

Managing Health and Safety at ACU Trials Events



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A guide for ACU Affiliated Event Organisers

This document is produced in association with the 'Managing Health and Safety at ACU Permitted Events' publication and is designed to specifically assist Organisers of ACU Trials events in planning and organizing an event.

This document will assist with some of the steps that can safeguard the health and safety of officials, volunteers, competitors and spectators.

A handwritten signature in black ink, appearing to read 'G Thompson'.

G Thompson MBE BEM
Auto-Cycle Union Ltd

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Managing Health and Safety at ACU Trials 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, Trials is a non-speed discipline split into sections where a competitor rides through an obstacle course while attempting to avoid touching the ground with their feet. The obstacles on the Course may be of natural or constructed elements. In all Sections, regardless of content, the designated route is carefully contrived to test the skill of the rider. In many local observed Trials events, the Sections are divided into separate Courses to accommodate the variance of skill levels of the competitors who participate in skill-rated classes.
2. This guidance is primarily aimed at helping ACU affiliated Clubs and Promoters in the planning and safe running of a Trial event 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

3. 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), Officials, Observers, first aid and of course all competitors.
4. This document provides guidance/advice to assist the Event Organiser with managing events and cannot cover all the management of all safety risk which will differ between each venue. Event Organisers, through their process of risk assessment and risk management should ensure that safety is maintained and the likelihood of someone being harmed is ‘As Low as Reasonably Practicable’ (ALARP).

About the ACU

5. 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.
6. 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

7. As a Trials Organiser, you will have a general duty to ensure, so far as is reasonably practicable, the safety and welfare of your volunteer officials 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.
8. 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)

Planning your event

9. 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).
10. These key factors will help you to determine what facilities and resources will be required, eg. the design of the Sections / Course plus the number of Officials / Observers needed.

Assessing the risks

11. Even with small club events such as trials risks still need to be managed. Accidents can and do happen with Observers, for example; slips, trips and falls, getting to and managing sections. Plus, rider risk if sections are not correctly aimed at the ability of the rider. A duty of care is therefore still owed to Observers, riders and spectators invited or uninvited. For all events a simple risk assessment should be conducted, but for events on Forestry Commission land an event safety plan should be produced. Key areas for consideration when assessing the risk of trials may include:
 - Suitability of site for event taking into account public access, the skill base of riders competing, vehicle access to and from the site, including emergency access.
 - Lone working of organiser when planning and setting out sections.
 - Suitability of sections for rider competence and ability.
 - Potential hazards on the site for riders, observers/families and friends such as vertical drop offs, deep water, wasp nests etc.
 - Subject to events size, management and protection of spectators including the provision of warning signs.
 - Design of sections and positioning/optimum location of observers taking into account age and mobility of observers.
 - Design of sections in the event of riders falling – protection of observers, riders and spectators.
 - Access to and from sections to minimise trips, slips and falls.

- Design and positioning of section markers so that observers with restricted mobility can easily replace markers.
 - Hot weather / cold weather and associated controls.
 - First aid and emergency response including advice and access.
 - Clearing up of markers to be managed according to severity of the section and the mobility of the Official.
12. Liaise with others, eg. the landowner, emergency services and officials from the ACU for advice and information relevant to your planning. Discuss with them how you can control risks.
 13. 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 or madalena@acu.org.uk.
 14. 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.
 15. 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.
 16. 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.
 17. You can find more guidance on the risk assessment process later in this document.
 18. 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

19. If you are planning a large event, ie. an event considered larger in scale than a normal club type event, then you must consider drafting an Event Safety Plan. For help and assistance with putting together an Event Safety Plan, please refer to the 'Managing Health and Safety at ACU Permitted Events' publication which can be found on the Centre/Club log in page of the ACU On Line system, or you can obtain a copy by emailing Gary Thompson at; gary@acu.org.uk
20. When planning your event, you will need to consider how you will deal with an incident and/or an emergency, so ensure you have contact numbers for the relevant Emergency Services and you know the nearest hospital local to your event.

