



CAMBRIDGE CAR CLUB

THE ROGER HOLMES TRIAL

23 January 2022

SAFETY MANUAL

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Introduction

Cambridge Car Club Limited has produced this manual to instruct officials and marshals on the safety issues and special procedures relating to the safe running of the event and to provide information in the event of an incident.

Health and Safety Policy

The organising club applies high standards to all aspects of health and safety. The safety of competitors and marshals is taken into consideration when the trial is planned. The organisers believe they have taken all foreseeable precautions to ensure the safe running of the event.

In turn the club expects that every person participating in the trial, whether competitor, official, marshal or spectator shall take all reasonable care for the health and safety of themselves and others who may be affected by his/her acts or omissions during the operation of the event, in order to achieve the highest standards of safety performance. Accordingly, as a minimum the event will be managed in accordance with: - Motorsport UK Competitors Yearbook-Motorsport UK Officials Yearbook

The Clerk of the Course (CofC) is the person responsible for health and safety matters in connection with the event to which support staff have allocated to monitor all health and safety regulations and aspects of the event.

ATTENTION!

Cars move unexpectedly and may:
Slide excessively down the hill especially if it rains
Have difficulty bring the car to a halt even at low speed
Not travel in any particular direction
Throw up mud and debris
Do what you least expect

PLEASE TAKE CARE



Officials Mobile Phone Numbers

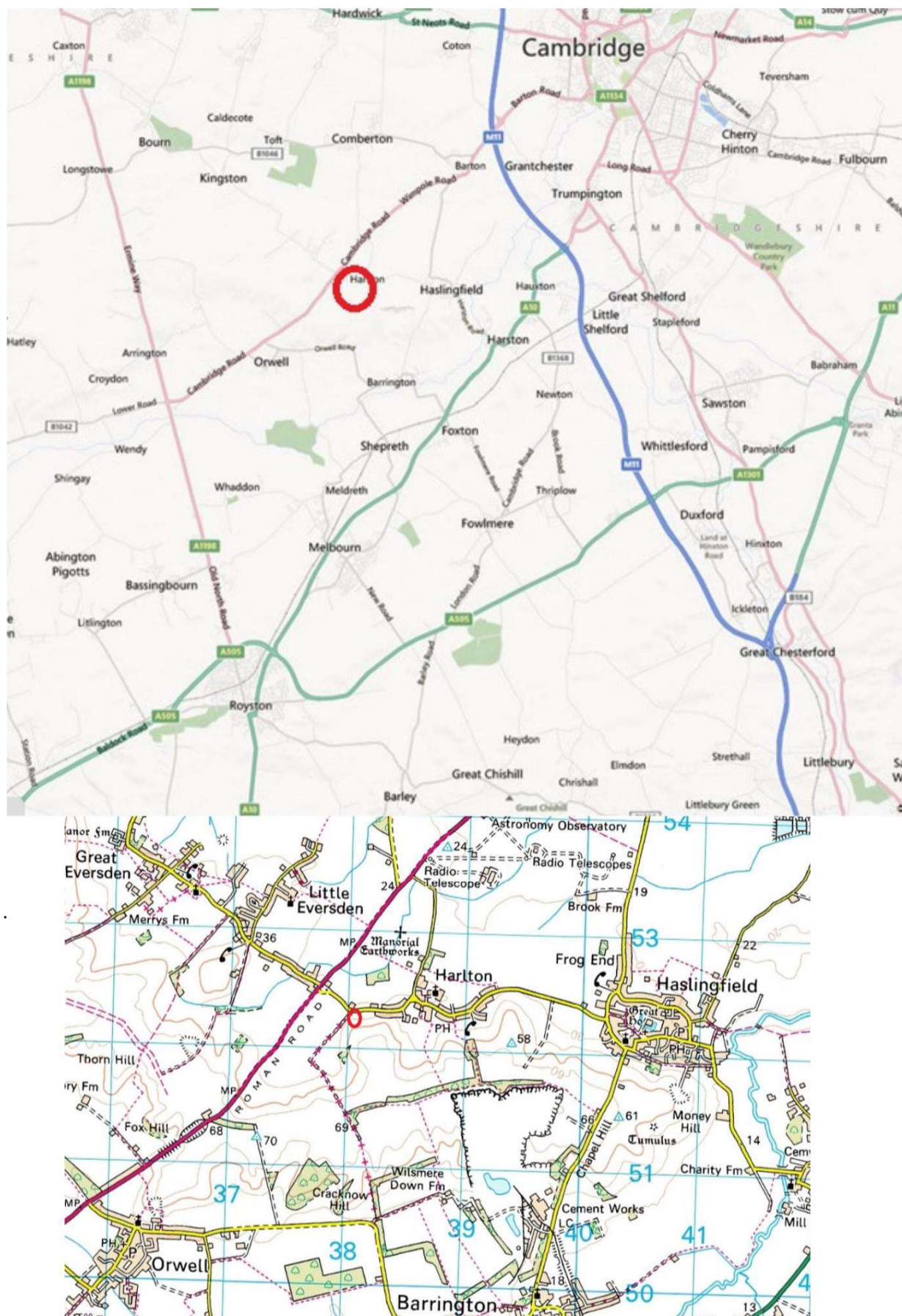
Name	Position	Telephone
Martyn Sansom	Clerk of the Course	07836 672061
Roger Kerrison	Asst. Clerk of the Course	07989 890470
Clive Grounds	Secretary of the meeting	07860 461670
Simon Tonks	Club Steward	07714 697299
Clive Grounds	First Aider	07860 461670
Ed Chambers	Scrutineers	07710 884904

