

# Managing Health and Safety at ACU Permitted Events



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## A guide for ACU Affiliated Event Organisers

This document describes some of the main risks at ACU permitted motorcycle sport events and some of the steps that can safeguard the health and safety of officials, volunteers, competitors, employees and spectators.

The guidance contains practical advice for ACU Clubs/Promoters who are organising motorcycle sport events.

Health and Safety aspects covered include:

- Safety management
- Track / Course design
- Event layout
- Pit / Paddock safety
- Noise
- Safe Use of Equipment
- Manual Handling
- Electrical Safety

This document includes:

- What is required to comply with the law and what action you should take and why,
- A clear and logical structure that aims to help the user to scan, understand and assimilate the content.

This document should be viewed as the over-arching document which gives an overview of what is required at larger events (British Championship level, headline individual meetings such as and as an example; the ACU British Masters Grass Track Championship).

In accordance with the ACU's National Sporting Code, article 3.26; The Organiser of an ACU Event held on an International/European permit shall prepare a Safety Plan in addition to the Risk Assessment unless the relevant ACU Sport Committee specifies otherwise. The Safety Plan is to be confirmed as completed to the Permit Issuing Authority one month prior to the start of the event.

Subsequent documents have been published pertaining to each individual Off Road Sport discipline to assist event organisers. Each individual off road sport discipline publication will not contravene this document in any way, as such this document remains the overall authority.



**G Thompson MBE BEM**  
**Auto-Cycle Union Ltd**

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## Managing Health and Safety at ACU Permitted Events – Version Control

### Revision History

Revision	Name	Date	Description

**Version control** is the practice of tracking and managing changes to documents, informing the User where the document has been updated, what the amendment was and when the amendment became effective.

## Introduction

### About this guidance and who it is for

1. In its various forms, motorcycle sport is spectacular and exciting, providing enjoyment for competitors, officials, marshals and spectators alike.
2. This guidance is primarily aimed at helping motorcycle sport event organisers affiliated to the ACU to understand what they need to do to comply with the Health and Safety at Work etc Act 1974 (the HSW Act)<sup>1</sup> and the regulations made under it.
3. This guide will help with the safe running of events at permanent or temporary venues. It will help you, the Event Organiser, to minimise risks in a proportionate way, which does not unduly restrict competition in the activity you are organising.

#### ***‘reasonable care’ to ensure any ‘reasonably foreseeable risks’ are managed***

4. The ACU Local Club/Promoter needs to take ‘reasonable care’ to ensure any ‘reasonably foreseeable risks’ are managed to all parties to whom a duty of care is owed. This includes for example, the landowner, members of the public (invited to spectate or not), Marshals, Officials, first aid, emergency response teams and of course all competitors.
5. This document provides guidance/advice to assist the Event Organiser with managing events and cannot cover all the management of all safety risk which differs considerably between the various disciplines of our sport. Event Organisers, through their process of risk assessment, risk management and inspections on the day of the event, ensure that safety is maintained and the likelihood of someone being harmed is ‘As Low as Reasonably Practicable’ (ALARP).

### About the ACU

6. The ACU is the internationally recognized national governing body for motorcycle sport in the British Isles (less Northern Ireland). Formed in 1903, the ACU has a long tradition in the world of motorcycle sport being a founder member of the world governing body, the Federation Internationale Motocyclisme (FIM). The ACU has a major role in furthering the interests of motorcycle sport on a global basis. Domestically, the ACU provides for all forms of motorcycle sport ranging from road racing to all disciplines of off-road activity.
7. The ACU aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation, have a genuine and equal opportunity to participate in motorcycle sport at levels in all roles. The ACU fully supports youth activity in all disciplines and some of our young riders go on to become British, European and World champions in their chosen sport.

## Managing for health and safety

### Getting started

8. As an Event Organiser, you will have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare of your volunteer officials, any employees you may have and the competitors. You also have a duty to make sure, so far as is reasonably practicable, that spectators and others including the media are not exposed to risks to their health and safety arising from the operation of your event.
9. If you are an employer, describing how you will manage health and safety will let your officials, marshals and others know about your commitment to keeping people safe. Whatever the scale of the event, make sure there is a clear understanding within the organising team about who will be responsible for safety matters. For employers, this is likely to be driven by the organiser's health and safety policy, which should clearly say who does what, when and how.
10. If you are not confident of your ability to manage all health and safety in-house you may need some external help or advice, which can be obtained by contacting the undermentioned at the ACU:

Director for Safety – Gary Thompson MBE BEM (email; [gary@acu.org.uk](mailto:gary@acu.org.uk))

### Planning your event

11. As an event organiser, identify the:
  - type and scope of the event;
  - number of participants and likely number of spectators (including the media);
  - location and duration of the event;
  - time of day and year the event will be held (as the weather may be a significant factor).
12. These key factors will help you to determine what facilities and resources will be required, eg the design of the track, number and type of barriers, plus the number of marshals and officials needed.
13. Once you've identified the nature and scope of your event, you should create an event safety plan based on an assessment of the risks.

### Assessing the risks

14. As part of managing health and safety at your event, you must assess and control the risks. To do this you need to think about what might cause harm to people, eg. your employees/volunteers, participants and spectators, and decide whether you are doing enough to prevent harm. This process is known as risk assessment and it is something Event Organisers are required to carry out.
15. A risk assessment is about identifying and taking sensible and proportionate measures to control the risks at your event, not about creating huge amounts of paperwork. For those of you who organise events on a regular basis, you are probably already taking steps to protect your employees/volunteers, spectators and others, but your risk assessment will help you decide whether you should be doing more.

16. Be aware that the safety precautions for motorcycle sport events will vary widely according to the discipline. For example, a Road Race meeting held at a permanent race circuit will have different requirements to those for a motorcycle trial on a stretch of moorland, but the same basic principles for identifying hazards will apply.
17. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm. The following might help.
  - Think about your event activities, processes and any substances used that could either injure your team, spectators and others or harm their health.
  - Ask your team what they think the hazards are as they may notice things that are not obvious to you, and may have some good ideas on how to control the risks. Speaking to other event organisers in your discipline can also be helpful.
  - Recognise that some employees/volunteers may have particular requirements, eg. new and young workers, new Officials / volunteer and people with disabilities. Expectant mothers and people with disabilities should also be taken into consideration with regard what tasks they are able to carry out. Lone Workers / Officials isolated in area for long periods of time should also be recognised and measures put in place for regular contact, make sure they have appropriate clothing, food/drink etc for the duration of the period concerned.
18. Liaise with others, eg. the venue owner/track operator, emergency services and officials from the ACU for advice and information relevant to your planning. Discuss with them how you can control risks.
19. If you are planning to hold an event at a permanent venue/circuit, you should liaise with the site operator, who is usually responsible for the safety of the track, barriers, spectator facilities, car parks etc.
20. If the event is to take place on a temporary site such as a field you, as the Event Organiser, will be responsible for deciding what safety precautions are necessary. The owner of the land is usually responsible only for advising Organisers of hazards which are to do with the land, such as buried or overhead electrical cables, livestock etc.
21. If your event takes place on Forestry Commission land, they have their own arrangements in place for motorcycle sport events and further guidance on how to apply for a permit for events to be held on Forestry Commission land can be sought from the ACU's Trials & Enduro Department by emailing; [mary@acu.org.uk](mailto:mary@acu.org.uk) or [madalena@acu.org.uk](mailto:madalena@acu.org.uk).
22. Having identified the hazards, you then have to decide how likely it is that harm will occur. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about and have identified the main risks and the things you need to do to manage them responsibly. Generally, you need to do everything reasonably practicable to protect people from harm.
23. Make a record of your significant findings – the hazards, how people might be harmed by them and what you have in place to control the risks. Share this with your team.
24. Review your findings before the next event. Few events are the same, so it makes sense to review what you are doing on an ongoing basis.



25. You can find more guidance on the risk assessment process later in this document.
26. This information should form part of your event safety plan. Diagrams showing the intended location of temporary barriers, prohibited areas and spectator viewing areas etc can be helpful. Any record produced should be simple and focused on controls.

### ***Incidents and emergencies***

27. Your event safety plan should also include plans to respond effectively to accidents and other emergencies that might occur at your event.
28. Plans should be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. Consider how you will manage this risk when drawing up your plan.
29. You will also need to consider your response to serious emergencies, including major incidents that will require the help of the emergency services and implementation of their regional emergency plans (which may not be specific to your event).
30. For all but the smallest events with low risks (or those in fixed venues with established emergency procedures), draw up and discuss your plans with;
  - the police,
  - fire and rescue service,
  - ambulance service,
  - the local authority and,
  - for permanent venues, the Circuit/site operator.
31. The detail and complexity of any discussions should be proportionate to the risks involved. The organiser, venue operator and the emergency services should be clear about who will do what if there is an emergency or major incident, eg where the access routes and rendezvous points for emergency vehicles will be or how any first-aid and rescue services already on-site will be used. Each Local Authority will have a Safety Advisory Group, it is with this group that you will be asked to engage with to ensure the Local Authority is content with the safety measures you have in place at your event.

### ***Develop an Event Safety Plan***

32. Event Safety Plans should address the requirements as outlined below:
  - protect spectators, participants and marshals from immediate danger;
  - the process to summon and give assistance to emergency services;
  - how to handle casualties;
  - deal with the non-injured, eg spectators and other participants;
  - liaise with the emergency services and other authorities and, where the situation is serious, hand over responsibility for the incident/emergency;
  - protect property



## Emergency Procedures

33. Procedures for officials and marshals to follow during an incident / emergency should include:
- raising the alarm (normally by radio communication);
  - warning competitors (use of yellow / red flags). You may need to suspend or delay the event or part of the event according to the situation;
  - Informing competitors, Officials and spectators of delays/suspension/cancellation of event;
  - on-site emergency response, ie. use of fire extinguishers and rescue equipment;
  - summoning the emergency services;
  - spectator management, including evacuation where necessary;
  - evacuation of people with disabilities;
  - traffic management, including emergency vehicles and safety cars;
  - incident control;
  - liaison with emergency services;
  - providing first aid and medical assistance.
34. Appoint people to implement your emergency / incident procedures.
35. Make sure that all relevant event personnel, no matter what their normal working role, understand what they should do in an incident / emergency, eg. know the location of exits and emergency equipment, how to raise the alarm or warn competitors, and whose instructions they should follow.
36. For larger-scale events it is highly recommended to conduct a training exercise / tabletop exercise to allow those involved to practice roles / give feedback / tweak existing procedures as necessary.

