

# **Hackle Rally**

**13<sup>th</sup> March 2027**

## **Safety & Operations Manual**

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# 1. Introduction

Welcome to the inaugural Hackle Rally. On behalf of Mull Car Club and Saltire Rally Club (The Organisers) we thank you very much for your assistance in the running of this event.

We will be running on closed public roads under The Motor Sport on Public Roads (Scotland) Regulations 2019. This allows the closure of sections of public road and excludes persons, vehicles etc. from them. The Rally may be stopped to allow emergency services access to properties on the closed road. Sections of the Road Traffic Act (e.g. Speed Limits) are suspended when the road is closed. The Council is empowered to remove any vehicle from the closed road by reasonable means. Police Scotland will be in attendance to back up (and enforce, if necessary) the above legislation.

Please read this document thoroughly and take time to familiarise yourself with procedures, and the layout of your specific stage. If you are the Stage Commander, please ensure that you know and have appropriate contact details **for ALL** the people under your control.

Registered (accredited) marshals are placed at specific posts and allocated areas. They will assist should an incident occur, ensure that you and they are aware of the incident procedures, such as the displaying of an SOS board or Red Flag. Please encourage any non-registered Marshals to undertake the Motorsport UK on-line training and accreditation process.

**It is of major importance for the safety of competitors that we are aware of their location at all times. The "Previous Car" entry on the Competitors Time Card is the Primary System for this. Start and Stop line marshals, please take note. Car numbers will also be transmitted by the Start Radio in batches, please be aware of these and maintain close contact with your radio operator at all times.**

We will also be using the SportTraxx GPRS tracking system which logs the speed and position of all competitors at all times (dependent on a GPRS signal). It is a valuable back-up to the above system.

Primary Timing will be by remote procedures (see Operations Manual). Competitors Timecards will however be completed by Control Marshals as a back-up. Documentation distribution and Briefings may be undertaken electronically (eg. Zoom).

**Sportity** Channel password is TBC.

**Signing-on for all** Officials and Marshals should be undertaken electronically if possible.  
**Link TBC**

We thank you once again for all your assistance, without the co-operation that exists between us as individuals, clubs & organising teams these events simply could not run. Have an enjoyable and safe weekends motorsport, and we look forward to seeing you all again in 2026.



Clerk of the Course



Event Safety Officer



Chief Marshal

## 2. Health & Safety Policy

The Organisers wish to apply the highest standards to all aspects of its organisation including health and safety matters. To achieve this the Organisers will work in the spirit of the health & safety legislation rather than simply comply with it.

The Organisers therefore expects that all participants in the rally, whether competitor, official, marshal or spectator, shall take reasonable care of the health & safety of themselves and other persons who may be affected by their acts or omissions during the operation of the event.

As a minimum, the event will be managed in accordance with: -

- Motorsport UK National Competition Rules (NCRs) 2026 Version 2
- Motorsport UK Stage Rally Safety Requirements (Edition 8 – March 2026)

The Clerk of the Course is responsible for health & safety matters in connection with the event, to whom support staff have been allocated to monitor all health & safety regulations and aspects of the event.

**All work to vehicles MUST be undertaken with the safety of the persons performing the work and those in the surrounding area being of paramount importance. Refuelling of vehicles and the transport and storage of fuel must be in accordance with the latest HSE guidelines.**

All Competitors and Service Crews, Officials, Rescue/Recovery Teams, Doctors/Paramedics and Marshals must comply with HSE advice.

### 3. Event Safety Plan

**The Event Safety Plan** outlines the procedures in place to ensure the safety of the public, competing crews and all officials and marshals. It includes the following documents. Marshals and Officials may need to refer to this documentation in order to help them carry out their roles on the Rally.

#### **Safety & Operations Manual (This Document)**

Sets out details of how to run all aspects of the Rally and should be used as the primary source of information for all those working on the Rally. It details the Roles and Responsibilities of Senior Officials and contains information on all Rescue and Medical Services deployment.

It includes links to further Timekeeping and Results operations and Service Area and Environmental Safety measures.

Copies to: All Officials listed in Section 8  
Stage / Service Area Commanders  
Deputy Stage / Service Area Commanders

#### **Stage Set Up Plans**

These are detailed plans for all junctions and spectator locations on special stages. They show how the location should be set up with stage furniture, warning notices and warning tape.

Copies to: Motorsport UK Safety Delegate  
Motorsport UK Steward  
Event Stewards  
Senior Event Officials  
Set Up Teams  
Stage Commanders (relevant stage only)

#### **Communications Plan**

This document contains all the location and manning detail of the communications network to support the safe running of the rally.