Emergency Procedures

21. Procedures for officials and marshals to follow during an incident / emergency should include:
 - raising the alarm (normally by radio communication);
 - warning competitors. 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.
22. Appoint people to implement your emergency / incident procedures.
23. 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.
24. 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

25. 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?
26. 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

**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**
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.

ACU and The Auto-Cycle Union are trading names of The Auto-Cycle Union Limited registered under Company No. 00134679;
Registered Office: ACU House, Wood Street, Rugby, Warwickshire CV21 2YX

Action to take in the event of a fatality

27. 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.

28. 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.

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



The ACU Safety Signs are available from ACU Head Office. Please contact; admin@acu.org.uk

Medical / First aid

29. 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).
30. 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).
31. Any competitor who has been involved in an incident will need to seek medical clearance before being allowed to compete again.

Concussion related Injuries

32. Concussion related injuries has taken on much more prominence in recent years because of the well publicised injuries reported in the sport of Rugby.
33. 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'.
34. 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 149.
35. 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.
36. 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
37. 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?
38. 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.

39. 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

40. 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) and the individual will be removed from the Stop List.
41. 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.

Appendix 1: 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 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**

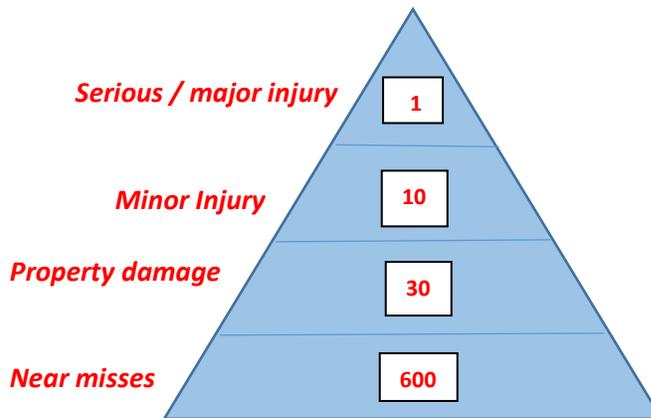
Risk is the combination of the **probability** of a hazardous event occurring and the **severity** of that event.

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.

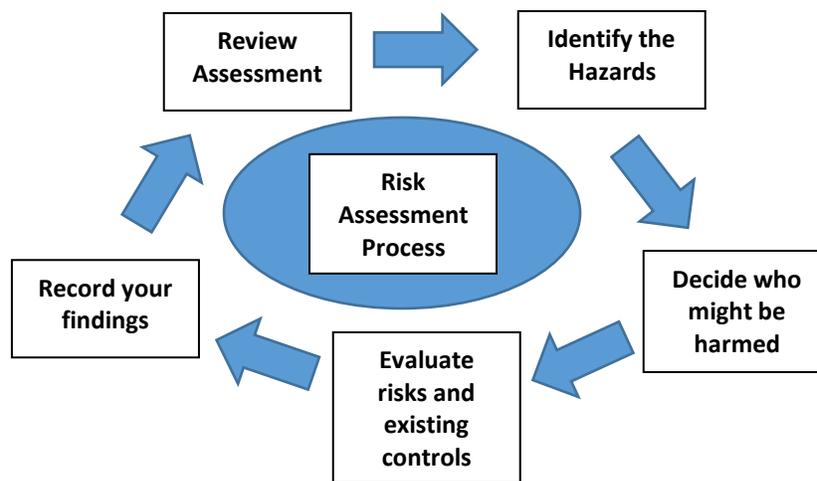


This diagram is Bird's Triangle (1969). It was devised as a result of extensive research into accidents and accident ratios. It has been determined that for every one serious injury, there will have been 10 minor injuries, 30 property damages and 600 near misses.

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 provision of first aid.
- Lack of emergency access to recover casualties.
- Insufficient Observers
- Hazards on the course insufficiently marked or avoided
- Lack of processes / controls to manage safety e.g. emergency response.