Radio

There will be radio handhelds operating on channel 5. Use the person's name for all formal communication. Precede calls with safety or urgent as appropriate if dealing with event management or an incident. Wait out if an urgent call is in progress.

Entry into the venue

This year the entry into the venue will be OS ref Map 154/ TL524380, 52.151514, 0.015692.
What three words: extra.confirms.decisions



Service Area Guidelines

It is not normally expected that vehicles will need servicing during a Car Trial and no designated service area is provided.

However it is acknowledged that some vehicles may need repair during the course of the event in which case the following Guidelines should be followed.

Competitors and any support crew should be aware of their own and other people's safety and well-being if working on their vehicle.

1. No refuelling allowed due to the risk of spillage damaging the ground. A Car Trial only requires a small quantity of fuel to complete the event so refuelling should not be required. The nearest roadside fuel station is 3 miles away in Barton at OS Map 154/ 4124552. What three words: expert.fleet.spent
2. If a vehicle has to be jacked up special care and if necessary extra measures must be taken due to softness of the ground which could otherwise result in the jack sinking or falling over. If necessary remove the vehicle to a hard surface before jacking.
3. No working under a vehicle unless properly supported on axle stands, ramps or a car trailer. Again, special care needs to be taken due to the softness of the ground.
4. If a spillage of oil or other fluid occurs a spill kit (either the competitors own or the organisers available at Signing On) must be used to clear up the spill. The CofC must also be informed of the nature and location of the spill. The liability for any spill and remediation is the responsibility of the competitor
5. Fire extinguishers are available at Signing On.
6. First Aid kit available at Signing On.
7. Tyres should only be re-inflated with portable 12 volt compressors or foot pumps.

Medical

There will be qualified first aiders on site. They may be marshalling or competing but will be available on request.

The nearest hospital is Addenbrookes hospital, Cambridge.

Emergency services may contacted on the 999 telephone number

Incident Procedure

The marshals will deal with minor incidents on the event and every effort must be put into avoiding, suspending or stopping the event. If there is a fire, danger to life, injury or immediate danger of injury and/or event test blockage that cannot be safely removed; the running of the test must be suspended pending reference to the C of C.

The test marshals will only start the next competitor when the section is clear and they are able to give adequate attention to the competitor undertaking the test.

If the event has to be stopped it is the CofC's responsibility to decide on the correct level of response to be used in order to deal with the incident effectively and efficiently.

