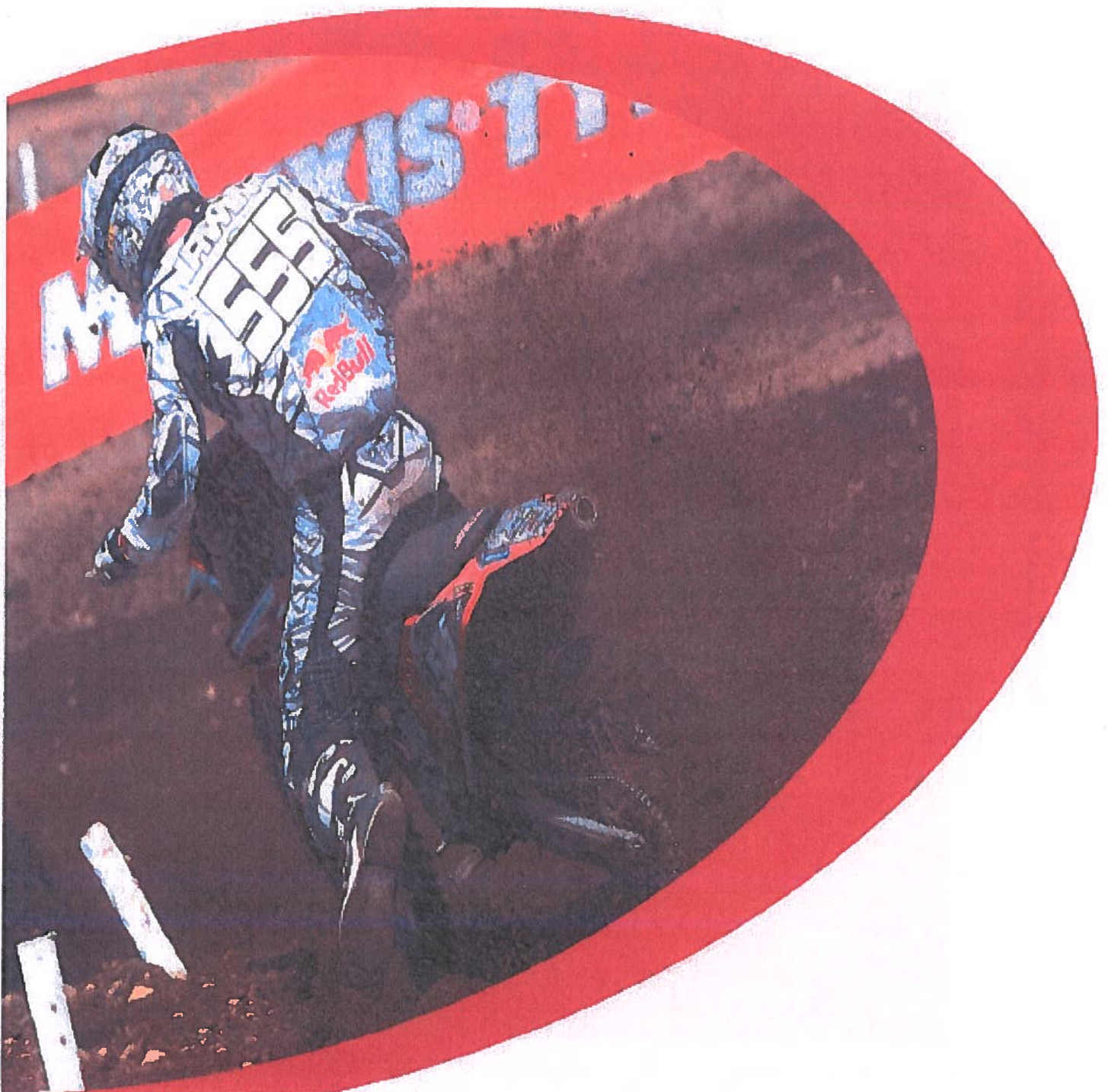




Auto-Cycle Union

**Minimum standards
for the operation & management
of off road motorcycle facilities**

Updated February 2021



Auto-Cycle Union

These Minimum Standards are published by the Auto-Cycle Union Ltd (ACU), National Governing Body for motorcycle sport throughout the British Isles, excluding Northern Ireland.

The ACU was formed in 1903 and is a founder member of the Federation Internationale de Motorcyclisme (FIM), the World Governing Body. The ACU is recognised by the FIM as the National Motorcycling Federation (FMN) for the British Isles, except Northern Ireland.

ACU and Auto Cycle Union are trading names of the Auto Cycle Union Ltd registered under company number 134679; Registered Office: ACU House, Wood Street, Rugby, Warwickshire, CV21 2YX.

Disclaimer

The ACU does not assume or accept any responsibility in relation to activities not covered by an ACU Permit. The Auto-Cycle Union Ltd., its Directors and Officers accept no liability in respect of loss or damage occasioned directly or indirectly as a result of the publication of the Off Road Facility/Venue Minimum Standards.

Owners/operators of Off Road Motorcycle Facilities/Venues have a legal responsibility to the rider, officials and general public to ensure that all safety precautions at the venue are appropriate for such activities and to seek independent advice as necessary in relation to them.

These Minimum Standards refer to recreational, non-competitive motorcycle activity and are aimed at those engaged in the operation or management of Venues/Facilities. Facility/Venue owners/operators are to be encouraged to implement safety standards of the highest level practicable.

These Minimum Standards do not replace or remove the requirement for a full written risk assessment prior to any activity at a Facility/Venue. It is the responsibility of the Facility/Venue owner/operator to ensure that such a risk assessment is completed and an ongoing review is carried out during the day's activities.

All Facility/Venue owners/operators are encouraged to read these Minimum Standards in the context of their individual venues, activities and existing safety protocols and apply the contained guidance within that context.

It is recommended that owner/operators seek advice from their insurers who may wish to impose their own operating conditions.

Covid-19

All Facility/Venue Owners/Operators confirm they are operating this event in accordance with Government guidelines, advice and instruction so as to minimise the risk to Participants, Marshals and Officials and the public from Covid-19.

All Facility/Venue Owners/Operators confirm they will ensure that all participants/Marshals/Officials/members of the public will take all necessary steps to protect themselves and others from the risk of infection.

As the Facility/ Venue Owner/Operator, I agree to follow and abide by any instructions set down by the UK Government to minimise the risk of the Covid-19 virus.

I acknowledge and accept the underlying and unavoidable risk of infection from the Covid-19 virus.

ACU Ltd
May 2020

Contents

Contents.....	2
1) Introduction	3
2) General Minimum Standards	4
2.1) Discrimination Act 1995 (c. 50).....	4
2.2) Child Protection.....	4
3) Operational Minimum Standards	5
3.1) Toilet Facilities.....	6
3.2) Drinking/Fresh Water.....	7
3.3) First Aid Equipment and First Aid Qualified Personnel.....	5
3.4) Emergency Procedures.....	6
3.5) Landline/Mobile Telephones.....	9
3.6) Risk Assessment Procedure.....	9
3.7) Paddock Area & Track Access.....	10
3.8) Spectator Areas and Signage.....	11
3.9) Ages of Riders on Track.....	12
3.10) Marshalling.....	13
3.11) Participant Riding Equipment.....	14
3.12) Rider Assessments.....	14
3.13) Maximum Number of Riders on Track.....	14
3.14) Mixing Vehicles/Groups on Track.....	15
3.15) Duration & Level of Sessions.....	15
3.16) Signing On – Participant and Official.....	15
3.17) Rider & Officials Briefing.....	16
3.18) Rider Information Signs.....	16
3.19) Paddock Refuelling Point & Fire Extinguisher Point.....	16
3.20) Condition and ownership of Vehicles being used at the Venue.....	16
3.21) Coaches.....	16
3.22) Marshal Training.....	17
3.23) Sound.....	17
4) Motocross Course Safety Precautions	16
4.1) Track Lay Out.....	17
4.2) Track Safety Fencing.....	18
4.3) Method 1.....	16
4.4) Method 2.....	17
4.5) Spectator area.....	19
4.6) Opposing Traffic.....	19
4.7) Other Methods of Protection.....	19
4.8) Other Areas (Not Prohibited).....	20
4.9) Parking.....	20
4.10) Paddock.....	20
4.11) Controlled Crossings.....	20

