Witney Motor Club
Vauxshop Autocross
Manor Farm Bucknell
23rd & 24th August 2014

Marshals MANUAL

Safety Health Environment & Fire



Prepared by Simon Bradley - SHEF Manager

Version 1 – dated 21st May 2014
This document is only for the use of Witney Motor Club.

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ATTENTION!



Rally cars move quickly and may:

- Run wide on corners
- Cut across corners
- Leave the road
- Throw up stones
- Do what you least expect

MSA MOTOR SPORTS ASSOCIATION UNITED KINGDOM
www.msauk.org

Enjoy rallying... but TAKE CARE!

Thank you very much for Marshalling on this event

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Witney Motor Club

Autocross 23rd & 24th August 2014

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A qualifying round of the
The 2012 MSA British Autocross Championship, REIS Southern Counties Autocross Championship, Home Counties Autocross Championship

Welcome

The Witney Motor Club would like to welcome you to their 15th, & 16th Autocross at Manor Farm Bucknell.

The event is a round of:
Richard Egger Insurance Southern Counties Autocross Championship
The Home Counties Autocross Championship 2012.
Promoted by the ASWMC, AEMC, ACSMC Regional Associations.

Home Counties Contact
Sarah white
Home : 01279 731039
E mail: shmini25@hotmail.com

Health and safety policy statement

1. Health and safety at Work etc Act 1974

Witney Motor Club takes Health & Safety as an extremely important aspect of its activities. Witney Motor Club has no employees or own/let any land or workplace, and has only a small amount of Plant and Equipment. It is however it is the desire of the overall responsible person that any event or activity organised by Witney Motor Club that regulation in the Health and safety at Work etc Act 1974 is followed and enforced. Due to the nature of motorsport there is an inherent risk of injury, every effort is to be taken to reduce this to an acceptable level to those taking part in the activity and any person in the location.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our committee, members, officials and competitors on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for members, officials and competitors;
- to ensure all members and officials are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

Simon Bradley

Date

21st May 2014

There is a comprehensive Safety Manual compiled for this event with a Method Statement, Hazard Assessment all the Risk Assessments. This is available in the Autocross Tent should you wish to view.

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MARSHALS SAFETY NOTES

1. Signing-on

a. Please make sure you have signed the official signing-on form.

b. Wear your identification/tabards at all time that you are on duty. These will not only officially identify you but will also help give authority over the general public and spectators that are in attendance.

2. Behaviour

a. Your actions are as important as your appearance. As officials of Witney Motor Club, you will be the point of contact with competitors, the public, spectators and representatives of the MSA the national governing body for the sport.

b. Know what is expected of you, be firm as you carry it out and remember safety and efficiency are your primary objectives.

c. Always be polite and helpful.

***d. Marshals and Officials are NOT to use cameras whilst on duty*.**

e. You will need to be alert at all times.

f. No comment will be made to the press or the public. The SHEF Manager is the only person authorized to make such comments and any comments which will be made through the Media Office

7. Incidents

a. In the event of any incident

DO NOT IMMEDIATELY RUN TO THE INCIDENT TO HELP AND DO NOT PLACE YOURSELF IN DANGER THE COURSE WILL STILL BE LIVE!

Drivers are of a breed that even for example after a barrel roll, will restart the car and continue.

8. Incident Procedure in Case of a Minor Incident

a. Stay Put – It is more than likely the driver will sort the problem and continue

9. Incident Procedure - fire:

a. Subject to being safe to approach the vehicle and the crew have not got out, help the crew out of the vehicle. All cars should have quick release safety harnesses and when the crew operate the fastener, the harness should release. If the belt fails to release then cut the harness with a sharp knife or suitable implement.

b. If you do not have your own fire extinguisher, all the competing cars must carry at least one removable extinguisher, this will be in the passenger area, and should be secured by quick release fastenings. To operate such extinguishers the normal procedure is to pull a safety pin or push a red button and then the activating handle is pulled or pushed as required.

