



Final Instructions

14th-15th July 2018

BRSCC TCR UK Race Weekend

1.85 Miles (2.98kms)

This meeting is organised by the British Racing & Sports Car Club Ltd governed by the General Competition Rules of the MSA, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

These Final Instructions should be read in conjunction with any further instructions or bulletins issued by the organisers.

Entry Enquiries: Liz Goodrich

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1 Permits

This event will be held under the following MSA Permit numbers:

National A 106981

National B 106693

Clubmans 106692

This event is NCAFP permitted

2 Officials

MSA Steward	Richard Norbury
Club Stewards	Geoff Edwards Arthur Jones
Senior Clerk of the Course & TCR UK Race Director	David Pierre
Permanent Clerk of the Course	Andy Holley (Compact Cup), Glynn Lee (Sports 2000)
Clerks of the Course	Derek Stanley, Ian Danaher, Alan Jenkins, Mike Skelton
Probationary Clerks	Steve Andrew, Nick Ramsden
Secretary of the Meeting	Liz Goodrich, Sue Crook (Deputy)
Chief Scrutineer	Rod Bennett
Chief Medical Officer	Dr Sue Smith
Chief Timekeeper	Peter Knight
Chief Marshal	Richard Beard
BRSCC Safeguarding Officers	Liz Goodrich & Penny Mattocks

3 Passes

Your allocation of personnel tickets (five) and a vehicle pass have been posted to you under separate cover. TCR UK competitors will be given their vehicle passes by the Championship co-ordinator. All personnel must arrive with a valid ticket or they will be directed to public entrances and will have to pay for admission. TCR UK teams & personnel should use their permanent passes. Tickets will be collected at the gate so if you do leave the venue please ensure you have a pass out from security.

Please note that private cars will NOT be allowed to park in the paddocks. Ample parking has been provided for private cars in the Camp Car Park and personnel are asked to use these to enable the paddock to be presented in a professional manner.

4 Venue Access

For competitors with a green paddock vehicle pass, access is via the Main Gate on the B4039 Chippenham to Sodbury Road.

Competitor's private cars should use the Camp Entrance using the red vehicle pass that has been issued.

There will be 24 hours access to the venue from 17.00 on Wednesday 11th July. However, please note that setting-up is not permitted after dark. Generators should also not be run after dark.

Teams/competitors in the Sports 2000 Championship will not have access to the Paddock until **17.00 on Saturday.**

5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit and Club Guidance Notes printed further on in this document.

6 Pit & Paddock Areas

Any competitor/team who has stationed themselves in the incorrect place in the paddock and has refused to move when asked by a BRSCC/TCR UK/MSO-CS or circuit official, may be reported to the Clerk of the Course. MSO-CS Ltd will be responsible for parking up the paddock – please co-operate with them.

4 Wristbands will be issued to each competitor at Sign On. Please note that only competitors/team members who are wearing a wristband will be permitted access to the Assembly Area or Pit Lane. No Wristband – No Entry!

6.1 Engine/Noise Pollution

Engines must not be run before 8:30hrs or after 18:30. Circuit Security Contractors and the paddock parking team are empowered by the organisers to strictly enforce this regulation. Any team member found in contravention of this regulation shall at the entire discretion of the circuit owners be removed from the venue and prevented from taking any further part in the event.

6.2 Paddock

- Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue. Any cost incurred by the Club for removal of said items from the paddock, will be charged to offending teams/competitors.
- Under no circumstances must any paddock surface be broken in any way, i.e. tent pegs/stakes, etc.
- Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.
- Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.
- Competitors must vacate the paddocks by **22:00 on Sunday**.

6.3 Pit Lane

- The outer lane is to be kept unobstructed to allow safe passage of cars at all times.
- Please observe the pit lane speed limit which is **60kph**.
- The Stop/Go penalty box is located in the pit lane.
- Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- Children under the age of 16 years are not permitted in the pit lane area.
- Smoking is not permitted in the Pit Lane

6.4 Support Vehicles

The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of “support vehicles” will be brought to the attention of the Senior Officials and appropriate action may be taken.

6.5 Tail Lifts

Where vehicles with tail lifts are being used at the venue, the operator must ensure that the tail lift is never left down, including in the halfway position, other than when loading/unloading is being undertaken.

7 Signing On For Competitors

All competitors will sign-on at the times & locations stated below.

In addition to the times stated on the Official Timetable, competitors can sign on from **14:00 until 18:00 on Friday in the Secretary's Office** (at the foot of Race Control).