Appendix Documents

1. Off Road Motorcycle Facilities – Signing On Documentation
2. Sample Pre-Activity Inspection Form – Off Road Motorcycle Facility
3. Sample Risk Assessment Form – Off Road Motorcycle Facility
4. Practice Track Safety Board – Example

1) INTRODUCTION

- a) These Minimum Standards refer to recreational, non-competitive motorcycle activity at outdoor venues and tracks and must be considered as the MINIMUM STANDARD for those engaged in the operation or management of such venues/facilities.
(For guidance relating to competitive motorcycle activity, please consult the Code of Practice for Off Road Motorcycle Competitive Events, by visiting www.mscode.co.uk)
- b) These Minimum Standards do relate to the safe running and management of an outdoor off road facility/venue and certain aspects of track/course design, construction, maintenance and the positioning of trackside & spectator safety fencing.
- c) Throughout these Minimum Standards reference is made to other publications, guidelines or documents. These are all public domain documents, which can be accessed by web addresses included in this document.
- d) Within these Minimum Standards reference has been made to level 1 breaches of the Minimum Standard.
- e) A **Level 1** breach is a serious Health and Safety issue and may result in a serious risk to the health and/or safety of participants, officials or spectators and third parties. If identified by a visiting Environmental Health Officer or other Local Authority Official or similar, such a breach must bring about an immediate cessation of any riding activity until such time as the breach has been addressed in line with these standards.

2) COVID-19

At the time of reviewing this document, the UK is still in the midst of a healthcare emergency and as such it is the UK Government requirement that all Facility/Venue Owners/Operators closely follow UK Government advice and guidance in order that as a nation the UK can navigate our way through the current crisis situation.

Life should not feel normal at this time and it is unlikely that the UK motorsport community can return to how things were for a long period of time.

Notwithstanding that, with the appropriate checks and measures in place, motorsport should be able to continue at this time and it is important for the mental health and physical wellbeing of the community that life goes on as much as normal.

The following are important considerations in getting various parts of the Off Road Facilities / Venues up and running at the earliest opportunity.

Important Considerations

- a). Vehicle Sharing. Outside of the family unit, vehicle sharing is not permitted whilst social distancing measures is to be respected.
- b) Social Distancing. All Off Road Facilities / Venues always need to adhere to the current UK Government guidance / advice relating to Social Distancing , this includes in and around the Paddock area/Washroom/Toilet facilities and vehicle parking areas.
- c) Variations to Documentation. It is likely that documents and processes will need to be modified in order to provide for social distancing with the implementation of some additional checklists and processes.
- d) Communications. Flexible communication methods will be required, with an increased emphasis on digital engagement both pre and during the event.
- e) Training. New ways of working will be required and appropriate awareness training will need to be undertaken for all involved.
- e) Social Activities. The social aspect of motorsport is an important part of the sense of community, however it is necessary at these times that these be accommodated within the parameters of government restrictions.

Where appropriate references to Covid-19 and the appropriate actions / control measures to be put in place to reduce the threat of infection / abide by UK Government advice / guidance will feature throughout this document.

3) GENERAL MINIMUM STANDARDS

This section deals with current legislation that may affect an off road riding business and riding activity. Each area outlines the legislation, however we strongly recommend that you follow the web link to the relevant web site and ascertain exactly what implications the full legislation may have for what you do.

2.1) Discrimination Act 1995 (c. 50)

- a) The DDA applies to all employers and everyone who provides a service to the public, except the Armed Forces.
- b) The track/site management must demonstrate that they have given consideration to ensuring that those with a disability are not excluded from any activity, which it is possible to participate in without endangering the individual or others by doing so.
- c) Under the DDA, small to medium sized businesses have to make 'reasonable adjustments' so they do not discriminate against disabled customers or employees.
- d) This may affect the way you treat your staff, job applicants and customers.
- e) The law has been designed so that you only have to make reasonable changes, but if you fail to do what is reasonable, a disabled person could take legal action against you for treating them unfairly.
- f) If your organisation is not accessible to disabled people, you could be missing out on a lot of potential customers.

A 'disabled person'

- g) The definition of a disabled person used in the DDA covers a wide range of people, including:
 - i) People with long-term health conditions, such as diabetes
 - ii) People with progressive conditions, such as multiple sclerosis
 - iii) People who have been diagnosed with HIV, cancer
 - iv) People with learning disabilities
 - v) People with mental health conditions
 - vi) People who have mobility impairments
 - vii) Blind and partially-sighted people
 - viii) Deaf and hearing-impaired people
- h) This is not a full list. If you are in doubt if someone is covered by the DDA you can contact the Disability Rights Commission or phone it's helpline on 0845 622 633.

Hidden disabilities

- i) It is not always obvious that someone is disabled. Generally you will not know if a person has a 'hidden' impairment, such as a heart condition or arthritis, when you first meet them. These people can be covered by the DDA.
- j) Some people who do not consider themselves as disabled may also be covered by the DDA. This includes people with long-term health conditions, such as diabetes, and older people, who can sometimes think of their impairment as part of ageing.
- k) Full details of the Disability Discrimination Act can be found at <http://www.dwp.gov.uk/employers/dda/> <http://www.opsi.gov.uk/acts/acts1995/1995050.htm>

2.2) Child Protection

- a) Current legal obligations apply to the involvement of Children and Young People in particular activities.

- b) Parents, Guardians and appropriate adults appointed by the Courts to act on behalf of Children and Young People must give clear consent for an under 18 year old to participate in any form of motor related activity.
- c) Adults who bring children other than their own must have a letter of consent from the child's parent/legal Guardian, signed and dated, giving explicit permission for the child to participate in the specific activity on that day and at that venue.
- d) "Parental Agreement" forms must be completed and kept securely. For more information on Data Protection visit <http://www.ico.gov.uk/eventual.aspx>
- e) All those participants who are under the age of 18 years must have clearly written emergency telephone contact numbers (or number) entered on to their Parental /Guardian agreement forms. This must not be the telephone number of the Parent/Guardian who has brought them to the facility.
- f) Any Parent/Guardian who brings a child/young person to a facility/venue and signs on as such must remain at the facility/venue to supervise the child/young person, subject to the control and/or supervision of the coaches or track marshals.
- g) All relevant paperwork must be retained for future reference for a period of at least three years.
- h) *Full details of current Child Protection legislation can be found at <http://www.nspcc.org.uk/html/Home/training.htm>*

2.3) Covid-19

Given the global spread of Coronavirus, consideration has to be given to what will be the 'new normal'. The way in which motorcycle sport events were conducted prior to Covid-19 will not be possible for some time to come. The following should be considered as guidance and all Facility/Venue Owners/Operators must draft their own Risk Assessments /Methodology Statements dependent on local circumstances. Consideration has therefore been given to the following (but is not limited to):

- a) **Travel to/from the Circuit/Venue.** Travel to and from the circuit/venue would be dependent on current UK Government advice / guidance in place at the time.
- b) **Signage.** Signage needs to be prominent at the entrance to the venue and in and around the paddock to emphasise social distancing measures. Signage should also be displayed at the Administration Office and other areas where there is likely to be a mass gathering of individuals to emphasise social distancing protocol.
- c) **Accommodation at / around the Circuit/Venue.** Hotels / B&Bs / other accommodation will be following UK Government advice / regulations. As per current UK Government guidance, it is unlikely Hotels etc will be open for business for some time, therefore competitors / Officials should plan on using own camper vans or travelling to the Circuit daily. Dependent on UK Government advice / guidance, Facility/Venue Owners / Operators need to consider running one day events in the first instance.
- d) **Entry to the venue.** Individuals appointed to control access to the venue should be provided with appropriate PPE (face masks / gloves / visors).
- e) **Payment for Track Activity.** Where possible, pre-payment for entry should be put in place so that entry fees and any other fees can be paid for prior to the event taking place. Any money taken on the day of the event should be sprayed with a detergent and placed in an appropriate container. It is recommended that the container be locked for a period of four days which would allow for any coronavirus contaminant to die during this period.
- f) **Vehicle Parking.** Facility/Venue Owners / Operators should make provision for responsible vehicle car parking. Vehicles should be parked to ensure a suitable distance between each vehicle to allow for current UK Government protocol on social distancing.