Copies to: All Officials listed in Section 8  
Stage / Service Area Commanders  
Deputy Stage / Service Area Commanders  
All Communications & Radio Personnel

## 4a. Event Time Schedule

| TC<br>SS       | Location     | SS Dist.<br>Miles | Liaison Dist.<br>Miles | Section<br>Time | Car 1<br>Due | Car 120<br>Due |
|----------------|--------------|-------------------|------------------------|-----------------|--------------|----------------|
| MTC1           | Pitlochry    |                   |                        |                 | 08:30        | 10:30          |
| ATC1<br>SS1    | Dalnacardoch |                   | 17.90                  | 00:40           |              |                |
| SS1F           |              | 3.90              |                        |                 | 09:13        | 11:13          |
| ATC2<br>SS2    | Balmore      |                   | 0.90                   | 00:05           |              |                |
| SS2F           |              | 2.80              |                        |                 | 09:31        | 11:31          |
| ATC3<br>SS3    | Schiehallion |                   | 3.80                   | 00:08           |              |                |
| SS3F           |              | 7.50              |                        |                 | 09:49        | 11:49          |
| ATC4<br>SS4    | Foss         |                   | 2.60                   | 00:07           |              |                |
| SS4F           |              | 10.10             |                        |                 | 10:17        | 12:17          |
| ATC5<br>SS5    | Fonab        |                   | 2.10                   | 00:06           |              |                |
| SS5F           |              | 3.60              |                        |                 | 10:48        | 12:48          |
| TC5A           | Service In   |                   | 4.90                   | 00:15           | 11:13        | 13:13          |
| MTC2           | Service Out  | (27.90)           | (32.20)                | 00:30           | 11:43        | 13:43          |
| ATC6<br>SS6    | Dalnacardoch |                   | 20.90                  | 00:42           |              |                |
| SS6F           |              | 3.90              |                        |                 | 12:28        | 14:28          |
| ATC7<br>SS7    | Balmore      |                   | 1.40                   | 00:05           |              |                |
| SS7F           |              | 2.80              |                        |                 | 12:46        | 14:46          |
| ATC8<br>SS8    | Schiehallion |                   | 3.90                   | 00:08           |              |                |
| SS8F           |              | 7.50              |                        |                 | 13:04        | 15:04          |
| ATC9<br>SS9    | Foss         |                   | 2.80                   | 00:07           |              |                |
| SS9F           |              | 10.10             |                        |                 | 13:32        | 15:32          |
| ATC10<br>SS10  | Fonab        |                   | 2.50                   | 00:06           |              |                |
| SS10F          |              | 3.60              |                        |                 | 14:03        | 16:03          |
| TC10A          | Service In   |                   | 5.40                   | 00:15           | 14:28        | 16:28          |
| MTC3           | Service Out  | (27.90)           | (36.90)                | 00:45           | 15:13        | 17:13          |
| ATC11<br>SS11  | Dalnacardoch |                   | 20.90                  | 00:50           |              |                |
| SS11F          |              | 3.90              |                        |                 | 16:06        | 18:06          |
| ATC12<br>SS12  | Foss         |                   | 7.30                   | 00:16           |              |                |
| SS12F          |              | 10.10             |                        |                 | 16:35        | 18:35          |
| MTC4           | Pitlochry    |                   | 2.70                   | 00:08           | 17:03        | 19:03          |
|                |              | (14.00)           | (30.90)                |                 |              |                |
| Overall Totals |              | 69.80             | 100.00                 |                 |              |                |

