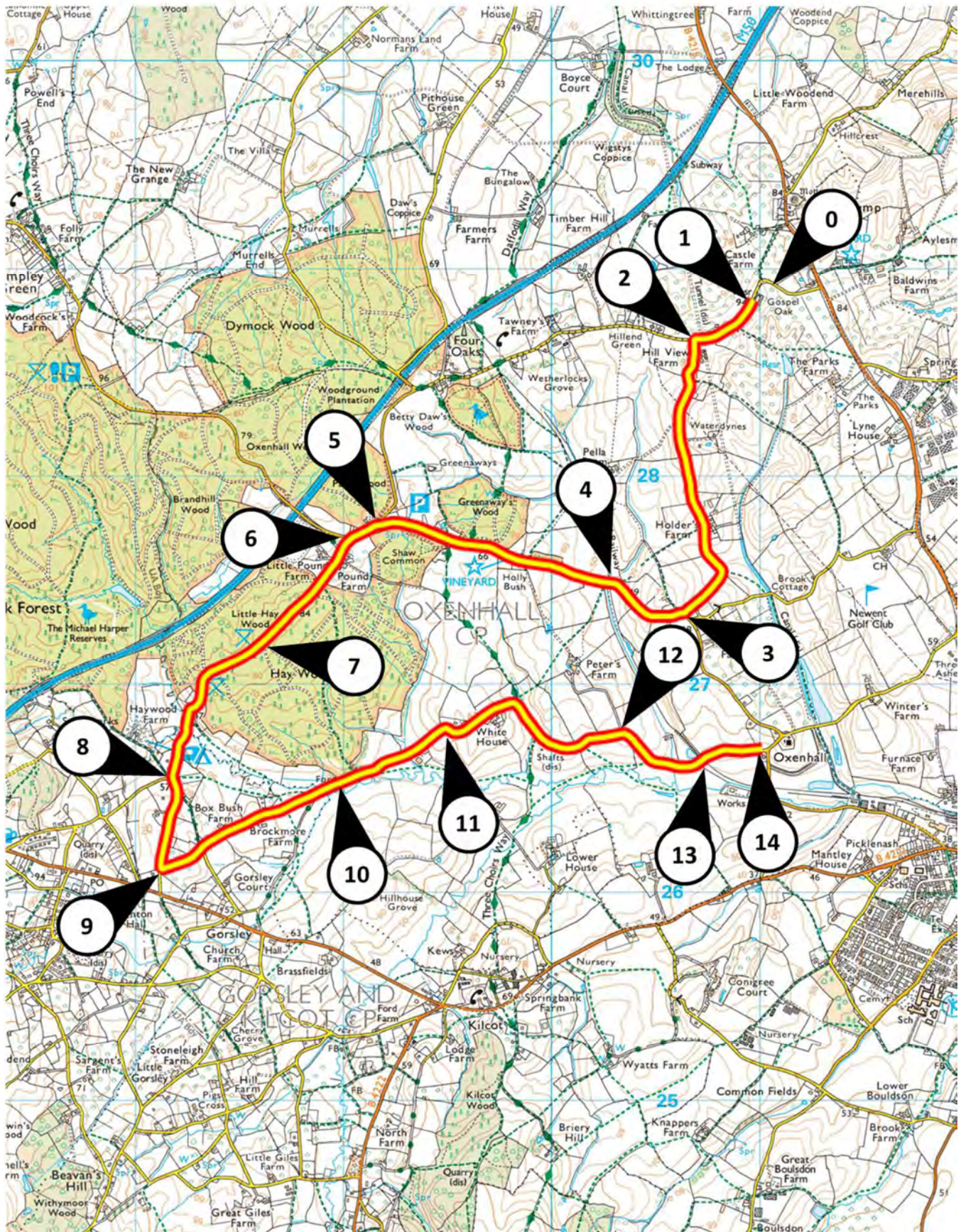
Gloucestershire Royal Hospital  
 0300 422 2222  
 Map Ref: SO 84133 18468

### Time Schedule

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
<b>SS1</b>	07:27	07:32	07:42	07:52	08:02	08:12	08:22	08:32	09:47
<b>SS6</b>	10:50	10:55	11:05	11:15	11:25	11:35	11:45	11:55	13:10
<b>SS11</b>	14:13	14:18	14:28	14:38	14:48	14:58	15:08	15:18	16:33



## SS1/6/11 – GOSPEL OAK





**Stage 2/7/12**

**Upleadon**

## 12 – Stage 2/7/12 Officials Details

Name	Role	Mobile	C-System	Management
	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Stage Resident Liaison Officer			
	Equipment			
	Rescue			
	Crew Chief			
	Paramedic			
	Recovery			
	Crew Chief			
	Paramedic			

### Ambulance RVP

Map Ref: SO 78505 24705  
 Lat, Long: 51.920450, -2.3139524  
 What3Words: otter.makeovers.credit

### Hospital

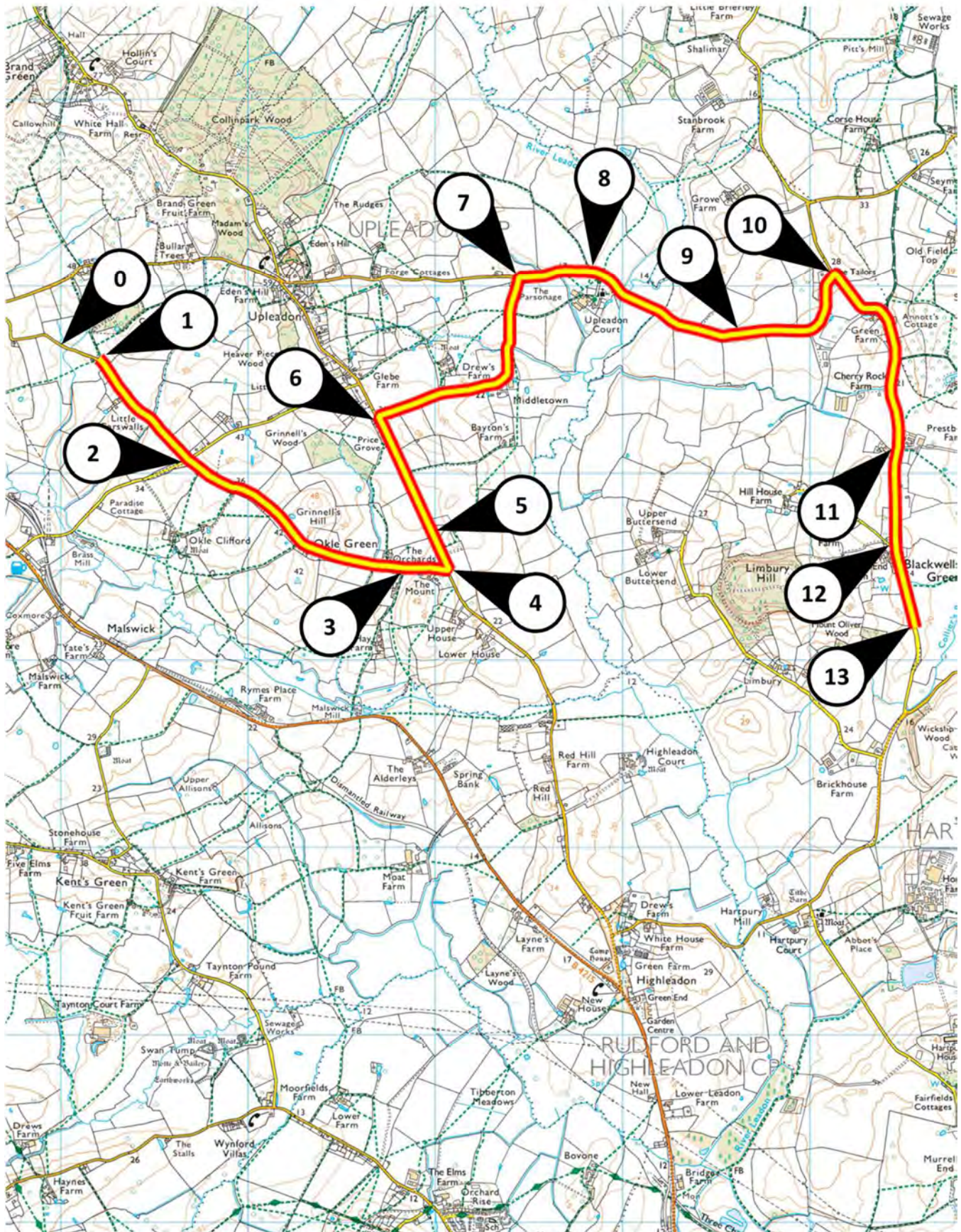
Gloucestershire Royal Hospital  
 0300 422 2222  
 Map Ref: SO 84133 18468

