



## FINAL INSTRUCTIONS

22<sup>nd</sup> – 23<sup>rd</sup> September 2018

### BRSCC Caterham Race Weekend

International Circuit 1.85 miles (2.98km)

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

BRSCC, Homesdale Business Centre, Platt Industrial Estate, Maidstone Road, Borough Green, Kent TN15 8JL

Tel: 01732 780100 Fax: 01732 885783 e-mail [liz@brscc.co.uk](mailto:liz@brscc.co.uk)

#### 1 Permits

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

Clubmans: 107711          National B: 107712

This meeting is NCAFP permitted

#### 2 Officials

MSA Steward	Clive Grounds
Club Stewards	Brian Commons, John Newman
Senior Clerk of the Course	Glynn Lee
Clerks of the Course	Andy Green, Andrew Rowe, Derek Stanley
Permanent Clerk of the Course	Glynn Lee (Sports 2000)
Probationary Clerk of the Course	Kelly Williams-Janes
Secretary of the Meeting	Liz Goodrich
Chief Scrutineer	Robin Baxter
Chief Medical Officer	Dr Val Luoma (Saturday), Dr Gabriel Awadzi (Sunday)
Chief Time Keeper	Sarah Evans
Chief Marshal	Alan Tyson
BRSCC Safeguarding Officers	Liz Goodrich, Penny Mattocks

#### 3 Venue Access & Passes

Your allocation of personnel tickets have been posted to you under separate cover. **Only 'working vehicles' with a green Paddock vehicle pass will gain access to the Wing Inner Paddock. All private cars need to park in the car park of the 'Drive' facility at Stowe, which can be accessed just after you cross over the Hangar Straight Bridge. A shuttle bus will be in operation from this car park to the Wing. See Section 23 for more information.**

Access times for the Wing Paddock on Thursday for the Friday test will be from 20.30 until 23.00 and then from 07.00 on Friday morning. Access for competitors who are not testing will be from 19:00 until 23.00 on Friday 21<sup>st</sup> September. Saturday access will be from 07.00 until 23.00 and from 07.00 on Sunday.

Access to the Wing will be via the perimeter road and then via the bridge on Hangar Straight.

For those competitors who have been allocated a garage, please note that the rear of the garages must be kept clear to at least the electrical outlet pillars. This is to ensure that you can access the Assembly Area from the rear of the garages. Please note that under no circumstances are competitors to use the pit lane to access the Assembly Area.

**NB. Competitors must vacate the garages and Paddock by 19.00 on Sunday.**

#### 4 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit & Club Safety Guidance notes.

#### 5 Pit & Paddock Areas

Any competitor/team who may have stationed themselves in the incorrect place (according to the plan - see Section 21) in the paddocks and has refused to move when asked by a BRSCC official, may be reported to the Clerk of the Course. We will have a **Paddock Parking Manager (Stephen Green)** at this meeting. Stephen will be in the Paddock from Thursday afternoon and can be contacted on 07958 570652. Please co-operate with him.

**5.1 Engine/Noise Pollution**

Engines must not be run before **8:45hrs or after 18:00**. 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 Silverstone Circuit be removed from the venue and prevented from taking any further part in the event.

**5.2 Paddock**

- (a) Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- (b) All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue.
- (c) Under no circumstances must any paddock surface be broken in any way i.e. tent pegs/stakes etc.
- (d) 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.
- (e) Competitors must vacate the paddocks by **19:00 on Sunday**.

**5.3 Pit Lane**

- (a) The outer lane or lanes are to be kept unobstructed to allow safe passage of cars at all times. The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane. **Occupants of the pit garages are reminded that during any other qualifying session or race, their race cars must be totally inside the pit garage and all ancillary equipment cleared to the inside of the garage.**
- (b) Please observe the pit lane speed limit which is **60kph**
- (c) The Stop/Go penalty box is located in the pit lane in front of **Garage 1/2**.
- (d) Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- (e) Children under the age of 16 years are not permitted in the pit lane area.
- (f) **It is the responsibility of teams occupying garages to ensure that any guests in their garage are briefed about safety in this area and do not enter the pitlane at anytime, other than for a schedule pitlane walkabout.**
- (g) **For those competitors who have been allocated a garage, please note that the rear of the garages must be kept clear to at least the electrical outlet pillars.** This is to ensure that you can access the Assembly Area from the rear of the garages. Please note that under no circumstances are competitors to use the pit lane to access the Assembly Area.