## 4b. Official & Safety Car Time Schedule

| Control | Location      | Road Closer | Chief Marshal | Event Stewards | Spec Control | OOO   | Safety Delegate | OO    | O     | Car 1 | Car 120 | Sweeper Car |
|---------|---------------|-------------|---------------|----------------|--------------|-------|-----------------|-------|-------|-------|---------|-------------|
| MTC1    | Pitlochry     |             | 07:32         | 07:37          | 07:45        | 07:50 | 08:00           | 08:10 | 08:25 | 08:30 | 10:30   | 10:45       |
| ATC1    | Dalnacardoch  |             | 08:12         | 08:17          | 08:25        | 08:30 | 08:40           | 08:50 | 09:05 | 09:10 | 11:10   | 11:25       |
| SS1     |               | 08:13       | 08:15         | 08:20          | 08:28        | 08:33 | 08:43           | 08:53 | 09:08 | 09:13 | 11:13   | 11:28       |
| SS1F    |               | 08:23       | 08:25         | 08:30          | 08:38        | 08:43 | 08:53           | 09:03 | 09:18 | 09:23 | 11:23   | 11:38       |
| ATC2    | Balmore       |             | 08:30         | 08:35          | 08:43        | 08:48 | 08:58           | 09:08 | 09:23 | 09:28 | 11:28   | 11:43       |
| SS2     |               | 08:31       | 08:33         | 08:38          | 08:46        | 08:51 | 09:01           | 09:11 | 09:26 | 09:31 | 11:31   | 11:46       |
| SS2F    |               | 08:38       | 08:40         | 08:45          | 08:53        | 08:58 | 09:08           | 09:18 | 09:33 | 09:38 | 11:38   | 11:53       |
| ATC3    | Schiehallion  |             | 08:48         | 08:53          | 09:01        | 09:06 | 09:16           | 09:26 | 09:41 | 09:46 | 11:46   | 12:01       |
| SS3     |               | 08:49       | 08:51         | 08:56          | 09:04        | 09:09 | 09:19           | 09:29 | 09:44 | 09:49 | 11:49   | 12:04       |
| SS3F    |               | 09:07       | 09:09         | 09:14          | 09:22        | 09:27 | 09:37           | 09:47 | 10:02 | 10:07 | 12:07   | 12:22       |
| ATC4    | Foss          |             | 09:16         | 09:21          | 09:29        | 09:34 | 09:44           | 09:54 | 10:09 | 10:14 | 12:14   | 12:29       |
| SS4     |               | 09:17       | 09:19         | 09:24          | 09:32        | 09:37 | 09:47           | 09:57 | 10:12 | 10:17 | 12:17   | 12:32       |
| SS4F    |               | 09:39       | 09:41         | 09:46          | 09:54        | 09:59 | 10:09           | 10:19 | 10:34 | 10:39 | 12:39   | 12:54       |
| ATC5    | Fonab         |             | 09:47         | 09:52          | 10:00        | 10:05 | 10:15           | 10:25 | 10:40 | 10:45 | 12:45   | 13:00       |
| SS5     |               | 09:48       | 09:50         | 09:55          | 10:03        | 10:08 | 10:18           | 10:28 | 10:43 | 10:48 | 12:48   | 13:03       |
| SS5F    |               | 09:58       | 10:00         | 10:05          | 10:13        | 10:18 | 10:28           | 10:38 | 10:53 | 10:58 | 12:58   | 13:13       |
| TC5A    | Service 1 In  |             | 10:15         | 10:20          | 10:28        | 10:33 | 10:43           | 10:53 | 11:08 | 11:13 | 13:13   | 13:28       |
| MTC2    | Service 1 Out |             | 10:45         | 10:50          | 10:58        | 11:03 | 11:13           | 11:23 | 11:38 | 11:43 | 13:43   | 13:58       |
| ATC6    | Dalnacardoch  |             |               | 11:32          | 11:40        | 11:45 | 11:55           | 12:05 | 12:20 | 12:25 | 14:25   | 14:40       |
| SS6     |               |             |               | 11:35          | 11:43        | 11:48 | 11:58           | 12:08 | 12:23 | 12:28 | 14:28   | 14:43       |
| SS6F    |               |             |               | 11:45          | 11:53        | 11:58 | 12:08           | 12:18 | 12:33 | 12:38 | 14:38   | 14:53       |
| ATC7    | Balmore       |             |               | 11:50          | 11:58        | 12:03 | 12:13           | 12:23 | 12:38 | 12:43 | 14:43   | 14:58       |
| SS7     |               |             |               | 11:53          | 12:01        | 12:06 | 12:16           | 12:26 | 12:41 | 12:46 | 14:46   | 15:01       |
| SS7F    |               |             |               | 12:00          | 12:08        | 12:13 | 12:23           | 12:33 | 12:48 | 12:53 | 14:53   | 15:08       |
| ATC8    | Schiehallion  |             |               | 12:08          | 12:16        | 12:21 | 12:31           | 12:41 | 12:56 | 13:01 | 15:01   | 15:16       |
| SS8     |               |             |               | 12:11          | 12:19        | 12:24 | 12:34           | 12:44 | 12:59 | 13:04 | 15:04   | 15:19       |
| SS8F    |               |             |               | 12:29          | 12:37        | 12:42 | 12:52           | 13:02 | 13:17 | 13:22 | 15:22   | 15:37       |
| ATC9    | Foss          |             |               | 12:36          | 12:44        | 12:49 | 12:59           | 13:09 | 13:24 | 13:29 | 15:29   | 15:44       |
| SS9     |               |             |               | 12:39          | 12:47        | 12:52 | 13:02           | 13:12 | 13:27 | 13:32 | 15:32   | 15:47       |
| SS9F    |               |             |               | 13:01          | 13:09        | 13:14 | 13:24           | 13:34 | 13:49 | 13:54 | 15:54   | 16:09       |
| ATC10   | Fonab         |             |               | 13:07          | 13:15        | 13:20 | 13:30           | 13:40 | 13:55 | 14:00 | 16:00   | 16:15       |
| SS10    |               |             |               | 13:10          | 13:18        | 13:23 | 13:33           | 13:43 | 13:58 | 14:03 | 16:03   | 16:18       |
| SS10F   |               |             |               | 13:20          | 13:28        | 13:33 | 13:43           | 13:53 | 14:08 | 14:13 | 16:13   | 16:28       |
| TC10A   | Service 2 In  |             |               |                | 13:53        |       | 13:58           | 14:08 | 14:23 | 14:28 | 16:28   | 16:43       |
| MTC3    | Service 2 Out |             |               |                | 14:48        |       | 14:53           | 14:58 | 15:08 | 15:13 | 17:13   | 17:28       |
| ATC11   | Dalnacardoch  |             |               |                | 15:38        |       | 15:43           | 15:48 | 15:58 | 16:03 | 18:03   | 18:18       |
| SS11    |               |             |               |                | 15:41        |       | 15:46           | 15:51 | 16:01 | 16:06 | 18:06   | 18:21       |
| SS11F   |               |             |               |                | 15:51        |       | 15:56           | 16:01 | 16:11 | 16:16 | 18:16   | 18:31       |
| ATC12   | Foss          |             |               |                | 16:07        |       | 16:12           | 16:17 | 16:27 | 16:32 | 18:32   | 18:47       |
| SS12    |               |             |               |                | 16:10        |       | 16:15           | 16:20 | 16:30 | 16:35 | 18:35   | 18:50       |
| SS12F   |               |             |               |                | 16:30        |       | 16:35           | 16:40 | 16:50 | 16:55 | 18:55   | 19:10       |
| MTC4    | Pitlochry     |             |               |                | 16:38        |       | 16:43           | 16:48 | 16:58 | 17:03 | 19:03   | 19:18       |