### Time Schedule

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
<b>SS2</b>	07:49	07:54	08:04	08:14	08:24	08:34	08:44	08:54	10:09
<b>SS7</b>	11:12	11:17	11:27	11:37	11:47	11:57	12:07	12:17	13:32
<b>SS12</b>	14:35	14:40	14:50	15:00	15:10	15:20	15:30	15:40	16:55



## SS2/7/12 – UPLEADON





# **Stage 3/8/13**

## **Eldersfield**

## 13 – Stage 3/8/13 Officials Details

Name	Role	Mobile	C-System	Management
	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Stage Resident Liaison Officer			
	Equipment			
	Rescue			
	Crew Chief			
	Paramedic			
	Recovery			
	Crew Chief			
	Paramedic			

### Ambulance RVP

Map Ref: SO 77720 32522  
 Lat, Long: 51.990694, -2.3258829  
 What3Words: reflected.lipstick.host

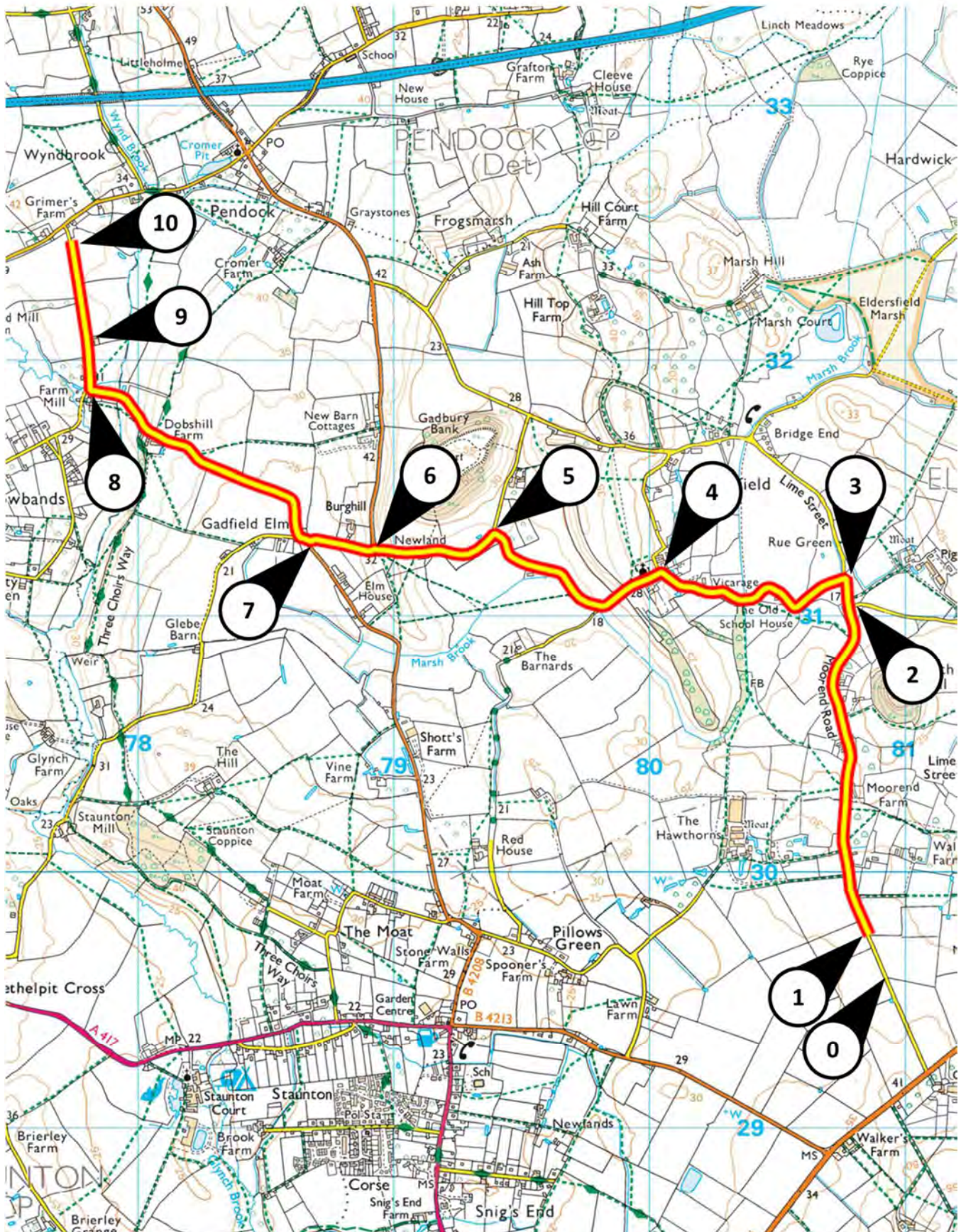
### Hospital

Gloucestershire Royal Hospital  
 0300 422 2222  
 Map Ref: SO 84133 18468

### Time Schedule

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
<b>SS3</b>	08:23	08:28	08:38	08:48	08:58	09:08	09:18	09:28	10:43
<b>SS8</b>	11:46	11:51	12:01	12:11	12:21	12:31	12:41	12:51	14:06
<b>SS13</b>	15:09	15:14	15:24	15:34	15:44	15:54	16:04	16:14	17:29

## SS3/8/13 – ELDERSFIELD



# **Stage 4/9/14**

## **Clenchers Mill**



## 14 – Stage 4/9/14 Officials Details

Name	Role	Mobile	C-System	Management
	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Stage Resident Liaison Officer			
	Equipment			
	Rescue			
	Crew Chief			
	Paramedic			
	Recovery			
	Crew Chief			
	Paramedic			

### Ambulance RVP

Map Ref: SO 73334 37226  
 Lat, Long: 51.032792, -2.3901165  
 What3Words: disposing.forks.adopting

### Hospital

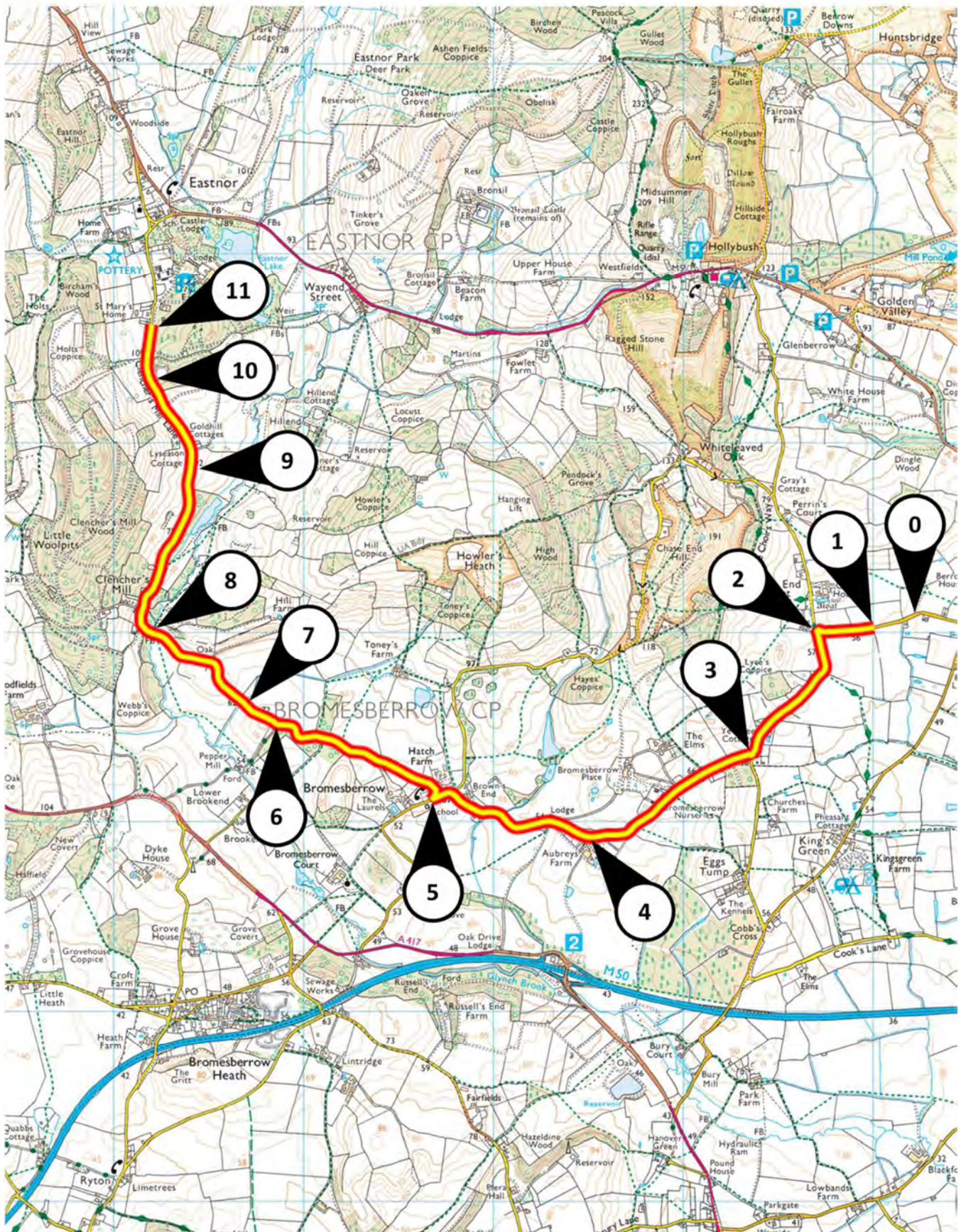
Hereford County Hospital  
 01432 355444  
 Map Ref: SO 51634 40231