- g) **Pedestrian Routes / One Way Systems.** You may wish to consider pedestrian routes to allow safe access to washroom / toilet facilities with the width of the route to allow for social distancing measures.
- h) **Spectator Areas.** Social distancing measures should be enforced in spectator areas. This may reduce the number of spectators allowed into the venue.
- i) **Signing On.** Signing on should take place with current social distance measures in mind (social distancing measures issued by the UK Government currently stipulate a two metre distance between each person).
- j) **Marshals.** Each Marshal point would have to observe social distancing measures. Marshals would have to be given suitable PPE (face masks / visors / gloves). In the event of an incident, this may result in more red flag incidents which would cause more delays to the programme of activities.
- k) **Medical Staff.** As above with the Marshals, Medics would need to observe social distancing and be equipped with PPE (face masks / visors / gloves). Medical Staff would be expected to conduct their own training and ensure each individual was up to date with current recommended guidelines and practices.
- l) **On Track Activity.** Start Line Officials to observe social distancing measures and be equipped with appropriate PPE (face masks / gloves).
- m) **Track Maintenance.** To reduce cross-contamination, track maintenance should be carried out by the same person. That person to be equipped with appropriate PPE. Equipment to be sanitised before use.
- n) **Mechanics.** Each participant to be restricted to one mechanic. The mechanic should only use his own tools, tools are not to be shared.
- o) **Food Outlets.** Unless UK Government advice / guidance says otherwise, no external food outlets should be admitted to the circuit / venue. Participants / Officials should be providing their own food / beverages for the duration of the event.
- p) **Washroom / Toilets.** Entrance to washroom / toilet facilities to be monitored to allow personnel in to observe social distancing measures. Signage should be displayed to emphasise control measures in place regarding washroom / toilet facilities. Participants / Officials are responsible for providing their own handwash facilities whilst in the Paddock area.
- q) **Litter and Waste.** It is the responsibility of each participant / Official to take their own litter / waste away with them. This should happen as a matter of course, but given the circumstances surrounding Covid-19 this is now much more prevalent.

UK Government advice for the phased return of sport and recreation in England is given in the links below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

3) OPERATIONAL MINIMUM STANDARDS

3.1) Toilet Facilities

- a. Adequate provision for toilets must be made at all facilities/venues. These must be situated not more than 250 metres from the main paddock / parc ferme area.

- b. Where a venue operates/caters for less than 50 persons at any one time, it is sufficient to supply a single 'portaloo' type unit, which can be utilised by both males and females. This must include a working handwash basin with running water.
- c. Where more than 50 persons attend the venue at one time, two toilets must be provided, and three where numbers exceed 150. When numbers exceed 200, separate male and female toilets must be provided, again, with handwash basins and running water.
- d. These provisions include access for disabled persons to spectator areas. (See section 1 General Minimum Standards)
- e. Where on site changing is catered for, separate male and female changing areas are recommended.
- f. Toilet facilities / washrooms / changing facilities need to have suitable arrangements put in place to accommodate social distancing measures and adhere to current UK Government guidelines. Toilet facilities need to be stocked with suitable hand washing/hand sanitizer facilities.

3.2) Drinking/Fresh Water

- a) Participants, Officials and Spectators must have access to drinking water whilst they are on site. The potential for dehydration is a very serious issue, particularly for those participating in a strenuous activity.
- b) It is not essential to have a free-flowing supply of drinking water, but sufficient bottled water must be available for all users of the facility for the duration of every active day.
- c) Any free-flowing supply of water which is not drinkable must be clearly marked to this effect.
- d) The issue of de-hydration is one which tends to be overlooked during the course of a day or session activities on the track. Regular re-hydration rest breaks must be adhered to.
- e) Where food is supplied on site there must be a dedicated area for the preparation and/or consumption of food, which is properly signed and maintained as such. Also, all appropriate food hygiene arrangements must be in place.
- f) Not having fresh water available constitutes a **Level 1** breach.
- g) Drinking water facilities need to have appropriate measures in place for sanitisation. Social Distancing measures should also be considered and put in place.

3.3) First Aid Equipment and First Aid Qualified Personnel

- a) There must be a minimum of one First Aider for each track being used. The minimum standard of First Aid qualification is a Basic First Aid for Appointed Persons course. For more information visit <http://www.redcrossfirstaidtraining.co.uk>
- b) If two tracks are being used simultaneously, regardless of numbers of riders, two First Aiders must be in attendance – one covering each track.
- c) First Aid Qualified Personnel can also act as trackside marshals or carry out other trackside duties. However, First Aid providers must remain within the vicinity of the track at all times.
- d) First Aid kits must be located at the venue/facility, with special consideration to its proximity to the track and ease of access by training First Aiders.
- e) First Aid Kit contents must correspond with the 'contents checklist' contained within each kit. All items must be within expiry dates and there must be unopened/unused sterile eye wash bottles at each kit location clearly marked and visible.
- f) All First Aid qualified marshals and officials may also consider carrying a small first aid pack with them at all times during activity taking place.

- h) All First Aid personnel and First Aid qualified Marshals must be equipped with the appropriate PPE (face masks/gloves/visors) to prevent the risk of infection when dealing with a fallen rider.
- i) At larger tracks or remote venues where 999 emergency response times may be excessive, the operator/organiser may, through appropriate risk assessment, decide to employ specialist medical cover, through Red Cross/St Johns Ambulance/private ambulance provider. The operator/organiser must ensure that those providing medical cover have available the appropriate pre-hospital immediate care equipment relevant to the age and size of the participants involved in any riding activity.
- j) Copies of all staff First Aid Certificates must be kept on sight for inspection if required.
- k) *For more information on required levels of first aid cover please see the HSE web site at www.hse.gov.uk*
- l) Operating without appropriately qualified First Aid Personnel/cover constitutes a **Level 1**
- m) **Accident Book:** The use of the HSE Accident Book BI 510 is recommended since this enables personal details of entrants to be readily removed for secure filing. This prevents information being readily available to anyone reading or making entries into the book (as required by the Data Protection Act). Copies of The HSE Accident Book ISBN 0 7176 2603 2 are available from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA, tel: 01787-881165 or fax: 01787-313995). HSE priced publications are also available from all good bookshops. The Accident Book must be kept safe yet easily accessible. The Book must be kept up to date and accurate.
- n) The facility/venue Management must be aware of all incidents that require any kind of first aid intervention and know that any and every incident of this kind, including burns, scrapes and even small cuts is entered in the book.
- o) RIDDOR Regulations: It should be ensured that all incidents where a member of the public is taken to hospital from the site are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. For more information see <http://www.hse.gov.uk/riddor/>

3.4) **Emergency Procedures**

- a) All staff members, volunteers and officials must have detailed knowledge of the site Emergency plan. Emergency situations can include fire, bomb alerts, unsafe track issues and even aggressive behaviour exhibited by members of the public.
- b) A written Emergency Incident plan must be available and clearly displayed at the venue, for inspection by any member of staff at any time. All staff must be formally instructed as to its contents and purpose.
- c) Depending on the staff rota system put in place at the facility, it must be agreed that 'incident' procedures are delegated and confirmed during the marshals briefing session. It is also important that all officials are aware of the location of the nearest hospital with an accident and emergency department. It must be confirmed that the hospital can cope with a number of people at the same time for emergency treatment and also that the facility can accommodate 'minors' (Young People under the age of 18)
- d) Local Ambulance and Police Services must be instructed as to the location of all facilities/venues, both permanent and temporary, to assist them to locate the venue easily in an emergency.
- e) The local A&E hospital must be advised in advance of the date of all events/activities at the facility/venue at which significant numbers of participants are likely. Facility/Venue Owners / Operators must bear in mind the Covid-19 situation and be prepared to cancel their event on the requires of the local A&E hospital should the hospital not be able to cope with additional injured parties due to Covid-19 patients.
- f) All Venue/Facility Operators must include within their Emergency Plan, provision for Emergency Vehicle access to all points of the Venue/Facility via an Emergency Vehicle Rendezvous Point and access route. This must be clearly marked on the Venue/Facility plan.