Championship/Series	Time	Location
CCRC FF1600 Championship with Melksham Motor Spares	07:00 – 07.30	Secretary's Office
Teekay Couplings Production GTi Championship	07:30 – 08:00	Secretary's Office
CCRC GT Championship with Simonstone Motor Group	08:00 – 08:30	Secretary's Office
TCR UK Championship	08:45 – 09:00	The Strawford Centre
Toyo Tires Porsche Championship	08:55 – 09:25	Secretary's Office
Avon Tyres National Formula Ford Championship	09:25 – 09:55	Secretary's Office
BRSCC Mazda MX-5 SuperCup	09:55 – 10:25	Secretary's Office
Speed Group F1000 Championship	10:25 – 10:55	Secretary's Office
Nankang Tyres BMW Compact Cup	07:00 – 07:30 Sunday	Secretary's Office
CCRC Saloon Car Championship with National Windscreens	07:00 – 07:30 Sunday	Secretary's Office
SRCC Sports 2000 Championship	10:25 – 10:55 Sunday	Secretary's Office

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7.1 All drivers must provide at Signing On:

- (a) MSA Competition Race Licence or European ASN equivalent and MSA Entrants Licence (Where applicable)
Competitors with Non MSA Competition Licences are reminded that under Article 2.3 of the International Sporting Code, written approval must be given by their ASN to compete in this event. Written approval will be checked at signing on.
- (b) Drivers Medical Certificate (if not incorporated in the Licence)
- (c) Valid Club Membership (where applicable)

Drivers are reminded that licences, medicals and upgrade cards must be valid, bearing a recent photograph and be signed by the driver before presentation to the officials at Signing On. Without these they are not valid. Upgrade cards can be downloaded from www.msauk.org/assets/competitorupgradeinsert2018.pdf

7.2 It is the responsibility of the driver to collect his/her licence and/or upgrade card after the event.

8 Scrutineering

All competitor's cars will be scrutineered at the times and place stated in the table below. **Scrutineering will also take place on Friday afternoon between 14:30 to 18:00 in the Scrutineering Bay.**

Championship/Series	Time	Location
TCR UK Championship	From 14.00 Friday	In situ
CCRC FF1600 Championship with Melksham Motor Spares	From 07:00 Saturday	Scrutineering Bay
Teekay Couplings Production GTi Championship	From 07:30 Saturday	Scrutineering Bay
CCRC GT Championship with Simonstone Motor Group	From 08:00 Saturday	Scrutineering Bay
Toyo Tyres Porsche Championship	From 08:55 Saturday	Scrutineering Bay
Avon Tyres National Formula Ford Championship	From 09:25 Saturday	In situ
BRSCC Mazda MX-5 SuperCup	From 09:55 Saturday	In situ
Speed Group F1000 Championship	From 10:25 Saturday	Scrutineering Bay
Nankang Tyres BMW Compact Cup	From 07:00 Sunday	Scrutineering Bay
CCRC Saloon Car Championship with National Windscreens	From 09:55 Sunday	Scrutineering Bay
SRCC Sports 2000 Championship	From 10:25 Sunday	Scrutineering Bay

At Scrutineering, drivers must provide:

- (a) Competition Car
- (b) Paperwork from BRSCC Officials confirming driver has signed on.
- (c) Crash helmet, visor or goggles, gloves, boots, overalls & FHR device (where required)
- (d) Vehicle Identification forms (if required)
- (e) MOT/road fund licence (if required)

All vehicles must be Noise tested prior to their first session on the circuit. Noise testing will take place at the entrance to the Assembly Area. **For TCR UK cars, noise testing will take place at the Howard Strawford gates from 09.30 on Saturday morning.** Cars having failed or who have not been noise tested will NOT be admitted to the track.

9 Eligibility

In addition to the series Eligibility Scrutineers, eligibility may be checked by a member of the MSA Technical Commission, as listed in the MSA Officials' Yearbook Appendix 5(d).

10 Drivers' Briefings

- (a) Drivers who have not previously raced at the circuit should collect a copy of the New Driver's Briefing Notes when they sign on and read them prior to their first practice or qualifying session.
- (b) ALL Competitors MUST attend their respective drivers' briefings at the allotted time and location as shown in the table below on page 4.

Attendance is MANDATORY and non-attendance or late attendance may be penalised by the Clerk of the Course. The organisers reserve the right to call subsequent briefings at any time, should they consider it necessary. Such briefings will be announced via bulletins and/ or paddock announcements.