### Time Schedule

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
<b>SS4</b>	08:42	08:47	08:57	09:07	09:17	09:27	09:37	09:47	11:02
<b>SS9</b>	12:05	12:10	12:20	12:30	12:40	12:50	13:00	13:10	14:25
<b>SS14</b>	15:28	15:33	15:43	15:53	16:03	16:13	16:23	16:33	17:48



## SS4/9/14 – CLENCHERS MILL





**Stage 5/10/15**  
**Wellington Heath**



## 15 – Stage 5/10/15 Officials Details

Name	Role	Mobile	C-System	Management
	Stage Commander			
	Deputy Stage Commander			
	Stage Safety Officer			
	Stage Resident Liaison Officer			
	Equipment			
	Rescue			
	Crew Chief			
	Paramedic			
	Recovery			
	Crew Chief			
	Paramedic			

### Ambulance RVP

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 Lat, Long: 52.066699, -2.3824883  
 What3Words: reclusive.airtime.happening

### Hospital

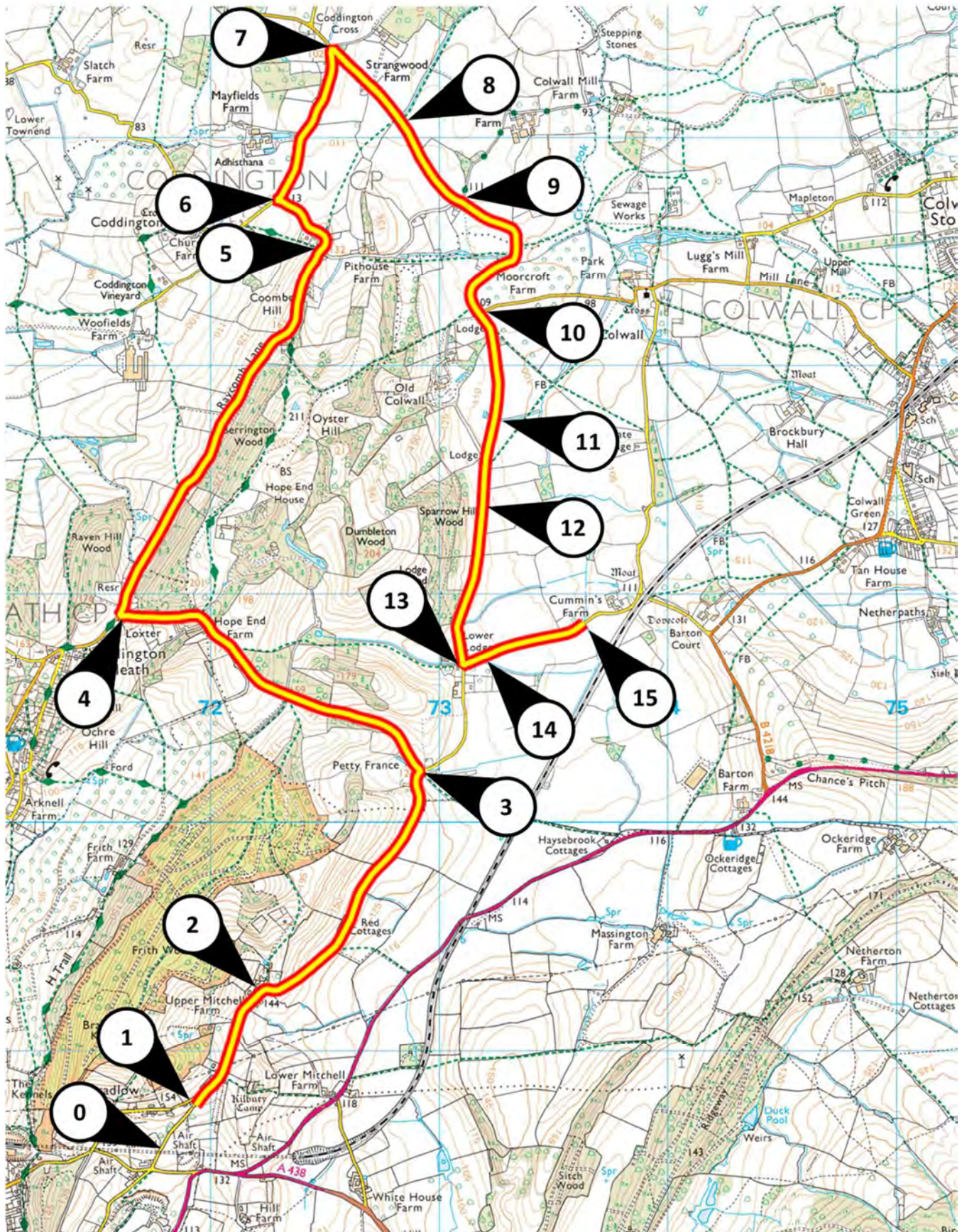
Hereford County Hospital  
 01432 355444  
 Map Ref: SO 51634 40231

### Time Schedule

Control	Road Closed	Chief Marshal	Spec Safety	000 Safety	MSUK Safety	00 Safety	0 Safety	FCD	Sweeper
<b>SS5</b>	09:00	09:05	09:15	09:25	09:35	09:45	09:55	10:05	11:20
<b>SS10</b>	12:23	12:28	12:38	12:48	12:58	13:08	13:18	13:28	14:43
<b>SS15</b>	15:46	15:51	16:01	16:11	16:21	16:31	16:41	16:51	18:06



## SS5/10/15 – WELLINGTON HEATH





# **Ceremonial Start**

**Ledbury Town Centre**

## 15 – Stage 5/10/15 Officials Details

Name	Role	Mobile	C-System	Management
	Chief Official			
	Equipment Officer			
	Start Resident Liaison Officer			
	Rescue			
	Crew Chief			
	Paramedic			
	Recovery			
	Crew Chief			
	Paramedic			

### Ambulance RVP

Map Ref: SO 71080 37727  
 Lat, Long: 52.037188, -2.4230084  
 What3Words: pink.straws.tightrope

### Hospital

Hereford County Hospital  
 01432 355444  
 Map Ref: SO 51634 40231

### Time Schedule

Time	Road Closed	FCD	FC Over Ramp	Road Open
<b>Saturday</b>	17:00	18:20	19:00	22:00 (Approx)