- g) Track Safety Boards can be displayed at the venue to provide information such as location (grid reference), transport links and emergency contact numbers. An example of which is included in the Appendices of the document.

3.5) Landline/Mobile Telephones

- a) There must be at least one working telephone connection at the facility/venue at all times. If there is no landline connection, then a nominated individual must have a fully charged mobile telephone with them, preferably with a vehicle charger and/or spare battery and/or power pack. All officials must be aware of the name and location of the nominated individual at all times, and this information should be recorded on the venue inspection form for the day's activities.
- b) Where a facility is sited outside of the range of mobile telephone network coverage, the operator must make other arrangements via radio links to a base station with a telephone connection.
- c) All appropriate officials/marshals must ensure they have radio or mobile phone contact with each other.
- d) Failure to have any form of telephone communication constitutes a **Level 1 Breach**

3.6) Risk Assessment Procedure

- a) All Facilities/Venues must have completed a Master Risk Assessment before any riding activity takes place at a venue/facility. It must be born in mind that each venue /facility owner/operator has a 'duty of care' to all persons visiting the premises, whether employed, participating, visiting or spectator.
- b) The Master Risk Assessment must be reviewed and amended if any changes take place to the track, venue/facility in general or operating protocols.
- c) A 'Risk Checklist' must be created based on the Master Risk Assessment, and must be used as a daily check list prior to any riding activity taking place. The Checklist must also be adjusted if any significant local changes occur during the day's activity such as changes to the weather conditions or track lay out.
- d) All areas of operation must be considered within the Risk Assessment, with particular consideration given to the following areas:
 - i. Riders and their safety
 - ii. Marshals (and other employees) and their safety
 - iii. Segregation of Riders by age/ability/engine capacity
 - iv. Number of Riders on track at any one time
 - v. Jumping hazards
 - vi. Lane separation
 - vii. Risk of collisions with or across lanes
 - viii. Safety fencing
 - ix. Lighting and fume extraction (where appropriate)
 - x. Bikes stopping on track
 - xi. Condition of the track and on going monitoring
 - xii. Spectator safety
 - xiii. Members of Public on the track
 - xiv. Track access/egress supervision
 - xv. Bike movement within the paddock area
 - xvi. Fuel/re-fuel hazards
 - xvii. Fire precautions
 - xviii. Emergency Medical Provision
 - xix. Any additional precautions
 - xx. A continued assessment and recording process of what is done via the daily check list
- e) The following publications will provide more information on Risk Assessment:
 - i) "Five Steps to Risk Assessment" – Health & Safety Executive www.hse.gov.uk
 - ii) Management of Health & Safety Regulations 1999, sections 3 & 5 <http://www.opsi.gov.uk/SI/si1999/19993242.htm>
- f) Within the Risk Assessment, all elements of these Best Practice Guidelines must be incorporated.

- g) For more information on all matters relating to Risk Assessment Procedures and paperwork, please contact:

HEALTH AND SAFETY EXECUTIVE (HSE)
HSE INFORMATION SERVICES
HSE INFORMATION CENTRE
HEALTH AND SAFETY LABORATORY
BROAD LANE
SHEFFIELD
S3 7HQ
TELEPHONE INFORMATION LINE: 08701 545500
FAX: 02920 859260
EMAIL: hseinformationservices@natbrit.com
www.hse.gov.uk

HSE BOOKS
PO BOX 1999
SUDBURY
SUFFOLK
CO10 2WA
TEL: 01787 881165
FAX: 01787 313995
www.hsebooks.co.uk

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) SAFETY DATA SHEETS MAY NOT BE AVAILABLE FROM ALL SHOPS OR SUPPLIERS BUT MUST BE AVAILABLE FROM THE MANUFACTURER OF THE PRODUCT.

If an accident occurs that requires a person to go to hospital and involves a product for which you have a data sheet, give that sheet to ambulance or medical staff so the correct treatment can be given.

CLEAPSS
SCHOOL SCIENCE SERVICE
BRUNEL UNIVERSITY
UXBRIDGE
UB8 3PH
TEL: 01895 254196
FAX: 01895 814372
EMAIL: science@cleapss.org.uk

- h) Please note that CLEAPSS only give health and safety advice and supply publications to schools and colleges that subscribe to their services.
- i) Health and Safety Signs
One sign that all venues must have on display is the HEALTH AND SAFETY LAW poster.
Reference number: ISBN 0717624935
This has blank spaces that you must fill in.
- j) A sample Risk Assessment form and Daily Check List form are attached to these Guidelines in the Appendices. However, these forms are for Guidance ONLY. You MUST create a specific Assessment form for your venue and operation.

3.7) Paddock Area & Track Access

- a) All Facilities/Venues are required to provide a Paddock area for participant's vehicles and motorcycles. This must be separate to the parking area/viewing area for non- participants. The parking area must observe social distancing measures and park vehicles appropriately. The number of participants should be restricted in order to preserve a suitable distance between each vehicle / paddock space.
- b) The rider's paddock/parc ferme area should be reasonably flat with direct access to the track starting/collecting area, which must be clearly marked and securely fenced.

- c) Where the paddock is immediately adjacent to the course the whole length adjoining the course shall be fenced in an appropriate manner similar to that used to separate spectator enclosures. (See Track Safety Fencing Minimum Standards)
- d) The riding of any motorcycle within the paddock area must be prohibited at all times and policed rigorously by Venue/Facility staff. The use of Paddock Bikes must also be prohibited. The only exceptions to this rule are quad bikes which may be ridden at walking pace.
- e) A clearly marked collecting area must be available for riders to wait before joining the track. This must be clearly signed and a strictly enforced one way system used in this area. There must be clear signage at the entrance to the track with pictures to identify flag signals, length of sessions etc. Social distancing measures need to be observed in the collecting area and again this may restrict the number of participants in a session.
- f) Where a facility/venue has more than one track, a separate collecting area must be provided for each track. However, the same paddock and refuelling point may be used.
- g) The track must also have an emergency access route allowing emergency vehicle access to all parts of the circuit.

3.8) Spectator Areas and Signage

- a) A separate and well signed spectator area must be provided for spectators. This must be clearly signed with appropriate barriers between the area and the track. Consideration must be given to access for disabled persons. Social distancing measures need to be adhered to and government advice / guidance followed. This may mean that spectators are not allowed at events until restrictions are lifted sufficiently for spectators to be allowed in a safe and controlled manner.
- b) Signs must be appropriately displayed and consideration must be made for those who have literacy and reading difficulties.

Other signage around the venue must include:

- i) MOTOR SPORT IS DANGEROUS Sign A)
- ii) PROHIBITED AREA (Sign B)
- iii) NO SPECTATORS BEYOND THIS POINT (sign C)
- iv) HAZARDOUS CHEMICALS (FUEL ETC)
- v) NO ENTRY
- vi) RE-FUELLING POINT
- vii) FIRE EXTINGUISHER POINT
- viii) FIRST AID POINT
- ix) NO SMOKING / NO NAKED LIGHTS
- x) NO RIDING OF MOTORCYCLES IN THE PADDOCK

c) WARNING & PROHIBITION NOTICES

The following requirements regarding the display of notices are applicable to all speed events.

WARNING NOTICE (A)

“WARNING TO THE PUBLIC MOTOR SPORT CAN BE DANGEROUS

Despite the organisers taking all reasonable precautions, unavoidable accidents can happen. Please comply with all instructions of marshals and notices and remain in permitted areas only.”

(750 x 500mm) Warning notices as detailed must be displayed on each side of every entrance to the course, including the entrance to car parks and paddock.

These notices must be prominently displayed and where they can be easily read by the public before any admission charge is paid, or where no admission charge is made, before entry is gained into the circuit.

Where it is not possible to define the limits of the site and to control admission of the public (e.g. War Department and heath land) warning notices must be profusely displayed around the course and also in the car parks.