## 5. Restriction of Vehicles in Stages

No unauthorised vehicles may travel in either direction on a Stage after the Road Closure Time detailed above. After this time Marshals' vehicles including Radio Crews may only move if instructed to do so by the Chief Marshal, Spectator Control or Motorsport UK Safety Delegate. **Rally Control MUST be informed of ANY such movements.**

## 6. Official Vehicles, Safety Cars and Competitors

The order of the official and safety vehicles before the first competitor will be as follows:

|    | <b>MINS before FCD*</b> | <b>CAR IDENTIFICATION</b>                                   |
|----|-------------------------|-------------------------------------------------------------|
| 1) | 60                      | CHIEF TIMEKEEPER                                            |
| 2) | 60                      | ROADS CLOSED CAR                                            |
| 3) | 59 - 55                 | SET-UP CAR(S) – up to 3 Cars                                |
| 4) | 50                      | CHIEF MARSHAL                                               |
| 5) | 40                      | <b>SPECTATOR CONTROL CAR</b> (SPEC SAFETY OFFICER)          |
| 6) | 35                      | <b>000</b> - TRIPLE ZERO CAR                                |
| 7) | 30                      | MOTORSPORT UK <b>SAFETY DELEGATE</b> / EVENT SAFETY OFFICER |
| 8) | 20                      | <b>00</b> - DOUBLE ZERO CAR                                 |
| 9) | 10                      | <b>0</b> - ZERO CAR                                         |

The Event Stewards may traverse the Stage, not later than the SPECTATOR CONTROL CAR.

\*All times before FCD are approximate and vary depending on stage length.

### COMPETITORS

A single field numbered from 1 upwards, seeded and run in the order of expected performance.

The order of the official vehicles after the competitor running last on the road will be as follows:

- 1) SWEEPER CAR (Chequered flag door plates)
- 2) DOCTOR/PARAMEDIC, RESCUE & RECOVERY VEHICLES
- 3) ROADS OPEN CAR
- 4) EQUIPMENT VEHICLE

The **SWEEPER CAR** will be running as close as possible behind the last competitor. It will be followed by a convoy of Safety Vehicles (Rescue Unit etc.) **THESE VEHICLES MAY STILL REQUIRE URGENT ACCESS TO AN INCIDENT FURTHER INTO THE STAGE. The road remains closed until the ROADS OPEN CAR passes. You MUST NOT MOVE UNDER ANY CIRCUMSTANCES** until the **ROADS OPEN CAR** passes your location. If you do move on a "Closed Road", you are acting illegally and may be arrested and prosecuted.

**YOU HAVE BEEN WARNED!**

## 7. Official Vehicles

These Cars, crewed by senior officials, are responsible for Road Closure and reopening, delivery and collection of stage equipment and the setting up of the stage including timing equipment, etc.

### Chief Timekeeper

The timing equipment will be delivered to all controls on the event by the Timekeeper at a time listed in the Safety Car Schedule. This time will take account of the anticipated time it will take to set up all the relevant equipment. The Timekeeper will ensure that everybody operating the timing equipment is familiar in its use and that it is operational when they leave. They will also describe what actions to be taken in the event of a malfunction.

### Road Closing Car

This car enters the Stage at the official Road Closure time and confirms closure of the road to all unauthorised traffic.

### Stage Set-up Cars

These cars will set-up/place Stage furniture (Signage, barriers, bales etc.) as defined in the Set-up Plans.

### Chief Marshal

The primary function of this vehicle is to liaise with each Stage Commander or Control Official and ensure that the required marshals, medical, rescue and recovery vehicles are in place at controls and designated locations. This car will also check that the Stage has been set up correctly and according to the Stage Set-up Plans. Additionally they will advise the Spectator Safety Car of any areas of large spectator presence to allow them to adjust their schedule. **It may stop to add/alter signage etc**

### Event Stewards

The Event Stewards represent the Motorsport UK Steward and ensure that the rally is being run safely in accordance with the general regulations of Motorsport UK. To this end they may require access to run through some of the stages to check their set up and organisation, but only before the Spectator Control vehicle. **THEY MUST NOT ENTER THE STAGE AFTER THE SPECTATOR CONTROL CAR.**

Any discussion at the start of a stage regarding this matter should be referred directly to Rally Control.

