

## 1. 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 or a security breach occurs must be reported immediately to an official or a member of SCL Event Team or Venue Management. Any serious incidents – including those on Track – must be reported to the SCL Event Coordinator/Manager and SCL Duty Manager ASAP and the form included within this Agreement must be completed with a copy sent to [dataprotectionofficer@silverstone.co.uk](mailto:dataprotectionofficer@silverstone.co.uk). It is the responsibility of the Club where applicable to report all accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to ensure that any incidents and/or accidents are reported to the regulatory authority.



## 2. Governing Body Regulations

Participants and Teams 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.

## 3. Dos & Don'ts

### Do's

- Beware of and give way to pedestrians
- Park in the allocated areas
- Remove your rubbish to the nominated storage area
- Store any fuel safely
- Dispose of any waste oil in the drums provided
- If camping overnight stay in the nominated areas
- Keep tail lifts in the paddocks either fully down or fully up
- Leave the area as you would like to find it
- Wear hi vis clothing and suitable footwear at all times during build and break down and when reversing vehicles
- Remove any tape used in the pit lane on the concrete area
- Supervise children 16 years and under

### Don'ts

- Use Copse runway, adjacent car parks or other roads inside the Venue as practice areas
- Ride a scooter/moped if you don't have a licence or a helmet
- Leave any tyres, oil/fuel drums or carpets. Take them away with you

- Travel on the back of a trailer
- Ride more than 2 on a scooter or a quad
- Drive on the grassed areas around the Venue
- Trail cables and/or hoses across walkways
- Block access to bins or they will not be emptied
- Put stickers or tape on doors or walls
- Drill on the pit wall without prior consent from SCL
- Allow any machinery to access the Track for work purposes unless they have a drip tray, nappy or spill safe kit
- Put any waste water pipes into the storm drains. Please use an actual waste water point
- Leave cable access plates off. Always replace when they have been lifted

## **4. Site Entry/Parking**

- The number of private motor vehicles brought into the Venue unless they are necessary for the conveyance of materials to the work site may be limited. Dependant on the Event, a vehicle pass may be required. Please check with your Club to ensure you have the correct pass.
- 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 the SCL Events team. Under no circumstances are the Club's contractors, Participants or Teams' private vehicles allowed on to the Track unless approved by SCL.

SCL reserves the right to search any person or vehicle that comes on to or leaves the Venue at any time. CCTV and ANPR camera technology is used at the Venue.

## **5. Team/Public Safety**

**Please ensure that the Club, Contractors, Teams and Participants are familiar with the latest Government Counter Terrorism Advice Leaflet.**

**<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>**

### **First Aid**

- In the event of a serious accident or sudden illness occurring, members of the medical team will respond immediately and provide emergency medical care.
- Call the onsite Medical Centre or 999 outside of track activity times
- Please check with the Club to understand what time medical cover is available at the Venue. Outside of these hours please call 999 and notify an official as well as Venue Control who can be contacted on 01327 320 308.



## Public Safety

- Participants 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.
- Participants should exercise particular caution when the Paddock is busy and during Pit Lane and Track walkabouts.
- SCL do not allow children 16 years and under in the garages unless they are a Participant. Should a Team breach this rule then SCL accepts no liability. Children 16 years and under should be supervised at all times. Please note that children 16 years and under are not allowed in the Pit Lane unless it is a scheduled Pit Lane Walk or a competitor. No children 16 years and under are allowed on the Track or grid outside of a pre agreed grid walk or as a Participant.
- No member of the public should be allowed access through the garages in to the Pit Lane or on the pitwall, unless it is part of a Pit Lane Walk.
- Children 16 and under remain the responsibility of their parent or guardian at all times while on site.
- No animals are allowed on site with the exception of registered assistance dogs by prior arrangement.

## 6. Garage Rules

### Overnight

- Space heaters must not be left unattended at any time and must be switched off over night or when not in use.
- All electrical equipment must be unplugged when not in use.
- All portable appliances must be PAT tested.

### 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 the responsibility of the Club/Teams not SCL. It is the Club's responsibility to ensure this is communicated to Teams and Participants and enforced. If waste **tyres are left** on site after the Event SCL will charge the Club a minimum of £500 to cover removal costs.
- Oil/fuel can disposal / removal is the responsibility of the Club, Teams and Participants. Disposal costs will be applicable for any oil/fuel cans left on site.
- Large items that are left behind will incur disposal costs so please ensure that these items i.e. carpet, display boards etc. are removed.