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Championship/Series	Time	Location
Teekay Couplings Production GTi Championship	08.10 Saturday	Mazda Race Centre
CCRC GT Championship with Simonstone Motor Group	08.40 Saturday	Kay Thomas Centre
TCR UK Championship	09.00 Saturday	The Strawford Centre
Toyo Tires Porsche Championship	09.35 Saturday	Porsche Hospitality Centre
Avon Tyres National Formula Ford Championship	10.05 Saturday	Formula Ford Race Centre
BRSCC Mazda MX-5 SuperCup	10.35 Saturday	Mazda Race Centre
Speed Group F1000 Championship	11.05 Saturday	Kay Thomas Centre
Nankang Tyres BMW Compact Cup	09.40 on Sunday	Compact Cup Race Centre
SRCC Sports 2000 Championship	11.05 on Sunday	Kay Thomas Centre

11 Circuit Access

Assembly for TCR UK competitors will be in the working pit lane in allocated bays with access via the **Howard Strawford gates**. All other competitors must access the circuit via the regular **Assembly Area** and then via the pit lane exit. For races, cars will be released from the Assembly Area in grid formation. Competitors are asked to follow the instructions of the officials.

12 Qualifying / Grids

Qualifying will take place as per the timetable. It is the driver's responsibility to be ready at least 20 minutes before their timetabled session. Scrutineering labels must be affixed to the vehicle and clearly displayed before it is allowed onto the track. Drivers should go to the assembly area 20 minutes before published time and then, when directed by the course marshal, they should proceed onto circuit.

Grids will be formed as per Championship/Series Regulations and according to the terms of the Circuit Licence.

Double Header Races: unless regulations stipulate otherwise, grids for the second race of a Double header event with only one qualifying session will be based on the finishing order of the first race. Retirements will be placed at the back of the grid in reverse order of retirement.

The grid for the second Avon Tyres National Formula Ford Championship race will be based on the finishing order of the first race. For race 3, the grid will be based on random draw. The Championship Co-ordinator will draw one of three numbered balls - 6, 7 or 8. Whichever number is picked means the first 6, 7 or 8 finishers in race 2 start in reverse order in race 3. Any competitor within the reversed places who received a grid place penalty in race 2 cannot benefit from the reversed order. In this instance the grid place penalty will be applied to his original finishing position after the reversed grid draw has been made.

To avoid congestion, cars in the Toyo Tires Porsche Championship will be released for qualifying strictly by class; Class A first, and then Class C.

Nankang Tyres BMW Compact Cup cars will be assembled prior to their qualifying session strictly in championship points order, which will be supplied by the Compact Cup Race Day Co-ordinator.

Pit Support Crews can gain access to the Pit Lane for the duration of their practice and race sessions via the gates into the Pit Area. Please note that no vehicles will be allowed to carry equipment in the Main Pits, although Pit Trolleys may be pulled by quad bikes/small tractor units.

13 Race Start Procedure/Safety Car

All start procedures will be in accordance with the championship/series regulations. It is the competitor's responsibility to ensure that they are ready in good time. Under ideal conditions, the racing programme may be brought forward. Grids will be formed as per championship /series regulations and the terms of the circuit licence.

Where races are for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.

13.1 Standing Start

Vehicles will be released from the Assembly Area on to the circuit. Marshals will direct you to the correct qualification grid position. Once all drivers are stationary there will be a one minute countdown; 30 second board and then the cars will be flagged away for the green flag lap. Once this lap has been completed and vehicles are stationary the 5 second board will be shown and then the red lights will be displayed. At some time between 2 and 7 seconds the red lights will switch off – signalling the start of the race.

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The following Championships/Series will use a Standing Start:

- **CCRC FF1600 Championship in association with Melksham Motor Spares**
- **Teekay Couplings Production GTi Championship**
- **Toyo Tires Porsche Championship**
- **Avon Tyres National Formula Ford Championship**
- **BRSCC Mazda MX-5 SuperCup**
- **Speed Group F1000 Championship**
- **Nankang Tyres BMW Compact Cup**
- **TCR UK Championship**
- **CCRC Saloon Car Championship in association with National Windscreens**
- **SRCC Sports 2000 Championship**

Competitors are reminded that the green flag lap must be completed as quickly as possible without any undue delay.

13.2 Rolling Start

Vehicles will be correctly positioned in the assembly area, then proceed as directed onto the grid where they will begin the rolling lap behind a Pace Car. The start procedure will be in accordance with Championship Regulations.