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 paddock when they should be pushed, or at events where this is permitted, riding too fast in the paddock.
- 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.
- It should be noted that everyone at your event who is not a rider, Official or Medic is deemed to be a spectator.

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, Observers and Competitors.

In assessing hazards and risk, determine who could be harmed such as the public, spectators, Officials, volunteers, 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 an Observers post at a Section - it provides an excellent view of the Section but may be positioned in direct conflict with the proposed route of the motorcycle. This increases the risk of a rider running into the Observers position thus causing possible injury to the Observer and the competitor. The key process to consider may include:

- Can the Observers post be re-positioned in a better position for safety?
- Can protection be provided, fencing etc.?
- Can the training / instructions for Observers be improved?

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.

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"> - Course is designed to prevent riders crossing over junctions at high speed or competitors approaching junctions from different (head on) directions. - Specific forestry tracks have been left open to provide access in the event of emergency response - Maps of the Course are issued to marshals, First Aid and 4x4 response and instructed to respond to incidents, if practicable, in the same direction as competitors are travelling. - ACU Standing Regulations specify the criteria for route marking. This regulation additionally advises riders that forest tracks and roads are not closed to other users and traffic may be travelling in the opposite direction.
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"> - 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. - Course pre ridden by a rider to check / verify safety and suitability. - Route specific hazards highlighted with signs/spray/arrows.

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 Trials Risk Assessment

Over the next four pages you will find an example Trials Risk Assessment which can be adopted by Organising Clubs and tailored for your own specific needs.

You may need to delete or indeed add to the Control Measures but the attached risk assessment gives you a good idea of what is required. It should be noted that the example risk assessment has been approved for use by the ACU Trials & Enduro Committee.

Trials Risk Assessment for ACU Permitted Events

Venue:		Event:	
ACU Permit No:	Date:	Risk Assessment carried out by:	

Severity

Very High (fatal)	5	5	10	15	20	25
High (Serious Injury)	4	4	8	12	16	20
Moderate (injury)	3	3	6	9	12	15
Slight (minor injury)	2	2	4	6	8	10
Nil (no risk)	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	Virtually impossible (no risk present)	Possible (lower or minimal risk)	Quite Possible (may happen)	Likely (Likely to happen)	Very Likely (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.

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)
						Severity x Likelihood = Risk Rating		
1	Paddock: Access and egress to Paddock	Observers Officials Spectators Competitors Team personnel	Collision with pedestrians / Minor Injury / Serious Injury / Fatality Collision with Wildlife / livestock / pets Collision with farm equipment / other vehicles	Traffic Management Plan in place. Warning Signs to be displayed ie. 'Motorsport is Dangerous' signs at access points around the venue. Road markers placed on the approach to the venue. Venue access is signposted / identified. Speed limits identified on tracks leading to Paddock. Vehicle/car parking identified and suitably marked. Landowner consulted for specific requirements. Competitors use Environmental Mats to prevent / mitigate spillage/leakage of substances. Competitors use containers to secure oil/fuels. Competitors ride bikes at slow speeds. ACU Permit applied for/issued for the event which suspends section 33a of the Road Traffic Act.		2x2	4	Low
2	Slips, Trips and Falls	Observers Officials Spectators Competitors Team personnel	Minor injury / Serious injury / Broken limbs/ Fractures / sprains Damage to equipment	Hazard removed if able to do so. Area cordoned off with signage / tape to isolate hazard. Where obstacles cannot be moved, area cordoned off with appropriate signage / tape. Warning Signs to be displayed ie. 'Motorsport is Dangerous' signs Emergency Contact Numbers Injuries reported to relevant Emergency Services		2x2	4	Low
3	Check the Start Area is free from obstacles which might cause harm or place individuals in danger.	Observers Officials Spectators Competitors Team personnel	Minor injury / Serious injury / Broken limbs/ Fractures / sprains Damage to equipment	Hazard removed if able to do so. Area cordoned off with signage / tape to isolate hazard. Warning Signs to be displayed ie. 'Motorsport is Dangerous' signs at access points around the venue. Route marked with pre-positioned arrows clearly visible to competitors/Observers/spectators. Fire points established. Rubbish / waste bins in place Competitors travel at slow speeds. Emergency Contact Numbers Injuries reported to relevant Emergency Services		2x2	4	Low