# **Set Up Basis Notes**

## 1 – Gate Taping

Single Gate



Manual Double Gates



Wire Gate



Automated Gates



Gap Between Piers



Gaps – Open Ground



Gaps in Hedge

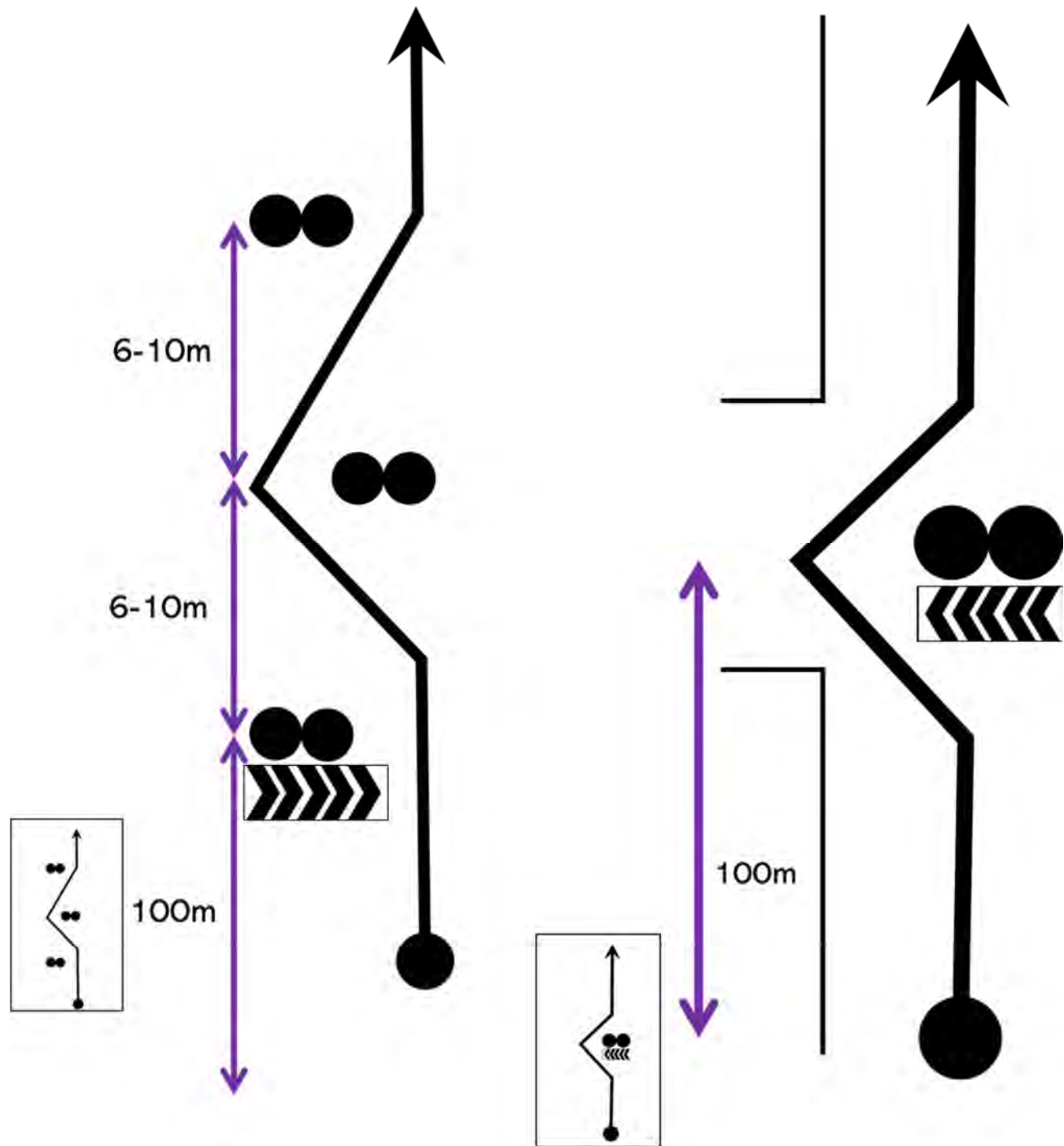




## 2 – Chicane Setups

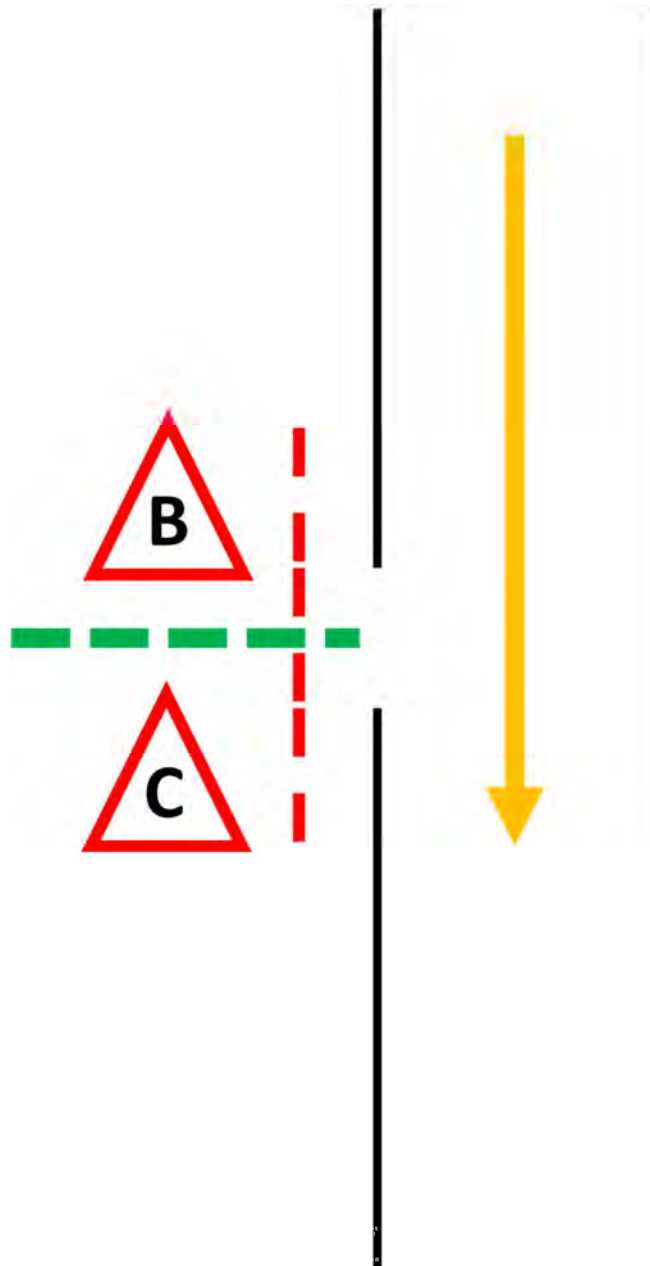
Chicanes must be setup based on the below diagrams

Chevron boards must be placed at the entrance to the chicane in full view of competitors in accordance with R29.1.1



### 3 – Footpath Taping & Signage

Footpaths must be taped with red & white tape and signed with Motorsport UK notices B & C



# Appendices



## Appendix A – Incident Management Plan

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

In the event of an incident please try to follow this procedure:

1. Make sure that everyone (competitors and marshals) is aware of “NO SMOKING” (shout).
2. Protect yourself and your team or crew from further incident.
3. Send one person 100 metres up stage to warn following competitors and to warn you of competing cars approaching.
4. Assess the situation for fire, injuries and stage blockage. Also assess the general incident location.
5. If the crew are still in the vehicle then approach the vehicle from the front and ensure the occupants can see you at all times.
6. Ask the crew if they have any injuries/pain. Confirm by visual inspection/looking.
7. Send a runner to the nearest radio point (see stage diagram for this) with a clear concise message of the incident: location, casualties, assistance required.
8. Consider turning off the car’s external electric/ignition switch.

### IF NO INJURIES

- Display the OK board to the following competitors.
- Allow the crew to get out of the car at their speed.

### IF SERIOUS INJURIES

- Display the SOS board to the next competitors.
- Do NOT move the casualty unless there is immediate danger to them.
- Do NOT remove their crash helmet unless absolutely necessary to do so.
- Re-assess the casualties’ injuries:
  - a. Is the casualty conscious?
  - b. Is the casualty breathing?
  - c. Is the casualty bleeding?
- Speak calmly to the casualty and constantly watch them closely.
- Re-assure that all is well and the rescue team will be with them soon. Keep control and wait for rescue team.

All mandatory radio points will have a red flag which will only be shown to competitors under instruction from the Radio Controller and Clerk of Course. On seeing the red flag competing car drivers **MUST** immediately and significantly reduce speed as well as being prepared to stop at any time.

## Minor Incident

Nature of Incident	Action	By
Any	Render assistance as necessary	Marshal
Vehicle stopped, being worked on by crew	Ensure vehicle is in a safe location Advise Radio Controller	Marshal Marshal via Radio Car
Vehicle unable to continue	Ensure vehicle is in safe location Advise Radio Controller At least 1 member of crew to remain with vehicle Arrange recovery after stage closed	Marshal Marshal via radio car Marshal to advise crew Radio Controller

## Serious Incident

Nature of Incident	Action	By
Is stage blocked or vehicle in dangerous location?	Advise Radio Controller Stop stage (if blocked) Send Stage Commander or Deputy Clerk of the Course to assess situation	Marshal
Are injuries suspected? Is extrication likely? Is there likelihood of fire?	Send Paramedic & Rescue Unit along with recovery unit	Clerk of the Course
Minor injuries	Dealt with by Paramedic	Paramedic
Serious injuries confirmed	Dealt with by Paramedic & Rescue Crew	Paramedic
Is additional Medical backup required?	Request CMO to attend	Clerk of the Course on request from Paramedic
Extrication required?	Rescue unit to perform extrication with guidance from Paramedic	Rescue Crew Chief
Is transport to hospital required?	Summon County Ambulance via Radio Control Air Ambulance summoned via Radio Control	Radio Control on request from Paramedic. Radio Control
Does number of casualties require upgrade of incident?	Grade of incident Serious; 3 - 4 minor casualties Major; a greater number of casualties than our event resources can treat.	Clerk of the Course or Safety Officer or CMO to initiate on advice from Paramedic

## Specific Duties - On declaration of a Minor or Serious Incident

Clerk of the Course, Deputy Clerk of the Course, Safety Officer or Chief Medical Officer (CMO)	Instruct the Stage Commander of any actions that need to be taken. The medical and rescue teams are NOT allowed to move their vehicles onto the special stage without the explicit approval of the Stage Commander.
Clerk of the Course	He has overall 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.
Stage Paramedic / Paramedic	Assess and treat casualties appropriately
Chief Medical Officer (CMO)	Will proceed immediately to the scene and supervise the deployment of emergency personnel and organise necessary medical care
Safety Officer	Will proceed immediately to the scene and co-ordinate additional facilities as required. Utilise a suitable marshal to maintain an incident log, arrange spectator control and dispersal.