The following Championship/Series will use a Rolling Start:

- **CCRC GT Championship in association with Simonstone Motor Group**

13.3 Safety Car Intervention

The Clerk of the Course will have the facility for the use of the safety car in accordance with the Championship / Series regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit from the pit lane exit and will exit the circuit via the pit lane entrance. The organisers reserve the right to use the Safety Car in all sessions, both qualifying and the races. Should the Safety Car be deployed in a National Formula Ford race, at the discretion of the Clerk of the Course, 5 minutes will be added to the scheduled 15 minutes race duration. This time addition will only be implemented once per race. A second Safety Car intervention will not have any further time added to the race duration.

13.4 Green Flag/Formation Lap

Should there be a change in weather conditions which would necessitate an additional green flag/formation lap, then at the discretion of the Clerk of the Course, the race duration may commence once the last car starts the additional green flag/formation lap. If the delay from the showing of the Green Flag to the start of the race takes more than 3 minutes the Clerk of the Course reserves the right to reduce the race length.

In the event of circuit light failure for either start type the Union /National flag will be used to start all races.

14 End Of Track Session Procedure

14.1 At the end of each track session be it qualifying or the actual race, all vehicles must slow down after taking the chequered flag and leave the circuit via the Pit Lane Entrance.

14.2 At the end of your race, presentations will be carried out in accordance with championship/series regulations if time permits. Please follow instructions of race marshals etc. In the case where the presentation does not take place immediately after the race, competitors should report to the Paddock/Race Secretary's office.

15 TCR UK – Balance of Performance

The Balance of Performance calculations will be applied as per Technical Bulletin No.10 issued on 6th June 2018. The BoP Compensation Weight Automatic Formula will be applied as per the Compensation Weight document issued on 9th July 2018.

16 Judicial

Breaches of driving standards will be firmly dealt with. If the Clerk of the Course wishes to view evidence from the TV production company, any competitor's personal in-car camera, and/or data logging evidence in order to assist with his enquiry into a breach of driving standards he may order that the results remain provisional and he may take judicial action at a later date. However, the use of video evidence and/or data logging evidence is at the sole discretion of the Clerk of the Course.

17 Judges

Judges may be appointed as per MSA Regulation [Q 18].

18 Race Day Information

The organisers will try to run the programme as published, but they reserve the right to delay or bring forward event times to suit the conditions of the day. Copies of practice times, grid sheets, provisional results and official bulletins etc will be available from the Secretary's Office.

19 Social Media

Please take time to read the MSA's guidelines on Social Media which can be found at <https://www.msauk.org/assets/msasocialmediaguidelines-6.pdf> Please refrain from making comments about fellow competitors and officials that could be interpreted as bringing your championship, the hosting circuit, the BRSCC and individual drivers and officials into disrepute.

20 Video Equipment

a) Video equipment must not be fitted to any vehicle without express permission from the circuit if it is to be used for commercial purposes. Any driver/team transgressing this regulation maybe subject to a fine of £1,000 and exclusion from the event.

b) Once permission has been obtained video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

21 Testing

For details please contact the Circuit directly on 01249 782417 or book via <https://castlecombecircuit.co.uk/testing/pre-race-testing/>

22 Special Circuit Notes

22.1 Track Limits

Competitors should be aware that specific guidance has now been issued by the MSA regarding the penalties to be applied for drivers breaching track limits. These are as follows:

- 2nd offence - warning flag
- 3rd offence - 5 second penalty
- 4th offence – 10 second penalty
- 5th offence - drive through penalty
- 6th offence – disqualification

Breach of track limit during qualifying will result in that lap time being disallowed.

22.2 Illegal Driving

All competitors are reminded that they are liable to disqualification from the meeting if any person associated with their team who is below the age at which a driving licence may be issued, is seen riding or driving a motor vehicle of any type within the paddock, or any other part of the grounds. Competition vehicles must not be used to transport personnel unless the passenger/s are within the framework of the vehicle.

22.3 Recovery from the Circuit

The club/circuit owners/providers of recovery services cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

22.4 Travelling to/from the Circuit

Please respect the circuit's neighbours and local speed restrictions in local villages (monitored by police) and allow plenty of time to travel to and from the circuit.

22.5 Fuel

There is no fuel for sale on the venue and the garage directly outside the circuit no longer stocks fuel. The nearest fuel station is a Texaco garage on the A420 towards Chippenham.

22.6 Driver Welfare

If drivers' have any form of contact on the circuit, with another competitor or barriers, regardless of how minor, they **MUST** report to the Medical Centre to be cleared to return to the circuit.