4	Emergency Points / Vehicles	Observers Officials Spectators Competitors Team personnel	Minor injury / Serious injury / Broken limbs/ Fractures	Communications system in place to access Emergency numbers Emergency vehicles can access / egress venue Injuries reported to relevant Emergency Services Prevent condition from worsening		2x2	4	Low
5	Competitors	Observers Officials Spectators Competitors Team personnel	Inexperienced competitors compete above their limit / expectations Minor injury / Serious injury / Broken limbs/ Fractures / sprains	Competitors Sign On prior to the start of activity Competitors under the age of 18 sign on with parent / legal guardian as per TSR 2 Competitors have valid Trials Registration / ACU Licence Permit issued therefore event covered under ACU Premier Insurance cover Supplementary Regulations Competitor Briefings / Final Instructions. Emergency Contact Numbers Injuries reported to relevant Emergency Services Clothing / helmets adhere to TSR 12 of Trials Standing Regulations. Technical specifications for motorcycles as per the Trials Standing Regulations outlined in the ACU Handbook.		2x2	4	Low
6	Sections	Observers Officials Spectators Competitors Team personnel	Inexperienced competitors compete above their limit / expectations Minor injury / Serious injury / Broken limbs/ Fractures / sprains	All sections inspected by CofC / DCofC Route marking to sections Route markings for spectators identified Any hazards identified at Sections removed / identified and notified to Riders in competitor briefings Consideration given to positioning of Observers at Sections. Observer / Official Briefings Observers / Officials issued with communication protocol / information Sections numbered and marked in accordance with TSRs Competitor travel at slow speeds Warning notices on rider route where appropriate; ie. 'Slow' 'Care' Sections designed for competitor abilities and in accordance with Trials Standing Regulations in ACU Handbook. Sections clearly marked indicating different classes Rider Briefings given before the start of competition		2x2	4	Low
7	Competitors lose control of machine.	Observers Officials Spectators Competitors Team personnel	Inexperienced competitors compete above their limit / expectations Minor injury / Serious injury /	Spectators segregated from Sections. Consideration given to positioning of Observers at Sections. Observer / Official Briefings Observers / Officials issued with communication protocol / information Sections numbered and marked in accordance with TSRs Competitor travel at slow speeds Machines fitted with cut-out device as defined to Classes outlined in TSRs.		3x2	6	Medium

			Broken limbs/ Fractures / sprains	Emergency Contact Numbers Injuries reported to relevant Emergency Services Following a serious incident (as defined in ACU Handbook), CofC/DCofC assess Section to consider it safe to continue. Sections designed for competitor abilities and in accordance with Trials Standing Regulations in ACU Handbook. 'Motorsport' is Dangerous' signage displayed a venue.				
8	Injury to third party from impact of machine	Observers Officials Spectators Competitors Team personnel	Minor injury / Serious injury / Broken limbs/ Fractures / sprains	Emergency Contact Numbers Injuries reported to relevant Emergency Services Competitors / Bikes travel at slow speeds Sections clearly marked Spectators segregated from Sections. Consideration given to positioning of Observers at Sections. Sections designed for competitor abilities and in accordance with Trials Standing Regulations in ACU Handbook. 'Motorsport is Dangerous' signage displayed at venue.		3x2	6	Medium
9	Fire	Observers Officials Spectators Competitors Team personnel	Minor injury / Serious injury / Fatality	Fire extinguishers positioned at refueling areas Emergency Contact Numbers Injuries reported to relevant Emergency Services Emergency Contact Numbers Access / Egress to the venue kept clear for Emergency vehicles		4x2	8	Medium
10	Communication	Observers Officials Spectators Competitors Team personnel	Poor comms could lead to lack of response to a Minor injury / Serious injury / Fatality /Major Incident / Incident	Effective communications system in place which is known to all. Effective system in place if communications system fails.		2x2	4	Low
11	Post event	Observers Officials Spectators Competitors Team Personnel Livestock Landowner	Minor injury / Serious injury / Fatality /Major Incident / Incident	Equipment collected and centralized Disposal of any waste material / bins arranged Transportation of equipment from venue De-brief – lessons learnt for next event Traffic Management Plan in place. Warning Signs to be displayed ie. 'Motorsport is Dangerous' signs at access points around the venue. Speed limits identified on tracks leading to Paddock. Landowner consulted for specific requirements. ACU Reports completed and sent to Permit Issuing Authority		2x2	4	Low