PROHIBITED AREA NOTICE (B)

“PROHIBITED AREA

The Public is not permitted in this area”

(750mm x 500mm) Areas where the public are not permitted must be clearly defined by the display of an adequate number of "Prohibited Area" notices. These notices must also be displayed in any prohibited area facing the public. Warning Notice (A) must also be erected in these areas but they must be used in addition and not in place of Prohibited Area Notice (B).

WARNING NOTICE (C)

“WARNING

The Public must not go beyond this notice”

(500mm X 400mm) Those parts of the course to which the public may be admitted and where it is neither practical nor necessary to erect a barrier, e.g. those parts of the course which are straight and are only used by the public to reach other parts of the course, may be indicated by the erection of the special type of Warning Notice (C). These notices must be displayed at least 10 metres from the course. It is recommended that the limit of these areas could also be defined by a boundary tape affixed to the stakes supporting the notices.

- d) Directional flow signs must also be utilised on track as well as Emergency route signage as appropriate. Track exit/paddock entrance points must be clearly signed.
- e) All Facilities/Venues must have a sign displaying a full site plan, with toilets, track exit and entry point, spectator areas, refuelling points, and emergency RV points clearly marked.

3.9) Ages of Riders on Track

- a) Riders under the age of 6 must not ride motorcycles on Facilities or Venues.
- b) Age definitions:
 - i. 6 years of age – classed as Child
 - ii. 7 to 9 years of age – classed as Junior
 - iii. 9 to 14 years of age – classed as Youth
 - iv. 15 years of age – Adult
- c) ‘Child, Junior and Youth’ riders must not share the track with ‘Adult’ riders
- d) Permitted age ranges are grouped as follows:
 - i) Autos (50cc with automatic gearbox) – **GROUP 1**
 - (a) 6 to 7 year old riders.
 - ii) Maximum 65cc two stroke & 110cc four stroke (Gearbox) – **GROUP 2**
 - a. 7 to 10 years of age
 - iii) Maximum 85cc two stroke & 150cc four stroke (Gearbox) – **GROUP 3**
 - (a) 9 to 15 years of age
 - iv) 145cc two stroke & 250cc four stroke (Gearbox) – **GROUP 4**
 - (a) 14 to 17 years of age
- v) All riders should be able to sit astride their machines and with one foot firmly on the ground must be able to control the gear lever or the footbrake with the other foot.
- vi) Organisers may consider not having youth classes at Track Days until Government Advice / Guidance allows mass gatherings at events. Participants should minimise their entourage to themselves plus one x mechanic. This will reduce the amount of people at an event and make social distancing easier to manage, which means a safer environment for all concerned.

- e) Machine/Rider Age Groupings

The following machines/rider age groups may share a track at the same time:

- (1) **GROUP 1 AND GROUP 2** can be combined on the separate training track/oval
(Note: **GROUP 1** must not use the main track)

The following machines/rider age groups may not share a track at the same time:

- (1) **GROUP 2 AND GROUP 3** **cannot** be combined on the training track/oval or main track
- (2) **GROUP 4** can use the main track or training track/oval but must not be combined with any other group
- (3) A **GROUP 4** rider (on a **GROUP 4** machine) who has been issued with (and can present) a current ACU Motocross Competition Licence may be allowed to ride with the Adult Group.

- f) At all times, the appropriate Child Protection Policy guidance must be applied.
- g) The mixing of 'Youth' riders with 'Adult' riders constitutes a **Level 1** breach of the Minimum Standards.

3.10) Marshalling

- a) All marshals must be provided with adequate training/instruction in their duties and responsibilities.
- b) This training must, as an absolute minimum, take the form of a briefing and explanation of flags, meanings and uses, communication and safety protocols and operational procedures for the day's activities, including session timings.
- c) A record of training must be held by the Facility/Venue operator/manager for inspection or review.
- d) The level of Marshalling at any Facility/Venue will depend largely on the track layout and topography. However, all tracks must provide at least 2 marshals for each track in use.
- e) All marshals must be able to see the entire track surface between their Marshal post and the next manned Marshal Post, in both directions. In other words, there must be no blind spots.
- f) This is a minimum level and operators must be encouraged to use more than the minimum when track usage is higher. Travelling marshals provide a good additional means of providing rapid assistance to riders in difficulty. However, the travelling marshal must not be counted as one of the static marshals with visual contact with one another.
- g) Marshals must be able to access all areas of the given track without delay in order to assist a participant should the need arise. However if a static marshal deems it necessary to leave his post, rendering his post unoccupied, to assist a fallen/stricken rider the session must be first halted via Red Flag signals around the course.
- h) The positioning of static marshals must have been thought out carefully in order to:
 - i) To maximise the visibility of the track area
 - ii) To be sited at positions of the track most prone to difficult manoeuvres, such as bends, whoops and jumps.
 - iii) Avoid positioning where a participant may lose control and their machine continues on to the marshalling point. This would clearly create an elevated risk to both participant and marshal.
- i) Marshals must be provided with the appropriate equipment and clothing by the Facility/Venue to enable them to perform their duties properly.

This must include:

- i) A full set of flags with appropriate training to use them correctly
 - ii) Leather Gloves
 - iii) Hi-Visibility coat/jerkin
 - iv) Appropriate foot wear for conditions
 - v) Waterproofs if appropriate
 - vi) Ear protection
 - vii) Eye protection
 - viii) Radio/mobile phones
- j) These are basic Health and Safety requirements for working in a hazardous environment and are the responsibility of the venue operator. Consideration must also be given to the food, water and toilet requirements of the Marshal.

- k) It is advisable, if practicable, to provide Marshals with basic First Aid training and supply marshal posts with basic First Aid Kits.
- l) All Marshals posts must be equipped with the following signal flags prior to any activity taking place.
 - i) Yellow
 - ii) Red
 - iii) Chequered (finish line marshal)

3.11) Participant Riding Equipment

- a) All participants must wear a minimum level of riding kit whilst taking part in any riding activity.
 - i) An ACU stamped (White stamp for Auto riders, Silver or Gold stamp for others), properly fitting safety helmet
 - ii) Goggles or protective safety glasses. Not sunglasses
 - iii) Boots which cover the ankle, ideally without external laces
 - iv) Gloves
 - v) Clothing which covers the arms and legs and leaves no flesh exposed - Shorts and T-shirts must not be permitted whilst on track.
- b) As of 01.01.18, it is compulsory to wear chest and back protection at ACU competitive events for motocross. It is highly recommended for ACU competitive events in enduro. Participants at practice tracks should be strongly advised to wear chest and back protection.
- c) Venue/Facility operators must take appropriate measures to ensure that all riders are properly and adequately dressed before taking to the track.
- d) The Venue/Facility operator must also ensure that the official/marshal controlling circuit access carries out a visual check of all kit, with special attention to helmet straps before letting riders onto the circuit.
- e) Allowing anyone to ride without a helmet constitutes a **Level 1 Breach** of the Minimum Standards.

3.12) Rider Assessments

- a) All riders must be visually assessed by an ACU Certified Coach or other similarly qualified person, upon their first visit to a Facility/Venue, to gauge their level of riding competence.
- b) Post assessment, riders must be issued with some type of 'Record Card' to record this level for future visits.
- c) This system must grade rider ability levels between A, B or C; A being the highest level (expert) and C being the lowest (novice). B could be viewed as good recreational/club level rider.
- d) The venue management must use discretion and judgement when deciding on the number of groups. Consideration must be given to the number and ability of participants when making these judgements.
- e) Any rider returning to a venue wishing to ride who does not have their previously issued record of ability card must be re-assessed.
- f) Spot checks concerning a participant's performance must be regularly carried out by ACU Certified Coaches, or persons holding a similar equivalent qualification, in order that a re-grading can be applied. Please note: this can be an 'improvement grading' or can also mean a 'de-classification' if the participant is seen to have reduced ability or is proving to be a danger to himself or others on the track.