10. Incident Procedure in Case of a Serious Incident

a. Immediately notify the Clerk of the Course by Radio that there has been a **serious** incident.

b. Rescue, doctor/paramedic and ambulance, they will be deployed from the start and are likely to be with you within a minute, or so.

c. Subject to being safe to approach the vehicle and the driver has not got out, respond to the incident ensuring there are no further competing cars approaching. .

d. Stabilise the car if it is in a dangerous position. E.g. near a drop.

e. Turn off the ignition cut off switch on the competing car. This will be either be in the car on the scuttle or perhaps on the rear panel.

f. Do not move the person, unless there is an obvious danger.

g. Ensure that any injured person can breathe properly: If necessary lift up their chin to maintain a clear airway, remove any false teeth and loosen clothing about the throat, ensure that the tongue is not obstructing the airway

h. Attempt to stop any severe bleeding by elevation and direct pressure to the area, DO NOT DO THIS UNLESS YOU HAVE APPROPIRATE PROTECTION, see Risk Assessment 16.

i. DO NOT REMOVE THE CRASH HELMET

j. Keep the casualty warm. Wait for the doctor.

k. On arrival of the Rescue Team, please stand back and just assist where requested to. They are the professionals and trained to deal with the incident. Please remember you still have a responsibility to ensure spectators do not enter the course area.

11. Incident procedure – serious - aftermath

a. As a result of the Road Traffic Act 1991, the Police may wish to have access to the scene of a serious incident to make investigations. It is therefore essential that the following procedure be followed in any such case, should it involve an official, competitor or member of the public.

i. No vehicle is moved; other than to evacuate any casualties.
ii. No course furniture is removed, moved or re-erected in the process of extricating the casualties, unless the precise position and state of it is noted.
iii. Immediately he is aware of an incident, the Clerk of the course will ensure that in addition to completing an accident report form, either he, or the nearest responsible marshal prepares a sketch plan showing:-
iv. The layout of the course in the area of the incident;

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v. The position/s of the vehicle/s involved including any damage to them;
vi. The position of all course furniture and whether it was displayed or knocked down, prior to, or during, the incident;
vii. The position and names of all safety/radio/officials/marshals and their vehicles;
viii. The Clerk of the Course (and the person who prepared it, if not the same) shall sign and date the plan, which shall be handed to the SHEF Manager, or whoever he shall delegate to collect it. If no one is delegated, the plan must be handed to Witney Motor Club Results Team.

11. Risk Assessment

Following Risk Assessment, Competitors striking Marshals, the following control measures have been identified:

a. Test run to see impact of car leaving course at high speed. We will run the course at high speed and reduce the likely hood of collision with marshals by strategic planning of location of Marshal posts.
b. Public & Spectators should be segregated by 15M from Course – more at specific areas.
c. Officials & Marshals should be fully briefed. This is your written brief, please read.
d. Marshals to "Stay Alert" and stand at all times. Please don't day dream, try to observe oncoming cars at all times, please do not sit, please do not use your mobile phone whilst marshalling!
e. Marshals to have physical protection. You have been provided with two big bales to protect you, please stand behind and be ready to "jump" should a car be heading for you!
f. Competition Cars are to be scruitneered to ensure compliance with General & Supplementary Regulations for the event. The cars should be OK but the drivers minds will be - flat out whereby there may be a risk they lose control!
g. Motorsport is dangerous signs to be displayed.
h. Official to monitor marshals. The Clerk of the course will be observing what they can all day, please comply with any requests!