## Serious Incident Checklist

37. Active post incident management and the adoption of a pro-active approach to investigations after an incident should ensure the circumstances of the incident are accurately recorded. If incidents are investigated at an early stage, this will assist ACU Insurers in the event a claim is received to be able to respond immediately with all the necessary evidence to hand. In that context it is important to recognise that all personal injury incidents have the following key issues:
- Who has been injured?
  - The nature of extent of the injury?
  - What was the reason for the incident?
  - Understand the position clearly on the question of responsibility (liability) for the incident?
38. Where incidents are more serious, a formal claim may be received by the ACU, either directly or indirectly through the ACUs Insurance Brokers. It is therefore really important that the actions carried out in para 37 above are carried out and the recording of the incident is done as soon as possible and all event paperwork is forwarded to ACU Head Office or directly to the ACUs Insurance Brokers, details of which can be found on the ACU Incident Report Form (see page 11). The Incident Report Form will form part of your event paperwork sent to you with a copy of the Permit for your event. Ideally, all event paperwork should be forwarded to the ACU or ACU Insurance Broker on the first working day following the conclusion of the event. To leave the completion of event paperwork relating to an incident 'to another day' will inevitably lead to vital information being missed, left out or simply forgotten about.

## Serious Incident Checklist (actions to be taken)

The following flowchart shows the actions to be taken in the event of a Serious Incident:

**A full investigation is required in the event of the following:**  
Fatalities, loss of sight or limb/s, paralysis, serious head injuries, potential fatality or paralysis

**In the event of a fatality or a Serious Incident..... Contact;**

1. Local Police
2. For Road Race events: Dr P King (07767 635420) or  
Rowena Perks (Road Race only (07805 898584))
3. Off Road events: Neil Doctor ACU General Secretary (07908 581928)

**Immediate information gathering for ACU Insurer by Clerk of the Course /  
Event Safety Officer / Organiser / Venue Operator**

- Take photographs of:
  - the track leading up to the incident
  - the area around the incident
  - of any tyre marks / gouges left on the track surface
  - of the motorcycle / any debris / parts of the motorcycle
  - of any Course protection / safety barriers in the vicinity of the incident.
  - any puddles / holes / uneven surface which may have led to the incident
  - any other characteristics of the track
- Impound the motorcycle in a safe environment.
- Obtain the names/telephone numbers/email/address of any witnesses
- Obtain any video/photographic evidence from any source. Be cautious if asking spectators.

**Information to be forwarded to the ACU / ACU Insurance Broker**

- Risk Assessment for the event
- Event Supplementary Regulations /Final Instructions
- Event programme
- Track / circuit Plan
- Copy of the ACU permit
- Clerk of the Course / Stewards report
- Marshal / Observer Report
- Any other witness reports / contact details.
- Medical Log / Report
- Technical Officials Report
- Event Radio Log
- Signing On Sheet containing the injured parties details

**Please note:** If you are obtaining any information from spectators not to elaborate on the condition of the injured party. You will be asked, it is human nature, spectators will want to know how the rider is, particularly if they have witnessed the incident, but in today's world of social media, be mindful anything you say will be published on various social media websites.



## INJURY / INCIDENT / ACCIDENT REPORT FORM

Auto-Cycle Union Ltd, ACU House, Wood Street, Rugby, Warwickshire CV21 2YX  
Tel: 01788 566400 Email: [admin@acu.org.uk](mailto:admin@acu.org.uk)

**In the event of an injury / incident / accident please complete this form and return it to: -  
Lockton Motorsport, 45 Church Street, Birmingham B3 2RT Tel: 0121 232 4597 Fax: 0121 232 4550  
Alternatively, this form can be scanned and emailed to; [alex.braddish@uk.lockton.com](mailto:alex.braddish@uk.lockton.com)**

Show details of all competitors, officials and spectators who received first-aid attention / treatment.

Please see note below concerning witness details.

It is necessary to complete and return this form if there are no injuries / incidents / accidents to report.

Event name / title: .....

Club / Organiser: ..... Centre: .....

Venue: ..... Date of event: ..... Permit no: .....

Secretary of the Meeting: .....

Address: .....

..... Contact telephone number: .....

NAME & ADDRESS	DATE OF BIRTH	ACU LICENCE NUMBER	INJURY / CIRCUMSTANCES	LOCATION ON CIRCUIT	HOSPITALISED			COMPETITOR / OFFICIAL / SPECTATOR
					Yes	No	Over night	

In case of serious or fatal accident refer to the 'Serious Accident Checklist' in the ACU Handbook and immediately contact one of the following:  
Neil Doctor ACU General Secretary (07908 581928) Rowena Perks (Road Race only (07805 898584))

### Injury to Spectators:

In the event of injury being sustained to any spectator, their names and addresses and those of any witnesses should be enclosed with this form, together with full details of the accident. Care should be taken to ensure that these witnesses are not friends or relations of the injured spectators. Liability should not be admitted nor mention made of insurance to anyone.

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## Managing the event

39. Once the event begins, attention should move to the effective management and running of the event.
40. Unless a Race Director has been appointed in accordance with the ACU National Sporting Code, art 6.02, the Clerk of the Course is the executive official responsible for the good management and safe conduct of an ACU permitted event held in accordance with the National Sporting Code and Supplementary Regulations for the event.
41. In addition to your incident/emergency plans, you should provide your event team with relevant information on potential risks you have identified in your risk assessment and details of any other safety arrangements for spectators and competitors. You could do this as part of a briefing. For example, you may need to tell people about:
  - site hazards and control measures for prohibited areas and spectator viewing areas;
  - speed limits in the paddock area;
  - Car Parking arrangements
  - first aid, toilets and wash facilities;
  - communication systems, eg radios;
  - Event schedule
  - Procedures for dissemination of information in case of delay / cancellation.
42. It may also be necessary to provide relevant health and safety information to competitors / officials and spectators, eg. in the form of warning notices to advise spectators of prohibited areas; a rider briefing to make sure they understand the various flag and/or light signals to be used, the practice/race schedule; re-fuelling procedures etc.

## Competence of event personnel

43. Everyone who is appointed as an Official at your event or works for you should know how to operate safely and without risks to their health. There should also be an appropriate level of competent supervision, proportionate to the risk, nature of the work and the personnel involved. For example, marshals with a responsibility to manage prohibited areas and/or operate a radio / use flags should be competent to do so. Periodical training / revision is required to ensure all personnel are up to date with best practice and that individuals remain competent.



Organising Clubs should organize officials/Marshal training. The content of any Marshal training package should be approved by the relevant ACU national Sport Committee. Each national Sport Committee organize training and licence Officials at national and regional level. It should be noted that only national licences are issued to Officials for Road Racing.

### ***Pre-event checks, monitoring and review of safety performance***

44. Before racing starts, the Clerk of the Course or his nominated Official should inspect the track or Course and any barriers to make sure they are in a safe condition. It is vital that officials also check to ensure that measures designed to keep spectators away from prohibited areas are in place and that spectators are not in a position where they could be injured by a competitors motorcycle. Also make sure that all officials, marshals, medical and any other service are in place and your communications systems are working. For small-scale events a simple checklist will probably help – see Appendix 1.
45. You should periodically check your methods for controlling risks during your event to make sure they are working and being followed. Your risk assessment should set out the frequency of checks, who is responsible for them and the methods they use.
46. For larger events, a number of people may share the monitoring role. Whoever has the role should be familiar with the risk assessment findings and control measures that have been put in place. Those individuals should also be able to identify new hazards and dynamic risk assessments should be made as appropriate throughout the course of the event.

### ***Reporting accidents and incidents***

47. All employers and people in control of work premises have duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). However, most sporting accidents are not reportable, eg if a rider makes an error and falls off a motocross bike and injures themselves because they went too fast, this would not be reportable.
48. To be reportable the accident must arise 'out of or in connection with work'. So, if the accident arose from maintenance of the track or barriers, or failings in the organisation or management of the event it would be reportable.
49. You will find further information about what must be reported and how to report it at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).
50. The reports made under RIDDOR are separate to any which might be required by the ACU or for insurance purposes.

### ***Action to take in the event of a fatality***

51. It is an unfortunate fact, but sadly deaths do sometimes occur. If someone is killed at your event then you should inform the local police force to your venue. For larger events, it is recommended that the police are positioned in Race Control or located very close by. The scene of the incident should not be disturbed. The police, local authority and/or HSE may want to carry out an investigation to determine the cause of the incident.

52. To assist Organisers, a suggested fatal accident procedure is outlined as follows:

## ***Fatal Incident Procedure***

### **Immediately**

- Doctor to certify death and provide body bag – remember to put helmet in bag.
- Confirm ID from ID tag or machine number.
- Clerk of the Course to liaise with Circuit Owner / landowner to notify local Police. Police will inform Coroner's Officer and arrange for collection of evidence.
- Doctor to inform next of kin.
- Clerk of the Course or his nominated official to inform the ACU as per the ACU Serious Incident procedure.

### **Then**

- Clerk of the Course or his nominated official to locate the competitors Team.
- Doctor accompanied by the Clerk of the Course or his nominated official to notify Team members of competitor's death.
- Event Safety Officer (ESO) or Clerk of the Course to attend scene and assist where necessary.

### **Check**

- Police Officer/ESO/CofC to take names, addresses and contact numbers of witnesses. Obtain video evidence from spectators and impound machine.
- Ensure the incident remains as it is until authorisation has been given by the police that the area can be cleared.

### **Then**

- Clerk of the Course to discuss embargo time with Doctor for news of the incident to be released.
- Clerk of the Course to approve press release for distribution.
- Clerk of the Course to decide whether the event should continue. This may require a discussion with the police /doctor.