**5.4 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 Signing on for Competitors**

All competitors will sign on in Race Administration at the times stated in the Official Timetable **and between 15:00 and 18:00 on Friday**. Race Administration is on the 1<sup>st</sup> floor directly above Garage 1 and can be accessed by the doorway to the left of Garage 1. (See Paddock Plan).

6.1 All Competitors/Entrants must provide at Signing On:

- (a) Competition Race Licence/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)

6.2 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/competitorupgradecardinsert2018.pdf](http://www.msauk.org/assets/competitorupgradecardinsert2018.pdf)

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

**7 Scrutineering**

All competitors will be scrutineered in the **Scrutineering Bay which is located in Garages 1 and 2**. Entrance to scrutineering will be via Garage 1 only, with the exit via the pit lane and back through Garage 2. **Scrutineering will also take place on Friday afternoon between 15:00 to 18:00 in the Scrutineering Bay.**

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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
- (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 be done prior to a vehicle entering the Assembly Area. Cars having failed or who have not been noise tested will NOT be admitted to the track.**

### 8 Eligibility

In addition to the Championship/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).

### 9 Drivers' Briefings

9.1 Drivers who have not previously raced on the Circuit in its current configuration will be issued with Briefing Notes at Drivers Sign on.

9.2 Individual Championship/series briefing's maybe called as required and where not listed below, a bulletin will be issued. The following championships will have a briefing as follows, attendance at which is mandatory. **All briefings will take place in the Auditorium**, on the 1<sup>st</sup> floor of the Wing. Access is via Entrance 4.

- **ALACO Motorsport Logistics Caterham Seven 270R Championship at 07:45**
- **Car Throttle Caterham Academy Championship - White Group at 08:15**
- **Avon Tyres Caterham Seven 420R Championship at 08:40**
- **Santander Caterham Seven 310R Championship at 09:15**
- **Car Throttle Caterham Academy Championship - Green Group at 09:45**
- **Draper Tools Caterham Roadsport Championship at 10:15**
- **BRSCC Fiesta Championship racing with MRF Tyres at 11:15**
- **BRSCC Fiesta Junior Championship racing with MRF Tyres at 12:50**
- **BRSCC Caterham Academy Autumn Trophy at 08:30 on SUNDAY**
- **SRCC Sports 2000 Endurance Championship at 09:15 on SUNDAY**

### 10 Circuit Access

All competitors/cars (even those in the garages) must report to the Assembly Area, which is located to the rear of the Wing Paddock behind Garage 41. **There is no access to the Assembly Area via the pit lane. All cars in the garages must access the Assembly Area via the rear of their garages.**

As the track cannot be accessed directly from the Assembly Area, all competitors in the Assembly Area will be moved forward into a Pre Grid Area prior to their session starting. **For the races, competitors should hold the grid formation as they have done in the Assembly Area whilst they enter the Pre Grid Area and the track.**



## 11 Qualifying & Caterham Autumn Trophy Format

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 will be allowed onto the track. Drivers should go to the assembly area 20 minutes before their published times and then, when directed by the course marshal, they should proceed onto the circuit.

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 between Race Control and Garage 1. 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.

Double Header Races: Unless championship/series regulations stipulate otherwise grids 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 format for the BRSCC Caterham Academy Autumn Trophy will be as follows;**

- There will be no qualifying session
- There will be two races – Group 1 and Group 2 with each driver competing in one race only
- The Group 1 race will consist of drivers finishing in their respective championships in odd number positions, e.g. 1, 3, 5 and so on.
- The Group 2 race will consist of drivers finishing in their respective championships in even number positions, e.g. 2, 4, 6 and so on.
- The grid for each race will be based on the final positions in the Green & White Academy championships, with pole position for the Group 1 race going to the champion accruing most points. The remaining drivers from the pole sitters championship (Green or White) will line up on his side of the grid. Pole position for the Group 2 race will go to the White or Green runner-up accruing the most points with the rest of the grid forming as above.
- Trophies will be awarded to the first three in each race.

## 12 Race Start Procedure / Grids / 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 he passes the Finish Line after the time has elapsed.

### 12.1 Standing Start

All cars will be lined up in grid order in the **Assembly Area**. Prior to your session starting, cars (still in grid order) will be moved to the **Pre Grid Area** in readiness to be released onto the circuit. **The lap of the circuit from the Pre Grid Area to the grid will constitute the Green Flag Lap**, so there will be a 30 second countdown to the starting signal in the Pre Grid Area.