Stage Commander or his Deputy	Will ensure immediate clearance of an emergency route to the scene of incident, deploying marshals as appropriate to maintain the route. Send an official to the stage entrance to direct medical/rescue personnel to the scene. Prevent any unauthorised vehicles gaining access to the stage. Issue new road times and re-route instructions to competitors as appropriate as instructed by the Clerk of the Course. Manage the dispersal of competitors from the stage start and clearance of competitors blocked in stage by incident.
Radio Control	81MHz radio to be limited to safety calls and above until incident allows return to normal traffic. Landline/mobile to be used to summon County Ambulance and communicate situation to emergency department to warn of expected workload.

## **Specific Duties - On declaration of a Major Incident**

### **Clerk of the Course**

The Clerk of the Course, on advice from the Deputy Clerk of the Course, Safety Officer and Chief Medical Officer, to make all decisions relevant to the effective running and control of the rally, and to ensure that the stewards are kept fully informed of all aspects of each incident.

The Clerk of the Course will comply with the usual procedures concerning an accident, and will need to ensure that nothing is moved without his authority and that all relevant information concerning the accident and prevailing conditions are noted down. As a result of the Road Traffic Act (1992), the Police may wish to have access to the scene of any accident to make investigations.

### **Safety Officer**

The Safety Officer shall have under his control, all Ambulance, Rescue and Recovery Teams, and will recruit and deploy them to provide the most effective and responsive cover. He is responsible for ensuring that each stage has a written safety plan showing the locations of rescue, medical, recovery and communications personnel, and that local hospitals and emergency services are alerted to the passage of the event.

He is responsible for the collection of written reports of all major incidents and the preparation of a master report of all such incidents.

### **Chief Medical Officer**

Chief Medical Officer (CMO) shall have under their control all Paramedics and medical staff and will recruit and deploy them to provide the most effective and responsible cover. In the event of a major incident, they are responsible for keeping radio control aware of casualties and liaison with the hospitals following the incident. They are also responsible for the collection of medical incident reports from those officials involved in treating casualties and the inclusion of the appropriate information in the Safety Officer's master report of all major incidents.

### **Radio Controller**

The Radio Controller shall have under his control all communication personnel used on the event and will recruit and deploy communications personnel to provide radio cover in accordance with the stage 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 major incidents to be prepared.



## **Stage Doctor/Paramedic**

Paramedics will enter the stage with the other medical services on the instruction of the Clerk of the Course and, on arrival at the scene of a major incident are responsible for:

- Triage
- Deployment of the other rescue and safety personnel
- Passing accurate information about the number of casualties, the action taken, and the disposal of casualties, for onward transmission to Radio Control and the Chief Medical Officer
- Submitting a full report to the Chief Medical Officer at the end of the incident.

## **Ambulance and Rescue Personnel**

These personnel will enter the stage on the instruction of the Clerk of the Course and, on arrival at the scene of a major incident, will work as directed by the Chief Medical Officer, and assist the Chief Medical Officer in the treatment, removal and extrication of casualties, and the evacuation of casualties to hospital. At the end of the incident ambulance and rescue personnel should write a report of the incident to be attached to the Chief Medical Officer's Report.

## **Event Secretary**

Establish an information centre in Rally HQ and deal with enquiries. Information regarding the incident must not be released to the Press. Keep all information brief and never speculate! This should be the response:

*"A serious incident has taken place during a Closed Road Rally based at the Three Counties Showground, which has resulted in serious injuries being sustained by a Driver/Official/spectator/number of persons. The event is authorised by the Royal Automobile Club Motor Sports Association who have instigated a full investigation into the circumstances of the incident."*

Motorsport UK should be made aware that an approach has been made from the media.

## **Motorsport UK Steward**

The Motorsport UK Steward will ensure that all Motorsport UK procedures for a serious incident are followed. They will inform the Motorsport UK Safety Director that the Major Incident Plan has been completed. They will write their own accident report form and ensure witness statements are taken from all involved with the incident.

# **Appendix B – Operations Manual**

## **Stage Setup**

The stages will be set up on the day prior to the event in accordance with the requirements of the Motorsport UK Yearbook and the stage setup plans. On the setup day, the entire route will be traversed by the Safety Officer and a deputy Clerk of the Course to ensure it is setup in accordance with the stage setup plans. They will also ensure that the stage furniture has been erected in accordance with the Motorsport UK Yearbook and the Stage Rally Safety Requirements and that any risks from unanticipated obstacles are appropriately mitigated and documented.

## **Marshals**

The role of the marshal is to make sure the event is run safely and effectively. They are responsible for ensuring the safety of anyone in their vicinity and will respond to any incidents involving competitors or members of the public in their area. All marshals will be required to sign-on with their Stage Commander or their Deputy and will be given a printed copy of Marshals Instructions and have a briefing from the Stage Commander or their Deputy, covering the following matters:

- 1) Personal Safety information;
- 2) Location specific risk assessment information;
- 3) Chain of command and communication process for their location;
- 4) Nearest red flag location if relevant and nearest radio marshal;
- 5) If appropriate a diagram showing Spectator Viewing Areas and spectator Steward locations.
- 6) Stage signage if appropriate;

- 7) A schedule for the pre and post event safety cars as well as the due time of the first car;
- 8) Mobile number for the Chief Marshal
- 9) Confirmation that all marshals will take the same approach in dealing with spectators and media in relation to prohibited areas and for example in asking spectators to move with advice given about delaying the start of the stage due to uncooperative spectators

The stages are to be ready to run 1 hour before the arrival of the first competitor and hence all marshals must be in place by this time. After this time, no vehicle should move on the special stage apart from the official vehicles listed below, without specific approval from the Radio Controller.

## SOS Reporting

Your attention is drawn to the regulations laid down by Motorsport UK regarding the use of the OK/SOS board and the responsibility of competitors in section R25.4 of the Competitor's Yearbook. Please ensure that you have read and understand this procedure.

*"Competitors must carry an A4 size white board with a red SOS on one side and black OK on the other (letters to be a minimum of 12cm high with a minimum stroke width of 1.5cm), with means to secure them on display for oncoming competitors. In the case of an accident where urgent medical attention is required, the red "SOS" board should be displayed as quickly as possible to alert following crews and aid any helicopter to assist. Any crew that sees a red "SOS" sign displayed on a car, or sees a major accident where both crew members are inside the car but is not displaying the red "SOS" sign, must immediately and without exception stop to give assistance. All following cars must also stop and the second car arriving at the scene must inform the next radio point. Subsequent cars must leave a clear route for emergency vehicles. The Clerk of the Course may award a discretionary time to any competitor delayed in such circumstances. Any crew which is able to but fails to comply with the rule will be reported to the Clerk of the Course who may impose penalties. In the case of an accident where medical intervention is not required, the "OK" sign must be clearly shown to following vehicles and to any helicopter attempting to assist. If the crew leave the vehicle, the "OK" sign must be left clearly visible to other competitors."*

## Red Flag Procedure

The objective of this procedure (Section 16) is to enable emergency vehicles to leave a mid-stage rescue location and proceed to the scene of an accident without waiting for all competitors to pass the mid-stage rescue point. Incidents occurring before the mid-stage rescue point will be handled by vehicles based at the Special Stage Start. Emergency vehicles will at all times follow rally route and proceed on the stage in the same direction as the rally.

All mandatory radio points will have a red flag which should be kept out of visual sight until requested to be shown by the Clerk of the Course via the Radio Controller. The red flag (only shown when requested) should be held steady, not waved and shown to all competitors and the marshal MUST be wearing a marshal tabard.

**Regulation R25.6.4.** *On passing a Red Flag displayed by a marshal wearing a marshals' tabard, the driver MUST immediately and significantly reduce speed as well as being prepared to stop at any time; at no time must they overtake any safety vehicle they encounter on the special stage route. The driver must then follow the instructions of any marshals and/or stage safety personnel and maintain this reduced speed until leaving the special stage.*

## Red Flags & Flag Marshals Tabards

Red flags and the supplied Marshals tabard remain the property of the organising club. These items should be left with the stage furniture at the end of the event or returned to HQ.

## Fire Extinguishers

All Fire Extinguishers and Spill Kits will be distributed to the following locations; Stage Start, Stage Finish, and Service Area.

These same Fire Extinguishers and Spill Kits will be collected at the end of the event. Please wait for these to be collected. Please do not remove them.