### Sweeper Car

This crew will be responsible for prompt closing of controls and locating of retired cars. They will collect control check sheets, to allow prompt resolution of queries from results crew or rally control. They will traverse the full route of the rally keeping a lookout for any competitors who have stopped/retired, including on road sections. Short cutting is not permitted. The vehicle will have Management System radios and a mobile phone. To minimise delays each control location should be prepared for the arrival of the Sweeper car with check sheets ready and a count of cars through each control. The Sweeper car will follow immediately behind the last competitor. If it comes across a stricken competitor attempting to continue they should wait until the competitor has given up or is likely to go OTL – Rally HQ can advise on OTL times where required. Rally HQ should be kept informed of any delays to the Sweeper Car.

### Roads Open Car

The passage of this vehicle denotes the reopening of the stage as a public road. **No unauthorised movement of any vehicles is permitted prior to the passage of this vehicle.** Its time of passage depends on all competitors having been accounted for. Its latest time is as published in the Rally Schedule.

### **Equipment Collection**

A vehicle will traverse the stages after they close for the final time to collect stakes and boards etc.

**It would be very helpful if the stage teams could dismantle their junction, stack all stage furniture, collect all tape and rubbish into refuse sacks and leave at roadside for collection.**

## **8. Roles & Responsibilities of Safety Cars**

The Safety Cars crewed by senior officials will travel the route in advance of competitors. They will review the setting-up of the Stages with special reference to safety of marshals and spectators. The following vehicles will carry PA systems to enable communication with spectators, if required;

- Spectator Control/Spectator Safety Officer
- 000 Car
- Motorsport UK Safety Delegate/Event Safety Officer
- 00 Car
- 0 Car
- Any Interim Safety Car

It is possible that these Safety Cars may need to stop in stage, in the event of this it will be communicated directly to Rally HQ. The Safety Radio network will transmit this information. The Clerk of the Course will consider whether to adjust timings of subsequent Safety Cars (and/or first competitor) if necessary.

**All Safety Cars including the Zero Car should only use Stage Set-up Notes and/or road books supplied by the event organisers. They should not have access to or be using any subjective route notes or pace notes.**

### **Spectator Control/Spec Safety Officer**

The primary duty of the Spectator Control Car is to check that spectators are not located in areas of danger and that in areas of specific control they are complying with the spectator plan. The crew will receive advanced warning of large groups of spectators from the Chief Marshal and plan their passage accordingly to leave enough time to deal with any issues. This vehicle will ensure the provisions of the Safety Plan have been implemented with regard to spectator safety. The Spectator Control Car should not leave an unresolved situation and should notify Rally Control as soon as any situation appears difficult. Any other areas of specific concern should be communicated to the Triple Zero and Event Safety Officer / Motorsport UK Safety Delegate for checking.

### **Triple Zero**

This vehicle is the final check that the Stage has been set-up safely and in accordance with the set-up notes and Safety Plan. It will assist the Spectator Control Car in resolving any spectator problems.

### **Event Safety Officer / MSUK Safety Delegate**

The purpose of this vehicle is to carry out an overall check of stage set up and spectator safety. This vehicle will also ensure that the spectators continue to be located in areas of least risk and that they are not in prohibited areas and that the marshalling practices continue to implement the Spectator Safety Plan. The crew of this Safety Car will provide the Clerk of the Course with their opinion on whether the stage can be run safely. This information will be considered before stages are approved to run.

### **Double Zero**

The primary duty of the Double Zero Car is to provide a final check that spectators are not located in areas of danger and that in areas of specific control they are complying with the spectator plan. The crew will receive advanced warning of large groups of spectators from the preceding vehicles and check any issues thoroughly. This vehicle will ensure the provisions of the Safety Plan have been implemented with regard to spectator safety.

The Crew **MUST** not leave an unresolved situation and should notify Rally Control of any specific problems, including spectators returning to areas from which previous vehicles have moved them.

### **Zero**

This car will be a rally prepared vehicle with an experienced crew running at 70 – 80% speed. It is the final check that the stage is compliant to the Safety Plan. It must be prepared to stop, resolve any issues and report to Rally Control. Note that car 0 does not need to be clear of the stage before the first competitor starts

**Once the Safety vehicles are satisfied that the stage is safe to run they will approve the stage for competitors. During this time Safety Car (0) will be traversing the stage and will be prepared to stop if required. All vehicles have radio communication with Rally HQ.**

### **Interim Safety Car – TBC**

If an unplanned gap of more than 20 minutes between competitors develops it is mandatory to run an Interim Safety Car. The car must have lights, sirens and PA, to inform spectators that further cars are to follow. If a gap develops in the field that may potentially require the running of an Interim Safety Car the Clerk of the Course and/or the Stage Commander should consider instigating an increased time gap (eg. 2 mins) between competitors in order to reduce the impact of such a gap on following stages.