Once the Green Flag lap is completed and all cars are on the grid the 5 Second Board will be displayed. The red lights will then be switched on. Between 2 and 7 seconds, the red lights will be switched off, signalling the start of the race.

The following championships will use a standing start procedure

- **ALACO Motorsport Logistics Caterham Seven 270R Championship**
- **Car Throttle Caterham Academy Championship - White Group**
- **Avon Tyres Caterham Seven 420R Championship**
- **BRSCC Fiesta Championship racing with MRF Tyres**
- **Santander Caterham Seven 310R Championship**
- **Car Throttle Caterham Academy Championship - Green Group**
- **Draper Tools Caterham Roadsport Championship**
- **BRSCC Caterham Academy Autumn Trophy**
- **BRSCC Fiesta Junior Championship racing with MRF Tyres**

### 12.2 Rolling Start

All cars will be lined up in grid order in the **Assembly Area**. Prior to your session starting, cars (still in grid order) will be moved to the **Pre Grid Area** in readiness to be released onto the circuit. At the signal of the marshals the cars will be released onto the circuit behind a Lead Car for the start of the Formation Lap. The start will be in accordance with Championship Regulations.

The following championships will use a rolling start:

**SRCC Sports 2000 Endurance Championship**

### 12.3 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.

### 12.4 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.

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

## 13 End of Track Session Procedure

**13.1** 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 Pit Lane Entrance.

**13.2** 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 Secretaries office.

## 14 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.

## 15 Judges

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

## 16 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.

## 17 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 & official bulletins etc will be available from the Paddock Office.

## 18 Video Equipment

**18.1** 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.

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

## 19 Testing

For further details and to book please contact the Circuit directly via <http://www.silverstone.co.uk/testing/>.

## 20 Special Circuit Notes

### 20.1 Paddock

The roadways within the Paddock Area and the Fire Lane immediately behind the Pit garages must be kept clear of all vehicles at all times. It is prohibited to park vehicles so that they are backed up against the Pit Garage doors. A 20 mph speed limit is in force in all areas of the Venue, except the Paddock where a 5 mph speed limit is in force. Scooters are permitted on the venue, where the rider holds the appropriate licence. Mini Moto's are NOT permitted on site. Passengers are not permitted to ride on quads, unless the quad bike is specifically designed to carry passengers. Scooters and quad bikes are not permitted on any grass verges, banks, or any general public areas such as trade malls, and they must adhere to designated vehicle routes. Scooters and quad bikes must be in a road worthy condition and fitted with lights. No one without a valid driving licence is permitted to drive a scooter or quad bike. Alcohol is strictly prohibited whilst driving any vehicle at the Venue. Riding on trailers is strictly prohibited. Tail lifts must be left either up or down. Anyone found in breach of any of these terms will have their vehicle confiscated.

### 20.2 Illegal Driving

All competitors are reminded that they are liable to exclusion 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.

### 20.3 Pit Signalling Wall

This must be kept clear of all team personnel at the start of each race until all cars have entered Abbey on the first lap.

### 20.4 Start/Finish Straight

Drivers' who deliberately take to the grass verges between the starting grid and Abbey in order to gain an advantage, may be penalised.