## **Official Cars**

Road Closure Car (RCC) – 1 hour before first car

Chief Marshal – 55 minutes before first car

Spectator Safety – 45 minutes before first car

000 Safety – 35 minutes before first car

Motorsport UK Safety Delegate – 25 minutes before first car

00 Safety – 20 minutes before first car

0 Safety – 10 minutes before first car

The RCC car will be easily identified to all the residents, spectators and everyone involved in the rally. They will have a siren and a PA system to advise the residents, spectators and marshals on route of the fact that the road is now closed and will not re-open until the road opening car has been through the stage.

The Chief Marshal, Spectator Safety Car, Safety Delegate car, and Safety Cars 00 and 0 should all follow the safety car schedule. They will ensure the stages are setup as per the setup plans, that all marshals are in location and located safely and that the spectator areas are set up as per the plans and that spectators are located safely within the spectator areas. The Safety Delegate will give the final confirmation that the stage is safe and ready to start. They will communicate their decision to the Radio Controller on arrival at the Stop Line of the stage. The first car must not be released into the stage until the Safety Delegate has reported to Rally control and confirmed that the stage is safe to run. No other vehicle must enter the stage after the safety car without prior authorisation from the Clerk of the Course.

## **Individual Stage Closing Procedures**

The Sweeper Car will enter the stage as soon as possible after confirming all expected cars have started the stage. The Stage Commander must ensure that all officials and marshals stay at their posts until the Sweeper Car has finally passed their point during the last visit of the rally to that stage, there may be competitors still running in the stage when the Sweeper Car enters and the Rescue and Recovery units may be mobilised.

The Sweeper Car Crew will stop on seeing any competitor in the stage to assist or verify whether or not they have retired. The stage is only classified as “closed” when the Sweeper Car Crew has arrived at the stage finish line and has reported the stage closed via the Radio Controller. Do not stand Rescue and Recovery down until the Sweeper Car has reached the stop line.

When the Sweeper Car Crew is satisfied that all expected competitors have been through, the control will be classified as “closed”.

If any car is missing in the stage the control must remain open until either it has been positively accounted for or it is clear that it has exceeded its maximum time allowance (including any dead time from previous delayed or interrupted stages). The Sweeper Car Crew will take this decision.

Do not under any circumstances think that because 102 cars left the previous stage you can stand down because 102 cars have been through your stage - they may not be the same 102!

## **Radio Safety System**

The radio system on the event will be the MOTORSPORT UK 81MHz frequency, which must be used for all safety messages. Radio cars will be provided for every stage start, finish and various in stage junctions as identified on the stage maps (as a minimum). There will also be a management frequency for use by officials with matters not relating to safety.

These radio cars will be in contact with the Radio Controller and must be in position for the stage ready time. At the stage start and finish controls the radio cars must be located with the start and finish timekeepers. In-stage radio cars must be located where they can see competitors, but they must always be parked in a safe position.

All radio communications will be routed via the radio network controller who will show that he is ready for messages by stating he is “clear”. The radio control will be covering a number of stages and it is possible that there will be other radio points that you cannot hear, therefore just because you cannot hear anyone on



the radio, this does not mean that no one is speaking. Always monitor the radio for the radio controller becoming "clear".

Initiate your transmission by the call sign that you wish to speak to, followed by your own call sign, e.g. "Craven Control from Korin5".

Should you need to indicate to the controller that your message is of a higher urgency than normal, you may include one of the following key words in your initial call to the controller:

**SAFETY for messages concerning safety**, e.g. arrowing or spectator marshalling problems, where a slight delay in action could be tolerated.

**URGENT for situations requiring immediate action**, e.g. car known to be in serious difficulty, suspected injuries, stopping further traffic entering the stage.

**PRIORITY for CONFIRMED situations involving serious injury**, e.g. immediate Rescue and Medical services required. Use your common sense - do not upgrade the urgency of your message.

If you hear a call made, it could be that you have relevant information that will help the original caller. You may call control using the key word RELEVANT. All other situations with no involvement should remain silent until told that the incident is over or until called by control, unless a second incident occurs.

Make your message brief and clear. If necessary, take a few moments to assemble the facts and formulate what you want to say before calling control. When reporting an incident be prepared to supply: location of incident (by stage and post number), car number involved, any injuries, any stage blockage, any risk of fire, any risk to following cars.

All radio crews should keep up to date the supplied check sheets, so that they can immediately report the number of competitors past their point and the passage of specific car numbers if so requested by control.

### **County Ambulance**

All requests for County Ambulance must be made through Radio Control.

### **Photography**

It is expected that a number of Motorsport UK registered Media will attend the event, in accordance with Section 17 to the Stage Rally Safety Requirements relating to Media. Motorsport UK registered Media can stand outside of designated spectator areas BUT NOT in prohibited areas. Marshals are on post to assist with the safety and smooth running of the event. Any marshal seen to be photographing the event rather than completing his or her marshalling duties will be asked to leave the event.

## **Appendix C – Event or Stage Cancellation Plans**

It is very unlikely that the entire event would be cancelled but it may be necessary to re-route or reduce the number of stages. This could be due to; local flooding or other natural disaster, road blockage for reasons either in or out of our control, insufficient marshals or stewards present on the day or similar.

If this were to happen then the Clerk of the Course together with his senior organising team would review the issues and remodel the event to accommodate the issues arising. This could be cancellation of the entire event or removing one or more special stages so that those remaining meet with all the requirements to run safely.

## **Appendix D – Marshal Numbers by Stage**

Stage	Predicted
SS1/6/11	73
SS2/7/12	58
SS3/8/13	57
SS4/9/14	57
SS5/10/15	70
Total	315

## Appendix E – Public, Marshal & Competitor Safety

### Safety of the Public

Certain Stages on this event are spectator friendly. Officials and Marshals will be signed on and issued with wristbands as confirmation of their authority. Spectators will be issued with different wristbands to avoid confusion.

In order to access the spectator area members of the public enter via a different entrance from the one provided for competing crews and officials. All stages do have Public Rights of Way (PROW) off them but marshals will be placed along the route to prevent any member of the public from straying onto a live stage. These PROWs will be clearly signed and taped using Motorsport UK notices in accordance with the Motorsport UK Yearbook. Should any member of the public walk on a live stage, the stage may be stopped, and the person will be escorted off by appropriate personnel. Radio Marshals will be positioned near to PROWs. Warning sign C and the Ari notice will be located at every access point to the venue and at the entrance to all the spectator areas. The Main entrance to service will be manned by Marshals and Security.

As the stages are in a farming area, farmers will be advised of the route in advance and will be given times when stages will be live in order to prevent them from trying to access land. Residents will be able to access their properties during the break in the stages with Resident Access Passes. Residents must drive in the direction of the stage supervised by marshals and radio crews only when advised by an official that it is safe to do so.

The event may be using accredited media, in line with the 2019 Motorsport UK Media Guidelines available from Motorsport UK. The accredited media will be briefed by the Clerk of the Course or their delegate on their safety, issued with a site map showing prohibited areas and will agree on positions for filming throughout the day. The location of media will be checked by all the safety cars.

In the service area there is the possibility of contact between the public and both competing and official vehicles. The service area has a strict 10mph speed limit, and any speeding competitors will be reported to the Clerk of the Course and appropriate action taken. Contained within the competitors' signing-on pack is a briefing to the Service Crew which is designed to ensure their safety during the event.

The Spectator Safety Officer will visit all stages prior to car 1 entering each stage to ensure the safety of the spectators is maintained. In addition, an appropriate number of security stewards and marshals will be positioned at these spectator areas to monitor the spectators and ensure they continue to remain within the viewing area.

Should any incident occur, the incident plan will be initiated (Appendix A) and if a major incident occurs, the major incident plan will be initiated. As detailed further in the Safety of Competing Crews section, at each Stage start there will be a Motorsport UK licenced Rescue Unit and paramedic/doctor and Recovery Unit that can be deployed by the Clerk of the Course to any incident or report of injury to members of the public. Toilet facilities are provided in the service area and at the Start and Finish controls on each stage. The site will be litter picked at the end of the event.

### Safety of Competitors

The Clerk of the Course has appointed a Safety Officer who is experienced in the current operation of rally stages and appreciates the potential of rally cars in differing weather conditions. The Safety Officer is responsible for ensuring that there are effective arrangements to supplement the general marshalling strength organised for each stage.

The Chief Marshal is responsible for recruiting and deploying sufficient marshals to allow for the safe running of the stage. The Safety Officer, in conjunction with the Motorsport UK Safety Delegate, Steward and Clerk of the Course, will review and ensure that the Marshals are deployed appropriately so that it is safe to run with the number of marshals signed-on. This may necessitate cancelling or shortening one, or more stages, and moving marshals to supplement the other stages.

There are predetermined arrangements available for summoning appropriate emergency services via rendezvous points if necessary, to the scene of an incident.

The event has arranged for an effective radio communications network, operated through a Motorsport UK licenced Radio Controller. The Controller is experienced in the use of radios, in controlling a network and the disciplined use of the radios. A second frequency will be used for administration purposes primarily to assist the Safety Cars to manage the opening and closing of the stages.

