

**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.

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

**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 .....

## **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 3<sup>rd</sup> 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	<b>Suitability of section of forest for event</b>	Rider colliding with member of the public whether traffic accident or person walking – recreation use	<ul style="list-style-type: none"> <li>• Area has good access to and from public roads – no blind spots</li> <li>• Areas which involve high recreational use avoided</li> <li>• CRoW Closure arranged and displayed.</li> </ul>
2a	<b>Managing risk to competitors</b>	Rider colliding with other authorised vehicles such as other rider, marshal or emergency response vehicle	<ul style="list-style-type: none"> <li>• Course is designed to prevent riders crossing over junctions at high speed or competitors approaching junctions from different (head on) directions.</li> <li>• Specific forestry tracks have been left open to provide access in the event of emergency response.</li> <li>• 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.</li> <li>• 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</li> </ul>
2b	<b>Managing the risk to competitors</b>	Rider hitting hidden stumps / logs as insufficient time allowed to fully prepare and check the course	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Course pre ridden by a rider to check/ verify safety and suitability.</li> </ul>

	Issue	Example Hazard	Example risk controls
2c	<b>Managing risk to competitors</b>	Rider falling from motorcycle or coming into contact with a tree/ another rider	<ul style="list-style-type: none"> <li>• Riders are licensed by the ACU and key officials are licensed and trained in setting out a course.</li> <li>• Route is planned so as to minimise actual speed of riders and to reduce the risk to competitors</li> <li>• 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</li> <li>• Special test section is marked with warning tape</li> <li>• Chicanes are installed on certain sections where necessary to reduce speed</li> <li>• Route designed to minimise potential of conflict with other parts of the route – head on side on.</li> <li>• Number of riders within the event restricted.</li> </ul>
2d	<b>Managing risk to competitors</b>	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"> <li>• Category and skill base of rider determined in the supplementary regulations.</li> <li>• Potential difficult sections of the course marshalled.</li> </ul>
2e	<b>Managing risk to competitors</b>	Rider encountering unauthorised persons / vehicles on course at start of the event	<ul style="list-style-type: none"> <li>• Course opening undertaken by a marshal to verify the safety arrangements and to warn any person who may not be aware of the event</li> </ul>

	Issue	Example Hazard	Example risk controls
2f	<b>Managing risk to competitors</b>	Rider being left on the course injured after event finished	<ul style="list-style-type: none"> <li>• Course closing undertaken by marshals who ride the course and liaise with radio points</li> <li>• Radio and first aid points are advised of estimated course closing times</li> <li>• Raynet &amp; 4 X 4 Response have joint competence to co-ordinate and undertake search and rescue if necessary</li> <li>• Riders are advised to remain with their machines in the event of a breakdown for club officials to cover</li> <li>• Riders are required to hand in their time cards if they retire from the event</li> <li>• Officials of the event, via passage checks and time controls, can trace which controls a rider has passed through</li> </ul>
3a	<b>Protection of support/ service crews and time control staff</b>	Rider colliding with support crew / official in designated service area/ time control /special test	<ul style="list-style-type: none"> <li>• Service area is designated an ACU blue tape walking speed area. Special signs and tape displayed</li> <li>• Rider service equipment is stored in an area to reduce the potential for a collision</li> <li>• A run through is provided to the time control isolated from the service area where time control checks maybe tight on time.</li> <li>• A chicane is positioned prior to the time control to reduce the speed at which rider enters the control</li> <li>• 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.</li> </ul>

	Issue	Example Hazard	Example risk controls
			<ul style="list-style-type: none"> <li>Public metal safety barriers erected at high risk points.</li> </ul>
4a	<b>Managing officials, spectator and 3<sup>rd</sup> party safety</b>	Motorcycle comes into contact with a member of the public, invited or uninvited	<ul style="list-style-type: none"> <li>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)</li> <li>Local residents will be issued with a personal letter advising them of the event</li> <li>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.</li> <li>CRow closure to be issued and published</li> <li>ACU approved warning signs displayed at all access points to the forest</li> <li>At all primary locations where the route crosses a fire track, warning cones or tape located</li> <li>Critical areas are marked with prohibited notice signs</li> <li>High risk areas such as service areas and time controls have reduced speed signs (walking pace) and are marshalled</li> <li>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.</li> <li>Public metal safety barriers erected at high risk points</li> <li>Prohibited areas notices posted</li> <li>All marshals are briefed</li> </ul>

	Issue	Example Hazard	Example risk controls
			<ul style="list-style-type: none"> <li>•</li> </ul>
4b	<b>Managing officials spectator / 3<sup>rd</sup> party safety</b>	Personal injury by coming into contact with harvesting equipment	<ul style="list-style-type: none"> <li>• 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</li> <li>• Operations generally Monday-Friday only. Weekend working by special arrangement only. On the day(s) of the event harvesting is not planned</li> <li>• Event planner to consult with Operations team.</li> <li>• Restricted areas avoided and signed</li> <li>• As harvesting commitments periodically change, the course will be modified to minimise risk to officials, competitors, spectators and third parties.</li> <li>•</li> </ul>
4c	<b>Managing officials spectator / 3<sup>rd</sup> party safety</b>	Persons injured by falling trees due to for example high winds / gales on day of the event	<ul style="list-style-type: none"> <li>• Situation to be assessed and event to be cancelled if necessary</li> <li>• In areas where spectators / event officials congregate, any tree presenting a specific risk is reported to the Forestry Commission.</li> <li>• 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.</li> </ul>



	Issue	Example Hazard	Example risk controls
5	<b>Rider or Spectator injury</b>	Rider, support crew, spectator or third party injured and treatment not provided in a timely manner	<ul style="list-style-type: none"> <li>• Level of cover and position of first aid determined by size and nature of the event.</li> <li>• All first aid personnel, marshals and officials briefed and have instructions for emergency access points.</li> <li>• Route, including the special test, has been designed to permit access in the event of an incident.</li> <li>• Systems in place to stop the event, if necessary, depending on the nature of the incident.</li> <li>• A documented major incident procedure is available as determined by the ACU.</li> <li>• Radio or equivalent communication system set up between key sector marshals, central control and first-aid.</li> </ul>
6a	<b>Fire safety risk</b>	Dry fern catching alight on underside of car in car parking area/person smoking	<ul style="list-style-type: none"> <li>• Event not to be held to be during high fire risk times</li> <li>• Area for parking assessed for potential suitability and risk</li> <li>• No smoking signs erected as necessary</li> </ul>
6b	<b>Fire safety risk</b>	Fire in service area due to person smoking, naked flame etc	<ul style="list-style-type: none"> <li>• Area is designated 'No Smoking' – signs displayed</li> <li>• Fire points provided and equipped with suitable fire extinguishers to deal with fuel fire. Fire extinguishers are serviced on a yearly basis.</li> </ul>

	Issue	Example Hazard	Example risk controls
			<ul style="list-style-type: none"><li>• All competitors are required to have a fire extinguisher</li><li>• Marshals patrol the area</li><li>• Machines must have engine stopped when being serviced</li></ul>

The above list only provides examples and is not exhaustive.