THANK YOU FOR YOUR SUPPORT. WE HOPE YOU ENJOY THE EVENT

12. RED FLAG PROCEDURE

a. In order to facilitate rapid, safe response in the event of an emergency, this event will use the red flag procedure as described in R 24.4.4 to R 24.4.6 and R 25.6.3 to R 25.6.7 of the MSA Blue Book.

b. Whenever the course is not live Red Flags should be displayed throughout the course. Whenever the stage is live Red Flags should be concealed to competitors to prevent any confusion.

c. The following Radio points will be RED FLAG locations on ALL runs.

d. Post 1, Post 2, Post 3, Post 4, Post 5, Post 6

e. Radio Operators with red flags must have them ready **at all times**, but ensure that they are not displayed inadvertently.

f. When deployed, the red flag is to be displayed clearly and as close to the course as it is safe to do so. The flag may be waved if necessary.

g. When seeing a red flag displayed competitors must slow or stop as soon as possible and not to proceed until instructed to do so by an official of the event.

Nature

This is where a car or cars have either overturned or collided with some impact that there is a possibility of personal Injury and/or the risk of fire. Also should a car be immobolised in a dangerous position on the course or any other event deemed necessary to stop the event.

Instigators

Any course marshal or senior official can instigate a Red Flag, this is to be actioned by repeating 3 times on the event radios, Red Flag, Red Flag, Red Flag.

Actions

Course Marshals:

Course Marshals are to deploy waving Red Flags to competitors who are to dramatically reduce speed and stop where necessary to allow deployed vehicles to deploy to an incident.

Rescue Crew

Are to assess and deploy to the incident if deemed necessary and take the appropriate actions.

Recovery Vehicle/s.

Are to deploy to the incident behind the Medical/Rescue response vehicle and assist where requested to do so.

Senior Officials

Are to deploy to the incident, if deemed necessary, take charge and resume the event as soon as possible.

Any other marshals and support crews/general public.

Every effort should be made to ensure no further response to the incident to interfere with operations.

In any circumstances all responding personnel are to take account of any competiting cars still on the course and are to proceed where possible around the outer boundary of the course only crossing the course in an urgent emergency.

Competitors.

Competitors are to slow down, or stop if approaching an incident, a re-run will allowed in these circumstance.

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13. RADIO OPERATORS NOTES

a. The radios you have been supplied with are used to assist the smooth running of the event, there is no laid down radio protocols but if you could observe the following it would be appreciated.

b. The person in charge of the event on the day is the Clerk of the Course, Dan Adderley any radio messages are to be addressed to Dan, the radios you are issued with are primarily "Safety radios" no unnecessary transmissions should be avoided. No Chit Chat is to be entered into regarding, for example how sideways car 41 was! Course penalties are to be transmitted by radio but should be a brief statement, Car 41 1 x Penalty Marker Point 4.

c. Although you may have a "Point" number Dan will normally address by name as he will know where and who his marshals are.

14. Course Markers

A. There are two clearly defined course markers:

Red A4 laminates approx. 1 metre tall, these are "Penalty Markers" and any competition car striking these markers are to receive a 5 second penalty, Should a car hit one of these markers a radio message should be sent saying the car and point number. Should a competition car strike one of these markers and it does not lie horizontally on the ground then no penalty will be applied. Should a competition car hit a penalty marker, no effort to replace the marker should be entered until the run has finished.

White Tea Plates approx. 500 mm tall. These should be replaced at the end of a run but no penalty is to be applied. Should a competition car hit a course marker, no effort to replace the marker should be entered until the run has finished.

Operation of FIRE EXTINGUISHERS

FIRE EXTINGUISHER, 9 LITRE WATER STORED PRESSURE



Coloured: Red or Silver and Red

USE

1. Class “A” type fires (wood, paper, furnishings, etc), small material fires in their early stages.

OPERATION

2. Hold extinguisher upright. Remove Safety Device, Free Hose. (To be done at a safe distance from the fire.)

3. Squeeze levers to operate.

4. Aim jet at the base of the fire, keep it moving, work upwards.

FIRE EXTINGUISHER, FOAM 9 LITRE STORED PRESSURE



Coloured: Cream, Silver and Cream or Red with Cream Band

USE

5. Class “B” type fires (flammable liquids, flammable liquifiable solids, paints oils, fuels etc). MUST NOT be used on fires involving mains electricity, nor those fires where the use of water is prohibited. Class “A” type fires (wood, paper, furnishings, etc), small material fires in their early stages.