There is a system in place to ensure that competitors are monitored and checked through each stage and there is a method of locating missing and/or overdue competitors (previous car number on time card).

A Chief Medical Officer, who is an experienced Motorsport Doctor has been appointed and in consultation with the Clerk of the Course and the Safety Officer is responsible for ensuring that the required level of Medical & Rescue cover is provided to cover the event and for the organisation for the Emergency Services meeting point (RVP) and the notification of Emergency Services and Hospitals relating to the event.

A Doctor/Paramedic, Rally Rescue Unit, Recovery Vehicle and Radio Car will be positioned at every stage start.

The Chief Medical Officer, Safety Officer, Radio Controller, Paramedics and Rescue Personnel are aware of the ambulance meeting point relevant and the available stage short cuts.

Should any incident occur, the incident plan will be initiated (Appendix A) and if a major incident occurs, the major incident plan will be initiated.

### **Safety of Volunteers**

All marshals will sign-on using the Motorsport UK signing on sheet before taking up their allocated position and will be issued with a wristband and Marshals Instructions as confirmation. The location of marshals has been pre-determined by the Stage Commanders in consultation with the Clerk of the Course and Safety Officer, considering the requirement for marshals at strategic locations for the safety of competitors, but also at locations where there is an acceptable area for marshals to stand.

All marshals will receive a full briefing at signing-on from the Stage Commander or their Deputy to reiterate precautions for their own safety. Marshals will also be supplied with written safety guidelines, an entry list and a goody bag with refreshments and water.

All officials' vehicles will be parked at a suitable safe distance from the stage when between a point before the start control and a point 100 metres beyond the finish stop control. All Marshals are issued with a set of Instructions which has contact details of all key officials, and the location of radio cars to enable them to summon medical assistance should it be needed for any reason.

All marshals will be requested to wear their MSA/Motorsport UK hi-visibility tabards at all times whilst out on stage and until the stage is closed, to carry and use a whistle to warn marshals and spectators of approaching vehicles. The Stage Commanders and their Deputies will have a supply of spare tabards and whistles for any stage marshals who do not have them.



# **2021 Three Shires Stages Risk Assessment**



## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Determine Risk Rating							Risk Rating / Actions		
Severity	VERY HIGH [fatal]	5	5	10	15	20	25	20 – 25	Unacceptable – introduce further controls – prohibit actions until risk reduced
	HIGH [serious injury]	4	4	8	12	16	20	15 – 19	Serious: should have specific procedures in place and improved controls
	MODERATE [injury or disease]	3	3	6	9	12	15	10 – 14	Significant: attempt to improve situation and ensure procedures and controls in place
	SLIGHT [minor injury]	2	2	4	6	8	10	4 – 9	Minor: ensure general safety responsibilities
	NIL [no risk]	1	1	2	3	4	5	1 – 3	Trivial: monitor - no action required
Notes		1	2	3	4	5	Notes		
Key Code: Insert the appropriate key code in the "who is at risk" column within the body of the risk assessment if appropriate		VIRTUALLY IMPOSSIBLE [no risk present]	POSSIBLE [lower or minimal risk]	QUITE POSSIBLE [may happen]	LIKELY [likely to happen]	VERY LIKELY [almost certain to occur]	Use the above matrix to determine the "risk rating" for each hazard identified. Insert the appropriate value for severity and likelihood in the cells below. Where the axis meet determines the "risk rating". Insert in the "risk rating" cell below.		
Key: FF = all operational/fire safety personnel - NU = non uniform personnel - ALL = members of public/other services personnel - * = further information available									



## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
Stage Start			Severity	Likelihood	Risk Rating	
Moving Vehicles	Timekeepers / Start line officials and Press.	High visibility tabards to be worn at all times	2	2	4	Stage Commanders or his deputy to inspect prior to start of stage.
Moving Vehicles	Spectators / General Public	Warning notices will be provided. Spectators/General public are permitted at this venue.	2	3	6	Stage Commanders or his deputy to inspect prior to start of stage.
Flying stones and debris	All	All stages are run on sealed road surfaces	2	2	4	Stage Commanders or his deputy to inspect prior to start of stage.
Noise	All	Cars are required to pass sound test and officials are empowered to stop noisy vehicles competing	2	2	4	Noise tests are carried out immediately after Stage 1. The chief scrutineer is empowered to check noise levels at any time to ensure that noise levels are maintained at all times.
Slips Trips and Falls	All	Marshals instructed to wear appropriate footwear at all times	2	2	4	Stage Commanders and/or his deputy to inspect prior to start of stage. Marshals instruction to include reference to safety footwear.
Fire	All	Fire extinguishers available at start line and extinguisher carried in each car.	2	2	4	Start line marshals requested not to smoke when stage is live.
Stage Finish						
Moving Vehicles	Timekeepers, Press	High visibility tabards to be worn at all times	3	3	9	Stage Commanders or his deputy to ensure Timekeepers at flying finish / stop line are situated in a safe position at all times and wear high viz tabards.
Moving Vehicles	Spectators / General Public	Spectator/General public not permitted at stage finishes.	2	2	4	Stage Commanders or his deputy to inspect prior to start of stage.

Nov 2019





## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
			Severity	Likelihood	Risk Rating	
Flying stones and debris	All	All stages are run on sealed road surfaces	2	2	4	Stage Commanders or his deputy to inspect prior to start of stage.
Fire	All	Fire extinguishers available on finish line and extinguisher carried in each car.	2	3	6	Finish line marshals requested not to smoke when stage is live.
Noise	All	Cars are required to pass sound test and officials are empowered to stop noisy vehicles competing.	1	1	1	Noise tests are carried out immediately after Stage 1. The chief scrutineer is empowered to check noise levels at any time to ensure that noise levels are maintained at all times.
Slips Trips and Falls	All	Marshals instructed to wear appropriate footwear at all times.	2	2	4	Stage Commanders or his deputy to inspect prior to start of stage. Marshals instruction to include reference to safety footwear.
<b>Mid Stage</b>						
Moving Vehicles	Marshals, Press and Officials	High Visibility tabards worn at all times. Marshalling and radio points positioned to minimise risk from competing vehicles. All officials have written instructions on personal safety.	2	4	8	Marshal's written instruction to be updated as appropriate. Action owners are Chief Marshal and Stage Commander.
Moving Vehicles	Spectators and Members of the Public	Warning notices will be provided. Spectator/General public are permitted at this venue.	2	4	8	Wristbands will be supplied to signed on officials and marshals. Sector leaders will check that these are being worn anyone not signed on or without a ticket will be asked to leave the venue.
Moving Vehicles	Residents living near the venue and walkers	Letters will be sent to each household along the stage route prior to the event. Public				Action Chief and sector leaders. Stage Commander and Course car crews will inspect stage to ensure that all tapes are in position prior to first competitor entering the stage. Residents notified

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Three Shires Stages Risk Assessment



## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk <b>Severity x Likelihood = Risk Rating</b>			Additional Control Measures
			Severity	Likelihood	Risk Rating	
		footpath re-routed for the day and warning notices put up.	2	4	8	approx months prior to the event. Footpath closure obtained from local council for the site.
Flying stones and debris	All	All stages are run on sealed road surfaces	2	3	6	Stage Commanders or his deputy to inspect prior to start of stage.
Noise	All	Cars are required to pass sound test and officials are empowered to stop noisy vehicles competing.	1	1	1	Stage Commanders or his deputy to inspect prior to start of stage. Chief Scrutineer to ensure noise levels are maintained.
Slips Trips and Falls	All	Marshals instructed to wear appropriate footwear at all times	2	2	4	Stage Commanders and/or his deputy to inspect prior to start of stage. Marshals instruction to include reference to safety footwear.
Fire	Competitors, Marshals, Press, and members of the public	All competitors' cars will be fitted with plumbed in fire extinguishers and portable hand held appliances. Safety vehicles and rescue units have additional fire extinguishers.	4	2	8	Competitor's will be briefed on the importance of stopping to assist fellow competitor's marshals are encouraged to attend fire lighting practice and become familiar with the use of appropriate fire extinguishers. Rescue unit crews are fully fire trained and will attend initially. They will call for assistance if required from county fire service.
Collision	Competitors	All competitors' are responsible for ensuring that their vehicles are in safe condition and complies with Construction and Use legislation, licensed and roadworthy for the public highways.	4	2	8	The Chief Scrutineer will carry out spot checks in service areas and stage starts/finishes.  Vehicles have a competitions log book which records previous damage for checking at subsequent events.