3.13) Maximum Number of Riders on Track

- a) The maximum number of Riders on a track should be decided by the facility/venue management as part of the risk assessment. This should be agreed with the venue insurer.
- b) The track manager must have written and agreed limits for numbers of riders on track at any one time and make this known to participants and officials during briefing sessions.

- c) This information must also be displayed on signs within the building/area.

3.14) Mixing Vehicles/Groups on Track

- a) Under no circumstances must Quad bikes, sidecar machines, Solo motorcycles and mini bikes ride on the same track at the same time. Where Quad and Solo motorcycles are at the same venue at the same time, separate tracks or separate sessions must be used for each. Quads and sidecars are permitted to share a track.
- b) The mixing of youth groups other than specified in these Guidelines constitutes a Level 1 breach
- c) The mixing of quads or sidecars or Mini Bikes with solo motorcycles constitutes a **Level 1** breach

3.15) Duration & Level of Sessions

- a) The duration of each session must be decided by the Venue/Facility manager on the day, according to type and size of vehicles, ages of participant, their skill level and other salient factors such as weather conditions.
- b) Clear Signage must be displayed at the track access point indicating the duration of the session and the level of session currently on track e.g. A, B or C. All officials must be made aware of the length of time and the level of the sessions.

3.16) Signing On – Participant and Official

- a) All riders must sign the appropriate indemnity forms before taking part in any activity.
- b) Signing on forms will be created on the advice of the individual Venue/Facility Insurance Providers. An example signing on form is attached to the appendices. However, all Persons signing on must give an emergency contact number for a contactable relative/friend. This must not be their own telephone number.
- c) Signing on should take place with current social distance measures in mind (social distancing measures issued by the UK Government currently stipulate a two metre distance between each person). Organisers should also provide additional protection for the Admin Secretariat by providing transparent Perspex shields as seen at Supermarkets in front of Cashiers. The Admin Secretariat to also be provided with face masks / gloves. A wet signature is still required at Signing On. Organisers should make provision to obtain disposable pens for participants to sign on or ensure participants are aware that they are required to bring a pen with them to sign on when required to do so. Individual slips of paper (complimentary slip size) will be required to be signed by each individual to state the participant agrees with the requisite declarations as defined on the Entry Form for the event. The slips of paper are then deposited into a box which is to be sealed once Signing On is complete. The box is to remain sealed for a period of four days which will be enough time for any traces of Coronavirus to be eradicated.
- c) All Participants under the age of 18 years must have clearly written emergency telephone contact numbers (or number) entered on to their Parental /Guardian agreement forms. The parent/responsible adult who signs on for the rider must stay at the Venue/Facility for the duration of any riding activity. It is recommended that until UK Government Advice/Guidance on social gatherings allows for gatherings without restrictions, then youth participation should not be allowed which will minimize the number of individuals at an event. Participation therefore, should be restricted to Adults only (18 years of age and over).
- d) The signing on process must be verifiable at any time during the day by the use of colour coded wrist band, indelible hand stamps or some other mechanism.
- e) The venue manager must ensure that this process is robustly monitored at all track access points and carry out cross referencing with signing on forms at appropriate intervals during the day's operation.
- f) All Officials must sign the appropriate indemnity form before performing any duties at the venue. Officials signing on forms must also include an emergency contact number.
- g) Allowing riders on to the track who have not signed on constitutes a **Level 1** breach.

3.17) Rider & Officials Briefing

- a) All Participants must be informed about the rules and regulations of the site before taking part in any track activity. Rider & Official briefings should be conducted with social distancing measures in place. To minimise the risk of infection, consideration should be given to Rider / Official briefings being given by loudspeaker / tannoy systems or by final instructions issued electronically.
- b) This information must include Paddock Rules, track access and exit point, emergency assembly points and location of First Aid posts. It must also detail the flag and any other signalling system being used on the day.
- c) Ideally this information will be on a leaflet given to riders at signing on, and given verbally at a group/individual briefing.
- d) All Marshals and Officials must be briefed on the day's activities prior to any activity on track.
- e) There must be a clearly defined verification process to demonstrate that all participants have been briefed.

3.18) Rider Information Signs

- a) All venues must display a permanent track map sign in the paddock area. This must display the venue plan, with emergency access routes, location of First Aid posts, toilets and fire extinguisher points. The sign must have a clear track map showing marshal points and track access and exit points.

3.19) Paddock Refuelling Point & Fire Extinguisher Point

- a) All Venues/Facilities must have a designated refuelling area for the storage of fuel cans and refuelling of participant motorcycles.
- b) This area must be equipped with fire extinguishers - There must be fire extinguishers which contain water (for fires to straw bales, paper, wood etc) and also foam based and/or CO² which can be used on petrol/oil fires.
- c) Ideally this area must be supervised by a marshal or venue official.

3.20) Condition and ownership of Vehicles being used at the Venue

- a) Where the Venue/Facility owns/operates motorcycles that are used at the venue a schedule of maintenance is, at the very minimum, required to be made available, in order to evidence that all vehicles are in the appropriate condition for the purposes intended. (i.e. off road riding/driving)
- b) Where the motorcycle or quad bike is privately owned, the duty to ensure that the motorcycle or quad is in good and safe working order rests absolutely with the rider/owner of the machine. Riders/owners must take full responsibility to ensure that their motorcycle is fit for the intended purpose and should seek professional advice from an appropriately qualified technician if they are not.
- c) Where the machine is owned by the Participant, a visual check of the machine for obvious defects must be carried out in the collecting or waiting area immediately prior to the bikes joining the circuit.
- d) Where a motorcycle develops a visibly detectable problem whilst on track, marshals must alert the rider in order that they leave the track at the track exit point in order to rectify the problem.
- e) Anti-Theft measures should be in place to discourage the use of stolen motorcycles at Facilities/Venues.

3.21) Coaches

- a) All coaches working at or conducting training at a Facility/Venue must be appropriately qualified to ACU Certified Coach standard in the appropriate sporting discipline or Basic Skills or other equivalent Coaching qualification in off road motorcycling. All Certificates must be available for inspection.

- b) For more information on National Governing Body Coach qualifications, contact the ACU on 01788 566400 or e-mail admin@acu.org.uk

3.22) Marshal Training

- a) All marshals and officials must have undertaken adequate training relevant to their role/responsibility. Copies of Marshals/Officials training records and qualifications must be kept by the facility/venue operator owner for review at any time.

3.23 Sound

- a) All motorcycles using the venue must comply with a maximum sound level of 96db for 4 stroke engines and 96db for 2 stroke engines. This level may be achieved by the fitting of a secure baffle or with a standard silencer system. Any machine failing this test must not be allowed on track.
- b) Ideally, all machines must be sound tested before being allowed on the track. For more information on sound testing please contact the ACU on 01788 566400.
- c) **Note:** This maximum sound level will reduce in line with the competition sound level as laid down by the Auto-Cycle Union.

MOTOCROSS COURSE SAFETY PRECAUTIONS

4.1) Track Lay Out

- a) The Track must be of a type which restricts the average speed to a maximum of 65km per hour. The course must not contain straight sections permitting high speed in excess of 115km per hour.
- b) Course width must not be less than approximately 5 metres for solos and approximately 6 metres for sidecars and quads.

- c) The track must not be divided by an obstacle (tree, etc.)
- d) The width of a course on a jump must be at least 1 metre wider on landing than the take off point.
- e) The length of a start straight must not exceed 125 metres to the first bend and a minimum length must not be less than 80 metres.
- f) The use of start straights at practice facilities must be monitored at all times with controlled start and return to start marked clearly. Riders using a start area must not be able to join a track unsupervised or must be guided through a suitable marked junction.
- g) The start straight will not have any jumps constructed along this area.
- h) The free vertical space between the track and any obstacle above ground level must be 3 metres minimum. This must be risk assessed individually in areas around jumps.
- i) Any jump must not exceed approximately 1 metre in vertical height unless a marshal is positioned at that jump and the landing area of the jump is clearly visible to the approaching rider – i.e. not completely blind.
- j) All jumps must be ride-able i.e. negotiated safely without the wheels leaving the ground.
- k) Multiple jumps, double, triple jumps etc are forbidden. The minimum distance between jumps must not be less than approximately 30 metres, measured from the top of one jump to the top of the next.