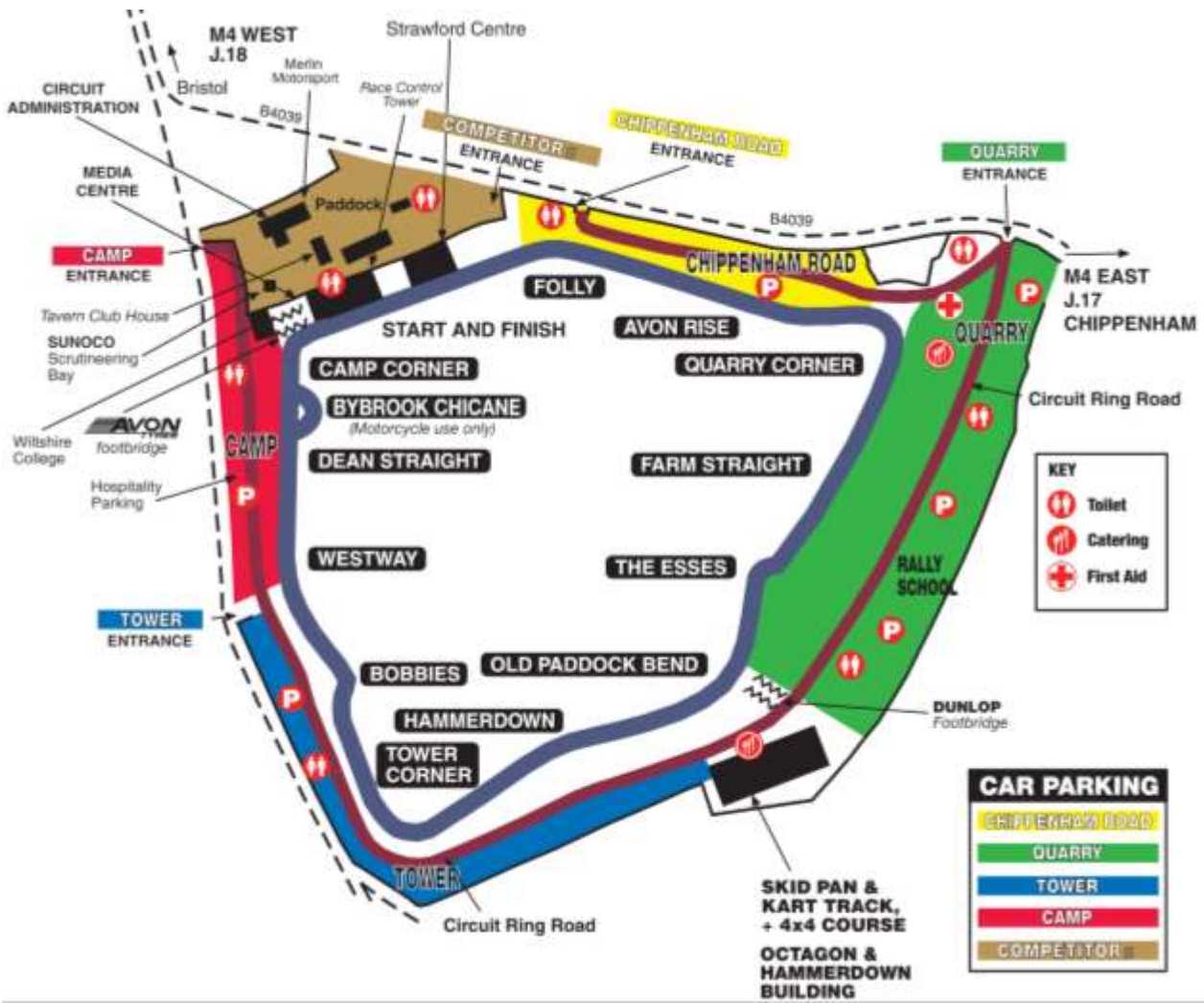
22.7 Pit Signalling Wall

This must be kept clear of all team personnel at the start of each race.

23 Paddock Plan



24 Circuit Map



25 Circuit & Club Safety Guidance Notes

It is the sole responsibility of the Entrant/Competitor to ensure that all of the below safety requirements are enforced. The Entrant/Competitor acknowledges that the below list is not an exhaustive list and that it is their responsibility to enforce the below items and any other such safety measures they deem appropriate.

Please can you ensure that you adhere to the following:

- Please be aware of other teams, participants, contractors, pedestrians and staff in the paddock and pit lane. You are responsible for your own safety and that of other users of these areas who may be affected by your operation.
- It is your responsibility to risk assess your operation and take the appropriate action to remove or minimise any hazards.
- If you are reversing HGVs or other vehicles with restricted viewing then please have a banksman to help you reverse, and ensure that they are wearing hi-vis clothing.
- Please do not leave any cables or hoses across walkways. Use the cable ducts provided, or cable matting.
- Please make yourself familiar with the paddock and pit rules.
- If you have any issues of concern or see any hazards please report them to race control.