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## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
			Severity	Likelihood	Risk Rating	
Taking Incorrect Route	Competitors, Press and members of the Public	Particular hazards will be indicated in the road book for the event. Organiser's will erect direction arrows and warning signage to the standards prescribed in the Motorsport UK Regulations. Drivers and co-drivers must be licensed.	2	2	4	The Clerk of the Course, Stage Commanders and Sector Leaders will be responsible for ensuring appropriate instruction and supervision is put in place.
Manual Handling	Marshals, Competitors, Recovery Crews and Officials.	Marshals' instructions will include advice on manual handling techniques.	3	2	6	Marshals' instructions will include basic guidelines on manual handling. Competitors' H&S notes will include basic guidelines on manual handling.
Collision with deer	Competitors	Deer have been known to cross the site and stages, competitors to be warned at drivers briefing.	5	1	5	
Pheasants	Competitors	Pheasants are bred on the Eastnor Estate and live in the surrounding areas, Pheasants are known to walk onto the stage and not get out of the way. Competitors will be warned at drivers briefing.	4	2	8	
Farm traffic movement on stage	Competitors	All farmers on the route fully aware that event is taking place.	5	1	5	Marshals to control farm traffic requests to enter only when the stage is not live.

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## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk			Additional Control Measures
			Severity x Likelihood = Risk Rating	Severity	Likelihood	Risk Rating
Collision with Livestock	Competitors / Spectators	All Landowners on the stages are aware of the rally	3	1		3
Collision with crash barriers by bridges	Competitors	Ends of barriers to be protected with bales or barrier	2	2		4
<b>All Areas</b>						
Alcohol and Drugs	All	Officials and competitors are subject to the Motorsport UK rules on drugs and alcohol.	1	1		1
Crowd Control / Management.	Spectators and the General Public at large.	Prohibited area signage will be in place at all entrances to the stages. Marshals will ask spectators to move out of prohibited areas. The Safety Car will inspect the stage immediately before the competition.	5	1		5
Children	Spectators, General Public and Officials.	Children under the age of 16 are not allowed to act as officials unless they are fully supervised. Unaccompanied children will be refused entry.	1	1		1
		Surveillance of the event activities will be undertaken by event officials and appropriate action taken. Photographers will be instructed not to take photographs of under 18's without permission from parent or guardian.				

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## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Severity	Likelihood	Risk Rating	Additional Control Measures
First Aid	All	A Rescue Ambulance in line with the Motorsport UK yearbook section F definition and Doctor/Paramedic are situated near the stage start and on call for duty to any stage or deal with service area incidents.	1	1	1	The Safety Officer will be responsible for co-ordinating all medical activities. The Safety Officer will notify the emergency services and local hospital A&E that the event is being held at least 2 weeks prior to the event.
Communication	All	Each official vehicle will be linked to the Rally Control by radio/mobile phone. Mobile phone numbers will be included within the safety plan. Marshals' instructions will include the telephone numbers for Rally Control. The Safety Plan is available to all Senior Officials.	1	1	1	The events Safety Officer will be responsible for ensuring that all communications are all in place on the day of the event. The Safety Officer will advise the emergency services of the rendezvous point (RVP) and in the event of an emergency will arrange the meeting of the emergency vehicle and accompany them to the site of the incident.
<b>Rescue and Recovery</b>						
Acidic Agents	All	All persons working on cars which have been on fire must wear protective clothing including gloves. Marshal's instructions will include warning about the associated dangers. No one is to work under any vehicle unless it is supported on axle stands or similar safety device. All jacking activities are to take place on a firm flat	3	2	6	Chief Marshal and Event Secretary to ensure that marshal's instructions and competitors' information includes appropriate warnings and instruction in respect of caustic agents and PPE requirements.
Entrapment	All		4	2	8	All personnel to stay clear whilst winching activities are taking place. Under no circumstances should any person be under a vehicle during such situations. Chief Marshal and Event Secretary to ensure that marshals' instructions and competitors' information

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## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
			Severity	Likelihood	Risk Rating	
		surface. In the event of a car requiring under vehicle work that has gone off-road in an incident, the rescue unit will utilise its stabilisation equipment to make safe.				Includes appropriate warnings and instruction in respect of vehicle service and recovery activities.
Manual Handling	Marshals, Competitors, Recovery Crews and Officials.	Marshals' and Recovery Crew instructions will include advice on manual handles techniques.	3	2	6	Marshals instruction will include basic guidelines on manual handling. Competitors' acceptance notice will include basic guidelines on manual handling.
Fire	Marshals, Competitors, Recovery Crews and Officials.	Checks should be made for any flammable substances in the close proximity to the recovery scene e.g. fuel or oil leaking from the vehicle. Recovery team personnel to ensure that no one is in close proximity of the winching activities / cables or within re-coil range. Marshals to assist in keeping people clear. Personnel engaged in winching should wear appropriate PPE at all times. E.g. Gloves, goggles and coveralls.	4	2	8	Clear information, instruction and guidance to be given to Marshals, Service and Recovery Crews on actions in case of a fire.
Injury from Winch Cable Re-Coil	Recovery Crews.	Recovery team personnel to ensure that no one is in close proximity of the winching activities / cables or within re-coil range. Marshals to assist in keeping people clear. Personnel engaged in winching should wear appropriate PPE at all times. E.g. Gloves, goggles and coveralls.	4	1	4	Dynamic risk assessment to be carried out by trained rescue personnel on the scene prior to attending to each incident.
Slips, Trips and Falls	Marshals and Recovery Crews.	Marshals and Recovery Crew will be instructed to wear appropriate footwear at all times.	2	2	4	

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## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
Service Area			Severity	Likelihood	Risk Rating	
Fuel & Oil Spillage	Competitors, Recovery Crews and Officials	All fuel shall be stored in approved containers and stored in a safe place. Tarpaulins to be used by competitors when working on cars.	4	2	8	The events secretary will include a "safe handling and storage of fuel" leaflet with their acceptance notice. Designated refuelling areas with fire extinguishers will be set up at either end of the service area.
Manual Handling		Competitors and Marshals instructions will include advice on manual handling techniques.	3	2	6	Competitors' acceptance notice will include basic guidelines on manual handling.
Moving vehicles	All	10 mph speed limit in operation during the use of the area. Competitors' will be notified of speed restrictions applicable to the service area.	4	2	8	Competitors informed at drivers briefing. Failure to comply with the 10 mph limit may lead to exclusion from the event. General parking will be separate to the service area
Slips, Trips and Falls	All	Officials will carry out regular patrols of the service area and will encourage crews to adhere to good housekeeping practices. Any cables will be protected. Litter bins will be provided.	3	2	6	The Clerk of the Course and Service area Controller will undertake a pre-rally inspection of the service areas.
Fire	All	All competing cars have hand held and plumbed system to be used in the event of fire.	3	2	6	All competitors to be reminded of their responsibilities when refuelling. There are rules in place for the use of generators within the service area to minimise the risk of fire.

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Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
Compressed Air	All	Air blasts from over inflated tyres can cause severe injury. Tyres should not be inflated above manufacturers' recommendation figures. Always stand clear when inflating tyres. Compressors & air lines should be inspected regularly.	3	1	3	The Event Safety Officer in conjunction with the paddock marshals will monitor the service areas from time to time to ensure the wellbeing of all concerned. A tyre supplier will be at the event and will be available to competitors to inflate/change tyres.
Electrical	All	All electrical equipment should be maintained in a safe condition. Extension leads & cables should be neoprene, oil resistant flexible cable. All electrical equipment used externally should be weatherproof and tools should be "double" or "all insulated" against electric shock. Electrical equipment and hand tools should not be used where flammable vapours are present.	3	1	3	The Event Safety Officer in conjunction with the paddock marshals will monitor the service areas from time to time to ensure the wellbeing of all concerned.
Service crews and Child safety	Service crews and children.	Competitors will be held responsible for the safety of both service crew and accompanied children. Any competitor not complying will	4	2	8	Child Protection Officers will be appointed and available to deal with any issues relating to children.

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## RISK ASSESSMENT – CMC's Three Shires Stages 2020

Nature of Hazard	Who is at Risk	Existing Control Measure	Evaluation of Risk Severity x Likelihood = Risk Rating			Additional Control Measures
		be excluded from the results and asked to leave the site. All catering outlets to be at least 6 metres apart from other vehicles and to be fitted with appropriate fire extinguishers. The carriage of hot water / cooking oil should be minimised to ensure the prevention of spillage. Caterers are required to give an undertaking that only suitably trained and experienced staff is employed.				
Catering - Fire Risks	All		4	1	4	The Clerk of the Course is responsible for ensuring that all fire safety requirements are adhered too. Checks will be made each day.
Catering Scalds/Burns	All		4	1	4	Caterers are required to demonstrate that a "suitable and sufficient" assessment of their operation has been carried out.
Catering - Slips, Trips and Falls	All	Caterers are required to provide litter bins and to ensure that the workplace and surrounding areas are well maintained to ensure the well-being of staff and members of the general public.	3	2	6	Spot checks of requirements will be undertaken by an event official to ensure compliance.

Overview:

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