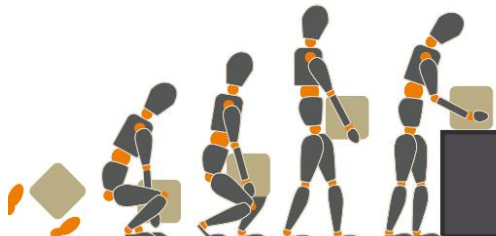
- No cooking should take place in any of the garages.
- Please note that the garage floor is potentially slippery when wet.
- No metal object such as brake disk/pads are to be placed in the waste bins

## 7. General Working Practises

- All working areas should be kept clean and tidy and any waste should be removed regularly and placed in the containers provided.
- All spillages should be cleaned up immediately and reported to Race Control especially fuel/oil spillages.
- All trailing wires and hoses should not be allowed to create a trip hazard. They must be flown, matted, cable ramps or cable runs used.
- Whenever vehicle engines are being run inside garages adequate ventilation must be ensured.
- All safety notices and guidelines must be complied with.
- Any person carrying out work must ensure they adopt safe working practices at all times and comply with all relevant statutory provisions, published guidance and ensure there is a suitable and sufficient Risk Assessment in place.

### **Manual Handling of Loads**

- Lifting, carrying and moving loads by bodily force is a major cause of injuries. All Teams are encouraged to train their members in safe manual handling techniques.
- Where any person is at work the requirements of the Manual Handling Operations Regulations 1992 AS AMENDED by the Health and Safety (Miscellaneous Amendments) Regulations 2002 must be complied with.



### **Work at Height**

All work at height must be undertaken 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 determine 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.

Any Team personnel who work on the top of vehicles must be clipped on at all times, or edge protection fitted.



## Noise

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



## 8. 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
- Weather/high winds

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 Nominated 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 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.

Any ground scanning required will be at the cost of the Team or Club.

All marquees must have a weather plan and a fire risk assessment. The Club/Team is responsible for monitoring the weather and taking the appropriate action.

## 9. Vehicle Safety

- 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 Track following a race must also take particular care when moving through pedestrians. The speed limits apply to all vehicles, including moped, motorcycles and buggies, with the exception of emergency vehicles attending an Incident. Failure to adhere to the speed limits may result in the offending vehicle/driver being removed from the Venue.
- Other than speed restrictions, the normal rules of the road apply whilst at the Venue. 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.
- Persons driving cars on site must have a full driving licence applicable to the vehicle they are driving. The vehicle must be taxed and insured.
- Persons riding mopeds and motorcycles up to a capacity of 125cc must have a current UK provisional driving license or its international equivalent.
- Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle license or the international equivalent.
- Persons riding scooter bikes (single and double seater) must hold the appropriate licence;
- Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must wear an appropriate safety helmet and the vehicle must be road-legal, taxed and insured.
- All vehicles must at all times keep to the marked roads when moving around the Venue, please be aware of pedestrians, please limit traffic movements around the perimeter road to a minimum.
- Mini Motos are not allowed at the Venue.
- Quads and buggies 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.
- No persons should ride on any trailer at any time.
- Tail lifts on trucks must be left up or down, not half way.
- When loading/unloading trucks the vicinity must be secured and no person should stand under the tail lift.
- Persons 17 years and under are not allowed at any time to drive a motorised vehicle unless they are on track competing and this has been approved in advance by SCL.



## 10. Storage/Flammable/Hazard

SCL is currently reviewing the Fuel Storage and Distribution Policy which will be circulated ready for the 2021 season.

### **Storage and Use of Petroleum Spirit**

- All petroleum spirit must be stored in metal containers complying with the relevant European Standard, away from any source of ignition.
- Containers must be marked “Petroleum Spirit - Highly Flammable.”
- All Teams must provide details of fuel handling and storage in their Risk Assessment.
- Empty containers must be removed from the Venue after the Event.
- Petrol is to be used as a fuel only and not for any other purpose.
- 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.
- Attention is drawn to the Petroleum Consolidation Regulations 2014.
- The Club is reminded that fuel is available for sale at the Venue 24 hours. As such it is unnecessary for Participants to carry large quantities of fuel inside vehicles.
- No welding must take place in the garages without first submitting a Risk Assessment. No oxyacetylene welding is allowed on site.

### **Hazardous Substances**

- Some vehicle parts, for example brake and clutch linings contain asbestos. Participants 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.
- Some mineral oils and degreasants 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. Where these are used then the Team must carry a spill kit.
- 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 together with a COSHH assessment.
- Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, must be complied with.

### **Storage and Use of Liquefied Petroleum Gas (LPG) Refillable 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/open flames 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 should not to be changed in the presence of naked lights/open flames.
- 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. The clip should be crimped and not the jubilee-type clip fixing that can easily be adjusted.
- 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).

## **11. Electrical Safety**

- Power cables must not be connected to toilet blocks or any other SCL buildings. If onsite power is not available, for example outside of the paddock areas then the Teams must bring their own power. Only diesel generators are permitted on site NOT petrol.
- Extension leads cables should be flexible and not of semi rigid cable or the type used for household wiring. Neoprene covered cable will resist damage by oil.
- All electrical equipment to be used externally should be weatherproof.
- Hand tools should preferably be of the “double insulated” or “all insulated” type, as these provide valuable protection against electric shock.
- Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
- Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.
- Cables must not cross any walkways if at all possible. If they do cross walkways they must be properly secured (buried/flown/matted/ramped) so as not to present a trip hazard.