### **After Practice / Race Session**

- Collect Marshals' incident reports.
- Speak to Marshals to get their views on what happened and confirm if marshals at the scene require additional support.
- Ensure the ACU Insurance Brokers have been notified.
- Ensure the ACU have been informed, email the General Secretary / relevant Sport Committee Secretary.
- Duty of Care to Marshals and other competitors. Clerk of the Course or nominated person to check on welfare of Marshals and other competitors who were involved at the scene of the incident or may have witnessed what happened and, if necessary, arrange for any post incident care that may be required.



## Health and safety topics

### Track or course design

*(for events on permanent circuits, please refer to paragraph 19 on page 7)*

53. The layout and design of the track or Course should be suitable for the type of event which is planned. Consider the following when you design a route:
- the type of event and type of motorcycle to be used;
  - the skill, experience and number of competitors;
  - the maximum speeds likely to be achieved at different parts of the course;
  - the location of the start and finish points and the position of hazards such as bends; undulating ground, the camber of the surface, trees and other obstacles;
  - the condition of the surface; the grip, is the surface breaking up? and whether there are any kerbs;
  - the types and position of barriers and any run-off areas to protect competitors;
  - the types and position of barriers, prohibited/restricted areas or other arrangements needed to protect spectators, the media, marshals and officials;
  - the location and safe access to vantage points for the media, marshals and officials;
  - the positioning and distance between marshals' posts and radio points;
  - the position of the entry and exit points to the pits, the paddock to make sure competitors can circulate safely without putting pedestrians / spectators at risk;
  - the location of first-aid and fire and rescue services and whether they can quickly reach any point where an incident might occur;
  - the location of any temporary demountable structures (eg. Temporary grandstands), permanent buildings, telegraph poles/lamp posts, boundary fences / walls or other structures.
54. If you intend constructing permanent stands, buildings or other structures you may need approval from the Local Authority under different legislation. The Local Authority Building Control Section should be able to give advice.
55. The construction of temporary grandstands or other temporary structures should be carried out by qualified personnel. Once the construction is completed, a safety certificate should be obtained from the Company/contractors constructing the structure to verify it is safe to use. An independent risk assessment should also be carried out on such a structure.
56. In addition to your duty to comply with health and safety law, the ACU will require detailed circuit or route plans from the event organiser and will need to carry out an inspection before issuing a track licence or event permit. Where a track licence isn't required, eg. For an Enduro event or a Trial, there are still ACU regulations that stipulate how the route should be laid out.

### Run-off zones, barriers and prohibited areas

57. You should make sure that spectators and marshals are appropriately protected from competitors motorcycles or parts of them such as flying debris in the event of an incident. When you consider the type of protection you need, take into account the number of spectators, the distance between the track and Course in relation to the location of the public and the speed and type of motorcycle.



58. When choosing barriers, also ensure they provide the necessary level of protection for competitors, ie. take into account riders falling and impacting with barriers at speed.

### Run-off zones and slowing-down devices, such as gravel traps

59. The safest way to slow down a vehicle and prevent or reduce the consequences of injury is to provide enough room for it to decelerate. The larger the run-off area, the greater the opportunity for a rider to recover control of the motorcycle. The surface of the run-off area can also help, eg. arrester beds of gravel or other aggregate may help slow down a vehicle or rider.



### Physical barriers, eg. motorway-type crash barriers, tyre walls and foam units

60. The construction of a physical barrier will depend on a number of factors, including the type and speed of the motorcycle and the likely angle of impact. For example, if a motorcycle is likely to collide with a barrier at a 'glancing' angle, the barrier should be of a type that allows the motorcycle to slide along it so that the risk of injury to the competitor is reduced.



61. If a collision is likely to occur 'head-on', barriers such as correctly constructed tyre walls or other deformable barriers can be used to absorb the impact. Different arrangements may be needed for different types of event.  
The ACU will be able to advise/recommend which barriers are the most suitable for individual circumstances.

### Debris fencing or catch netting

62. Where there is a risk of debris such as wheels being thrown into spectator areas and marshal positions, consider providing debris fencing or catch netting when deciding the appropriate action to take. Fencing and netting should be of a suitable height and strong enough to withstand any likely impact.

## Protecting event personnel

63. Take reasonable steps to reduce the risk of marshals, event officials, first-aid personnel, TV crews and official photographers being injured while carrying out their duties. Event Organisers might need to construct marshals' posts and media vantage points or other protection in isolated areas or where motorcycles are moving at high speed. Alternatively, it may be appropriate for personnel to take advantage of the natural terrain or features on the planned Course.
64. Barriers should be checked before the start of the event and then at regular intervals throughout the event, and in particular after an incident has occurred. Where a barrier becomes damaged and is no longer capable of doing its job, eg absorbing impact and/or preventing a motorcycle and/or debris hitting spectators, the Clerk of the Course should stop the event whilst arrangements are made for repairs to be carried out. Also, following an incident and if necessary, consideration should be given to moving spectators to a safer location.

## Prohibited / Restricted areas

65. At some events, it may not be possible to provide run-off areas or physical barriers. Therefore, protection will usually be achieved by keeping spectators a suitable distance away from moving motorcycles by using marshals and/or putting in place Prohibited / Restricted areas. Some points, such as the outside of severe bends, jumps/brow of a hill and road junctions, can attract large numbers of spectators. You will need to use your judgement about whether it is suitable for people to watch at these points and, if not, take action to prevent entry. Unsuitable areas should be clearly marked, eg by coloured tape and warning notices. No one should stand in these prohibited areas (including marshals). It may be necessary for Marshals to be located in a restricted area to be able to safely convey signals to competitors if required to do so where marshal coverage of the Course is covered by 'line of sight'. The definitions for prohibited and restricted areas are given as follows:
  - **Definition of a Prohibited Area.** Defined as areas where no person or vehicle shall enter or remain on a prohibited area, except to go to the aid of a person or to prevent further danger or risk to the competitors or any other person.
  - **Definition of a Restricted Area.** Defined as an area in which no person or vehicle shall enter or remain in a restricted area other than race officials or marshals in the course of their duty or other persons or vehicles approved by the Clerk of the Course.

If spectators refuse to co-operate and insist on standing in dangerous positions, the event will need to be delayed or stopped until the spectators are removed.

66. In places, such as a public footpath, where members of the public may not be aware that an event is taking place, you could decide the most appropriate action is to put up warning signs, temporary barriers and/or post extra marshals.

## ACU Safety Warning signs



**NOTICE**

**WARNING TO THE PUBLIC  
MOTOR SPORT CAN BE  
DANGEROUS**

Despite organisers taking all reasonable precautions,  
unavoidable incidents can happen.

Please comply with all instructions of marshals and notices  
and remain in permitted areas only.



**THEY ARE CONCERNED WITH  
YOUR SAFETY**



**NOTICE**

**PROHIBITED  
AREA**

---

**THE PUBLIC ARE  
NOT PERMITTED  
IN THIS AREA**



**WARNING**

The public must not  
go beyond this notice



## Spectator Safety

67. Be proportionate in your approach to managing spectators. Tailor your safety measures to the number and type of spectators you expect and to the layout of the venue. For example, a British championship event will attract more visitors than a small club-organised meeting and so may require more in the way of management. Previous attendance figures and experience will help you to plan your approach.
68. As explained in the previous section, spectator safety should be a key consideration in the design of any Course or Track layout. During the Course/route planning stage of your event, consider the types and positioning of barriers, any prohibited / restricted areas and other arrangements needed to protect spectators. Designated spectator viewing areas, using high ground, can help to reduce risks.
69. Also make sure there are enough entrances and exits to the venue and that they are big enough to allow for people to leave quickly if there is an emergency and for safe access/egress of Emergency Vehicles. Remember to consider people with disabilities when deciding the appropriate action to take.
70. If you are expecting people to use their own cars to travel to the event, arrange for adequate parking and for parking areas to be well signposted or for car parking stewards to be available to direct drivers to parking spaces. Make sure that any areas where parking could cause a hazard are cordoned off.

71. Provide spectators with suitable and sufficient information to help ensure their health and safety. For example, it can help to provide visitors with information on tickets, websites etc about the risks associated with motorsport, to have an appropriate number of signposts and/or stewards wearing tabards on the day to direct people to safe walkways and viewing areas, and to prevent people from entering prohibited / restricted areas.
72. Officials may also need to communicate with spectators, particularly if there is an incident or emergency. If you plan to use a public address system or loud hailer it is important that all spectators can hear it.
73. Take reasonable steps to make sure pathways and walkways stay free from slip and trip hazards such as waste material.
74. Monitor the safety of spectators during the event. For example, you could use safety cars, CCTV and/or marshals/stewards. Monitoring will allow you to take action quickly to prevent overcrowding that is likely to cause injury and to deal with anyone that may have moved into a dangerous position along the route.
75. Crowd management is enhanced by ensuring that toilet facilities, medical facilities etc are clearly marked.

## Pit/paddock area safety

76. Key hazards in the pit and paddock areas can include moving vehicles and the presence of fuel.
77. To reduce the risk of pedestrians being injured by a moving vehicle in the pit/ paddock area, take steps to ensure that both can circulate safely. Have a traffic management system in place incorporating one-way systems, where possible, to minimise the need for reversing. You could decide that the most appropriate action is to use marshals to control the movement of vehicles and pedestrians and impose a speed limit.
78. You may decide to allow the public to enter the pit/paddock area to talk to competitors and view their motorcycles. To reduce the risk of injury to spectators and dependent on the size of the pit/paddock area, you may need to limit the number of people admitted and the areas or times at which they can enter, eg. pit lane walkabouts during periods when there is no track activity and the pit lane isn't in use.

## Use and storage of fuel

79. Fuel is a fire and explosion hazard and it should be stored and handled properly. You should have a system of safety precautions to deal with incidents which might occur when refuelling is taking place or where fuel is being stored.
80. At most small events, individual competitors bring their own fuel in small containers. You should advise competitors that fuel should be brought in containers that are suitable for that purpose and, to help with identification, they should be appropriately marked. Petrol should be stored in approved containers and should be marked with the words 'petrol' and 'highly flammable'.



