

GENERAL INSTRUCTIONS TO THE CLERK OF THE COURSE

COMPLETION OF THE ASSESSMENT CHECK LIST FOR MOTOCROSS EVENTS BELOW NATIONAL STATUS

FOR EVENTS EXPECTING MORE THAN 1000 SPECTATORS AN EVENT MANAGEMENT PLAN WILL NEED TO BE COMPLETED ALONGSIDE THIS ASSESSMENT.

This assessment check list is to ensure that you have thought of the safety precautions that are required to run a motocross event.

The assessment looks at the potential hazards involved in running the event and are headed 1-8 in bold type e.g.

| |
|--------------------------|
| 2. Circuit Layout |
|--------------------------|

Under each heading in column 1 are the potential risks applied to those hazards.

e.g.

| Column 1 | Column 2 | Tick Box | Column 3 |
|--------------------------|----------|----------|----------|
| 2. Circuit Layout | | | |
| Site Entrance and Exit | ← | | |

In column 2 is the action necessary to manage that particular risk.

e.g.

| Column 1 | Column 2 | Tick Box | Column 3 |
|--------------------------|----------|----------|----------|
| 2. Circuit Layout | | | |
| Site Entrance and Exit | Signage | ← | |

The tick box column is where you specify whether or not the stated action has been implemented. This is denoted by entering a tick for yes or a cross for no. There is no problem with entering a cross as long as the next step is followed. For section 2 only you will need to assess the risk specific to your circuit. This should take the form of L, M or H for Low, Medium or High risk.

e.g.

| Column 1 | Column 2 | Tick Box | Column 3 |
|--------------------------|----------|----------|----------|
| 2. Circuit Layout | | | |
| Site Entrance and Exit | Signage | ✓ ← | |

Column 3 need only be filled in if you have implemented extra actions to manage a risk or if you have entered a cross in the tick box and are using alternative action which must be defined here.

e.g.

| Column 1 | Column 2 | Tick Box | Column 3 |
|--------------------------|----------|----------|----------|
| 2. Circuit Layout | | | |
| Site Entrance and Exit | Signage | x ← | |

If a box is shaded then there is no need to fill it in at all.

FOR EVENTS OF A NATIONAL STATUS OR EXPECTING MORE THAN 1000 SPECTATORS AN EVENT MANAGEMENT PLAN WILL NEED TO BE COMPLETED ALONGSIDE THIS ASSESSMENT CHECK LIST

| 1. Event Details | | | |
|------------------|--|--------------------------------|--|
| Event | | Organiser | |
| Venue | | Date | |
| Permit No. | | Track Lic/Cert (IF Applicable) | |

- **Heading = Potential Hazard.**
- Column 1. = Potential Risk.
- Column 2. = Action to Manage Risk
- Tick Box. = Is Action in Place, to be completed by Clerk of the Course.(✓ – yes, x – no, n/a Not applicable)
- Risk Level – For section 2 the level of risk, L-Low, M-Medium or H-High must be evaluated
- Column 3. = Extra action taken or If Answer is No, What Action is to be Taken.
- Definition = TCC = Temporary Course Certificate.

| Column 1 | Column 2 | Risk Level | Column 3 |
|--|---|------------|----------|
| 2. Circuit Layout | | | |
| Site Entrance and Exit | Signage | | |
| Spectator Protection | As per ACU Handbook and Guidelines & TCC | | |
| Emergency vehicle access | Agreed plan in place with medical staff | | |
| Evacuation of site under emergency conditions. | Discussed and briefed with senior Officials and site manager. | | |

| Column 1 | Column 2 | Tick Box | Column 3 |
|---|--|----------|----------|
| 3. Track | | | |
| Suitability for discipline and event. Number of competitors per race. Positioning of extra safety barriers. | TCC as issued and available with plan | | |
| Track Maintenance & Plant Machinery | Competent operators working with a banksman. Pre event Briefing | | |
| Protection of hazards and run offs. Widths of and gaps between tracks. Metre safety zones against fences | As per Motocross Safety Precautions and Motocross Regulations in accordance with TCC | | |
| Prohibited Areas | Placement of adequate Prohibition and Warning notices | | |

| 4. Spectator areas | | | |
|--|---|--|-----|
| Attendance expected | | | No. |
| Protection for spectators from the track | Protection as per Motocross Safety Precautions, Motocross Regulations & TCC | | |
| Controlled area for spectators | Protected spectator area adequate for expected attendance | | |
| Concessions stands | Sited in a suitable area | | |
| | Checked for current hygiene standard certificate | | |

| 5. Paddock | | | |
|----------------------------|---|--|--|
| Suitability | Sized to allow for expected number of competitors. Protected from the track as per motocross safety precautions | | |
| Paddock Control and access | Direction of officials or stewards | | |
| Fire Control | Riders carry fire extinguishers as per ACU regulations | | |
| Movement of Vehicles | No riding of Competition Machines in the paddock | | |

| 6. Officials | | | |
|---------------------|--|--|--|
| Competence | Officials licenced as necessary as per National Sporting Code (NSC). Non-licenced officials briefed. | | |
| Adequate Numbers | Adequate number of officials arranged for the expected number of attendees | | |
| Identification | Officials wear High Visibility vests or identifying badges | | |

| 7. Competitors | | | |
|-------------------------------|--|--|--|
| Ability | Check Licence issued by Auto Cycle Union | | |
| Youth ability | Groups and classes as per ACU Handbook | | |
| Injury from fall or collision | Riders protective clothing as per ACU Handbook Good marshalling practice as per briefings Riders awareness of flag signals | | |
| Injury from Vehicle | Guards and safety equipment on motorcycle as per ACU Handbook | | |

| 8. Marshals | | | |
|----------------------------|---|--|--|
| Competence | Marshals briefed as to their duties | | |
| Collision from Motorcycles | Protection from motorcycles (State method used in Column 3) | | |
| Identification | Marshal issued high visibility vests | | |

Signed: _____ **Name:** _____

Clerk of the Course Licence No. _____

Date:

Time: