



Procedures and safety arrangements for events using Forestry Agreement land



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Introduction

The ACU is the internationally recognised national governing body for motorcycle sport in the British Isles (excluding Northern Ireland). It is founder member of the World Governing Body, the Federation International Motocyclisme (FIM).

These instructions supplement the ACU Standing Regulations and National Sporting Code. They apply to all events held under an ACU/SACU permit on ¹Forestry Commission Land under the terms of the National Agreement between the ACU and Forestry Commission.

The instructions provide the minimum standards to be applied. Examples include the appointment of a licenced clerk of the course, an Event Director, an event safety officer, a chief marshal, and the development and submission of a safety plan for the event. Supporting guidance is also contained within the document on the management of safety for events held on Forestry Commission Land covering for example: developing risk assessments, the production of safety plans, managing the risk of spectators and the allocation and the safety briefing of marshals.

The ACU acknowledges that many of its events already have well-established safety plans and safety arrangements. However, whilst spectators are not actively encouraged to attend motorcycle events held on Forestry Commission land, it must be recognised that people may do so. Therefore, suitable and sufficient controls must be in place to manage the risk.

Accidents are often foreseeable. Eliminate the risk where reasonably practicable!



Acknowledgements:

The ACU formally acknowledges the assistance of the Motor Sports Association (MSA) in the production of this publication. The MSA is the governing body for motorsport in the UK and recently has published updated safety arrangements to meet recommendations following a review of two very serious motorsport accidents.

Note: No discrimination is intended where references are made to 'he' rather than 'she' throughout this document.

¹ The term Forestry Commission in this document includes forestry land in Wales managed by Natural Resources Wales (formally Forestry Commission Land).

1. Application for events on Forestry Commission Land

Affiliated Clubs/ Organisers wishing to hold an event on land which is managed by the Forestry Commission (FC) must do so in accordance with the “National Agreement” between the Forestry Commission and the Auto-Cycle Union Ltd. taking due consideration of the following procedure during the preparation and running of the event.

All Forestry Commission land is included in the “right to roam” scheme and an exclusion order must be in operation for all motorcycle events. In England and Wales the FC will arrange an access exclusion order – (Countryside and Right of Way (CRoW) closure) for which they will make a charge to cover administration costs, as laid down in the Authorisation. In Scotland the organiser must arrange the exclusion order.

1. All ACU permits (national and regional) shall be issued from the ACU HQ head office in Rugby upon application from the event secretary. All SACU permits shall be issued from the SACU HQ.
2. A completed form “Request for FC Authorisation” (Appendix A) must be submitted to the ACU/SACU HQ office by the organiser. The organiser must ensure this is additionally counter signed by every centre(s) in which the event is taking place. This must be submitted allowing sufficient time for the return of the application with the ACU approval stamp and for the organiser to forward the document to the Forest District Office within the time specified in instruction 3 below. For the purposes of FC authorisation, Hare & Hounds events are classed as enduro. Note: Once the form has been approved, a permit number will be issued.
3. A Forestry Commission authorisation must be sought by submitting a written application to the Forest District Office at least 6 months prior to the event and this application must be accompanied by the following:
 - i. Copy of “Approved Request for FC Authorisation”
 - ii. Times of use of the forest including time needed for setting up and dismantling the course.
 - iii. Proposed outline route, indicating start area and the any areas required for competitor servicing.
4. A permit application form and the appropriate fee must be sent to the ACU/SACU HQ Office together with a copy of the Supplementary Regulations allowing time for the issue of the Permit and the forwarding of same to Forest District Office within the time specified in 5.
5. The organiser must submit to the Forest District Office at least 3 months prior to the event full details as required by the Agreement together with the following:
 - i. Copy of the Permit
 - ii. Copy of the Supplementary Regulations with all Officials named
 - iii. Copy of the safety plan, risk assessment, final route including details of time needed for setting up and clearing up the event.

At or around this time the Forestry Commission will invoice the organiser (England & Wales) for the access exclusion charge. The FC will issue an authorisation document.