81. Where large quantities of fuel are involved, make sure that you site fire-fighting equipment and competent personnel around the track or throughout the Course and in the pit and paddock areas. Service and inspect any equipment regularly and ensure that it is only used by people who have been appropriately trained.



Refuelling should, if possible, be carried out away from spectators in a designated area in the open air. If it takes place indoors, the area should be adequately ventilated and away from sources of ignition such as hot surfaces or sparks produced by tools. It is essential that the areas where fuel is handled are kept clean and free from rubbish. Appropriate fire-fighting equipment should be maintained in such areas and refuelling personnel competent to use it.

82. If you store a large amount of petrol or dispense it directly into the fuel tank of a motorcycle you should consider if the Petroleum (Consolidation) Regulations 2014 apply. If the Regulations apply you may need a petrol storage certificate or licence and you should contact your local petroleum enforcement authority (PEA) for advice. PEAs are generally situated within trading standards or environmental health departments of local authorities. In Greater London and metropolitan boroughs, the responsibility falls to the local fire and rescue service.
83. If large quantities of fuel are being transported by road, by someone who is working, you may need to consider the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009. They were amended in 2011, but mainly to take account of changes to the Transportable Pressure Equipment Directive.

## General Fire Safety

84. Those providing venues for public events also have legal duties under the Regulatory Reform (Fire Safety) Order 2005, which applies in England and Wales. In Scotland, requirements on general fire safety are covered in Part 3 of the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006. The legislation requires a responsible person to assess the risk from fire to those using the premises and to make sure that the fire safety measures in place are suitable to protect lives in the event of a fire.
85. At permanent race circuits, event organisers should discuss with the venue owner what fire safety arrangements are in place and make sure they know what to do should a fire break out. This should link to your plans for dealing with incidents and emergencies.
86. At most workplaces the local fire and rescue authority is responsible for enforcing general fire safety and if you need advice you should contact them.

## Noise

87. The Noise at Work Regulations 2005 (NAWR) require you to take reasonable steps to protect employees from noise that could damage their hearing. The duties in NAWR, whilst not directly applying to volunteers



or spectators, extend the general duties set out in the HSW Act which require a duty of care to the safeguarding of the health and safety of people who are not your employees, eg. voluntary marshals/officials.

88. There are many practical, cost-effective ways that this can be done. For example, where possible;
- removing the source of the noise;
  - using quieter equipment or a different, quieter process;
  - maintaining engineering/technical control at source;
  - using screens, barriers or enclosures;
  - limiting the time people spend in noisy areas.
  - Provision of Hearing protection for short-term protection.
89. Planning the layout of the area of work activity will assist in implementing noise control measures. This might include the use of noise barriers or screens placed close to the noise sources or close to those exposed. The levels of noise produced by vehicles can often be reduced by effective silencing. Organisers could also look at the work patterns of staff and consider whether the number of people working in a noisy area – or the time spent in them – could be reduced. Some jobs may be done in quieter locations.
90. Hearing protection should not be used as an alternative to controlling noise. However, you should issue it to employees and volunteers for short-term protection, or where extra protection is needed above what has been achieved using noise control. You should train users on how, when and where to use hearing protection.
91. Some employees attend motorsport events regularly and will be at greater risk of long-term damage due to repeated or continual exposure periods. If your risk assessment indicates that there is a risk to health for employees exposed to noise, they should be placed under suitable health surveillance (regular hearing checks).
92. Employees also have duties under the HSW Act to take care of their own health and safety and that of others whom their work may affect, and to co-operate with employers so that they may comply with health and safety legislation.
93. For further information, visit HSE's noise webpages: [www.hse.gov.uk/noise](http://www.hse.gov.uk/noise).
94. Control of Exhaust Sound Levels. The Clerk of the Course may disqualify any machine which exceeds the maximum permitted sound level of a machine, or which in his opinion is deemed to be excessively noisy. Organisers should consider completing official sound level test results if appropriate and in accordance with Sport Standing Regulations. Noise testing of machines should be carried out in accordance with the recommended test outlined in the Sport Standing Regulations.
95. Ambient Noise Testing. Dependent on the venue and the sensitivities surrounding local residents, Organisers may wish to consider ambient noise testing. Ambient noise, sometimes called 'background noise' refers to all noise present in a given environment, with the exclusion of the primary sound that is being monitored or directly producing as a result of events activities. Most frequently ambient noise levels are measured using a frequency weighting filter, the most common being the A-weighting scale, such that resulting measurements are denoted dB(A), or decibels on the A-weighting scale.

## Musculoskeletal disorders

96. Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints and repetitive strain injuries of various sorts.
98. At ACU permitted motorcycle sport events there may be a range of manual handling tasks involving lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.
99. Manual handling injuries can have serious implications for both the employer and the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures and previous or existing injury can increase the risk.
100. To help prevent manual handling injuries at your event you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, Event Organisers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury, using lifting aids where necessary.

## Machinery, plant and equipment

101. You should consider how your event personnel use machinery and have adequate maintenance arrangements in place to make sure equipment remains safe to use. Event personnel using such machinery must be competent to do so and have received the necessary training to use such machinery.
102. Equipment and machinery with moving parts can cause injuries, eg. people may be struck, crushed, scalded, or suffer an electric shock.
103. You might find work equipment such as the following in use at an ACU permitted motorcycle sport event; tractors or; welding or cutting equipment used for constructing or repairing safety barriers; mowing and grounds maintenance equipment.
104. Before you start using any equipment, you should think about the risks and how to control them. You should check it is complete, with all safeguards fitted and free from obvious defects. It should always be safely installed, used and maintained.
105. You should not remove or bypass any of the safeguards fitted to the equipment.
106. You should make sure access to dangerous parts is prevented and equipment is made safe before maintenance starts. For example, isolate its power supply as well as any uninsulated electrical supply nearby, or any pressurised fluids.
107. This advice applies equally to lifting equipment, eg cranes, hoists and lifts, as well as powered access and vehicle repair equipment.
108. Lifting equipment must be maintained to keep it safe and must also be thoroughly examined by a competent person at the required intervals.



109. HSE's work equipment and machinery webpages have more information:  
[www.hse.gov.uk/work-equipment-machinery/index.htm](http://www.hse.gov.uk/work-equipment-machinery/index.htm).

## Tractors

110. Every year people are killed or seriously injured in accidents involving tractors and equipment driven from power take-off (PTO) shafts. At ACU permitted motorcycle sport events, tractors may be used for the recovery of motorcycles vehicles or for maintenance work.
112. If tractors are used on-site and there is a risk of overturn, they should be fitted with an approved cab, frame or roll bar to protect the driver. Drivers should be given training on the use of tractors and, in particular, how to recognise situations, ie. sloping ground, which may cause them to roll over. See HSE's webpages for more details about agricultural vehicle safety: [www.hse.gov.uk/agriculture/topics/safety-topics.htm](http://www.hse.gov.uk/agriculture/topics/safety-topics.htm).

## Electrical safety

113. Electricity can kill or cause severe injury or damage to property and lead to other types of injuries, such as falls.
114. The main hazards of working with electricity are:
- electric shock and burns from contact with live parts;
  - exposure to arcing;
  - fire from faulty equipment or installations;
  - explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts; for example, where batteries are charged, eg. in vehicle maintenance workshops, it should be done in a well-ventilated area away from sparks or other sources of ignition.
115. You must ensure that the electrical installation or equipment is suitable for where it is going to be used and is properly installed and maintained. Equipment which is installed or used outdoors should be of suitable weatherproof construction and may need to be protected from mechanical damage, eg. cables which are likely to be driven over by vehicles.
116. Damaged or faulty equipment must be immediately taken out of use and repaired or replaced.
117. Be aware of the dangers from:
- working near or under overhead power lines as electricity can flash over from them, even though machinery or equipment may not touch them;
  - digging near underground services – these are not always identified on plans and can explode if damaged.
118. In the event of loss of electrical power, it is incumbent on competitors to provide their own back up power with generators. Should Race Control be affected with a cut of power supply and there is no back up power supply, and as a result Event Management systems are affected, then the event should be stopped until the power supply has been resumed.

## Harmful substances

119. Many materials or substances found at ACU permitted motorcycle sport venues could harm your health.

They might include:

- fuel;
- exhaust fumes in vehicle workshops or where events take place indoors;
- waste oil;
- paints,
- solvents and timber preservatives.

120. To begin to control exposure to hazardous materials identify the harmful substance (using product labels and safety data sheets) and think about:

- the route into the body (ie breathed in,
- skin contact or swallowed);
- how often people work with the substance and for how long;
- the task being done;
- anyone else who could be exposed (eg maintenance workers, the public);
- people who could be exposed accidentally;
- where necessary, providing appropriate health surveillance.

121. To control exposure to hazardous materials you should avoid using the substance/process altogether. However, if that is not possible, use the risk assessment process to make sure measures are in place to control the risks.

122. Control measures include:

- changing the process to reduce risks (eg lower the temperature to reduce the amount of vapour produced);
- controlling exposure at source by enclosing the process or activity to minimise escape or release;
- providing appropriate personal protective equipment (PPE);
- planning the storage and disposal of materials;
- making sure the workplace is easily cleaned;
- providing washing and changing facilities.

123. You must check and review your control measures regularly to make sure they are effective. This should include making sure:

- plant and equipment are maintained (particularly ventilation equipment);
- systems of work are followed;
- PPE is suitable, properly fitted and maintained;
- information, instruction and training are provided.

124. More information is available on COSHH and motor vehicle repair webpages at [www.hse.gov.uk/coshh/index.htm](http://www.hse.gov.uk/coshh/index.htm) and [www.hse.gov.uk/mvr/topics/general-coshh.htm](http://www.hse.gov.uk/mvr/topics/general-coshh.htm).

## Asbestos

125. Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Cases of asbestos-related cancer have been reported in garage workers, although the risk is relatively low.
126. Remember that all brake and clutch dust is potentially harmful, so it is prudent in all cases to: never blow dust out of brake drums or clutch housings with an airline; use properly designed drum-cleaning equipment which prevents dust escaping; use clean, wet rags to clean drums or housings.
127. Any component which is suspected of containing asbestos, including the rags used to clean the drums or housings, should be disposed of as 'asbestos waste'. Follow the guidance in HSE's guidance sheet Disposal of asbestos waste.