Incident Handling Procedure

If the event requires Additional resources the following RV points have been allocated:

RV point 1 field entrance Map Ref 154/ TL 380 524; decimal N 52.151514, E0.015692

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In the event of assistance being required from the emergency services (Fire, Ambulance, Police) an official of the event will be dispatched to the RV point to meet the appropriate services. If the services are required at the scene of the incident the official will escort them to the scene.

Air Ambulance Movement and Safety Procedures

This will be unlikely, but in the likelihood of an evacuation being carried out by air, the county air ambulance may attend the scene if this is the case;

1. **DO NOT APPROACH** the aircraft unless specifically instructed to do so by a member of the aircraft crew
- 1 Keep yourself and ALL other people at least **100 metres** from the aircraft
- 2 **NEVER ALLOW ANYONE TO APPROACH THE REAR OF THE AIRCRAFT**- the tail rotor which is turning cannot be seen and it kills
- 3 Loading of the casualty will be carried out by the aircraft crew - if they need any assistance from first aiders or marshals they will tell you
- 4 **AT ALL TIMES THE AIRCRAFT CREW ARE IN CHARGE OF THE SITUATION**

During landing and take-off the aircraft generates considerable wind-be prepared to secure any loose articles and items of clothing etc.

Incident Handling Method

The established method for identification of personnel during major incident situations is the use of Gold, Silver and Bronze.

Gold Personnel: Secretary of the meeting

Silver Personnel: Clerk of the Course

Bronze Personnel: First aider

The location of the relevant personnel is as follows. This may be varied if medical attention is needed and other marshals appointed to roles by the Clerk of the Course..

Gold: Event Control/incident vicinity

Silver: Incident

Bronze: Incident

Duties

Clerk of the Course

The Clerk of the Course will have control over all aspects of the event

1. The Clerk of the Course will primarily take advice from members of the Gold Team and make decisions relevant to the effective running of the event
2. The Clerk of the Course will ensure that the Steward is kept fully informed of all aspects of every emergency
3. The Clerk of the Course will have under his control all first aiders and marshals in the event of an incident. These will be deployed to provide the most effective cover
4. The Clerk of the Course will deputise for the Secretary of the Meeting at such times as the Secretary of the Meeting is required as a first aider and second a suitable signed on marshal as a deputy as needed.

Secretary to meeting

1. The secretary to the meeting will control communication with the external emergency services and advise the Clerk of the Course with regard to these arrangements

2. The secretary to the meeting will collate all written reports. He is responsible for the collection of written reports from all sections and prepares a master report of all incidents

Media, Press and Statements

The Clerk of the Course only will authorise any statements to be issued to the press or media.

First Aider

1. Upon arrival at the scene of an incident the First Aider will be responsible for the triage.
2. If necessary the vehicle will be stabilized by the marshals.
3. The First Aider only will make any judgement concerning removing the casualty from the vehicle or any other movement of the casualty
4. The First Aider will prepare written report of the incident.
5. The Marshals under direction of the Clerk of the Course will be responsible for the removal of the any competition vehicle, only once the scene of the incident has been stood down.

Medical Report Form

First aider attending an incident to provide a written note of any incident requiring their attendance. Please fill this form in as soon as it is practical. When completed please hand this form to the Secretary of the Meeting.

Note to include

- Your name and contact telephone number
- Time of incident
- Description of injured person
- Apparent injuries
- Treatment given
- Recommendations given
- Comments made by injured person
- Name of any individuals involved in incident
- Name of any individuals assisting the injured
- Time emergency services requested if needed