6. Reportable incident and accidents

Serious incidents or accidents to competitors, officials, spectators or property must be reported to the ACU as outlined in the ACU Handbook “Serious Accident Checklist”. Full details must also be provided to the Forestry Commission as soon as possible after the event.

The names of all persons treated by the First Aid for minor injuries must be recorded.

7. The organiser must, within 7 days, inform the FC and the ACU in writing the number of riders who took part in the event

8. Restoration of land

Land must be restored under the Forestry Commission agreement within 28 days of the event.

9. Invoices

All invoices issued by the FC must be paid within 30 days or interest charges may be added.

2. Officials of the meeting

2.1 Clerk of the course

The clerk of the course has overall responsibility for the general conduct and control of the event according to the duties and powers as defined within the ACU National Sporting Code. At events using a number of different sections of forest linked by public roads, suitably qualified deputies may be appointed.

2.2 Event Director

For all events held on Forestry Commission land a licenced Event Director will be appointed as the central point of contact. The E.D. must remain at the Control Centre throughout the event and have radio / Sat phone or other suitable communication systems with all main officials of the event. The E.D. will be in constant contact with the C of C however if this communication line is broken he shall have the same powers as the Steward in regard to safety and force majeure.

The Event Directors role may be carried out by one of the following:

- A specifically appointed official.
- The C of C providing the C of C is to remain at the Control Point throughout the event.
- The Secretary of the Meeting.

In all cases the E.D. must be in possession of a current C of C licence.

2.3 Appointed-Steward

For all events held on Forestry Commission land, the Chairman of the Stewards will be appointed by the office issuing the event Permit. The duties of a Steward are defined in the ACU National Sporting Code. Their powers, include for example, for urgent reasons of safety, to postpone the start of the event, to modify the course, or to stop or cancel the whole or part of an event.

2.4 Event safety officer

Event organisers must appoint an event safety officer (ESO). The position is primarily an advisory role to the clerk of the course and other designated officials such as the chief marshal to verify that measures essential to the safe running of the event are in place. The role includes developing and co-ordinating all safety arrangements for the event. As part of their role, the ESO must ensure that they:

- a) Are actively involved in the planning (including route planning) of the event.
- b) Produce an event safety plan ensuring all key officials are briefed on key risks, controls and instructions.
- c) Facilitate the production of an event risk assessment, including monitoring its effectiveness to ensure unforeseen or changing hazards are identified and suitably addressed.
- d) Verify that all safety arrangements are in place such as Countryside and Right of Way (CRoW) closures, ACU warning signs of the event to the public, prohibited notices, warning tape and barriers for spectator control.

- e) Input into the development of risk controls for managing spectator safety including monitoring spectator safety during the event ensuring, where necessary, the chief marshal is advised of any last minute changes to the safety plan to address any unforeseen changes in risk.
- f) Verify, prior to the start of the event, communication systems are in place and fully operable.
- g) Co-ordinate and communicate with the chief marshal to verify:
 - Key marshalling points are covered; and
 - All marshals have been briefed on their responsibilities.
- h) Arrange for sufficient emergency response (Paramedic and First Aid) to be provided for the event and correctly positioned. This includes ensuring that relevant personnel are fully briefed on:
 - How to safely respond to reported incidents and accidents
 - Methods of communication
 - Names and contact details of core event officials - C of C, Chief Marshal, Stewards etc.
 - Any additional instructions pertaining to incidents on the special test, including points of access.
 - The process for dealing with major incidents.
- i) Arrange for an event log is maintained of any issues raised to ensure the event organiser and local Forestry Commission office can address emerging and underlying issues that may arise.
- j) Arrange for details of any accident to be recorded and, according to the severity, investigated for transferrable lessons.

2.5 Chief Marshal

Event organisers must appoint a chief marshal whose role include:

- a) Liaising with the event safety officer to agree on static and mobile (travelling) marshals taking into account the risks identified in the safety plan and on methods of communication.
- b) Being familiar with all access and exit points of the forest or forestry blocks.
- c) Co-ordinating course opening, ensuring the event is correctly marked and safe to run.
- d) Co-ordinating course closure, ensuring no riders are left on the course, the course is clear and all first aid and officials can stand down from their positions.
- e) The safety briefing of all marshals. See section 8.3 for details of information to be briefed to marshals.