## Protective clothing and equipment for officials and marshals

128. Event Organisers have duties concerning the use of PPE for Officials / Marshals at ACU permitted events. Event Organisers also have a general duty to ensure, so far as is reasonably practicable, that volunteer officials and marshals are not exposed to risks to their health and safety arising from the operation of the event.
129. PPE is equipment that will protect the user against health or safety risks. This can include such items as (but not limited to):
  - flame-retardant overalls for fire marshals and where there is a greater risk of a serious fire;
  - safety footwear where there is a risk of foot injuries;
  - eye protection and gloves
  - high-visibility clothing/tabbards for Marshals;
  - ear protection in noisy areas;
  - coloured vests or armbands so that car park, pit or paddock marshals are easily noticed.
130. PPE should only be used as a last resort, ie when all other ways to eliminate or reduce risks have been considered and rejected, however some items are considered necessary to ensure the Marshal/Official is easily identified (eg. hi vis clothing / tabbards).
131. When selecting PPE, make sure it is CE-marked and it suits the user in terms of size, fit etc. If more than one item of PPE is worn at the same time, make sure they can be used together, eg wearing safety glasses may disturb the seal of a respirator, causing air leaks.
132. Make sure that users of PPE are instructed and trained on its use and it is maintained and available at all times.

## Competitors motorcycles

133. Dependent on the discipline and level of competition, motorcycles should be inspected by Technical Officials before the start of competition to make sure the machine complies with the technical specifications as outlined in each of the Sport Standing Regulations contained in the ACU Handbook. It is important to note that a Technical Official is not responsible for the safety of the motorcycle, but that the motorcycle complies with the Technical Regulations.



134. Technical Officials and machine examiners should be suitably trained, experienced, licenced and will have attended a Technical Seminar organized by ACU Head Office. The number needed will depend on the type of event, the number of motorcycles to be inspected, the length of time needed for each, and the time available.
135. A Chief Technical Officer should be appointed and liaison with the Chief Technical Officer should take place in good time before the event to ensure a suitable area is made available for Technical Inspections to take place. The Chief Technical Officer will have a system to record that all the necessary checks are carried out. All motorcycles need to pass through Technical Inspection before they are permitted to participate in any form of competition. If any defects are found on a motorcycle, the defects will be recorded and dependent on the severity of the defect will need to be tended to and re-inspected prior to the motorcycle being allowed to be used in competition.
136. Where a motorcycle has been involved in an incident, the motorcycle must be re-inspected by a Technical Official before it can be used again in practice or competition.

## The competence of Competitors

137. Most competitors are not employees, unless they are professional riders, but most compete in events as a hobby. They have freely chosen to take part in motorcycle sport knowing that there is some degree of risk. Experienced competitors are likely to fully understand the risks and be able to control those risks using their skills and experience. In fact, the enjoyment of many sports is often the risk of being in control of a challenging situation. However, if novice or inexperienced competitors use powerful motorcycles in situations that they may not be able to control, they may be putting themselves and others at unnecessary risk.
138. Before competitors participate in your event, make certain you have taken steps to ensure they are competing in a Class equivalent to the size and power of the motorcycle. It is essential they are not entering an event that is above their licence grade, for example, a novice rider should not be competing in a British Championship race or competition. Make sure their ability matches the Course / track and Class for which they wish to enter.
139. Prior to any competition, competitors must be made aware of any safety control measures, ie. flag or light signals which will be used. This can be achieved by holding a competitors briefing prior to the start of competition or the issuing of Final Instructions.

140. Allowing competitors and motorcycles of varying standards to race together can increase the risk of an incident, so, ensure that the mixed abilities of competitors and types of motorcycle are appropriate for the event/each Class within an event. Novices should for example be identified by wearing an orange bib so that other competitors are aware they are new to the sport.
141. Think about how you will deal with participants who fail to comply with instructions and put themselves and others at risk. You may have to tell a competitor he cannot participate in the event that day or stop a practice / race or stop the rider concerned.
142. To demonstrate a competitors competence, an annual ACU competition licence is issued to each individual. This licence demonstrates the individuals competence to ride a motorcycle and the individual can only compete in competition relating to the grade of licence for which the person has been issued (eg. Novice, National, Expert etc). In Road Racing, before an annual ACU competition licence is issued for the first time, every person has to attend a Bike Riding Assessment (BRA) and attend a Competitors Training Course (CTC).

## Medical / First aid

143. As an Event Organiser, you have a duty of care to ensure your Officials / Marshals receive attention if taken ill or injured during an incident. Your medical requirements for your event should be put in place as outlined within the Standing Regulations for your sport which are contained in the ACU Handbook ([www.acu.org.uk/RidersMembers/ACU-Handbook.aspx](http://www.acu.org.uk/RidersMembers/ACU-Handbook.aspx)).
144. Event Organisers should also include spectators in their first aid requirements / assessment and make provision for them, especially where other general provisions may not be readily available (eg. at remote locations and where large numbers of people are gathered).
145. Any competitor who has been involved in an incident will need to seek medical clearance before being allowed to compete again.

## Concussion related Injuries

146. Why must Concussion be taken seriously? Ignoring the signs and symptoms of concussion may result in a more serious brain injury, a prolonged period of recovery or in the worst case lead to death. The potential for serious and prolonged injury emphasises the need for medical assessment and follow up medical support until the concussion injury has been fully resolved. A return to competitive motorcycle sport before the complete resolution of the concussion exposes the rider to recurrent concussion and also places himself and others at further risk of an incident and possible injury. There is no such thing as minor concussion or a 'knock to the head'.
147. What is Concussion? Concussion is a traumatic brain injury. It is a complex process in which forces are transmitted to the brain and result in temporary impairment of brain function. That is why following a concussion injury riders should not drive or ride a motorcycle on the road or in competition until they have been passed medically fit to do so by their Doctor. Minimum recovery time periods for concussion are outlined in paragraph 153.
148. What causes Concussion? Concussion can be caused by a direct blow to the head or body or from whiplash type movements of the head and neck which can occur whilst the rider is in competition.

Immediately following a suspected concussion, the brain is susceptible to further damage in the event of another impact.

149. Visible Clues of suspected Concussion are?

- Lying motionless on the ground
- Slow to get up
- Unsteady on feet
- Balance problems or falling over
- Grabbing/clutching head
- Dazed, blank or vacant look
- Confused, not aware of what is going on around them
- Suspected or confirmed loss of consciousness
- Loss of responsiveness

150. As soon as ACU Head Office are made aware that an individual has been injured and consequently diagnosed with concussion, the rider is placed on the ACU Stop List. However, we are aware that the Stop List does not reach some Organisers in time to stop riders participating in an event and also if someone was injured on a Saturday, how would an Organiser on a Sunday know he had been injured?

151. The solution to this is that if a competitor has been injured on a Saturday and is suffering from Concussion and the Organiser is aware that the rider was intending to ride or is scheduled to ride somewhere else the next day, the Organiser will inform the Organiser of the event being held the next day so they are aware of the rider's injuries and as such he is prevented from participating in that event. Also, in addition the Organiser will also notify the ACU so that Organisers of events taking place over the next few weeks can also be notified that the rider will not be able to participate should he have an entry for one of their events.

152. The recovery time for anyone diagnosed with concussion was discussed at the ACU Medical Panel and are confirmed as follows:

Over 20 years: Excluded immediately for the following 48 hours, with a further 7 days (as a minimum) suspension from competition (nine days in total).

16-19 years: 12 days

15 and under: 23 days

153. In all cases, evidence is required that the individual is fit to participate in competition which means they will be required to produce a doctors' letter/statement. This should then be forwarded to ACU Head Office (email: [licence@acu.org.uk](mailto:licence@acu.org.uk)) and the individual will be removed from the Stop List.

154. Concussion is or could be a serious injury if it is not dealt with in the appropriate manner. Although it is appreciated you will want to get back on your motorcycle and compete as quickly as you can, please bear in mind your own safety and that of others. The recovery period outlined above has been put in place by Medical experts – it needs to be adhered to and anyone trying to short cut this might incur further penalties being imposed against them.

## Adverse Weather Conditions

155. The weather is a major factor to consider, especially if the activity you are organising involves motorcycles competing at high speeds. The Clerk of the Course may decide that conditions are not appropriate for practice / racing to commence or may wish to delay the start of the event to allow weather conditions to improve. Rain, wet surfaces following rain, high winds and low cloud and mist are all factors the Clerk of the Course should consider when experiencing inclement weather as to whether the activity should start or be delayed.

## Appendix 1: Pre-event checklist for ACU affiliated Event Organisers

1. The following is not an exhaustive pre-event checklist but it may be helpful to Event Organisers. Guidance that is more detailed can be found in the main text.
2. When planning your event, speak to all stakeholders who are going to be involved in the event to help you identify any potential issues, including those surrounding health and safety and what to do about them.
3. Refer to the relevant Sport Standing Regulations contained in the ACU Handbook. The Sport Standing Regulations give detailed requirements for Competitors Licence requirements / Officials / Age restrictions / Medical / Technical which will assist you as Event Organiser when thinking about your event programme.

### Track or course

- Is the surface of the track, Course in a useable condition?
- Have you taken appropriate steps to identify and protect competitors from hazards such as bends, sloping/uneven ground and obstacles like trees and kerbs, eg by creating run-off areas and installing suitable barriers/protection?
- Are marshal posts and media vantage points suitably located and protected from collision with motorcycles?
- Is access to marshal posts and media vantage points safe?

### Competitors

- Is the route / Course suitable for the type of motorcycle and level of skill and experience of the competitors?
- Does their level of experience allow them to compete safely against other competitors?
- Are the types of motorcycle taking part at any one time compatible / adhere to the Technical Regulations for the event?
- Is there a system for inspecting competitors motorcycles to ensure they comply with the ACU's Sport Standing Regulations?
- Are there enough Technical Officials / Machine Examiners with the necessary skills, knowledge, training and experience to undertake their roles?
- Are Competitors protective clothing and safety equipment adequate?