OPERATION

6. Hold extinguisher upright. Remove Safety Device, Free Hose. (To be done at a safe distance from the fire.)

7. Squeeze levers to operate. Ensure your hand does not cover the holes allowing entrainment of air.

8. Approach fire, aim jet of foam in a sweeping motion at the base of the fire, keep it moving.

9. Apply foam in short bursts until fire is extinguished. Do not disturb the foam layer once the fire is extinguished.

FIRE EXTINGUISHER, 9 KG AND 12KG DRY POWDER



Coloured: Blue, Red and Blue

USE

10. Primarily for Class “B” fires, (flammable liquids, flammable liquefied solids, paints, oils, fuels etc), also Electrical, Class “C” fires (Gaseous) and Class “A” type fires (wood, paper, furnishings, etc), small material fires in their early stages.

11. DO NOT USE on metal fires, gaseous fires having an explosion risk and it is not recommended for internal use in vehicles, aircraft or delicate electronic equipments, although it will extinguish them, it will damage the equipment beyond repair.

OPERATION

12. Hold extinguisher upright. Remove safety device, free hose. (To be done at a safe distance from the fire.)

13. Squeeze levers to operate.

14. Approach fire and keeping extinguisher upright at all times, squeeze trigger, aim at base of the fire, sweep from side to side swiftly, bringing upwards and moving forwards as the fire is controlled as necessary, until the fire is extinguished.

15. Beware of re-ignition.

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FIRE EXTINGUISHER, CO2 2 KG/5 KG



Coloured: Black or Red with a Black Band

USE

16. Class “B” and “C” type fires, flammable liquid and electrical fires.

OPERATION

17. 2 Kg CO_2 Extinguisher.Remove safety device.

    a. Hold extinguisher upright in writing hand, raise horn so that it is at right angles to the extinguisher body.

    b. Squeeze trigger device briefly to ensure correct operation.

    c. Approach fire and keeping extinguisher upright at all times, squeeze trigger, aim at base of the fire, sweep from side to side swiftly, bringing upwards and moving forwards as the fire is controlled as necessary, until the fire is extinguished. Beware of re-ignition.

18. 5 Kg CO_2 Extinguisher.

    a. Remove safety device.

    b. Hold discharge horn handle in writing hand, hold the extinguisher in the other.

    c. Squeeze trigger device briefly to ensure correct operation.

    d. Approach fire and keeping extinguisher upright at all times, squeeze trigger, aim horn at base of the fire, sweep from side to side swiftly, bringing upwards and moving forwards as the fire is controlled as necessary, until the fire is extinguished. Beware of re-ignition.

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Acknowledgements

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MSA Time Keeper Tony Parker, MSA Scruitneer John Phillipson
The MSA, Club Officials and all marshals & helpers
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Vauxshop was first established in 1995 by Mark Hingston, who has many years' experience working with Vauxhalls and the Motorsport Industry.

Vauxshop has grown to become one of the U.K's largest Vauxhall Performance and Service specialists, offering everything from a wide range of accessories to performance and rally car preparation.

Our workshop is fully equipped with the latest and most up to date equipment, including laptop induction mapping for vehicles fitted with throttle bodies and also Vauxhalls Tech 1 and Tech 2, for in depth and routine diagnostic repairs for all Vauxhalls including the latest range.

We also compete in tarmac rallies with a Vauxhall Nova, powered by the 2.0 16v XE engine, the car has been developed over the years to become extremely competitive.

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Units 4-5, Cranbrook Court, Avenue Two,
Station Lane Industrial Estate,
WITNEY, Oxfordshire, OX28 4YP
Tel. 01993 -776600 / 776846
Fax. 01993 –778800