1 Storage and Use of Petroleum Spirit

- i) All petroleum spirit must be stored in metal containers complying with the relevant European Standard, away from any source of ignition.
- ii) All containers must be indelibly marked “Petroleum Spirit - Highly Flammable.”
- iii) All empty containers must be removed from the Venue after the Event.
- iv) Petrol is to be used as a fuel only, and not for any other purpose.
- v) All vehicle refuelling is to take place in the open air. The person in charge of the refuelling process must enforce a no smoking ban.
- vi) Your attention is drawn to the Petroleum (Consolidation) Act 1928, and the Petroleum Spirit (Motor Vehicles) Regulations 1929 and Petroleum Consolidation Regulations 2014.

2 Hazardous Substances

- i) 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 should be used to prevent asbestos dust getting into the air.
- ii) Some mineral oils may cause skin cancer. 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.
- iii) Various other substances may cause disease or ill health even after very short exposures eg degreasers. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request. Where hazardous substances are brought on site a Material Safety Data Sheet (MSDS) must be available upon request.
- iv) Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, must be complied with.
- v) The Championship Regulations must always be complied with when selecting vehicle parts.

3 Electrical Safety

- i) Power cables must not be connected to the toilet blocks. If onsite power is not available, for example outside of the paddock areas then the teams must bring their own power.
- ii) Extension leads cables should be flexible and not of semi rigid cable of the type used for household wiring. Neoprene covered cable will resist damage by oil.
- iii) All electrical equipment to be used externally should be weatherproof.
- iv) Hand tools should preferably be of the “double insulated” or “all insulated” type, as these provide valuable protection against electric shock.
- v) 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 is taking place.
- vi) Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.
- vii) Only diesel generators are permitted on site NOT petrol.
- viii) Cables must not cross any walkways if at all possible. If they do cross walkways they must be properly secured so as not to present a trip hazard
- ix) All portable appliances must be PAT tested and all electrical equipment must be maintained in a safe condition.

4 Fire Precautions

- i) Smoking is prohibited in the pit lane, the assembly area and within all buildings within the venue.
- ii) All potential sources of ignition should be kept away from petroleum spirit and vapours.

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- iii) Only gas barbecues are permitted and must be constantly monitored. The lighting of charcoal barbecues is prohibited and any teams found lighting them will be subject to a £1,000 plus VAT fine.
- iv) All teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body's regulations.
- v) Fire extinguishers should not be removed from fire points unless they are to be used on a fire.
- vi) All fires must be reported immediately to an official or member of the Venue management.
- vii) Teams are encouraged to train their members in the correct use of fire extinguishers.
- viii) All fire notices and orders to evacuate must be complied with.

5 Compressed Gas Equipment

- i) Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- ii) All airlines should be in good condition and be inspected regularly.
- iii) Always stand clear when inflating tyres.
- iv) Any form of horseplay involving compressed air or gas is prohibited.
- v) Compressed gas cylinders should be stored in accordance with the relevant working practices.
- vi) Where any person is at work the requirements of the Pressure Systems and Transportable Gas Containers Regulations 2000, must be complied with.

6 Jacks and Axle Stands

- i) Vehicles should only be raised on jacks which are in good condition, and rated to lift the vehicle weight safely.
- ii) Jack vehicles only on level undamaged floors.
- iii) Use the hand brake and /or chocks to stop the vehicle moving.
- iv) Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- v) Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands

7 General Working Practices

- i) All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.
- ii) All spillages should be cleaned up immediately.
- iii) All trailing wires and hoses should not be allowed to create a trip hazard.
- iv) Whenever vehicle engines are being run, adequate ventilation must be ensured.
- v) All safety notices must be complied with.
- vi) Any person carrying out any work must ensure that they adopt safe working practises at all times, and comply with any relevant statutory provision and/or published guidance.
- vii) Persons under the age of 16 are not allowed in the pits area or pit lane and must be accompanied by an adult at all times.

8 Noise

- i) Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.
- ii) All persons should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- iii) Where any person is at work the requirements of the Noise at Work Regulations 2005, must be complied with.

9 Manual Handling of Loads

- i) 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.
- ii) Where any person is at work the requirements of the Manual Handling of Loads Regulations 2002 must be complied with.