### Spectators

*(for events on permanent circuits, please refer to paragraph 19 on page 7)*

- Have you taken appropriate steps to protect spectators from unnecessary risk, eg by keeping people a safe distance from the track / Course?
- Have you identified prohibited / restricted areas and put controls in place?
- Are spectators protected from the risk of flying debris, eg. by installation of catch netting?
- Are all permanent and temporary stands, hospitality units and bar areas safe for the number of spectators expected?
- Have you arranged for adequate spectator parking and for parking areas to be well signposted and/or for stewards to be available to direct drivers to parking spaces?
- Are crowd management stewards and car park attendants easy to identify, eg by providing them with coloured armbands / tabbards ?
- Have you cordoned off any areas where spectator parking could cause a hazard?
- Can vehicles and spectators circulate safely in the pit/ paddock area, eg by controlling spectator numbers and/or the areas or times at which they can enter?



- Have spectators been provided with suitable and sufficient information to help ensure their health and safety?

### Officials/marshals

- Are there enough officials and marshals present to run the event safely?
- Do officials and marshals have the necessary skills, knowledge and experience to undertake their roles safely?
- Is there an appropriate level of supervision, proportionate to the risk, nature of the work and the personnel involved?
- Have officials and marshals been provided with the appropriate PPE, eg high-visibility clothing and ear protection?
- Can heavy and/or awkward loads be moved by a lifting device, eg a forklift truck?
- If you are providing plant and/or any other equipment, is it safe to use?
- Are electrical cables insulated and kept clear of water?
- Cables should be covered or routed above head height to prevent them becoming a trip hazard.
- Are all officials, marshals and competitors familiar with the flag or light signals which might be used?
- Are your radio and/or telephone communications working?



### First aid

- Do you have a plan for what to do if there is an emergency or something not going according to plan?
- Does your plan cover how to deal with an incident involving multiple casualties and the evacuation of spectators?
- Does everyone know about the emergency arrangements?
- Do you have a means of raising the alarm if there is an emergency?
- Are adequate first-aid, medical and rescue services, including appropriate cutting equipment, provided?
- Can emergency vehicles reach all parts of the route quickly?

### Fire safety

- Is there a system in place for the safe refuelling of motorcycles?
- Have you provided suitable fire-fighting equipment along the route and in the pit or paddock areas?
- Are marshals and others trained in how to use the firefighting equipment and know where it is located?
- Do they have suitable protective clothing?

## Appendix 2: Risk Assessments – Managing the Risk.

There is a legal requirement for Organisations to complete Risk Assessments. Failure to do so could mean the Organisation may be in breach of the law and could face prosecution.

- There is a legal duty on employers to carry out risk assessments
- A written record must be maintained if there are five or more employees
- There must be a regular review
- Risk Assessments must be suitable and sufficient

### Objectives of Risk Assessment

It is essential that an Event Organiser is clear on the objectives of a risk assessment. The term can be widely used but often misused, which can lead to confusion. Sometimes, people refer to a risk assessment when they actually mean something quite different.

The objectives of a risk assessment are two-fold:

- To identify hazards faced by an organisation and evaluate how risky each hazard is
- To decide if enough is being done about the hazards or if further action is necessary.

There are two other motivations for an organisation to complete suitable and sufficient risk assessments. Those reasons are economic and moral.

From an economic point of view, and although the inherent risk of motorcycle sport is known to those who compete and officiate, any serious injury or fatality does not put the sport in a good light and a lot of time is spent by the ACU and the race officials at the event investigating the incident, compiling a defence against any claim arising out of the incident which may put increased pressure on Officials. The more incidents that occur, then the likelihood is insurance premiums will increase which means additional costs for Event Organisers and the greater the increase the more financially prohibitive the sport becomes.

Failure to conduct a risk assessment means that those hazards have not been identified and the risks not understood as to the likely outcomes of those hazards causing an injury event. Morally, it is not acceptable for an Event Organiser to expect their Officials/Marshals and competitors to put themselves at risk when a hazard can be reduced.

### Definitions of Hazard and Risk

To assess the risks and identify hazards, it is important to define what a hazard and a risk is:

#### **Hazard**

***A hazard is 'something with the potential to cause harm'.***

#### **Risk**

Risk is the likelihood that an unwanted event will occur and possible severity in terms of injury/damage should it occur or in simpler terms: ***The likelihood of harm resulting from a hazard.***

Risk is the calculation of how likely an event is to happen, and if it does happen, how severe the outcomes are likely to be. Essentially, what is being calculated is: **Risk = Probability X Severity**

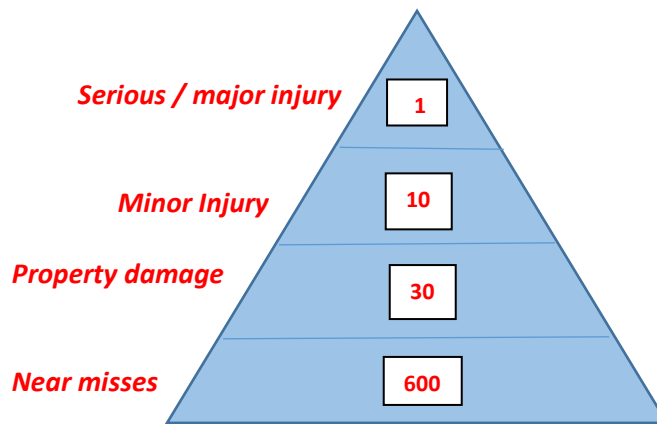
Risk is the combination of the **probability** of a hazardous event occurring and the **severity** of that event.

Other definitions to be aware of:

**Injury** – describes the outcomes of incidents that result in harm.

**Accident / Incident** – An accident/incident is best described as an unplanned and undesired event which results in harm to a person and/or damage to property.

**Near Miss** – An unplanned and undesired event, which, under slightly different circumstances, could have resulted in harm to a person or damage to property. This is the type of event that occurs that people say how lucky it was that no-one was hurt. Near Misses need to be reported so that investigative measures can be taken so that a Near Miss won't happen again, or that Near Miss turns into an Accident / Incident thus causing Injury to a person or property.

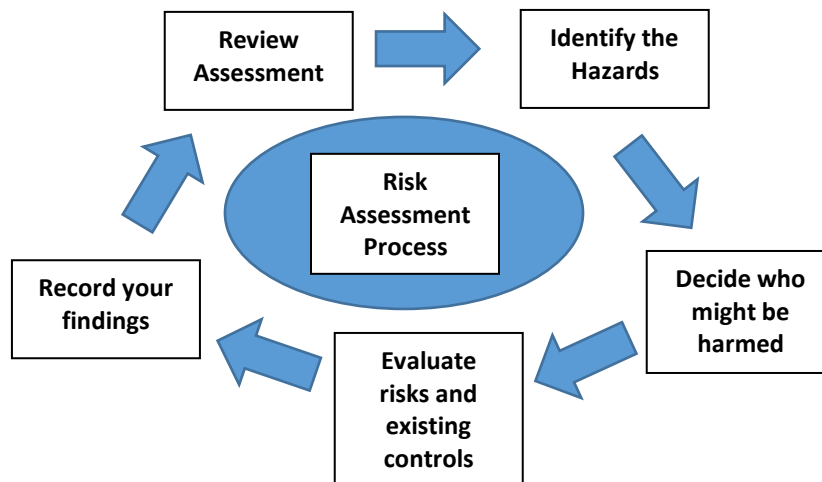


This diagram is Bird's Triangle (1969). It was devised as a result of extensive research into accidents and accident ratios. It has been determined that for every one serious injury, there will have been 10 minor injuries, 30 property damages and 600 near misses.

## Five Steps to Risk Assessment

The recommended five steps to a risk assessment are:

- **STEP ONE**                    **Identify the hazards**
- **STEP TWO**                   **Decide who might be harmed and how**
- **STEP THREE**                **Evaluate risks arising from the hazards and decide whether existing control measures are adequate**
- **STEP FOUR**                 **Record your findings**
- **STEP FIVE**                 **Review assessment regularly**



### **Step One: Identify the Hazards – Unsafe Acts and Unsafe Conditions**

1. The first part of any risk assessment process is to identify any hazards that may exist. A hazard is made up of either unsafe conditions or unsafe acts and has the potential to cause harm. There is some crossover between unsafe conditions and unsafe acts.

Unsafe conditions: As the name suggests, they are physical in nature and can be easily identified. For example:

- Access to and from the event site has restricted sighting.
- The public not suitably advised or warned of event and external signs not displayed etc.
- Inadequate run off on circuits, tracks, shutdown areas, wrong height of fencing etc.
- Inadequate protection for public and officials.
- Circuit too wet, drag racing surface damp, speedway surface, drag strip, road racing surface breaking up, jumps on MX track not suitably angled or graded.
- Inadequate provision of first aid.
- Lack of emergency access to recover casualties.
- Insufficient marshals or marshals not protected / adequately trained.
- Hazards on the course insufficiently marked or avoided e.g. for an enduro such as route going under a dangerous tree, stumps left unmarked on a fast section etc.
- Lack of processes / controls to manage safety e.g. emergency response.
- High winds for events in forests etc.

Unsafe acts: These are hazards which arise because of unsafe actions. These are not as easy to spot as physical hazards because in some cases they are observable only at the moment the unsafe activity is taking place and may only last a few moments. Examples are:

- Smoking in re-fuelling area.
- Riders riding their bikes in the pits when they should be pushed, or at events where this is permitted, riding too fast in the pits.
- Support crews on pit bikes (where permitted) travelling too fast.
- Rider ignoring or failing to respond correctly to waved yellow flags.
- Riders/marshals riding reverse direction of the course without controls in place.
- Officials and emergency response on vehicles at events travelling too fast in public areas.

- Press and riders standing in prohibited areas.
- Spectators standing in vulnerable areas.

### **Step Two: Decide who can be Harmed**

When considering the identification of those people at risk from the hazards, the Event Organiser is expected to consider; Spectators, Press, Officials, Marshals and Competitors.