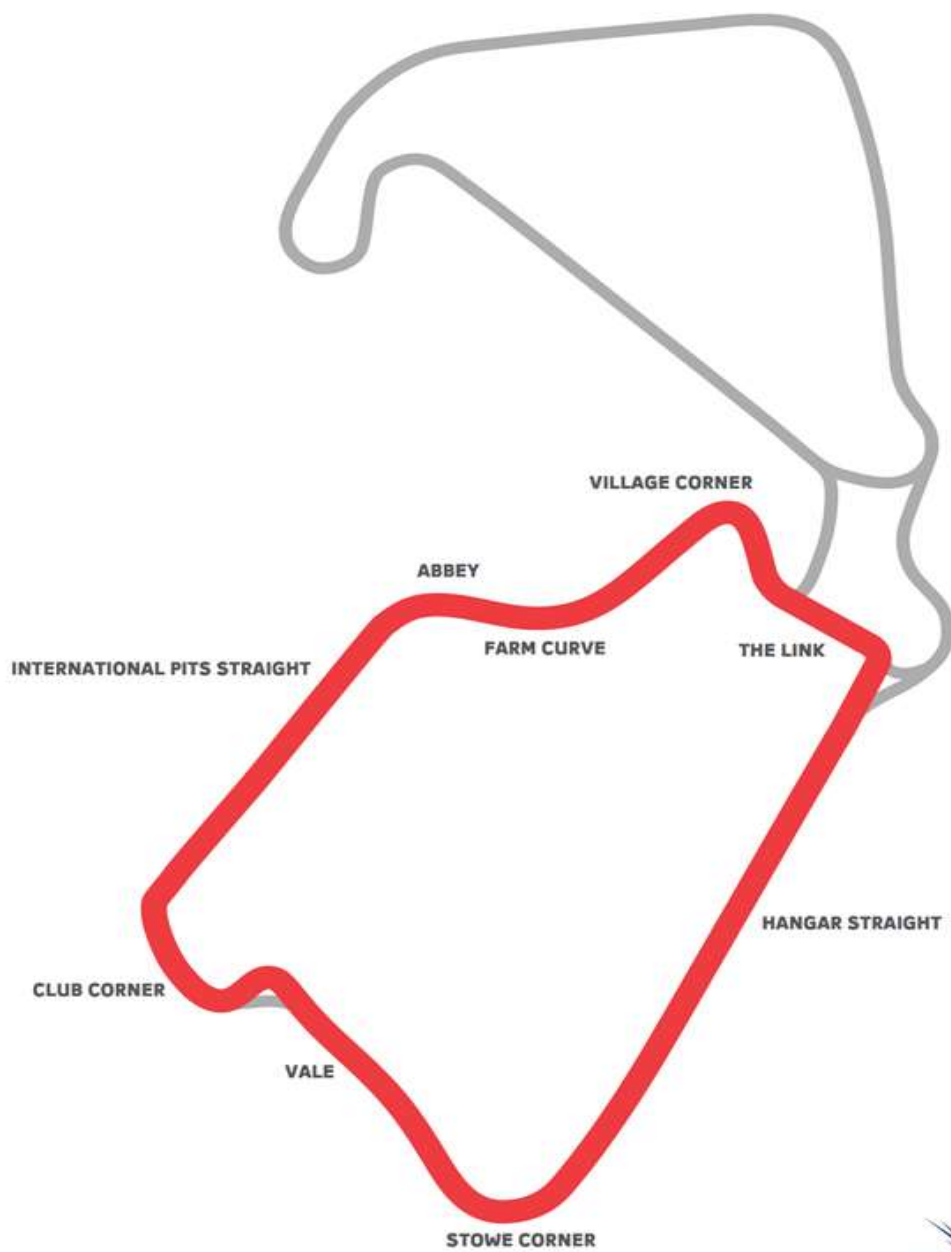
### 20.5 Merchandising

All merchandising rights on the venue belong to Silverstone Circuits Limited. Any competitor found to be selling merchandise without Silverstone Circuits Limited's prior written authorisation will be liable to immediate payment of the relevant sales site fees before being allowed to practice or race.