It is not necessary for the Interim Safety Car to be clear of the stage before the next competitor starts.

## 9. Roles & Responsibilities of Event Officials

*To be read in conjunction with the Duties of Officials as laid out in the Motorsport UK NCRs and Section 2 of the Stage Rally Safety Requirements (Edition 8).*

### **CLERK OF THE COURSE**

The Clerk of the Course is responsible for the safe and fair running of the event. Including:

- Assigning competent Event Officials.
- Selection and layout of a rally route that is safe, considering the inherent risks posed by rallying.
- Preparation and production of documentation. Eg. Supplementary Regulations, Competitor Bulletins etc.
- Preparation of and ensuring compliance with an Event Safety Plan.
- Informing local Emergency Services, Police and Hospitals of event.
- PR of residents of rally route.
- Organising the Stage Services.
- Competitor briefing.
- Review of Stage set up to ensure compliance to agreed Safety Plan.
- Hearing of Protests.
- Accident investigation and reporting.
- Liaison with other Officials and Agencies to enable the above.

### **DEPUTY CLERKS OF THE COURSE**

The Deputy Clerks of the Course are responsible for the running of the event should the Clerk of the Course be unable to carry out their duties. They are experienced Clerks of the Course who will manage HQ during the rally and give assistance to the Clerk of the Course as required.

### **EVENT SAFETY OFFICER**

The Event Safety Officer is responsible for:

- Assisting in the selection of the route and the preparation of the Safety Plan.
- Checking the layout of the route is in accordance with the approved Safety Plan.
- Liaising with the civil Emergency services to ensure a communication link during the event.
- He will accompany the Motorsport UK Safety Delegate over the entire route checking the stage setup, focusing on both competitor and spectator safety provisions.

### **CHIEF MEDICAL OFFICER (CMO)**

The Chief Medical Officer, in liaison with the Clerk of the Course and Safety Officer is responsible for:

- Recruiting and deploying suitably trained and qualified rally safety services including adequately trained and equipped doctors to all locations specified in the safety plan.
- Liaise with the local medical facilities and personnel
- submit (or request the Doctor/Paramedic on scene to submit), to the organisers, a written report on any incident attended where medical assistance was provided.
- Liaising with the civil Emergency services to ensure a communication link before the event.

## **SPECTATOR SAFETY OFFICER**

In addition to their role in the Spectator Control Car (see above) the event Spectator Safety Officer is responsible for:

- Assisting in the selection of the route and the preparation of the Safety Manual, in particular with a focus on spectator safety
- Checking the layout of the route is in accordance with the approved Safety Plan.

## **MOTORSPORT UK CHIEF SCRUTINEER** The Chief Scrutineer is responsible for:

- Organising a team of scrutineers for the event.
- Liaising with the organisers.
- Having a pre and post scrutiny team briefing.
- Carrying out safety and eligibility checks on the competing cars.
- Informing the Clerk of the Course and Stewards of any vehicle or equipment rejections or issues during scrutineering.
- Attending protest and appeal hearings as necessary.
- Completing all relevant paperwork and circulating as appropriate.
- Completing the Chief Scrutineers Report Form and returning it to Motorsport UK.

## **CHIEF MARSHAL** The Chief Marshal is responsible for:

- Selection of competent Stage Commanders & Deputy Stage Commanders for each Special Stage.
- Ensuring there are enough marshals for the event and that they are all in position in sufficient numbers for the safe running of the event.
- Checking the layout of the route is in accordance with the approved Safety Plan.
- Having a pre-event briefing with each of the Stage Commanders.
- Preparation of any event specific briefing notes for Marshals.

## **PRESS OFFICER**

The Press Officer is responsible for dealing with all enquiries from the Media, including the preparation of Press statements in consultation with the Clerk of the Course, and the Stewards in the case of a serious incident.

## **STAGE COMMANDERS – *Located at the start line of each Special Stage***

Stage Commanders are responsible for the management of their assigned Stage including:

- Marshals briefing.
- Marshals sign on.
- Remain at Stage Start at all times.
- Reporting, to the Clerk of the Course, any competitor misbehaving in a control area.
- Preparing of accident reports.
- In the event of an incident deploying the Rally Emergency Services. In normal circumstances, this will be under the instruction of the Clerk of the Course.

**The exception to this is if an SOS board is reported. At that point, the stage MUST be stopped, and the Medical, Rescue & Recovery services must be IMMEDIATELY deployed.**

- Reporting property damage to the Clerk of the Course.
- Ensuring the Stage is properly tidied up and that all equipment is returned to the Equipment Officer or the designated Official.
- Delegating a Senior Official and/or Safety Officer to attend any accident scene with the emergency services. This Official will report to the Stage Commander and/or the Clerk of the

- Course whilst the rescue services carry out their work. This communication should be via the Safety Radio system. Mobile phone (if available) may be used if privacy is required.
- Collect statements from any witnesses to an incident and at least collect contact details.

#### **DEPUTY STAGE COMMANDER – *Located at the Start of each Special Stage***

The Deputy Stage Commander is located at the Stage Start. They will manage that area and be prepared to deputise for the Stage Commander if necessary.