3. Event layout and route

The following points must be considered in terms of route layout and design:

3.1 Layout of start area and time controls

The clerk of the course for the event must assess the suitability of:

- a) The area for parking for competitors and spectators.
- b) Access points to all areas of the event verifying that these will be available for emergency vehicle access at all times.
- c) Public roads providing access to and from the forest and whether these will be used further during the period of the event by competitors and support crews. The implementation of a one-way system for event traffic may need to be considered.
- d) Suitability of the area for a start area, time control, taking into account the number of riders, support crews and potential spectators and the need and time allowed for servicing.

3.2 Special tests

The clerk of the course for the event must consider:

- a) The suitability of the forest for a special test. The preferred option is to use a field or open hill area away from Forestry Commission land where this is available and cost effective to do so.

- b) Where special tests are held on Forestry Commission land, in designing the test, the clerk of the course must consider:
- The need for access by riders to view the test and support crews to provide permitted assistance during the event.
 - Access points for emergency response for first aid personnel.
 - The need to control spectator risk through marshalling, restricted and prohibited areas.
 - The safety of the proposed route taking into account influencing factors such as the specific nature of forestry terrain. Where practicable, areas of route which have a number of stumps should be avoided or warning given.

3.3 Key points to discuss and agree with the Forestry Commission

Examples of key points that must be agreed by the event organiser with the Forestry Commission as part of event planning include:

- a) The policy for locking / unlocking Forestry Commission gates.
- b) Parking area for start/finish, special test / service areas for competitors and support crews, and spectators, if invited.
- c) The proposed route, taking into account any restrictions including for example: conservation, historic environment and the protection of water crossing points.
- d) Issues associated with sporting tenant access to the event and any associated risk with such activities.
- e) Areas of current and proposed operations and harvesting where this may impact on the event or the proposed route in terms of access of machinery / lorries using the same section of forest.
- f) Policy for posting CRoW notices and advance information of the event.
- g) Sufficient time needed in advance of the event to plan and make the route as safe as possible e.g. clear hidden brash/ logs.
- h) Requirements for marshalling (closing if necessary) Forestry Commission or public foot paths and rights of way.
- i) The arrangements for timing the course and whether controls should be in place such as a CRoW closure for this purpose.
- j) The Forestry Commission on-call point of contact during the course of the event, should the need arise to advise the Forestry Commission of a serious accident or incident.
- k) Resolving any points of clarification with the event safety plan.

4. Health and safety and risk management

Events need to be run in line with health and safety legislation and supporting guidance issued for motor sport. It is therefore important to ensure that event information includes the production of a safety plan and that hazards are subject to a suitable and sufficient risk assessment, to ensure they are either eliminated or reduced to as low a risk as reasonably practicable.

In addition to legal requirements, there are also civil obligations in terms of a 'duty of care'. This means that, in designing and running events, organisers have a duty to ensure that all 'foreseeable risks' to any person who can be affected by the risk are identified and controlled. Even when setting out the event, new risks, such as fallen trees blocking emergency access points, will often be identified and slight modifications to the course or the start finish area may be required to control this risk.

5. Safety plans

The safety plan is a written commitment that the event organiser has **put safety at the heart** of its proposed event. It must clearly demonstrate how the event organiser has assessed and intends to

manage the identified risks. The plan should clearly define roles and responsibilities and instructions for managing the event including the procedures for emergency response.

The safety plan should be developed and available three months before the event. It must be issued to the Forestry Commission and other relevant parties to ensure they are fully aware of the contents and any actions necessary. The safety plan must be treated as a living document that is amended during the build up to an event and which is adapted for subsequent events to reflect emerging risks and transferable lessons from previous events and from other event organisers' events where issues are known and considered to be relevant.

The principal contents of a safety plan are as follows:

- Introduction and overview of the event.
- Key event roles and responsibilities and contact numbers.
- An overview of the route and special test area with supporting map(s) provided as an appendix with emergency access points indicated.
- An overview of key risks and how these are being controlled with the supporting risk assessment as an appendix.
- Details for managing public and spectator safety.
- Details of event marshalling, including marshals' instructions
- Details of first aid and emergency response.
- Accident and major incident procedure.
- Course opening and closure procedures
- Deteriorating conditions (management of course alterations due to severe weather such as snow), including the stopping of event should the need arise).