In assessing hazards and risk, determine who could be harmed such as the public, spectators, marshals, volunteers, officials, marshals and competitors, and how for example, it could be through a competitors machine might come into contact with spectators. Or a bridge/tunnel crossing the track collapsing where no competitor is involved. Is there a tree in the path of the proposed route for the competitor? There is no set way for doing a risk assessment, but it may be best to initially assess the generic risks such as public access to the events, followed by more in-depth assessments of activities and in individual corners and spectator zones depending on the nature of the event.

### **Step Three: Evaluate risks arising from the hazards and decide on control measures**

After ‘identifying the hazards’ and ‘deciding who might be harmed and how’, you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury or harm is unlikely. The first and best form of risk control is to ‘eliminate’ but this is not always possible. Going back to the tree outlined in Step Two, is it feasible to move the course of the track, thereby eliminating the risk of the competitor colliding head on with the tree? Look for alternative measures followed by controls and finally personal protective equipment etc.

An example is the location of a marshal’s point on a Motocross track – it provides an excellent view of the track but is positioned on the outside of a corner. This increases the risk of a rider running into the marshal’s post and flying dirt hitting the marshal when bikes are exiting the corner. The key process to consider may include:

- Is the marshal’s point really needed? Can an alteration be made to remove it?
- If not, can it be re-positioned in a better position for safety and rider’s view – further away from the track, protected or moved to the inside of the corner rather than the outside of a corner?
- Can protection be provided, fencing etc.?
- Can the training / instructions for marshals be improved?
- Can the marshals PPE be improved – all issued with goggles?

### **Step 4: Record your findings**

In law, if you have fewer than five employees you do not have to record a risk assessment. However, from a due diligence perspective, a duty of care to our competitors/officials and marshals and because of the type of sport we are involved in, it is best to always document your findings. The ACU, landowners, forestry, first aid, HSE expect it to be available to view. If it is documented, you have a much stronger case to defend your actions and demonstrate that you previously have examined hazards and thought about risk controls.

There is no fixed template that has to be adhered to, but attached on the Addendum to Appendix 2 are some suggested Risk Assessment templates which you might consider useful, either to use one of them, or use them as a guide in producing your own.

When recording information, it is best to group hazards under a common area. An example is given below:

Ref	Scenario	Hazard	Risk Controls
1a	Managing rider safety	Rider colliding with other authorized vehicles such as other riders, marshals or emergency response vehicles	<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 4x4 response and instructed to respond to 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 roads are not closed to other users and traffic may be travelling in the opposite direction.</li> </ul>
1b	Managing rider safety	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. The arrangements 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> <li>- Route specific hazards highlighted with signs/spray/arrows.</li> </ul>

### Step 5: Review Assessment Regularly

A risk assessment should be a living document. It should be reviewed at least annually or following any amendment, incident or near miss where lessons are learnt and are transferable.

Risk Assessments can be Quantitative or Qualitative

### Qualitative Assessment

For each hazard identified, a decision has to be made about the level of risk after the control measures have been taken into account. This can be as simple as deciding if the residual risk is High, Medium or Low. This type of assessment is known as qualitative.

### Quantitative Assessment

Going back to the definition of Risk, risk is defined as **Risk = Likelihood x Severity**

When a scoring system is used to calculate the risk in a risk assessment, we would refer to this as a quantitative risk assessment. Scores are often established by using a 5 x 5 calculation. For example:

#### Likelihood

- 1) Almost impossible
- 2) Unlikely
- 3) Possible
- 4) Likely
- 5) Inevitable

#### Severity

- 1) Non-Injury incident
- 2) Minor (minor injuries needing first aid only)
- 3) Minor Injury requiring attendance at hospital / GP surgery
- 4) Serious Injury
- 5) Fatality / multiple fatalities

**Example:**

**Severity**

Fatality / multiple fatalities	5	5	10	15	20	25
(Serious Injury)	4	4	8	12	16	20
Minor Injury requiring attendance at hospital / GP surgery	3	3	6	9	12	15
Minor (minor injuries needing first aid only)	2	2	4	6	8	10
Non-Injury	1	1	2	3	4	5

**Likelihood**

Notes	1	2	3	4	5
Key Code: Insert appropriate comment in the 'who is at risk' column in the body of the risk assessment	Almost impossible (no risk present)	Unlikely (lower or minimal risk)	Possible (may happen)	Likely (Likely to happen)	Inevitable (Almost certain to occur)

**Risk Rating**

15-25	HIGH	A HIGH risk requires immediate action to control the hazard. Actions taken must be detailed within the risk assessment.
5-12	MEDIUM	A MEDIUM risk requires a planned approach to controlling the hazard. Actions taken must be detailed within the risk assessment.
1-4	LOW	A risk identified as LOW may be considered as acceptable and further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded.



Example

Ser	Hazard / Action to be taken	Person(s) at Risk	Consequence	Existing Control Measure	Additional Control Measures	Severity/ Likelihood	Risk Rating	Priority
(a)	(b)	(c)		(d)	(e)	(f)	(g)	(h)
						<b>Severity x Likelihood = Risk Rating</b>		
6	Signing On  Spread of infection  Risk of contracting virus	Officials Competitors	Individual(s) contract Covid-19 virus.  Individuals act as carriers and transmit virus to others.  Individuals become ill and admitted to hospital.  Individuals become ill / seriously ill or die from Covid-19 virus.  Families of individuals who have contracted Covid-19 are required to self-isolate as per UK Government Advice / Guidance  Mental health / personal well-being issues caused by self-isolation	ACU Ltd (governing body) follow UK Government advice / guidance  ACU Ltd only issue permit / once UK Government have issued suitable advice/guidance which would allow motorcycle sport to take place  Social distancing measures apply as per government advice / guidelines  Transparent plastic screens installed to protect Event Administration personnel  Event Administration personnel to be supplied with face masks and gloves. Further protected by Perspex shields.  Hand Sanitizers made available  Where possible information required disseminated by electronic means  Loudspeaker / tannoy system  Notice Boards  Signage to emphasise social distancing  Supplementary Regulations / Final Instructions	ACU Ltd continue to monitor and follow UK Government Advice / guidance  Organising Club continue to monitor and follow UK Government Advice / guidance  Updated control measures put in place by Organising Club that adhere to UK Government advice as and when reviewed	4x1	4	Low

By using a calculation there is a clear distinction between significant risks that need further controls and those that are tolerable within the event organisation. It is important to note that although an unacceptable risk rating may be recorded, which requires further action, it does not necessarily mean that the timescale will be short. A high priority risk may be complex and require some time to develop a suitable solution. If sufficient time is not allowed and an Event Organiser acts in haste, it might introduce more significant hazards. Once the control measures have been put in place, there is still a level of risk, albeit reduced. This is known as the residual risk.

## Addendum to Appendix 2: Risk Assessments – Example Templates

### Template 1

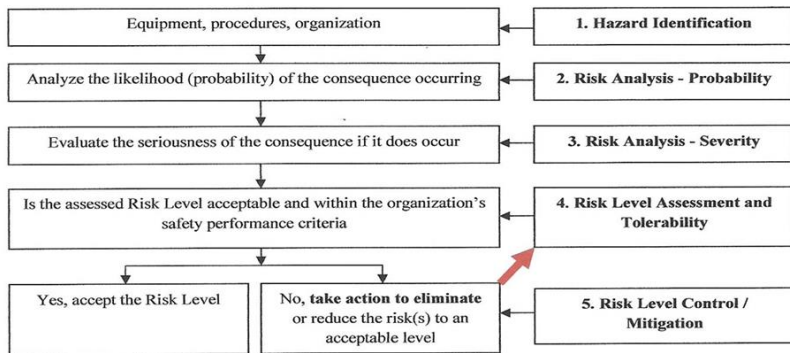
Ser	Hazard / Action to be taken	Person(s) at Risk	Consequence	Existing Control Measure	Additional Control Measures	Severity/ Likelihood	Risk Rating	Priority
(a)	(b)	(c)		(d)	(e)	(f)	(g)	(h)
						<b>Severity x Likelihood = Risk Rating</b>		
1	Identify the hazard	Who is at risk? Competitors? Officials? Marshals? Spectators? Members of the public?	What could the hazard lead to?  Injury? Serious Injury? Fatality?  Infection?	Outline what control measures currently exist to mitigate the risk. Some examples (but not limited to) are:  Rider / Officials briefings Supplementary Regulations Final Instructions Radio Communications Licenced Clerk of the Course Competent Officials Contact numbers for Emergency Services Doctor(s) / Paramedics on site	Any additional control measures to further reduce the risk of injury	3x3	9	Medium

The example above is a straightforward template. The example risk rating has been put in and reflects the risk rating example shown on page 33. To help highlight the risk rating, it is helpful to shade the boxes according to the risk rating given based on a red, amber, green colour scheme, ie. the traffic light system, which everyone is familiar with. Red being the highest priority, amber being medium and green outlining a low priority.