#### **STAGE SAFETY OFFICER – *nominated by Stage Commander***

These Officials will be nominated by the Stage Commander.

One will manage the Stage Finish and Stop line area, in particular to oversee the **Previous Car Number** checking and deal with incidents reported by competitors arriving at the stage Stop line.

They will liaise closely with the Stop line radio operator to monitor all cars through the stage. They may get additional reports of missing cars from Sportstraxx or the in-stage radios. They should attempt to locate a missing car by asking following competitors if they have seen a particular competitor. Rally Control must be kept informed of any concerns regarding missing cars. **The decision to stop a stage to investigate a missing car lies with the Clerk of the Course.** If a stopped car is reported, ask if an SOS or OK Board was displayed and notify Rally Control via the stop line radio immediately. Get as much information as possible about location, crew status (eg. In/out of the car), presence of fire, plus any details of injuries to competitors, marshals or spectators.

#### **MARSHALS**

Marshals are responsible for ensuring spectators and media do not stand in prohibited areas and box Junctions and also give advance warning of approaching cars.

Media personnel are subject to the same safety rules as spectators and are required to cooperate with marshals and obey their instructions in matters of safety.

**Marshals MUST NOT stand in prohibited areas or box junctions.**

**Marshals MUST NOT take photographs or videos unless instructed to do so by a Senior Official**

They are also responsible for the initial management of an accident scene:

- Warning of further competitors (possibly by means of the red signal if the Clerk of the Course has ordered the red signal procedure to be used).
- Keeping the scene clear so emergency services can access without difficulty.
- Firefighting and first aid if necessary (but only if safe to do so).

## 10. Rally Headquarters and Senior Officials

Rally Headquarters will be located at Ardgualich Farm, Pitlochry, PH16 5NS.

Contact number is 07512 746789.

| Role                                              | Personnel<br>Location / Vehicle | Radio Call Sign<br>(Event/MOTORSPORT UK) | Contact No. |
|---------------------------------------------------|---------------------------------|------------------------------------------|-------------|
| <b>MOTORSPORT UK OFFICIALS AND EVENT STEWARDS</b> |                                 |                                          |             |
| MS UK Steward (Rally HQ)                          |                                 |                                          |             |
| MS UK Safety Delegate                             |                                 | Delta 1 / HACKLE DELEGATE                |             |
| Event Stewards                                    |                                 |                                          |             |
| <b>EVENT OFFICIALS</b>                            |                                 |                                          |             |
| Clerk of the Course                               |                                 | Hackle Control                           |             |
| Deputy Clerk of the Course                        |                                 |                                          |             |
| Deputy Clerk of the Course                        |                                 |                                          |             |
| Secretary of the Event                            |                                 |                                          |             |
| Entries Secretary                                 |                                 |                                          |             |
| Event Safety Officer                              |                                 | Delta 1 / HACKLE DELEGATE                |             |
| Asst Event Safety Officer                         |                                 |                                          |             |
| Spectator Safety Officer                          |                                 | Spec 1 / HACKLE SPEC                     |             |
| Chief Medical Officer                             |                                 | HACKLE CMO / MOMO 177                    |             |
| Chief Marshal                                     |                                 | Marshal 1 / HACKLE MARSHAL               |             |
| Community Liaison Officer                         |                                 |                                          |             |
| Safety Car Coordinator                            |                                 | Oscar 3 /                                |             |
| Tracking Official                                 |                                 |                                          |             |
| Equipment Officer                                 |                                 |                                          |             |
| Competitor Liaison Officer                        |                                 |                                          |             |
| Chief Scrutineer                                  |                                 |                                          |             |
| Environmental Scrutineer                          |                                 |                                          |             |
| Accom Co-ordinator                                |                                 |                                          |             |
| Results Officer                                   |                                 |                                          |             |
| Press Officer                                     |                                 |                                          |             |
| Communications /<br>Radio Support                 |                                 |                                          |             |
|                                                   |                                 |                                          |             |

## 11. Official & Safety Vehicles

| Role                                          | Personnel | Radio Call Sign<br>(Event/MOTORSPORT UK) | Contact No. |
|-----------------------------------------------|-----------|------------------------------------------|-------------|
| <b>OFFICIAL &amp; SAFETY CARS</b>             |           |                                          |             |
| Timekeeper                                    |           | - / <i>CLOCK 1</i>                       |             |
| Road Closing Car                              |           | Hackle Closer                            |             |
| Set-up Car 1                                  |           | Set-up 1                                 |             |
| Set-up Car 2                                  |           | Set-up 2                                 |             |
| Set-up Car 3                                  |           | Set-up 3                                 |             |
| Chief Marshal                                 |           | Marshal 1 / HACKLE MARSHAL               |             |
| Spectator Safety Officer<br>Spectator Control |           | Spec 1 / HACKLE SPEC                     |             |
| Safety Car 000                                |           | Oscar 3 / HACKLE                         |             |
| Event Safety Officer<br>MS UK Safety Delegate |           | Delta 1 / HACKLE DELEGATE                |             |
| Safety Car 00                                 |           | Oscar 2 /                                |             |
| Safety Car 0                                  |           | Oscar 1                                  |             |
| Sweeper Car                                   |           | Sweeper 1 / HACKLE SWEEPER               |             |
| Road Opening Car                              |           | Open 1 / HACKLE OPENER                   |             |
| Intermediate Safety Car 1                     |           | Inter 1 / HACKLE INTER 1                 |             |
| Intermediate Safety Car 2                     |           | Inter 2 / HACKLE INTER 2                 |             |
| Intermediate Safety Car 3                     |           | Inter 3 / HACKLE INTER 3                 |             |
| Intermediate Safety Car 4                     |           | Inter 4 / HACKLE INTER 4                 |             |