The safety plan is the handbook for the event. It should be made available as widely as required to ensure everyone associated with the event is aware of the overall approach to safety and their specific role on the day.

Appendix B provides further supporting detail of the information that can be included under the section headings of a safety plan.

6. Risk assessments

Risk assessments are required for all ACU events irrespective of whether they run on Forestry Commission land or not. However, key points to consider when running events on Forestry Commission land are as follows:

- a) Based on the size and nature of the event, determine whether one generic risk assessment is needed or whether additional risk assessments are required to cover different forestry areas. For example, the Welsh Two Day enduro uses a number of different forests linked by road sections. To



address this, supporting risk assessments for each location covering issues such as access and emergency response are produced.

b) Consider the key areas of risk to be evaluated covering for example:

- Suitability of the area for gaining access – competitors and support crew vehicles, spectators, emergency services, and riders' entry and exit from the forest where different forest blocks are linked by road sections.
- Suitability of the route for the skill base of the rider.
- Risk associated with service areas and special tests.
- How has the course route been designed to minimise/ manage the risk to the personal safety of riders.
- How has the course route been designed to minimise / manage the risk to spectators and 3rd parties.
- The management of risks to competitors who are injured or maybe stranded on the course due to mechanical breakdown.
- Fire safety.
- Use of plant and machinery e.g. motorcycles or ATV's to set out or clear up the event.
- High winds and adverse weather such as snow.

To assist event organisers with their risk assessment, specimen Risk Assessments and an example of risks and control measures is available from the Head Office..

7. Managing spectator and third party risk

7.1 Introduction

Due to the nature of motorcycle events in forests (generally a long distance endurance event with low average speeds primarily using rough tracks with limited use of forestry roads), they do not attract many spectators. In fact, spectators are not actively encouraged to attend. However, as forests are generally considered to be public areas, this presents risk in that members of the public, whether invited or uninvited, may attend or unintentionally come across the event. Therefore, the planning of the route must demonstrate that due consideration has been given to spectator and third party safety taking into account factors such as:

- a) Points of access into the forest - authorised and unauthorised.
- b) Popular viewing areas.

The risk assessment process for the event should assess the suitability of areas for spectators taking into account the need to avoid spectators standing on the outside of a corner or within the landing area of a jump where there is little protection provided. Any known high risk locations should be designated as prohibited no-go areas. Other factors to consider include:

- Whether there have been any near misses or incidents at previous events and what suitable measures are needed to eliminate or reduce potential hazards and risk.
- Whether an increase in spectator numbers is expected due to a change in status or the quality of riders competing.

Prohibited no-go areas to spectators must be marked in accordance with the ACU standard signage and where necessary, additional taping.

Event organisers may also wish to consider issuing

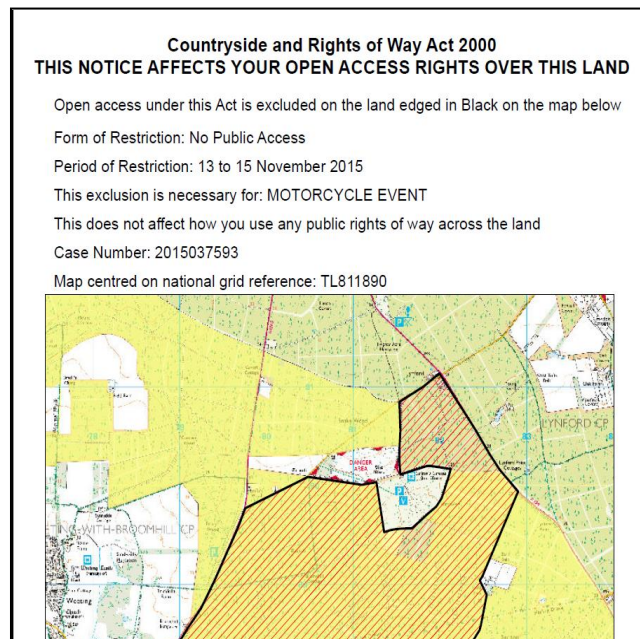


members of the public and support crews with a leaflet of do's and don'ts in terms of spectator safety.

