



2021 Health & Safety Guidance Notes

**Issued by: The Borough 19 Motor Club
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These notes are applicable as appropriate and should be read in conjunction with both the General Standing Regulations, Supplementary Regulations issued for the Meeting, any applicable Championship Regulations and any Circuit Specific Regulations that may apply, paying due regard to relevant legislation in force at the time. This covers all teams, entrants, and individuals at all Borough 19 MC meetings, all of whom must ensure that they have all relevant Health, Safety & Environment and Food Hygiene documentation available for inspection by anyone representing the Borough 19 MC Health & Safety Team, Enforcement Agencies, and the Circuit Health & Safety Officer.

1. STORAGE & USE OF PETROLEUM SPIRIT:

All petroleum spirit must be stored in metal containers complying with the relevant British Standard and must be stored away from any source of ignition.

All containers must be indelibly marked "Petroleum Spirit – Highly Flammable".

All empty containers must be removed from the venue after the meeting.

Petrol is to be used as fuel only and must not be used for any other purpose.

Any refuelling of vehicles should take place in the open air. The person in charge of the refuelling process must enforce a no smoking ban and have a fire extinguisher available to them.

Your attention is drawn to the Petroleum (Consolidation) Act 2014 and the Dangerous Substances and Explosive Atmosphere Regulations 2002.

Competitors and entrants are reminded that fuel is available for sale at some circuits. As such it is often unnecessary for competitors to carry any quantities of fuel inside vehicles and when this is the case Meeting Final Instructions will always notify you if fuel is available.

2. HAZARDOUS SUBSTANCES:

Some vehicle parts, for example brake and clutch linings contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort must be made to prevent asbestos dust getting into the air and to comply with the Management of Asbestos Regulations.

Some mineral oils may cause skin cancer and prolonged contact should therefore be avoided wherever possible. Where contact does occur, any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.

Various other substances may cause disease or ill health even after short exposures.

Manufacturers and suppliers of such substances are obliged to provide customers with Material Safety Data Sheets (MSDS) about the possible harmful effects of their products upon request.

Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 as amended must be complied with.

Applicable Motorsport UK / Championship regulations must always be complied with when selecting vehicle parts.

3. ELECTRICAL EQUIPMENT:

All electrical equipment must be maintained in safe condition to comply with Electricity, at work regulations 1989 and IEE regulations 18th edition.

Extension leads cables should be flexible and not semi-rigid cable of the type used for household wiring. Neoprene covered cable will resist damage by oil. All cables must be covered if in an area where people will have to walk or drive across them so as not to create a hazard.

All electrical equipment to be used externally should be weatherproof.

Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock.

Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling taking place.



Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.

4. FIRE PRECAUTIONS:

It is the responsibility of Employers, Teams and Entrants to always comply with Fire Regulations, particularly noting Fire (Event Safety) England & Wales Regulatory Reform (Fire Safety) Order 2005 – Scotland Fire (Scotland) Act 2005.

Smoking is prohibited in all enclosed spaces, as per UK legislation and also in the assembly/start line area.

All potential sources of ignition should be kept away from petroleum spirit and vapours.

The lighting of barbecues is prohibited in the pits area.

All teams should carry a suitable fire extinguisher in accordance with the Motorsport UK or ACU regulations.

Fire extinguishers should not be removed from fire points unless they are to be used on a fire.

All fires must be reported immediately to an official or a member of the venue management.

Teams are encouraged to train their personnel in the correct use of fire extinguishers and methods of fire prevention.

Teams must keep fire lanes and emergency lanes, as identified on fire/paddock plan, clear at all times.

All fire notices and orders to evacuate must be complied with.

5. COMPRESSED GAS EQUIPMENT:

Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations and always stand clear when inflating tyres.

All airlines should be in good condition and be inspected regularly.

Any form of horseplay involving compressed air or gas is prohibited.

Compressed gas cylinders should be stored in accordance with the relevant working practices.

Where any person is at work the requirements of the Pressure Systems Safety Regulations 2000, Transportable Gas Pressure Vessels Regulations 2001, and Carriage of Dangerous Goods & Use of Transportable Pressure Equipment Regulations 2009, must be complied with.

6. JACKS & AXLE STANDS:

Vehicles should only be raised on jacks which are in good condition and rated to lift the vehicle weight safely, with current certification as per Lifting Operations & Lifting Equipment regulations 1998 (LOLER).

You should only jack vehicles only on level and undamaged floor and you should use the handbrake and/or chocks to stop the vehicle moving.

Jacks should only be used for lifting the vehicle and axle stands should always be used to support the vehicle weight.

Vehicle engines should not be run under any circumstances whilst the weight of the vehicle is supported by axle stands or jacks.

7. GENERAL WORKING PRACTICES:

Health and Safety at work act 1974, Management of Health and Safety at Work Regulation 1999, and all other relevant regulations which apply to your work activity must be observed at all times.

All working areas should be kept clean and tidy and any waste should be removed regularly from working area and stored safely (see section 10).



All work activity should be planned taking into account the Health and Safety at Work Act 1974, Use of Work Equipment Regulations 1998 (PUWER L22 4th Edition), Work at Height Regulations 2005, Noise at Work Regulations 2005, and all other relevant regulations in force at the time.

All spillages should be cleaned up immediately, disposed of to comply with current Environment Regulations and reported to the venue management.

All trailing wires and hoses must be protected and should not be allowed to create a trip hazard.

Whenever vehicle engines are being run, adequate ventilation extraction must be ensured.

All safety notices and warning signs must be complied with.