21 Circuit Map

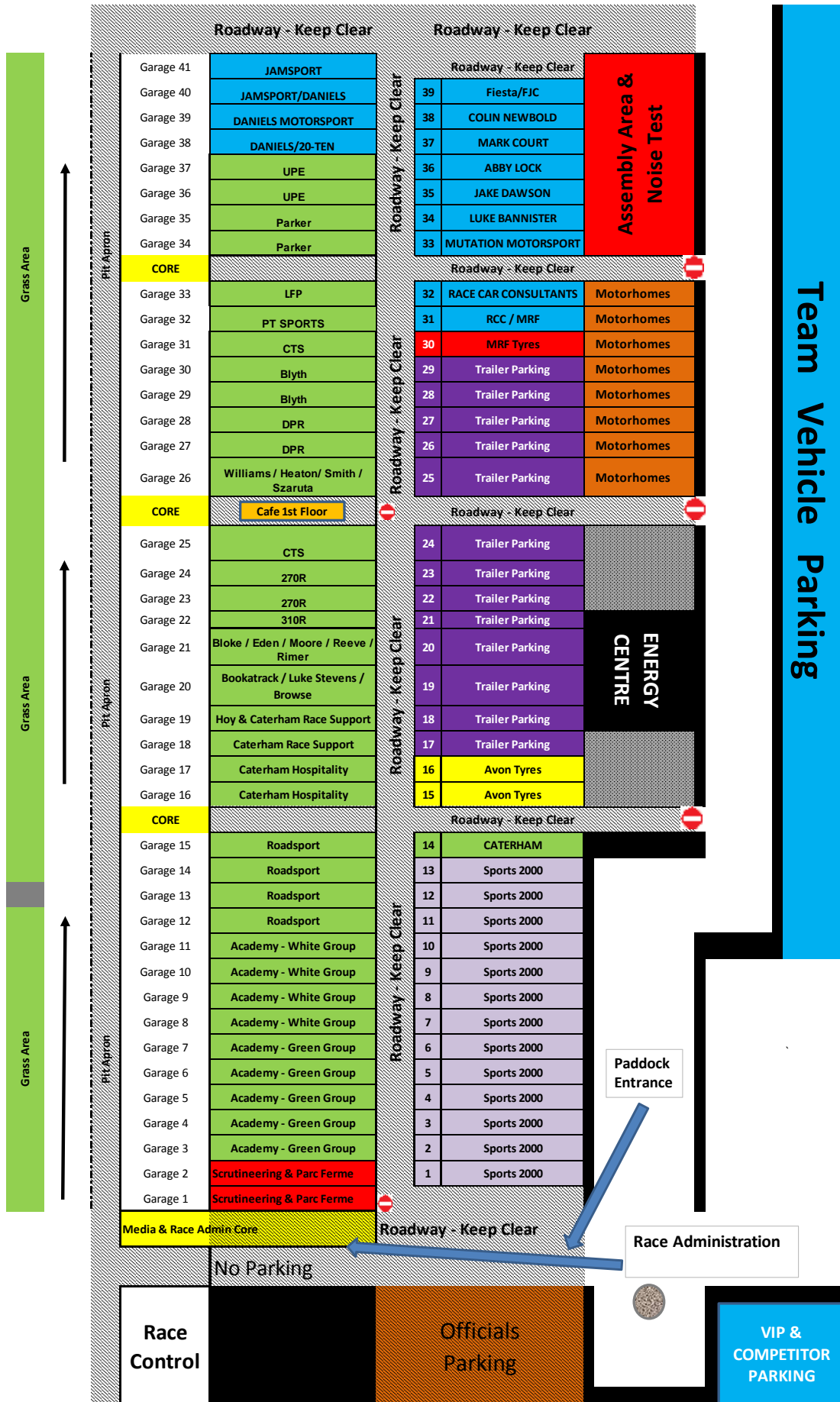
**SILVERSTONE**  
THE INTERNATIONAL CIRCUIT



Replacing the Southern Circuit



22 Paddock Plan



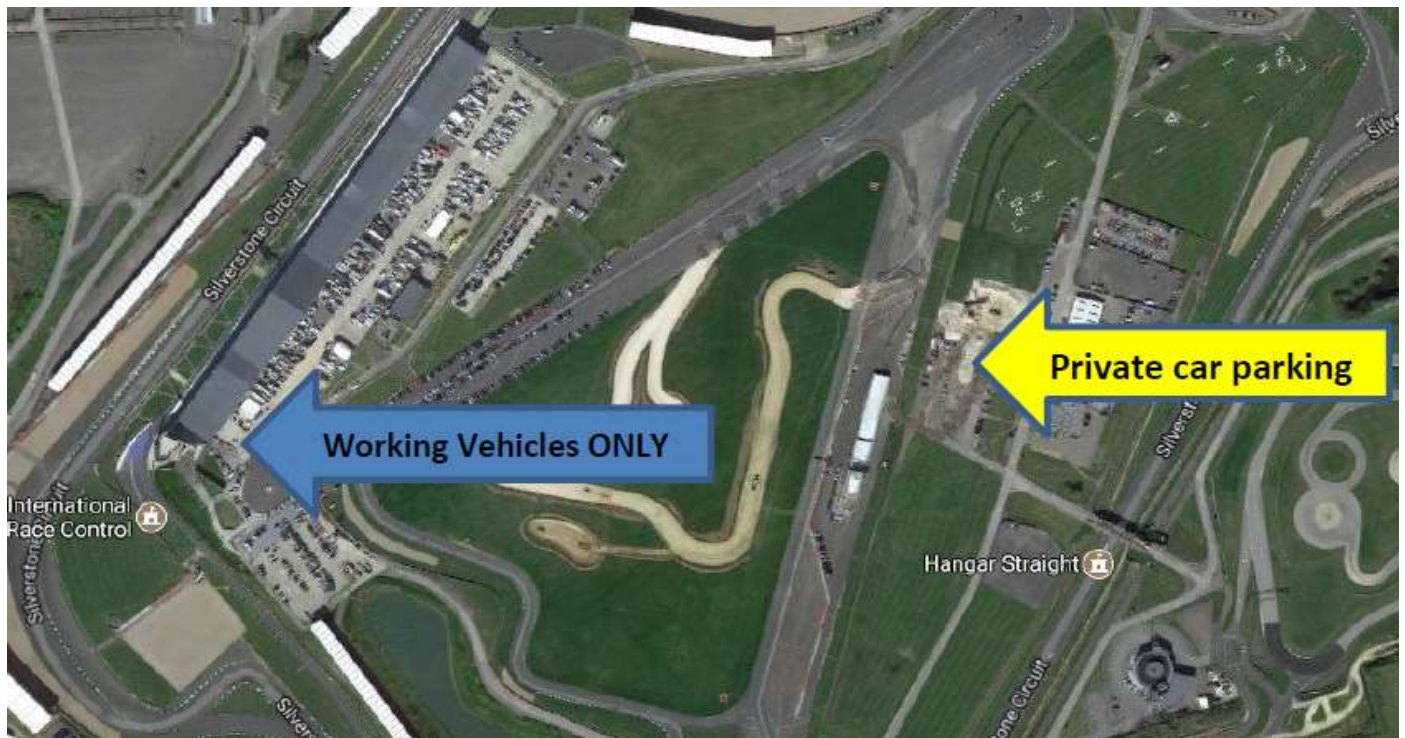


## 23 Parking for Private Vehicles

Inner Paddock space is going to be at a premium at this meeting so to allow as much room as possible for competitors and teams, only 'working' vehicles with a green Paddock vehicle pass will be admitted to the Inner Paddock.

All private cars will need to park in the car park of the 'Drive' facility at Stowe, or as directed by the parking stewards. This area can be accessed just after you cross over the Hangar Straight Bridge. A shuttle bus will be in operation from this car park to the Wing. Please see the map below.

Please show consideration for your fellow competitors by co-operating with these instructions.



## 24 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 SCL staff in the paddock, garages 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 garage, paddock and pit rules.
- You are permitted 1 truck wash upon entry to the venue. If you are caught washing your vehicle without permission you may be subject to a £100 fine.
- 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.

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- vi) Your attention is drawn to the Petroleum (Consolidation) Act 1928, and the Petroleum Spirit (Motor Vehicles) Regulations 1929 and Petroleum Consolidation Regulations 2014.
- vii) Competitors and entrants are reminded that fuel is available for sale at the Venue. As such it is unnecessary for competitors to carry large quantities of fuel inside vehicles.

### **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 e.g. 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 all pit garages and in the pit lane and within all buildings within the venue.
- ii) All potential sources of ignition should be kept away from petroleum spirit and vapours.
- iii) The lighting of barbecues is prohibited in the pit garages, paddock and pits area. Any teams found lighting barbecues 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.

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- 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 should 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 SCL 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. The only exclusion is if motor home waste can be carried to the applicable waste point in a cassette. Caravan waste contained within a cassette can be disposed of in the designated waste point which is in Bay 51 of the support Paddock adjacent to the National Paddock. In the International Paddock, the waste point is to the right of Garage 41, just outside the Paddock. Under no circumstances must the public toilets be used.