7.2 CRoW Closures

Event organisers must agree with the Forestry Commission:

- The optimum points of access for displaying CRoW closure notices.
- The area covered by the CRoW closure noting that these do not apply to Forestry Commission land not directly owned by the Forestry Commission. i.e. land that is leased by the Forestry Commission from other parties.



7.3 Warning signs and taping of the forest

Pre event notices should be displayed on forestry gates and issued to local residents to provide advance warning of the event. All external entrances to the forest should be marked in accordance with the ACU Handbook Safety Instructions. In addition to warning signs, depending on the level of risk and the nature of the route, warning tape may also be required to stop unauthorised access.



8. Determining the number of marshals and marshal points

At the planning stage, event organisers must consider the number of marshals required for the running of the event. This will be dependent upon the number of competitors and estimated number of support crews and spectators. It is acknowledged that, with enduro type events, in determining where marshals are positioned, emphasis is normally placed on travelling marshals (marshals on motorcycles) either riding the same course as competitors or adjacent forestry trails/tracks which link the course in the same direction of travel. An overview of the marshalling requirements should be included within the safety plan.

Good practice on Forestry Commission land is to divide the route into sections e.g. 1 to 4 or with time control; the end of these sections or time controls being manned by a marshal with communication to the start finish control or First Aid response team. This approach assists in minimising the response time of identifying and dealing with incidents.

8.1 Static marshals

These should be positioned as identified through the risk assessment and through the development of the safety plan and be provided in areas such as:

- Car parking.
- Start / finish area and service areas.
- The start finish of the special test.
- Any location on the special test where a high number of spectators may gather.
- Any public or Forestry Commission public right-of-way or crossing which remains open for the event.
- Any part of the route within the forest where spectators are likely to gather to view competitors.
- Interfaces between Forestry Commission Land and the public highway where the event risk assessment has identified a potential risk due to restricted visibility where the route joins a public road.



8.2 Travelling marshals

Other than course opening and closing, travelling marshals should be allocated to a sector of the course to ensure they develop and have a good understanding of access routes in the area so they can effectively respond to an incident. This includes identifying tracks and points of access to the course for emergency response taking into account the need to avoid marshals or any other emergency response personnel traveling against the flow of the competitors. A chief sector marshal should be appointed with communication to the main control point. Too many travelling marshals can, in some cases, be a hindrance to competitors. Each traveling Marshal must wear a high visibility vest/bib issued by the organiser so as to be identifiable whilst carrying out marshalling duties before during and after the event.

8.3 Training and briefing of marshals

If there is an incident, marshals are likely to be the first on the scene. They are also responsible for managing spectator safety, therefore, it is vital that they are well informed with the right skills. This should

be addressed through safety briefing guidance as per the ACU Standing Regulations Safety Requirements.

Whilst core information and safety instructions can be sent out in advance of the event, all marshals should receive a face-to-face safety brief at the start of the event. The briefing should cover the following:

- Responsibilities in relation to the role and the routes which are to be covered including routes to and from allocated marshalling points and any restricted areas / tracks.
- Conservation restrictions applicable to the section of forest(s) being used.
- The requirement to wear a marshalling bib at all times.
- Estimated times of the first and the last rider.
- Potential areas where spectator risk may need regular monitoring and controlling.
- How to communicate with and manage spectators, including how to deal with uncooperative spectators.
- Telephone or means of communication (including numbers and call signs) to main officials and emergency response personnel.
- First aid arrangements and the location of medical services.
- Response to an incident including a potential serious incident.
- Evacuation routes from relevant points of the course.
- The procedure to manage broken down machines or stranded riders.
- Advice on how to keep themselves and others safe on the event.

9. Event Communications

An effective communication system between the central control point and event personnel managing any sections of Forestry Commission Land must be set up. This can be through any or all of the below:

- a) Use of mobile phones, where reception permits
- b) Radio
- c) Sat Phones.