- All portable appliances must be PAT tested and all electrical equipment must be maintained in a safe condition.

## 12. Fire Precautions

- Smoking and vaping are prohibited in all garages, grandstands, in the pit lane and within all buildings and enclosed areas at the Venue.
- All potential sources of ignition should be kept away from petroleum spirit and vapours.
- The lighting of barbecues is prohibited in the garages, paddock and pits area. Any Teams found lighting barbecues will be subject to a £1000 plus VAT fine.
- All Teams should carry suitable fire extinguishers in accordance with the Risk Assessment and relevant Governing Body regulations.
- Fire extinguishers should not be removed from fire points unless they are to be used on a fire.
- All fires must be reported immediately to a member of Security or SCL staff.
- Teams are encouraged to train their members in the correct use of fire extinguishers.
- All fire notices and orders to evacuate must be complied with.
- Where extinguishers are found to be missing following an Event this cost will be charged back to the Team/Club.

## 13. Equipment

### **Compressed Gas Equipment**

- Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- All airlines should be in good condition and be inspected regularly.
- Always stand clear when inflating tyres.
- Any form of horseplay involving compressed air or gas is prohibited.
- Compressed gas cylinders should be stored in accordance with the relevant working practices.
- Where any person is at work the requirements of the Pressure Systems Safety Regulations 2000 and Transportable Gas Containers Regulations 2009, must be complied with.

### **Jacks and Axle Stands**

- Vehicles should only be raised on jacks which are in good condition, and rated to lift the vehicle weight safely.
- Any equipment used for lifting must be inspected annually by a recognised body.
- Jack vehicles only on level undamaged floors.
- Use the hand brake and /or chocks to stop the vehicle moving.
- Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands

## 14. Machinery on Track – Please refer to Track and Pit Lane

### Access rules

- Tanks are not full to maximum.
- Vehicles are recently tested/inspected.
- Vehicles are stationary for 5 minutes on clean tarmac prior to accessing the track with the engines running to ensure they are not dripping.
- Any Genie Booms or Machinery accessing the track needs to be fitted with a drip tray, nappy.
- All machinery must carry a spill safe kit.
- Stops are on tarmac runoffs rather than on the Track.
- Keep away from the racing line.
- Watch out for cones, as these will be used to mark height restrictions.
- Vehicles must keep off the grass and off the kerbs.
- Report spillages immediately.
- DO NOT SPEED.
- Close any access gates used.
- Wear appropriate PPE.
- No one at night unless given express permission by SCL Venue Management.
- For any spillages there will be a clean-up fee.

## 15. Waste

- All waste oil must be placed in the bunded containers marked “waste oil”. **Nothing other than waste oil only must be put in to these containers.**
- Teams and Participants 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 & cardboard. No metal is to be placed in the waste bins.
- Attention is drawn to the requirements of the Environmental Protection Act 1990.
- Sewage/foul waste from motor homes/caravan 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. Waste point plugs must not be left open to allow waste to drain on site or public roads. The only exclusion is if waste can be carried to the applicable waste point in a cassette.
- Waste contained within a cassette can be disposed of in the nominated waste point which is in Bay 51 of the Support Paddock adjacent to the Heritage 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.
- Only one truck wash is permitted upon arrival to at the Venue.

## 16. Coronavirus (COVID – 19)

The following rules must be applied in regards to COVID-19 and followed to protect the safety of all at the circuit:

- If you experience any of the following symptoms you must stay at home and self-isolate in line with Government guidelines: A new persistent cough, a high temperature, shortness of breath, a loss of sense of taste or smell
- No person is to attend the Venue if they have at any time during the past 3 weeks knowingly been in contact with anyone who currently has or has had at any time during the past 3 weeks any symptoms relating to Coronavirus, except as a healthcare professional
- Social distancing rules must be followed at all times, you must maintain a distance of at least 2m from others or 1m plus a face mask, wherever possible.
- Sanitiser dispensing stations and wash hand basins with soap are positioned around the circuit, at entry points and other touch points, these must be used as you enter building and regularly throughout the day
- One way systems must be followed
- Signs are placed on doors indicating the maximum capacity permitted in that room, this must be adhered to.
- All safety notices, in particular: social distancing rules; personal hygiene; office capacities and work flows around the building must be adhered to
- The lifts are restricted to one person only, the stairs should be used where possible

**To be noted:** the control measures detailed above are to prevent the spread of COVID-19, however if there was imminent danger requiring an emergency evacuation, even during this pandemic, emergency egress plans would take priority to get people away from the most urgent hazard. Social distances measures should be applied at the assembly area when in an emergency situation.