- vi) Only one truck wash is permitted upon arrival to at the venue. Anyone caught washing their truck more than once may be subject to a £100 fine.
- vii) No stickers or tape are permitted on any walls, doors or floors. Any costs incurred by SCL to remove such items will be passed onto the Teams.

### 11 Vehicle Safety

- i) A 20 mph speed limit is in force in all areas of the Venue APART FROM THE PADDOCK WHERE IT IS 5MPH. 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.

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- 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 any time 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 as well as Venue Control who can be contacted on 01327 320 308.

### **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 SCL 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:

- 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.

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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 SCL. 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 Garage Rules

#### i) Overnight

- Space heaters must not be left unattended, and must be switched off when not in use.
- All electrical equipment must be unplugged when not in use.

#### ii) 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 SCL. 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 SCL 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

#### iii) Assistance

- Please note that the garage floor is potentially slippery when wet
- Please use the signs available

### 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 Copse runway, adjacent car parks or other roads inside the circuit as practice areas.
- Ride a scooter/moped if you don't have a licence.
- Leave any tyres. Take them away with you.
- Travel on the back of a trailer.

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- 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 SCL
- Use any form of tape on doors or walls both internally and externally

### 20 Storage and Use of Liquefied Petroleum Gas (LPG) Refuelable 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 (e.g. 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