4.2) Track Safety Fencing

- a) All track fencing which marks out the area of the track, separates one track from another or the track from areas to which the public are to be permitted must be protected by one of the following methods or by a combination of these methods.
- b) All wooden posts described in methods 1 or 2 shall be round and have a diameter of approximately 75mm with a maximum diameter of 100mm.
- c) **Any course/track must not have a catch rope fence within approximately 3 metres of the marked track**

4.3) Method 1

- a) The track edge can be marked with just pegs, pegs and tape, wooden posts and tape, just short posts, natural boundary (earth bank, escarpment), bale bags, track markers or any combination of practical safe material.
- b) Where a fence of chestnut paling is deemed necessary, it must be of a height of not less than 1.2m and mounted on round posts of an approximate diameter of 75mm firmly driven into the ground. This fence must be at least 1 metre back from the edge of the track.
- c) A paling fence must be of the three wire strand type. The supporting posts must not be more than 3.0 metres apart with the pointed ends of the paling at ground level. The fencing must be securely fixed to the posts on the track side of the fence, away from the spectator area. The space between palings must not exceed 100 millimetres.
- d) A minimum safety zone of approximately 1metre must be provided on the track side of chestnut paling, to act as an 'escape zone' for riders. Access for medical services must be clearly signed at regular intervals.
- e) Access points through the paling fence must have a gate or paling fencing returning into the spectator area.

4.4) Method 2

- a) The track edge can be marked with just pegs, pegs and tape, wooden posts as specified above and tape, just short posts, natural boundary (earth bank, escarpment) bale bags, track markers or any combination of practical safe material.
- b) Electrical fencing pins, re-bar or steel construction pins are not permitted.
- c) Where a rope catch fence is deemed necessary, it must be at least 3metres back from the defined or marked track. The fence must have two ropes; the top rope must be set at 600mm to 750mm from the ground. The second rope must be set at 50% of the height of the top rope. The catch fence stake must protrude approximately 150mm above the top rope and the posts set at 4.5 metre spacing. The size of the rope must not be less than 12mm diameter.

4.5) Spectator area

- a) Where there is a spectator area behind a rope fence, there must be a continuous strip of land of an approximate width of 10.0 metres which shall be prohibited to the public, between the spectator area and the roped area.
- b) Prohibited Area Notices (B) shall be displayed at intervals, facing the public within this 10 metre strip.
- c) Outside this Prohibited Area there must be erected a fence consisting of wooden posts approximately 75 mm diameter driven in approximately 4.5 metres apart. Between these posts must be a fixed single rope at a height of not less than 910mm and not more than 1.2m from the ground. This fence will be known as the spectator safety rope. A second rope fence shall be erected 3 metres back from the track. This shall be known as the catch fence. The fence must have two ropes; the top rope must be set at 600mm to 750mm from the ground. The second rope must be set at 50% of the height of the top rope. The catch fence stake must protrude approximately 150mm above the top rope and the posts set at 4.5 metre spacing. The size of the rope must not be less than 12mm diameter.
- d) Where chestnut paling is used to protect the public, the spectator safety rope is not required.

4.6) Opposing Traffic

- a) Where there is opposing traffic i.e. on a loop or where tracks run parallel, unless the tracks are fenced with Chestnut paling or some similar none rope barrier, the minimum distance between the tracks must be at least 10 metres.
- b) The potential risk must be assessed before allowing an unprotected area of track to exist.
- c) When using chestnut paling, fencing posts must be positioned each side of the paling at a distance of 3.0 metres centred with a safety zone of approximately 1.0 metre each side of the paling fence.
- d) A catch fence using rope can be installed between opposing traffic where the tracks are a minimum of 10m apart, and a barrier is required. The post must be placed centrally between the tracks and placed approximately 4.5m apart. The top rope must be set at 600mm to 750mm from the ground. The second rope must be set at 50% of the height of the top rope. The catch fence stake must protrude approximately 150mm above the top rope.

4.7) Other Methods of Protection

- a) A combination of the above methods may be adopted subject to appropriate course risk assessment.
- b) Where the natural terrain provides adequate protection to the public or some other form of substantial fencing is erected, the above requirements may be modified.
- c) Steel crowd control barriers may be used; if crowd control barriers are used there must be a safety zone between the barrier and the track of approximately 3 metres from the edge of the track marked with pegs and tape, bales or other as per method 2.
- d) The track risk assessment may require a wider safety zone if warranted.

4.8) Other Areas (Not Prohibited)

- a) Those areas around the course to which the public may be admitted in order to gain access to other parts of the course and when it is neither practical nor necessary to erect a fence by method 1 or 2, may be defined by the erection of the Warning Notice C.

4.9) Parking

- a) Vehicles must not be parked close to the spectator fence, leaving a reasonable gap. A limit line must be indicated by the use of rope or tape.

4.10) Paddock

- a) There must be a suitable paddock for the use of riders. Where the paddock is immediately adjacent to the course the whole length adjoining the course shall be fenced by one of the above methods applicable to spectator enclosures.

4.11) Controlled Crossings

- a) All Controlled Crossings must be adequately marshalled and the movement of spectators across the course during riding must not be allowed.

Appendix Documents

1. Off Road Motorcycle Facilities – Signing On Documentation
2. Sample Pre-Activity Inspection Form – Off Road Motorcycle Facility
3. Sample Risk Assessment Form – Off Road Motorcycle Facility
4. Track Safety Board - Example

Off Road Motorcycle Facilities – Signing On Documentation

A sample signing on document for Off Road Motorcycle Activities is attached. This is designed for non-competitive activities only.

The purpose of the document is to ensure that participants are aware of the risks associated with the activities, along with key rules. The document is then signed by the participant to confirm that they acknowledge the risks and agree to the rules. In the event of a serious incident or claim, the document demonstrates that the participant took part with knowledge of the risks.

All participants must be encouraged to read the document carefully before signing. To promote this, it is recommended that the text portion of the document be enlarged to A3 size and displayed in and around the signing on area.

Where a participant is under the age of eighteen, their parent or legal guardian is required to also provide their signature on the signing on document. This is to verify that they too understand and accept the terms contained on the document. If the parent or legal guardian will not be present, they need to provide the organiser with a letter that specifies that they have delegated their authority to another responsible adult that is named in the letter.

The document may be amended to include specific rules or terms as necessary. However, all rules must also be communicated through written and verbal briefings.

Sample Pre-Activity Inspection Form – Off Road Motorcycle Facility

This document provides an example of the content to be checked prior to the facility being used. The list of items to be checked is not exhaustive and may need to be amended to reflect specific activities or layout of individual venues.

Location		Date	
Inspected By		Weather Conditions	
Track maintenance / changes since previous inspection			

General Facility	Acceptable?		Comments
	Yes	No	
Toilets clean and in appropriate condition	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate fresh water available for all persons	<input type="checkbox"/>	<input type="checkbox"/>	
Spectator fencing in place and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
Warning signs on display	<input type="checkbox"/>	<input type="checkbox"/>	

Track Arrangements	Acceptable?		Comments
	Yes	No	
Track surface adequately groomed	<input type="checkbox"/>	<input type="checkbox"/>	
Track clear of obvious rocks / debris	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate rider catch fencing in position (where necessary)	<input type="checkbox"/>	<input type="checkbox"/>	
Sections of track with opposing traffic direction adequately separated / fenced	<input type="checkbox"/>	<input type="checkbox"/>	
Edge of track clear of fixed obstacles / fixed obstacles protected (as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	

Marshal Arrangements	Acceptable?		Comments
	Yes	No	
Adequate number of trained marshals available	<input type="checkbox"/>	<input type="checkbox"/>	
Marshal posts equipped with flags, personal protective equipment and fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	
Marshal positions suitably protected against motorbikes	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Preparedness	Acceptable?		Comments
	Yes	No	
Fire extinguishers in position and charged	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kits in position and stocked	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency plan document available	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency services pre-warned of event	<input type="checkbox"/>	<input type="checkbox"/>	