Appendix 2: Risk Assessments – Managing the Risk

MSA Authorisation Process

The ACU has set up a dedicated department to assist all our member Clubs and Promoters to obtain the necessary authorisation, either directly to the MSA or if they prefer through the ACU. Several of our Clubs have been applying for authorisation for many years and the system works perfectly. However, the ACU recognises that for Event Organisers who are going through this process for the first time, it may be a little daunting, hence the reason for a friendly voice to assist. Some frequently asked questions about the MSA process are outlined below:

Why have the ACU imposed the Motorsport UK Authorisation Process on Clubs?

The ACU aren't imposing the Motorsport UK Authorisation process on our Organising Clubs. The Motor Vehicles (Competitions and Trials) Regulations 1969 require that any motoring event which utilises the Public Highway is subject to Authorisation under UK law. The MSA are the sole agent appointed by the Department of Transport and as such has a statutory duty to the Government to ensure that any event that takes place on or uses part of the Public Highway follows the legislation as laid down by the government in the Regulations quoted above under the Statutory Instrument No 414 of 1969. A copy of the legislation can be viewed and/or downloaded from the ACU website.

Why have ACU Clubs not been notified of this before?

The requirement for an Organiser to apply for MSA Authorisation is stated in the ACU Handbook under the Trials Standing Regulations and is also printed on the reverse of every Permit Application Form, so Clubs should be aware that this requirement is required for any event which takes place on or uses part of the public highway.

Why has the MSA Authorisation suddenly become an issue?

This year a couple of events came under the radar of the MSA when it was discovered that MSA Authorisation had not been applied for and these events were using part of the public highway. This then led to one of the events being cancelled as the Authorisation process could not be completed in time. Following a recent meeting with the MSA to discuss this issue further, it is clear that any ACU permitted event taking place on or using part of the Public Highway needs to have MSA Authorisation unless it is an event that is automatically authorised (see further down this FAQ sheet for the criteria for those events automatically authorised) or unless the event is exempt under Schedule 4 of The Motor Vehicles (Competitions and Trials) Regulations 1969.

What is Route Authorisation?

The Motor Vehicles (Competitions and Trials) Regulations 1969 require that any motoring event which utilises or uses part of the Public Highway is subject to authorisation under the legislation. The Department of Transport has appointed the Royal Automobile Club (MSA) as the controlling agency to undertake authorisation on its behalf in England and Wales. This legislation is handled by the Competition Authorisation Office (CAO) at the MSA. This function in Scotland is undertaken by the Royal Scottish Automobile Club.

Does my Club need to apply for Route Authorisation?

The legislation states the requirement that all events, with the exception of those detailed below are authorised by the CAO.

The types of events which are authorised automatically, and do not therefore need specific authorisation through the CAO are:

- An event in which the total number of vehicles driven by the competitors does not exceed twelve, no part of which takes place within eight days of any other part of any other event, where either the other event has the same promoter or the promoters of both events are members of the same club in connection with which the events are promoted (see Regulation 5a of the Motor Vehicles (Competitions and Trials) Regulations 1969) for full details.
- An event on which no merit is attached to completing the event with the lowest mileage, and in which as respects such part of the event is held on the Public Highway, there are no performance tests and no route, and competitors are not timed or required to visit the same places, except that they may be required to finish at the same place by a specified time.
- An event in which, as respects such part of the event as is held on the Public Highway, merit attaches to a competitor's performance only in relation to good road behaviour and compliance with the Highway Code.
- An event in which all competitors are members of the Armed Forces of the Crown, and which is designed solely for the purpose of their service training.