Any person carrying out work must ensure that they always adopt safe working practices and comply with any relevant statutory provision and/or published guidance.

Particular note is made that appropriate harnesses must be used when working at height. It is expressly forbidden to spectate from the top of any vehicle which is not designed for such activity and has all the appropriate guard rails in place.

Children under the age of 16 are not allowed in the pit lane unless they are competing or in designated spectator enclosures.

8. NOISE:

Exposure to excessive noise may result in hearing loss or other complaints; these may be short term or after repeated exposure become permanent.

All persons should avoid being exposed to excessive noise and where this is unavoidable, should wear earplugs or defenders to the appropriate EN 352-2 1993 and EN352-3 1997.

9. MANUAL HANDLING OF LOADS:

Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques.

Where any person is at work the requirements of the Manual Handling of Loads Regulations 1992/02 must be complied with.

10. WASTE:

All waste oil must be placed in the containers marked "waste oil".

Waste tyres, batteries and empty petrol or oil containers must not be left at the venue and should be taken away and disposed of in an appropriate manner, complying with current legislation. Where control fuel is used it may be that an area is designated at a venue as the collection point for used fuel cans in which case this is the only area which may be used for the purpose.

Teams and competitors must take any other form of waste with them when they leave the venue apart from items which can legally be put in bins and skips provided at the venue and which are signed for such use. Waste must not be mixed between designated bins under any circumstances and fines incurred by the venue because of such contamination may be passed on to the competitors or championships concerned.

Your attention is drawn to the requirements of the Environmental Protection Act 1990, producer of hazardous waste regulations, recycling and reprocessing portable battery regulations.

Failure to comply with Environmental Legislation will result in the team and/or competitor being charged for correct disposal by the venue or the club.

11. NON-COMPETITION VEHICLE SAFETY:

Entrants, Teams and Competitors must ensure that all vehicles are used in accordance with manufactures instructions and under no circumstances should anyone be allowed to ride or hang on to buggies, tyre trolleys, roll bars, side pods and the like.



A maximum 10 mph speed limit is in force in all public areas, including paddocks and service roads at all venues. This applies to all vehicles, including golf carts, quadbikes, mopeds, and motorcycles, except for emergency vehicles attending an incident.

Any person in control of a golf cart, quadbike, moped or motorcycle up to a capacity of 125cc must have a current UK provisional driving license or its international equivalent.

Any persons riding quad-bikes and motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle license or its international equivalent and it should not be ridden/driven in spectator areas and must, at all times, keep to the marked roads when moving around the venue.

It should be noted that all such vehicles above may only be used while on official team business and are not to be used for recreational purposes.

The use of pedal cycles and the like is discouraged, particularly when ridden by children. All children should be under the supervision of a responsible adult at all times to try to ensure their safety.

12. FIRST AID:

Any person sustaining an injury or feeling unwell should first seek treatment from the onsite medical services who may be able to offer immediate treatment.

To call the first aid or medical services, please contact any official or member of the venue management team.

13. PUBLIC SAFETY:

Competitors and entrants should be aware that the Paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.

Competitors and entrants must exercise extreme caution when the paddock is busy and during pits and track walkabouts, when applicable.

While wishing to encourage motorsport as a family activity Competitors are further reminded that a race circuit and particularly the paddock area is a dangerous place. Children should not be left un-supervised and need to be reminded of the dangers they may encounter, particularly the danger of being in contact with a moving vehicle.

14. REPORTING OF ACCIDENTS & INCIDENTS:

All accidents where any person sustains injury or where damage to property occurs must be reported immediately to a meeting official or member of the venue management team.

Borough 19 MC would appreciate updates, as appropriate, on anyone involved in an incident where an injury is sustained in order to maintain their records.

15. ENVIRONMENTAL ISSUES:

Borough 19 MC is conscious of the need to do everything possible to protect our environment. To this end the club is committed to its environmental policy, which can be found on the Borough 19 MC website and expects that all Teams, Competitors and Entrants have the same commitment and where appropriate have their own policy statement.

By complying with the requirement above particularly regarding fuel, hazardous substances, noise and waste, competitors are assisting the club in their aims.

Competitors are encouraged to use tarpaulins or other such covers beneath vehicles in order to prevent spillages contaminating the ground, these may be compulsory within certain Championship. Any spillages should be reported immediately to the venue management so that appropriate clean-up measures may be put in place.

Remedial action must be taken to clean up any spillages which must be reported immediately to officials of the meeting and the venue staff who will then assist in managing the situation.



16. OTHER GENERAL GUIDANCE:

Competitors and entrants are reminded of their obligations to always comply with the requirements of the appropriate Sporting Regulations and these Guidance Notes should be read in conjunction with all other relevant regulations.

Teams, Competitors and Entrants should always ensure that they have available for inspection the following appropriate and in date documentation:

- a) Risk Assessments for all activities (items 1, 2, 3, 5, 6, 7, 8 & 9 above)
- b) Fire Risk Assessment (item 4 above)
- c) Flammability certification of truck awnings, etc.
- d) Certification of equipment being used, where appropriate
- e) Policy statements

It is important to remember that any contractors employed by a championship, team, competitor, or entrant to provide a service at the meetings must provide you with all appropriate Health & Safety documentation. For example, caterers should provide the relevant Health and Safety and Hygiene documentation to support their activities.

All documentation noted above may be checked at any time by a representative of Borough 19 MC or the relevant venue Health and Safety team.

Any issues spotted may require the immediate resolution of that issue and failure to do so may render the Competitor liable to disqualification for the meeting.