10. Monitoring and Review

ACU event organisers must ensure they:

- a) Initiate arrangements for monitoring and reviewing the effectiveness of the safety plan for the event. The event safety officer should be advised of any areas of development which may require further consideration or review such as risk assessments and supporting instructions.
- b) Co-operate with the Forestry Commission to facilitate any announced or unannounced inspection that they may undertake to ensure safety arrangements are in place and being managed according to the safety plan.

11. Implementation

Implementation of these instructions will apply to all ACU affiliated organised events organised on Forestry Commission land with effect from 1st January 2016.

Appendix A - Request for FC Authorisation

I, as the registered event organiser, apply to the ACU for approval to organise a motorcycle event on land managed by the Forestry Commission in accordance with the Agreement signed between the Forestry Commissioners and the Auto-Cycle Union Ltd.

Name of Club/Centre/ promoter:		Number:			
Name of point of contact for event organisation:		Address:			
		Tel No:			
		Email:			
Date of event:		Road Traffic Authority Cover required:			
Start time:					
Status of event: (national / open / restricted)		Type: (enduro, rally trial, other)			
Name(s) of Forest:		Address of Forest District Office			
		Forestry Commission point of contact			
Signed by point of ACU organiser point of contact:		Date:			
Counter signed by centre affected by the event		Centre		Date:	
Counter signed by centre affected by the event		Centre		Date:	
Counter signed by centre affected by the event		Centre		Date:	

Section completed by ACU HQ:

I on behalf of the Auto-cycle Union Ltd. hereby give the approval for the above event for which we have reserved Permit No. which ensures that the Insurances arranged by ourselves and outlined in the current ACU Handbook are now in place for this event.

Signed ACU stamp Date

FOO1 2015

Appendix B – Example Contents of a Safety Plan

The following provides additional supporting information to assist with the development of a Safety Plan

1. Introduction and overview of the event

Outline the purpose of the plan e.g. *This safety plan prescribes the safety arrangements for XX (Club's / Organiser's) event being held on Forestry commission land under the ACU Forestry Agreement. The event is being held on the following date(s) XX. The scope of the plan applies to all event officials, first aid and emergency response personnel and outlines to the Forestry Commission and the ACU Stewards of the event, how safety on the event is being managed.*

Provide a brief summary of the event, such as: *The event is motorcycle enduro involving xxx competitors with the number of competitors starting per minute as defined in the ACU Regulations. The event is technically non-spectator although it is estimated in the region of xxx support crew personnel and spectators may be within the forest during the event*

2. Key event roles and responsibilities and contact numbers

Add a table indicating key officials of the meetings, their role and contact numbers.

3. Start Area and Route

Provide details of the start area, access points to the start area and any service areas. Provide a brief summary of the route, how many miles being used, the type of terrain (primarily off road between the trees, linked by the occasional forestry track). Riders will be expected to ride up to XX laps and duration of the event is approximately xx hours. Outline whether a special test is being held and, if so, where showing points of emergency access. Include a supporting map of the route as an appendix and a larger map showing the special test area and all points of access for emergency response.

4. Risk assessment

Outline that a risk assessment has been conducted and is attached as an Appendix. Outline whether any significant areas of risks have been identified and, if so, what controls are proposed to eliminate or control risk.

5. Controls to manage spectator and 3rd party risk

Summarise how spectator and third-party risk is being controlled through, for example, a CRoW closure, warning signs displayed as per ACU safety arrangements, taping and segregation of no-go areas, and marshalling of areas such as the start / finish, service areas and the special test.

6. Details of event marshalling, including marshal instructions

Provide brief details of how the event will be controlled and marshalled, and the location of key marshals and the reasons for choosing the location. *E.g. A chief marshal has been appointed and is responsible for ensuring all marshals, static and travelling, are suitably briefed. Static marshals are to be provided within the start finish area, special test area and at XX track crossing. Travelling marshals will conduct course opening and closing including monitoring the course during the period of the event. All marshals are to be briefed in accordance with ACU safety instructions.*

7. Details of medical arrangements

Summarise what civil emergency services have been informed of the event, what level of first aid cover is to be provided, where it will be positioned and the methods of communication. List the details of the local hospital's A&E and whether the hospital has been advised in advance of the event.