10 Waste

- i) All waste oil must be placed in the containers marked "waste oil." **Nothing other than waste oil only must be put in to these containers.**
- ii) Waste tyres and empty petrol/oil containers must not be left at the Venue.
- iii) Teams and competitors are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided. Black – General Waste and Green – Paper and Cardboard. All tyres/fuel cans and carpet remains to be taken off site on departure. Please note that they will be a charge for all tyres, carpet and waste oil cans left on site.
- iv) Your attention is drawn to the requirements of the Environmental Protection Act 1990,
- v) Sewage/foul waste from motor homes must not be disposed of onsite, including into toilets. Any Teams and Participants found to be violating this condition will be subject to pay any costs incurred by the circuit as a result including any additional cleaning services. Additionally, waste point plugs must not be left open to allow waste to drain on site or public roads.
- vi) No stickers or tape are permitted on any walls, doors or floors. Any costs incurred by the circuit to remove such items will be passed onto the Teams.

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11 Vehicle Safety

- i) A 20 mph speed limit is in force in all areas of the Venue. Vehicles moving to and from the assembly area or when leaving the circuit following a race must also take particular care when moving through pedestrians. This applies to all vehicles, including moped, motorcycles and buggies, with the exception of emergency vehicles attending an incident. Failure to adhere to this speed limit may result in the offending vehicle/driver being removed from the Venue.
- ii) Other than speed restrictions, the normal rules of the road apply whilst on site. Vehicles should not be used for purposes other than their design and the number of passengers should not exceed the design limit. For the avoidance of doubt scooters, quad bikes and motorcycles are not permitted on any grass verges, banks or any general public areas such as trade malls and food courts.
- iii) Persons riding mopeds and motorcycles up to a capacity of 125cc must have a current UK provisional driving license or its international equivalent.
- iv) Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle license or its international equivalent.
- v) Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must have an appropriate safety helmet, and the vehicle must be road-legal, taxed and insured.
- vi) All vehicles must at all times keep to the marked roads when moving around the Venue.
- vii) Mini Motos are not allowed at the venue
- viii) Quads can only be driven by persons who hold a valid full UK licence (or international equivalent). Unless the quad has been adapted then no more than one person should ride on it. Helmets should be worn at all times.
- ix) No persons should ride on any trailer at anytime and tail lifts must be left either up or down, not half way.
- ix) Persons under 16 years of age are not allowed at any time to drive a motorised vehicle.

12 First Aid

- i) Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services or the Medical Centre.
- ii) To call the first aid or emergency services contact any official or member of the venue management.
- iii) Please check with the Club or Organiser to understand what time medical cover is available at the Circuit. Outside of these hours please call 999 and notify an official.

13 Public Safety

- i) 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
- ii) Competitors and entrants should exercise particular caution when the paddock is busy, and during pits and circuit walkabouts.

14 Incident Reporting

All accidents where any person sustains injury, or could have potentially sustained an injury i.e. a 'Near Miss' or where damage to property occurs must be reported immediately to an official or a member of the venue management. Any serious incidents – including those on track – must be reported to the Duty Manager ASAP and the form included within this agreement must be completed. It is the responsibility of the Client where applicable to report all accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to ensure that any incidents and/or accidents are reported to the regulatory authority.

15 Governing Body Regulations

Competitors and entrants are reminded of their obligations to comply with the requirements of the appropriate Governing Body's regulations at all times and these Guidance Notes should be read in conjunction with all other relevant regulations.

16 Work at Height

All work at height must be carried out in accordance with The Work at Height Regulations 2005.

The Regulations require employers to ensure that:

- all work at height is properly planned and organised;
- A risk assessment is carried out to decide whether precautions are needed and in what form.
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled.
- equipment for work at height is properly inspected and maintained.

17 Marquee Erection

Marquees or other temporary structures used to accommodate people will have the following hazards associated with their construction:

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- Underground services – cable strike potential
- FLT movement
- Collapse of structure
- Injury from or by neighbouring contractors
- Accidents to members of the public
- Fire

A risk assessment and method statement should be submitted prior to any marquees or temporary structures being erected. Work must be planned accordingly in order to reduce such risks. Work will not be permitted until the contractor is instructed on the location (or absence) of services in the designated area.

Contractors must ensure that members of the public and other non-essential personnel are not allowed access to the work area.

Please note that Contractors should not attempt to drill or stake any concrete or tarmac surface without the express written confirmation from the circuit. Failure to do so will render the Contractor liable to the full cost of repair to these surfaces and any resulting damages incurred.

Under no circumstances must marquees or other temporary structures be tethered to any fences or buildings.