Actions taken to address concerns identified

Motocross Practice Track – Sample Risk Assessment

ACU Discipline Moto Cross Practice Track
 Event Location On Track Hazards

Assessment undertaken by A N Other
 Signed AN Other
 Date 23rd March 2007

Date for review March 2008

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p>What could cause harm or ill health?</p> <ul style="list-style-type: none"> o Review previous accidents and near misses. o Review best practice guidance and rules. o Consider activities on and off the track. o Ask other peoples opinion. o Consider the different people at risk. 	<p>Identify the different people at risk e.g.</p> <ul style="list-style-type: none"> o Marshals o Spectators o Participants o Special needs 	<p>List the precautions that are already in place. Consider whether these are actually effective and applied consistently.</p>	<p>What further precautions need to be taken to make things acceptably safe?</p>	<p>Who is responsible for taking the action? What should be the deadline?</p>	<p>Once action has been taken, sign and date this column.</p>
<p>On Track Activities Elevated risk arising from mixing of different types of bike (quad, sidecar etc) and /or riders of differing ages and abilities.</p>	<p>All riders</p>	<p>Separate sessions are held for:</p> <ul style="list-style-type: none"> • Different types of bike (quad, solo, sidecar) • Different age categories of participants and bike size • Novices and experts <p>Maximum numbers of riders on track limited to 25. The activity is non-competitive i.e. no racing. The track is of good width (minimum 9m). Marshals instructed to take action where riders are bunched up. Riders are grouped according to bike type, bike size, age and ability. Thus ensuring compatible performance and handling characteristics of machines. Reckless riding results in riders being asked to leave the facility.</p>	<p>Introduce formal method for grouping riders according to ability – possibly through assessment process and rider membership scheme.</p>	<p>AN Other To be reviewed by May 2007</p>	
<p>On Track Activities Bike coming into contact with another bike during practice sessions. Potential for serious injury.</p>	<p>All riders</p>	<p>The track is designed to minimise any blind areas of track. Marshals are positioned on all obstacles where onward visibility is a problem to riders. Flag system in use and all marshals trained in when and how to use flags. Riders are grouped according to bike type and size.</p>	<p>No further action required.</p>		
<p>On Track Activities Potential for a fallen or stopped rider to be hit by following machines.</p>	<p>All riders</p>		<p>Introduce a safety briefing to riders explaining flag systems.</p>	<p>AN Other Action to be taken by end of Feb 2007.</p>	<p>AN Other 6th Feb 2007</p>

Motocross Practice Track – Sample Risk Assessment

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p>On Track Activities Out of control riders could leave the track and hit spectators or riders on opposing section of track.</p>	All riders Spectators	Track is designed with at least 10m of run off area. Chestnut fencing introduced on corners where spectators less than 10m from track. Safety fencing is inspected prior to practice days. Further work required to separate back straight from table top.	Erect chestnut fencing between back straight and table top according to Off Road Facilities guidance document.	AN Other Action to be taken by end Feb 2007	<i>Offt Oblee</i> 17 Feb 2007
<p>On Track Activities Novice riders struggle with jump on bottom corner – high rate of incidents here.</p>	Riders (particularly novices)	Track design and width according to Off Road Guidelines.	Decrease angle of jump or provide alternative route for novices.	Track grader By end March 2007	
<p>On Track Activities Poor track condition elevates potential for incident. Large stones on track could cause rider to fall or be flicked up into face.</p>	Riders, spectators and marshals.	Track is graded before each practice session and large stones removed. Documented inspection of track performed and signed off by operator before session opens.	No further action required.		
<p>On Track Activities Potential for injury to riders from general motocross riding activities.</p>	Riders	All riders required to wear the following protective equipment – ACU stamped helmet, goggles, overalls, gloves, and boots. All riders are issued with a copy of the rules that set out the minimum requirements for bikes and safety equipment. Safety briefings provided for all riders prior to going onto the track.	No further action required.		
<p>Marshal Safety Potential for marshal posts to be hit by bikes – particularly on table top.</p>	Riders and marshals.	Marshal locations are carefully positioned to minimise risk of being hit by bikes so far as possible. All marshals attend half day course and are closely supervised until appropriate competence is demonstrated. Marshal safety briefings provided prior to practice activities commencing. Hi visibility jackets / vests provided to all marshals and required to be worn.	Extra protection needed for marshal post on table top – e.g. straw bales.	Track grader. By end Feb 2007	<i>Bales provided.</i> <i>Grader</i> 17 Feb 2007
<p>Marshal Safety Potential for harm from weather conditions – e.g. wind, rain, cold, heat. In addition to direct affects of adverse weather – it is also likely to distract marshals from doing a good job.</p>	Marshals	Marshals advised on suitable clothing in advance of practice session. Waterproof and insulated jackets provided. Spare gloves available. Bottled water available for marshals to take to their positions.	Consider having high factor sun protection cream available for sunny weather.	AN Other By end May 2007	

Motocross Practice Track – Sample Risk Assessment

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p>Spectator Safety Spectators gaining access to the track during general operation.</p>	Spectators and riders	<p>Spectator areas have been defined and are clearly signed. There is no requirement to cross the track to gain access to these areas. Chestnut paling fences used to prevent spectators gaining access to the track. Warning signs on display alerting spectators to risk of motorsport.</p>	None required.		
<p>Spectator Safety Parents of riders on junior track tend to rush onto the track to help fallen children. Potential to be hit by following riders.</p>	Spectators and riders	<p>Where parents provide trackside supervision, they must attend safety briefing, be issued with hi-viz vest and sign on. Dedicated marshal also present on track.</p>			
<p>Spectator Safety Potential for slip and trip injuries as spectators access viewing area due to overgrown undergrowth.</p>	Spectators	No formal measures – area allowed to become overgrown.	Vegetation to be cut back. Condition to be monitored as part of track inspection.	Track Manager By end March 2007	Completed 16/3 AJP/Deke
<p>Medical Arrangements Delays in treatment (or incorrect treatment) to an injured rider could result in condition deteriorating rapidly.</p>	Riders	<p>An appointed first aider is present on both tracks whenever practice activities take place. The local A&E is less than 3 miles from the track and a good response time has always been encountered in the past. Clear instructions have been provided to enable A&E personnel to locate the track. Emergency procedures have been developed and are understood by all marshals. All areas of the track can be accessed by county ambulance.</p>			
<p>Paddock Areas Bike movements in paddock areas could result in collision with pedestrians.</p>	All pedestrians in paddock.	Riding in paddock areas is strictly prohibited. This requirement is displayed on signs and contained upon the signing on form.	No further action required.		
<p>Fire Risk Potential for fire – particularly during re-fuelling activities.</p>	All personnel	<p>All riders are required to bring their own extinguisher to site. Dedicated refuelling area in place. This is at the far end of the paddock – well away from other vehicles and people. Fire extinguishers provided in this area and no-smoking signs displayed. Rules regarding refuelling and fire extinguishers are communicated to all participants within rules.</p>	No further action required.		

Motocross Practice Track – Sample Risk Assessment

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p>Track Security Potential for trespassers to gain access to the track out of hours and ride track. Damage to property is likely, although also potential for trespassers to fall and suffer injury.</p>	Trespassers	No history of this problem. Site remote. Entrance to site-gated and locked using closed shackles padlock.	None required.		
<p>Jet wash area Potential for oil to be washed off bikes during jet wash and enter neighbouring stream via surface water drains.</p>	Pollution incident	None	Approach Environment Agency for guidance.	AN Other By end March 2007	
<p>Track Grading Potential for JCB to overturn or injure other persons in the area.</p>	Plant Operator	JCB only driven by B Jones who works in construction industry and has operator license. JCB inspected annually by engineering insurer.	None required.		

Track Name Safety Board



1. TRACK grid reference:
Latitude:
Longitude:
2. Transport links to the track:
3. TRACK full address & postcode:
4. First aid emergency contact numbers:
5. Local hospitals:
6. Best phone signal area:
7. Helicopter landing preferred area:
8. Flag signal to stop all practise:
9. Track Personnel instructions to assist others asap:
10. Rider briefing information before going on the track:



FIRPRESS

Design & Print

www.firpress.co.uk