8. Accident and incident management

Outline the process for dealing with accidents and injured riders covering for example:

- How these are to be reported.
- How event marshals and first aid should respond to maintain safety including for example the importance of approaching incidents in the same direction as competitors.
- The action to be taken if the accident is known to be severe.
- If the site lends itself to assistance using an air ambulance, the proposed site(s) for landing.

A brief description should also be provided of the arrangements for dealing with a major incident taking into account the detailed instructions already provided in the ACU Handbook and the supporting information provided by the ACU. It is essential that local emergency services know how to find the event and how to respond safely to an incident.

9. Course opening closure recovery of stranded machinery

Summarise how the course will be opened, who and what needs to be in place and checked, how the event is closed and how stranded machinery and riders are managed.

10. Degraded working and reasons for altering the course or stopping the event

The proposed actions for altering the course or stopping the event in the event of severe weather should be summarised. This should include a statement on how the event will be stopped in the event of the need to do so e.g. Red flags, entry from time control blocked, riders escorted back via a marshal etc.

Appendices to the plan

Add as appendices to the safety plan: the plan of the route, special test including emergency access and map of how external signs will exhibited be used to warn 3rd parties of the event etc.

Appendix C – Examples of hazards and controls

	Issue	Example Hazard	Example risk controls
1	Suitability of section of forest for event	Rider colliding with member of the public whether traffic accident or person walking – recreation use	<ul style="list-style-type: none"> Area has good access to and from public roads – no blind spots Areas which involve high recreational use avoided CRoW Closure arranged and displayed.
2a	Managing risk to competitors	Rider colliding with other authorised vehicles such as other rider, marshal or emergency response vehicle	<ul style="list-style-type: none"> Course is designed to prevent riders crossing over junctions at high speed or competitors approaching junctions from different (head on) directions. Specific forestry tracks have been left open to provide access in the event of emergency response. Maps of the course are issued to marshals, First Aid and 4 x 4 response and instructed to respond to the incidents if practicable in the same direction as competitors are travelling. ACU Standing Regulations specify the criteria for route marking. This regulation additionally advises riders that forest tracks and road are not closed to other users and traffic may be travelling in the opposite direction
2b	Managing the risk to competitors	Rider hitting hidden stumps / logs as insufficient time allowed to fully prepare and check the course	<ul style="list-style-type: none"> Event planning and preparation (times agreed with Forestry Commission) to include sufficient time for a detailed examination / checking of route to maximise the safety of competitors prior to any course marking with arrows and tape. Course pre ridden by a rider to check/ verify safety and suitability.
2c	Managing risk to competitors	Rider falling from motorcycle or coming into contact with a tree/ another rider	<ul style="list-style-type: none"> Riders are licensed by the ACU and key officials are licensed and trained in setting out a course. Route is planned so as to minimise actual speed of riders and to reduce the risk to competitors Overall average speed for the event on Forestry Commission land must not exceed 25 mph. This assessed and verified as part of the course validation process Special test section is marked with warning tape Chicanes are installed on certain sections where necessary to reduce speed Route designed to minimise potential of conflict with other parts of the route – head on side on. Number of riders within the event restricted.
2d	Managing risk to competitors	Rider unable to negotiate the course and finds an alternative unauthorised route - potential head-on collision with another competitor	<ul style="list-style-type: none"> Category and skill base of rider determined in the supplementary regulations. Potential difficult sections of the course marshalled.
2e	Managing risk to competitors	Rider encountering unauthorised persons / vehicles on course at start of the event	<ul style="list-style-type: none"> Course opening undertaken by a marshal to verify the safety arrangements and to warn any person who may not be aware of the event
2f	Managing risk to competitors	Rider being left on the course injured after event finished	<ul style="list-style-type: none"> Course closing undertaken by marshals who ride the course and liaise with radio points Radio and first aid points are advised of estimated course closing times Raynet & 4 X 4 Response have joint competence to co-ordinate and undertake search and rescue if necessary Riders are advised to remain with their machines in the event of a breakdown for club officials to cover