Whilst the legislation grants automatic authorisation for the above events, it is recommended that Organisers advise the local police of such events to ensure that the minimum inconvenience can be ensured whilst the event is in progress.

When can I apply for Route Authorisation?

Applications for Route Authorisations (except Schedule 4 events) can be received a maximum of six months and a minimum of two months prior to the proposed start date of the event. Applications outside of these timelines will unfortunately be rejected by the MSA.

Contact must first be made with the Route Liaison Officer for that area in which the event is being held to ensure there are no date clashes before submitting an application for Route Authorisation to the MSA. A full list of Route Liaison Officers can be found on the ACU website.

What fees are involved?

For events exclusively held in England:

- £1.35 per vehicle for events the route of which on the public highway does not exceed 10 miles
- £2.75 per vehicle for events the route of which on the public highway does not exceed 100 miles
- £3.65 per vehicle for events the route of which on the public highway does not exceed 150 miles
- £4.80 per vehicle for events the route of which on the public highway does not exceed 200 miles
- £9.50 per vehicle for events the route of which on the public highway exceeds 200 miles

For events exclusively held in Wales:

- £1.00 per vehicle for events the route of which on the public highway does not exceed 10 miles
- £2.00 per vehicle for events the route of which on the public highway does not exceed 100 miles
- £2.70 per vehicle for events the route of which on the public highway does not exceed 150 miles
- £3.50 per vehicle for events the route of which on the public highway does not exceed 200 miles
- £7.00 per vehicle for events the route of which on the public highway exceeds 200 miles

NB. Please note that events crossing the England/Wales border are subject to public highway charges for each country as the total payable amount.

The fee is calculated on the maximum number of competing vehicles given on the final Authorisation document. This number must not exceed the maximum number of vehicles stated on the original application unless prior agreement has been sought with the MSA. It is not necessary to forward the fee on first application as charges are advised during the course of the Authorisation process.

What is Section 33 of the Road Traffic Act?

Section 33 of the Road Traffic Act 1988 states that a person must not promote or take part in a Trial of any description between motor vehicles on a footpath, bridleway or restricted byway unless authorisation has been sought and obtained from the Local Authority under this section. When submitting a route for Authorisation you are advised to check the definitive maps held by the Local Authority involved in order to ascertain whether or not you are required to obtain Section 33 permissions.

What is a Schedule 4 Event?

A Schedule 4 event is an event that is listed under Schedule 4 of the Motor Vehicles (Competitions and Trials) Regulations as a specified event. These events are held not more than one per calendar year and include events such as the International Rally of Great Britain and the Banbury Run promoted by the Vintage Motorcycle Club. A full list of those events on Schedule 4 can be viewed on the Regulation found on the ACU website.

What do I need to provide when applying for Route Authorisation?

The legislation states that when applying for MSA Route Authorisation, the Organiser must supply the following:

- Contact must first be made with the Route Liaison Officer for that area in which the event is being held to ensure there are no date clashes before submitting an application for Route Authorisation to the MSA.
- A completed E404 Application form for Authorisation of a Motoring Event on the public highway.
- Two identical tracing of the route drawn from an Ordnance Survey 1:50000 Landranger map which should include the following information:
 - The number of the Ordnance Survey sheet

- Two intersecting grid line appropriately numbered so that the tracing can be placed accurately over the relevant map.
- The location of any start and finishing points.
- The times at which the first competitor is expected to leave the start point and arrive at any finishing point or control (all times to be shown using the 24 hour clock)
- The location of any control point on a public highway (marked with a Capital letter – C)
- The location of each rest halt (marked with a Capital letter – R) and also the length of time the rest halt is expected to remain in operation.
- Any point where the route leaves and rejoins the public highway (marked with a Capital letter – X) and the time which the first competitor leaves and rejoins should also be shown.
- The above information should be discussed with the Route Liaison Officer in the first instance to ascertain whether there are any clashes of date before submitting the traces and the application form to the MSA for authorisation.
- All completed Application Forms , together with the Items listed above should be sent in the first instance to:

Debbie Walmsley
ACU House
Wood Street
Rugby
Warks
CV21 2YX

Tel: 01788 566419
Email: dw@acu.org.uk

How do I go about applying for Route Authorisation?