Hospital details

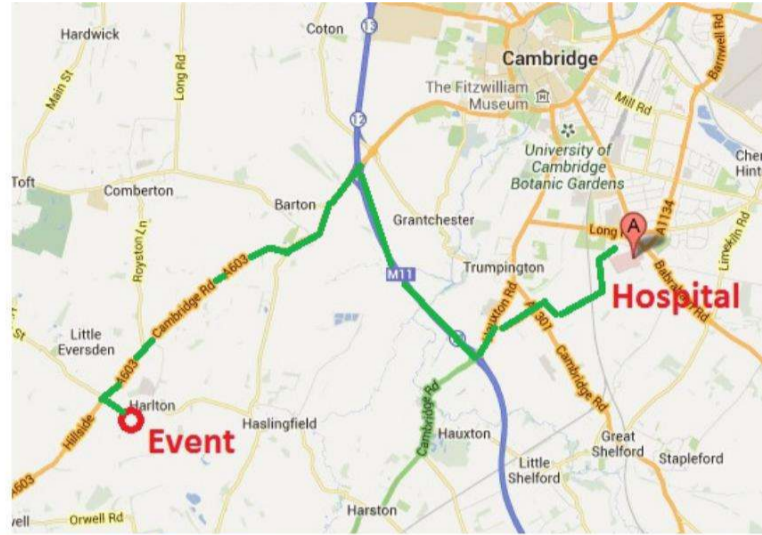
The nearest hospital with an Accident and Emergency department is the:

Addenbrookes Hospital
 Cambridge University Hospitals
 NHS Foundation Trust
 Hills Road, Cambridge
CB2 0QQ

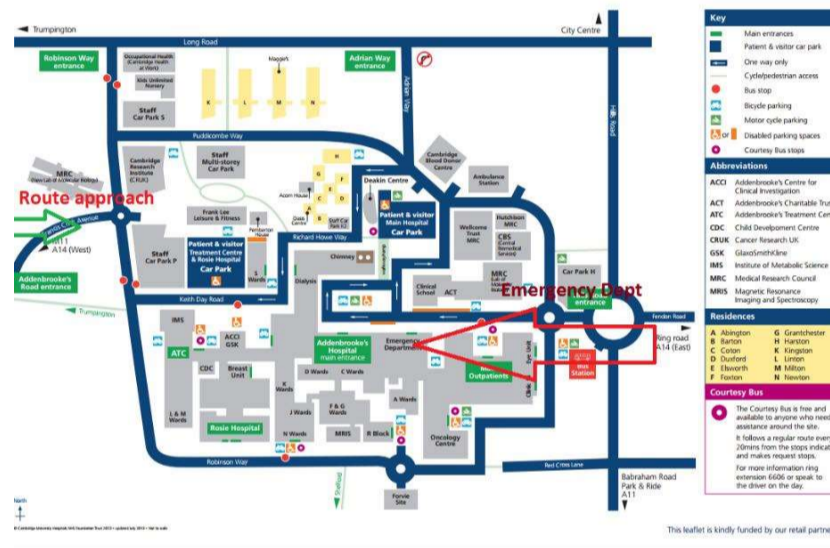
OS map ref Map 154/ TL 467 552

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Hospital location and route



Cambridge Biomedical Campus



Risk Assessments

The following have been highlighted as risks which could occur whilst Marshals/Officials are helping on the rally.

Hazard	Risks	Evaluation	Precautions/controls in place	Further Action available
Fire	Injury to those in attendance , Slips, trips and falls, Burns, entrapment	Unlikely but with medium to high severity MEDIUM	Fire extinguishers located at Test Starts and the Event Office.	If incident requires this call 999
Impact	Collision with competing vehicles	Unlikely but with medium to high severity MEDIUM	Speeding in the field not Allowed. 1st Aid on Venue.	If incident requires this call 999
Slips, Trips and falls	Soft ground slippery when wet. Fuel, Oil	Likely but with low severity MEDIUM	1st Aid on Venue.	If incident requires this call 999
Manual Handling/ Using manual tools	Cuts, Grazes, Splinters, Bruising due to injury from hand tools or similar.	These are quite likely however the impact is usually LOW	1st Aid on Venue.	If incident requires this call 999
Oil/Fuel	Fire, Slips and trips	Medium Unlikely but with high severity	No Refuelling expected Fire extinguishers located at Test starts and the Event Office.	If incident requires this call 999

Spectators

Planning is the key to ensure that spectators can watch the event in a safe environment.

1 The Clerk of the Course should ensure that the warning signs are adequately displayed at the public entrances. These signs will include Motor Sport is Dangerous Warning.

2 All marshals MUST wear a tabard and should carry a whistle as a means of warning spectators of an approaching car or to attract their attention if standing in an inappropriate location.