	Issue	Example Hazard	Example risk controls
			<ul style="list-style-type: none"> Riders are required to hand in their time cards if they retire from the event Officials of the event, via passage checks and time controls, can trace which controls a rider has passed through
3a	Protection of support/ service crews and time control staff	Rider colliding with support crew / official in designated service area/ time control /special test	<ul style="list-style-type: none"> Service area is designated an ACU blue tape walking speed area. Special signs and tape displayed Rider service equipment is stored in an area to reduce the potential for a collision A run through is provided to the time control isolated from the service area where time control checks maybe tight on time. A chicane is positioned prior to the time control to reduce the speed at which rider enters the control The special test/finish light beams are protected by posts to prevent injury to persons needing to undertake maintenance on the beams during the course of the event. Public metal safety barriers erected at high risk points.
4a	Managing officials, spectator and 3rd party safety	Motorcycle comes into contact with a member of the public, invited or uninvited	<ul style="list-style-type: none"> The forestry commission publish dates of the event and details have been issued to all persons licensed to use the forest (e.g. horse riders) Local residents will be issued with a personal letter advising them of the event All walks and mountain bike trails which impact on the area in which the motorcycle event is being held to be closed during the period of the event. CRoW closure to be issued and published ACU approved warning signs displayed at all access points to the forest At all primary locations where the route crosses a fire track, warning cones or tape located Critical areas are marked with prohibited notice signs High risk areas such as service areas and time controls have reduced speed signs (walking pace) and are marshalled All other areas where it is foreseen that spectators may gather are either marshalled and/or taped or restricted according to the level of risk. Public metal safety barriers erected at high risk points Prohibited areas notices posted All marshals are briefed
4b	Managing officials spectator / 3rd party safety	Personal injury by coming into contact with harvesting equipment	<ul style="list-style-type: none"> During course preparation, club officials will not work within or near to compartments where forestry commission harvesting equipment is operating. Harvesting section has made this information available to the club Operations generally Monday-Friday only. Weekend working by special arrangement only. On the day(s) of the event harvesting is not planned Event planner to consult with Operations team. Restricted areas avoided and signed As harvesting commitments periodically change, the course will be modified to minimise risk to officials, competitors, spectators and third parties.
4c	Managing officials spectator / 3rd party	Persons injured by falling trees due to for example high winds / gales on day	<ul style="list-style-type: none"> Situation to be assessed and event to be cancelled if necessary In areas where spectators / event officials congregate, any tree presenting a specific risk is reported to the

	Issue	Example Hazard	Example risk controls
	safety	of the event	<p>Forestry Commission.</p> <ul style="list-style-type: none"> • Leave forest if wind rises above Beaufort scale 7+ (Near gale; 51 - 62 km/h; 28-33 knots; Whole trees in motion; inconvenience felt when walking against wind). Risk of tree fall varies with soil wetness and leaf cover. Close liaison with on-call Forestry rep to be maintained.
5	Rider or Spectator injury	Rider, support crew, spectator or third party injured and treatment not provided in a timely manner	<ul style="list-style-type: none"> • Level of cover and position of first aid determined by size and nature of the event. • All first aid personnel, marshals and officials briefed and have instructions for emergency access points. • Route, including the special test, has been designed to permit access in the event of an incident. • Systems in place to stop the event, if necessary, depending on the nature of the incident. • A documented major incident procedure is available as determined by the ACU. • Radio or equivalent communication system set up between key sector marshals, central control and first-aid.
6a	Fire safety risk	Dry fern catching alight on underside of car in car parking area/person smoking	<ul style="list-style-type: none"> • Event not to be held to be during high fire risk times • Area for parking assessed for potential suitability and risk • No smoking signs erected as necessary
6b	Fire safety risk	Fire in service area due to person smoking, naked flame etc	<ul style="list-style-type: none"> • Area is designated 'No Smoking' – signs displayed • Fire points provided and equipped with suitable fire extinguishers to deal with fuel fire. Fire extinguishers are serviced on a yearly basis. • All competitors are required to have a fire extinguisher • Marshals patrol the area • Machines must have engine stopped when being serviced

The above list only provides examples and is not exhaustive.



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