Template 2

ACU Permitted Motorcycle Events – Risk Assessment for (state event / date / venue) as at ... (insert date)

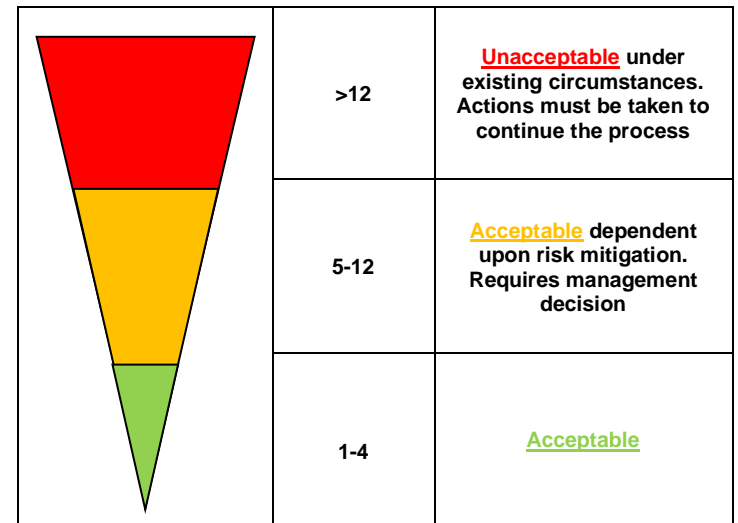
ID No	Hazard	Cause/Trigger	Escalation Factor	Possible Outcome/Consequence	Initial Probability	Initial Assessed Level of Risk	Preventative Controls Mitigating actions to prevent likelihood	Recovery Controls Mitigating actions to limit severity	Post Mitigation Probability	Residual Level of Risk	As Low as Reasonably Practicable (ALARP) Status	Actions/Remarks	Status
					Initial Severity				Post Mitigation Severity				Owner
	State hazard	State root cause/trigger That resulted in the outcome	Consider factors that may make the situation worse	Worst possible outcome of Hazard & Cause coming together	Scored IAW Risk Matrix	Colour coded risk level	Actions taken to limit likelihood	Actions taken to limit severity	Scored IAW Risk Matrix	Colour coded risk level	Is residual Level of Risk at ALARP Status Yes/No	Additional Remarks /Intentions	Open/Closed/ Ongoing/ Name/Post of Owner



RISK MATRIX					
Probability	Severity				
	5-Catastrophic	4 Critical	3 Major	2 Minor	1 Negligible
5-Frequent	25	20	15	10	5
4-Occasional	20	16	12	8	4
3-Major	15	12	9	6	3
2-Minor	10	8	6	4	2
1-Negligible	5	4	3	2	1

Probability/Likelihood	Definition	Value
Frequent	Likely to occur many times Has occurred frequently	5
Occasional	Likely to occur sometimes Has occurred infrequently	4
Remote	Unlikely to occur, but possible Has occurred rarely	3
Improbable	Very unlikely to occur Not known to have occurred	2
Extremely Improbable	Almost inconceivable that event will happen	1

Severity	Definition	Value
Catastrophic	Fatality or disabling injury	5
Critical/Hazardous	Serious injury/illness or Dangerous Occurrence (Refer to Riddor Guidance)	4
Major	"3-Day" injury or illness	3
Minor	Minor injury or illness (first-aid only)	2
Negligible	No injury accident or incident	1



ID No	Hazard	Cause/Trigger	Escalation Factor	Possible Outcome/Consequence	Initial Probability	Initial Assessed Level of Risk	Preventative Controls Mitigating actions to prevent likelihood	Recovery Controls Mitigating actions to limit severity	Post Mitigation Probability	Residual Level of Risk	As Low as Reasonably Practicable (ALARP) Status	Actions/Remarks	Status
					Initial Severity				Post Mitigation Severity				Owner
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	State hazard	State root cause/trigger That resulted in the outcome	Consider factors that may make the situation worse	Worst possible outcome of Hazard & Cause coming together	Scored IAW Risk Matrix	Colour coded risk level	Actions taken to limit likelihood	Actions taken to limit severity	Scored IAW Risk Matrix	Colour coded risk level	Is residual Level of Risk at ALARP Status <b>Yes/No</b>	Additional Remarks /Intentions	Open/Closed/Ongoing/
					Scored IAW Risk Matrix				Scored IAW Risk Matrix				Name/Post of Owner

This looks a complicated risk assessment template, but it isn't.

Think of the risk assessment in two halves. The first half of the risk assessment ie. columns 1 – 5 should be completed with no control measures in place at all, ie. the hazard has been identified, and you list the factors that you consider will make the situation worse, in column seven, you record your risk rating.

Columns 8 and 9 are then completed by recording the control measures put in place and the risk rating in column 10 is reassessed. The risk rating given in column 11 should be lower than the risk rating given in column 7, that then demonstrates the hazard has been identified, assessed and control measures put in place to reduce that risk.

Template 3

ACU Motocross \*Race Event\* - Covid-19 Specific Risk Assessment V6



Organising Club:			Date:			
Event:			ACU Permit Number:			
Risk Assessment By:						
Position:						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Record anything else that you think is needed to manage this risk:	Action by:	Date:	Done (✓)
<b>General Arrangements - All Persons</b>						
Vulnerable persons or those with underlying health conditions	<b>*All persons attending*</b> a motocross event who are vulnerable or have underlying health issues risk becoming seriously ill due to contact with Covid-19	<ul style="list-style-type: none"> <li>Individuals who are classed as "Clinically extremely vulnerable" or those living with someone who is "clinically extremely vulnerable" individuals should not attend the motocross event</li> </ul>				
Transmission of virus from a person displaying the symptoms of Covid-19.	<b>*All persons attending*</b> a motocross event risk contracting Covid-19	<ul style="list-style-type: none"> <li>Individuals who are displaying symptoms (namely high temperature or a new, continuous cough) should not attend the motocross event.</li> <li>If an individual starts to display the symptoms at an event, they must leave as soon as is possible and the organiser must implement a cleaning and disinfection protocol</li> <li>Signs will be displayed at the entrance advising persons with the symptoms not to enter the event</li> <li>Any person displaying symptoms will be respectfully asked to leave</li> </ul>				
Social Distancing	<b>*All persons attending*</b> a motocross event risk contracting Covid-19 through physical contact, aerial transmission or deliberate acts if social distancing requirements are not followed	<ul style="list-style-type: none"> <li>Organisers will follow current Government Regulations/ACU instruction in relation to social distancing (currently 2m+). This will need to be considered and applied to all aspects of the event - see below 'Motocross Specific Considerations'</li> <li>Competitor and spectator numbers may need to be reduced to achieve social distancing requirements</li> <li>The wearing of PPE such as face masks is advisable where social distancing cannot be maintained</li> </ul>				
Handwashing & General Hygiene Arrangements	<b>*All persons attending*</b> a motocross event risk contracting Covid-19 through infrequent / poor handwashing	<ul style="list-style-type: none"> <li>Regular handwashing / sanitising is advised in accordance with Government / ACU advice</li> <li>Wherever possible organisers are to make public handwashing / sanitising facilities available</li> <li>Toilet facilities will be provided with additional external hand sanitising facilities for public use prior to entry</li> <li>Organisers will provide / make available hand sanitiser for all persons working at the event</li> </ul>				
Covid-19 Hazard Warning Information	<b>*All persons attending*</b> a motocross event risk will be reminded of controls to prevent contracting Covid-19	<ul style="list-style-type: none"> <li>Covid-19 hazard warning information to be added to event paperwork and entrance signage - persons with symptoms told to stay away, social distancing requirements of 2m+, regular handwashing / sanitising, wearing of PPE (masks and gloves) advised</li> </ul>				
Travelling	Organisers risk contracting Covid-19 whilst travelling to and from a motocross event	<ul style="list-style-type: none"> <li>Travel to and from the circuit/venue would be dependent on current UK Government advice / guidance in place at the time</li> <li>Only one person should travel in the vehicle, unless individuals are from the same household, then these persons may travel together</li> </ul>				

Template 3 was created in Excel.

The important point to note from Template 3 is the title headings above each column;

- What are the hazards?
- Who might be harmed and how?
- What are you already doing?
- Record anything else that you think is needed to manage the risk
- Action by
- Date
- Done

This is a different style in writing a risk assessment. Whereas Templates 1 and 2 are based on a quantitative risk assessment, ie. the use of numerical estimates to determine the likelihood and severity which multiplied together gives an overall risk rating. Template 3 allocates responsibility to an individual / organisation and a date by which the allocated task should be completed.



## Appendix 3: Event Safety Plan – Contents List

To help Event Organisers, listed below are suggested items / headings which need to be included in your Event Safety Plan. This contents list is based on a Road Race event held on Closed Public Roads, however, many of the subject headings will be appropriate for an Off Road event.

<i>Content</i>	<i>Page No</i>
Table of Contents	
Event Safety Plan - Introduction	
Safety Policy / General Health & Safety Statement	
General Environmental Statement	
Incident Management – to include Red Flag procedure	
Incident Management Flowchart	
Incident Report Form	
Course Map	
Marshalling the Practice / Qualifying / Racing	
Marshalling the spectators	
Marshalling the environment	
Spectator / Crowd Profile - Specific Spectator / Crowded problems - Spectator Information - Spectator Safety Advice - Spectator Note - Media Note - Traffic Management	
Details of Event Officials	
Emergency Communications Procedure	
Race Control – Processes and Procedures - Reasons why practice/qualifying/racing may be cancelled/delayed - Process for disseminating a delay to practice/qualifying/racing - Rescheduling a race day - When deciding on a delay to racing activity, considerations for keep roads open - Procedure for the movement of vehicles (including competition bike) following a red flag incident - Procedure for the movement of vehicles in Wrong Direction following a red flag incident - Recording Decisions - Procedure for Closing Roads Prior to Practice / Qualifying / Racing - Procedure for confirming the Course is ready for Practice / Qualifying / Racing	

- Travelling Marshals initial positions - Procedure for Opening Roads once Practice / Qualifying / Racing is completed	
Roles & Responsibilities - Clerk of the Course - Deputy Clerk of the Course - Event Safety Officer - Secretary of the Meeting .....and other key officials	
Event Marshals – Chain of Command	
Racing Incident– A Marshals Guide	
Course Radio Communications	
Roles & Responsibilities - Chief Marshal - Chief Sector Marshal - Deputy Sector Marshal - Marshal - Marshal with Flags - Marshal with Radio - Travelling Marshal	
Prohibited / Restricted Areas – Definitions	
Prohibited / Restricted Area / Motorsport is Dangerous Signs	
Pit / Paddock Safety - Use and Storage of Fuel - General Fire Safety - Noise - Musculo-skeletal disorders - Compressed Air Equipment - Electrical Safety - Harmful Substances - Waste - Reporting of Accidents & Incidents - Protective Clothing & Equipment for Officials & Marshals - Competitors Motorcycles - The competence of competitors - Medical / First Aid - Concussion Related Injuries - General Working Practices	
Appendix 1 – Practice & Race Day Schedules	
Appendix 2 – Practice & Race Day Schedules (Minute by Minute) <i>(for larger events)</i>	
Appendix 3 – Serious Incident Plan	
Appendix 4 – Prohibited Areas around the Course	
Appendix 5 – Rider Briefing	
Appendix 6 – ACU Event Insurance	

**Notes:**