Annex A - Guidance on Content of Safety Plans

The Safety Manual or Dossier

This content list should help to guide you with the rest of this safety essentials document, helping you to produce the details of the plan.

The overall safety manual (dossier) should consist of the following main elements which will need to be combined in such a way as to maximise distribution without incurring unnecessary printing costs. You may therefore choose to incorporate sections in the most effective way for your event. What is critical is that they are included.

A. **A Safety Plan** including:
   a. Risk Management documentation (see Motorsport UK website)
   b. Stage safety information and maps
   c. Stage/venue set-up information and diagrams
   d. Spectator area plans

B. **Operational Plans** for all officials/roles (these may include your radio logistics plan)

C. An **Incident Management Plan** (including the Major Incident & Communications Plan)

A. The Safety Plan

1. **An introduction setting out:**

   - The purpose of the plan;
   - Who should read it;
   - Reference to all other documents/operational plans produced for the event;
   - Your Safety Policy.

2. **The safety plan should specifically address issues in each of the following areas:**

   - Safety of the public (including medical/first aid cover);
   - Safety of the competing crews;
   - Safety of the volunteers at the event.

3. The full event time schedule including all safety cars used and an overall route map;

4. The location and primary contact number for the Rally Headquarters (Rally Control) and/or the Emergency Telephone number if different

5. **A note of the key roles and responsibilities** followed by the names and primary contact number for the various people in charge, if you wish, you can reference the roles as defined in the SRSRs and add the event specific duties.

   - Motorsport UK Safety Delegate
   - Motorsport UK Steward and Event Stewards
   - Clerk of the Course

- Deputy Clerks of the Course
- Event Safety Officer
- Chief Marshal
- Chief Medical Officer
- Spectator Safety Officer
- Chief Communications Officer
- Radio Controller(s)
- Stage Commanders for each special stage
- Media Officer

6. The telephone numbers of the various emergency and safety services:
   - Police
   - Hospitals (including address)
   - Fire Service
   - First Aid and casualty transport
   - Ambulance Service
   - Rescue Units located at each special stage
   - Recovery units located at each special stage
   - Doctor(s) &/or Paramedics located at each special stage
   - Others as appropriate

NB The hospitals selected should be contacted in writing before the rally requesting that the emergency services be placed on standby.

Consideration should be given to the transport of casualties to hospital under inclement weather conditions. This is particularly important when local facilities rely on helivac.

7. Risk Assessment is simple common sense so use the templates found on Motorsport UK Risk Management Tool (or in Annex M) and think through each of the headings in relation to the three categories. You will need to consider the risks during set up and break down as well as on the live event. For the safety delegate and others outside your event organising team, a template is often the simplest way to understand your risk management plans.

8. **The plan must describe the risks assessed and how they are to be managed.** There should be specific coverage for spectators/general public, competitors and the officials/marshals.

9. For spectator safety, you could include information under the following headings:

- Likely numbers of spectators expected and any specific issues that have arisen;
- Plans showing access routes, parking and spectator viewing areas with the relevant text pages on the facing page;
- Signage used on your event;
- Communications to spectators on the event regarding safety e.g. programme, website, safety cars;
- Role of marshals on stage in managing spectators in relation to no-go areas, taped areas and spectator viewing areas;
- Predicted marshals per stage;
- Role of stage commander in assisting marshals dealing with unruly spectators i.e. in suspending the stage if spectators do not wish to move when asked;
- The role of the safety cars in managing spectator safety – spec safety, 0, and 00/ 000 if used;
- Any issues specific to your event;

- Map references/GPS locations for stages and RV points
- Routes from the RV points to the nearest hospital

10. **The safety plan for each special stage,** which should list all key officials, emergency services for that stage plus a detailed map of the special stage including radio and rescue locations, spectator areas and rendezvous points for casualty transfer locations. [You should make provision for an alternative route for each special stage, to be used in the event of a stage cancellation.]

11. Arrangements related to the media should be set out in accordance with Annex H

12. Safety Plans should also be in place for all non-stage venues such as Scrutineering, the Service Area and Time Controls

Welfare and Environmental requirements:

13. Consider the need for provision of toilet facilities. This is especially important at time controls and any pre-planned spectator areas. There are no specified minimum requirements provided by the HSE, however, there are several websites which give a good guide to the minimum numbers that you should provide (and your local supplier). This should include disabled toilet requirements;

    - Servicing requirements for facilities provided;
    - Litter management plans;
    - Collection and disposal of waste e.g. at service areas.

B. Operational Plans

14. These are an important element of your overall safety planning as they provide your officials with the details they need to both set up their stage/section as well as the information of what to do if certain events occur. Ideally you would include the relevant sections from your different safety documents so that they are fully aware of what is required and when. These may be provided in advance via online documents with certain sections printed as needed.

15. Operational Plans should be available for all roles and may include:

    - Sector Officials
    - Radio Marshals (including Red Flag procedure and radio logistics plan)
    - Marshals
    - Safety Car Crews
    - Timing Marshals
    - Service Area Officials
    - Scrutineering & Documentation
    - Rally HQ and Rally Control

16. As the Safety Plans are such a crucial element of the event for all officials it may be worth considering asking them to confirm receipt by either an email or signing for the documents when they are collected.