Applications for Route Authorisation must be made with a minimum of two months to the start of the event or a maximum of six months to the start of the event. Any application received outside of this timeframe will unfortunately be returned. In the first instance, the Organiser needs to contact their relevant Route Liaison Officer to discuss dates with a view to avoiding clashes with other events. Once this has been done, the Organiser then completes the E404 Application Form together with two identical copies of a trace of the proposed route and then sends the form and traces to Debbie Walmsley at ACU House at the address given above. Debbie will then check that the correct information has been given, contact the Organiser if necessary and then send the E404 and trace to the MSA. The ACU is recommending early contact with the ACU office to ensure route authorisation is given, as it is the first one to apply if two organisations are using a particular route, which will be granted.

Those Clubs who are well versed and have experience in completing the Authorisation process may send their completed application forms and traces direct to the MSA as before:

Do I need to apply for an ACU permit before I apply for MSA Authorisation?

There is no requirement to apply for an ACU permit before you apply for MSA Authorisation. The quicker you can apply for the MSA Authorisation means you will stand a better chance in getting the route you want to run your event. The MSA work on a 'first come, first served' basis so the later you leave applying for your Authorisation may entail you having to amend your route if your route clashes with another Organiser.

What defines a Day time event as opposed to a night time event?

A night time event is defined as an event or part of an event which is intended to take place between the hours of 10.00pm and 7.00am. If an event started at 2.00pm in the afternoon and ran through to midnight, this would be deemed a night time event.

Once submitted, am I able to amend my route?

Yes, once an E404 application form and two copies of the trace has been submitted you are able to amend your route should you wish to do so. Two copies of the trace showing the new amended route would need to be supplied along with a covering letter explaining why the amendment is required. Prior discussions would need to take place with the Route Liaison Officer in the first instance. It should be noted that any route amendments would ideally need to be made three to four weeks prior to the start of the event, however in exceptional circumstances route amendments can be made with less time to go to the event. The important thing to remember is to give the Competition Authorisation Office as much notice as possible so that the relevant agencies can be informed. Nothing is insurmountable as long as people know what is going on.

Do I get my fees returned if the event is cancelled?

If the event is cancelled due to an 'act of god', weather etc, then the MSA Authorisation fees will be returned to the Organiser. However, it should be noted that fees will NOT be returned for lack of entries.

Is there anything I need to do once the event is finished?

Once an event has finished, a list of competitors needs to be sent to the Competition Authorisation Office at Motorsports House. Alternatively, the list can be sent to Debbie Walmsley at ACU House who will then send the list onto the MSA.

Can I contact the MSA direct regarding any questions I might have?

Yes of course. The MSA can be contacted as follows:

Competition Authorisation Office
Motor Sports House
Riverside Park
Colnbrook
SL3 0HG

Tel: 01753 765075
Email: cao@msauk.org

However, for organisers who are new to this system are urged to liaise through the ACU Office:

Debbie Walmsley
ACU House
Wood Street
Rugby
Warks
CV21 2YX

Tel: 01788 566419
Email: dw@acu.org.uk

If I Organise a Trials Event with no Fixed Starting point and there is No Fixed Route, do I need to get MSA Authorisation?

In a word – no.

If for example you were organising a Trials event with a Course that included some use of the public highway and consisted of say – twelve groups of four sub-sections each of which riders had to attempt 36 (therefore not having to visit them all) and the riders were able to sign on at the Group of their choice – and there was no designated route for them to follow, there would be no requirement for this type of event to apply for MSA Authorisation.