18 Site Entry/Parking

No private motor vehicle shall be brought onto the Company's premises unless it is necessary for the conveyance of materials to the work site. A temporary pass must be obtained from Security on each occasion that this is necessary. This must be displayed in the vehicle windscreen at all times.

Contractor's vehicles must be properly roadworthy, insured, carry appropriate documentation, and be driven by competent persons.

Unless otherwise authorised to stay on site, cars and vans must be returned to the outside car parks after delivery of equipment. If permitted to remain on site, vehicles must only be parked in positions approved by Security. Under no circumstances are contractors private vehicles allowed on to the circuit.

19 Waste Disposal

- Please use the drums provided for the disposal of any oil.
- DO NOT use the drains.
- DO NOT put anything other than waste oil in the drums.
- Tyre disposal is that of the owner not the circuit. It is the Customer's responsibility to ensure this is communicated to teams and enforced. If waste tyres are left on site after the Event the circuit will charge the Customer £500 to cover removal costs.
- Oil can disposal / removal is the responsibility of the Customer, Competitors and Teams. Disposal costs will be applicable for any oil cans left on site
- Large items that are left behind may incur disposal costs so please ensure that these items i.e. carpet, display boards etc are taken with you

20 Dos & Don'ts

i) Dos

- Beware of and give way to pedestrians.
- Park in the allocated bays.
- Remove your rubbish to the designated storage area.
- Store any fuel safely.
- Dispose of any waste oil in the drums provided.
- If camping overnight keep to the designated areas.
- Keep tail lifts either fully down or fully up.
- Leave the area as you would like to find it.
- Supervise your children at all time.
- Wear hi vis clothing at all times during build and break down and when reversing vehicles
- Remove any tape used in the pit lane on the concrete area

ii) Don'ts

- Use adjacent car parks or other roads inside the circuit as practice areas.
- Ride a scooter/moped if you don't have a licence.

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- Leave any tyres. Take them away with you.
- Travel on the back of a trailer.
- Ride more than 2 up on a scooter or a quad.
- Drive on the grassed areas around the circuit.
- Trail cables and/or hoses across walkways.
- Block bins or they will not be emptied
- Put stickers on doors.
- Drill on the pit wall without prior consent from the circuit
- Use any form of tape on doors or walls both internally and externally

20 Storage and Use of Liquefied Petroleum Gas (LPG) Refuillable Cylinders

Liquefied Petroleum Gas (LPG) is the generic term used to describe propane, butane, or mixtures of the two gases. It is heavier than air and will therefore collect at the low levels such as cellars, pits, drains or basements. LPG is extremely flammable and readily forms explosive air-vapour mixtures. The main hazards in the storage and use of LPG are leakage, which leads to possible fire or explosion risks; and inadequate ventilation, which leads to the build-up of toxic gases due to incomplete combustion.

In addition to the general requirements of the Health and Safety at Work etc Act 1974, and the subsequent Management, Provision and Use of Work Equipment the Dangerous substances and Explosive Atmospheres Regulations 2002 also apply

Storage and Use of LPG in cylinders

- Cylinders in use should preferably be located in the open air, but where this is not possible they should be positioned so that there is adequate ventilation at low level to the open air.
- Quantities of LPG should be kept to the minimum needed.
- Warning signs must be displayed indicating the presence of LPG and prohibiting smoking and the use of naked flames.
- Appliances/equipment using LPG should be installed, commissioned and regularly maintained in accordance with the manufacturers/suppliers instructions.
- Regular inspections for leaks should be carried out. Naked lights must not be used for this purpose.
- Empty cylinders should be treated in the same manner as full ones but should be kept separate, and the valves should be closed.
- Cylinders should be used with the valves in the upright position.
- Cylinders not to be changed in the presence of naked lights.
- Pipework should be rigid metal, but the final pipe connection to the appliance may be of purpose made rubber hose which must comply with BS3212. This must be replaced before the date printed on it. Hoses should be kept as short as possible
- Clips should be used to hold the rubber hose onto the fitting instead of just pushing the pipe on
- Each and every LPG supply must terminate with an accessible emergency shut off valve immediately before the appliance.
- Regulators should comply with BS 3016 or BS EN 12864 and be correctly matched to both the type of gas and the appliances in use.
- All fittings and threads which connect to the cylinder must be clean and undamaged.
- Sealants must never be used.
- Where spanners are in use they must be those produced for the purpose (eg. Calor Spanner).

In the Event of Fire

Inform Race Control immediately they will call fire brigade if required. Shut all valves on cylinders. Keep cylinders cool by water spray if possible. It is inadvisable for untrained personnel to attempt to extinguish a fire involving LPG.