## 12. Management Radio Network

The event organisers will set up a management Radio Network on the day of the event for the purpose of communication between officials in the field, and direct contact with the Clerk of the Course in Rally HQ who will control Management communications.

The following event officials will be provided with management system radios:

|                               |                                                    |               |
|-------------------------------|----------------------------------------------------|---------------|
| Clerk of the Course (Control) | Deputy CoC (00 Car)                                | Chief Marshal |
| Course Check Crew             | Event Safety Officer/Motorsport UK Safety Delegate |               |
| Spectator Control             | 000 Safety Car                                     |               |

## 13. Safety Radio Network – MS UK Frequencies

Each stage will have a radio at the Start and Stop locations and a minimum of one midpoint location. Midpoint locations should be a maximum distance of 3 miles apart. Before selecting these locations the radio coverage will be checked.

A radio network will control the radio safety traffic during the rally. Radio Messages can have various levels of escalation as follows;

**SAFETY** Spectator problems or messages that need passing speedily regarding the safe running of the stage.

**URGENT** Stage blockage, unconfirmed casualties or possible need for medical assistance - this may lead to:-

**PRIORITY** Need for medical assistance immediately.

All relevant information to be passed to control as briefly and clearly as possible and REMEMBER some radios will not be able to hear each other due to the terrain and therefore MUST wait until control goes to STAND BY before using their radios. If you are away from your radio remember that when you return there may be a conversation occurring that you can't hear so wait 30 sec before keying your mic so that you don't stamp over any other radio traffic. This will allow CONTROL to run the net effectively and manage the airtime properly.

All senior and safety officials will have radio cover at all times and only they in conjunction with the Clerk of the Course and the Stage Commanders will make decisions regarding any incidents which may take place.

Should the radio network fail for any reason mobile telephones will be used where possible as a backup system. Various numbers for officials in rally control can be found at the front of this manual.

## 14. Incident Procedure for Marshals on the Stage

Should you witness directly or be advised of an incident, BEFORE investigating yourself, send a colleague to alert the nearest radio operator. Once you have detailed information regarding the incident ENSURE that this is passed immediately to the nearest radio operator.

- Remain Calm
- Ascertain location of the incident
- Ascertain nature of the incident
- Establish:     Is anyone injured?  
                    Is the stage blocked?  
                    Is there a risk of fire?

**IT IS VITAL THAT YOU ADVISE THE ORGANISERS VIA YOUR NEAREST RADIO OPERATOR OF DETAILS REGARDING AN INCIDENT AS SOON AS POSSIBLE.**

At the scene of an incident **your first priority is your own personal safety**. Aim to minimise any danger to life and/or escalation of the incident. Marshals at the scene should keep spectators away from the personnel attending the incident and, if necessary, ensure that subsequent competitors are warned of any obstruction or dangers on stage.

If appropriate: -

- Render assistance in order to protect the scene and to help those involved directly in/or with the incident. **Always approach a car from the front so that the occupants can see you.**
- Ensure that someone is allocated the task of slowing oncoming rally cars as soon as possible and the Warning Triangle is displayed prior to the incident location.
- Make sure the competitor's Tracking System SOS/OK has been activated and the SOS/OK board is displayed with appropriate side facing oncoming competitors.
- If there is danger to the life of the occupants, i.e. car fire, car over a drop, immediately assist the crew from the car, **with your personal safety as a paramount concern**.
- If there is no immediate danger to life but there are injuries, leave the occupants in the car, talk to them and observe their actions until the help you have summoned arrives.
- With any serious incident, do not move any objects or items from the scene of the incident. This applies to stage furniture, logs, debris, etc.
- On completion of the incident make out a written report and hand this to the sweeper car – there is an incident report form appended to this Safety Plan.
- Wherever possible, Photographs should be taken or secured to supplement this written report, when possible these could show Stage set-up, Stage furniture and other situations all of which might prove very useful to any investigation.

**Please remember – remain calm. Once the radio operator is aware of an incident help is on the way.**

If the stage has to be suspended it is the Stage Commander's responsibility, in consultation with the Clerk of the Course, to decide on the correct level of response to be used in order to deal effectively and efficiently with the incident.

Once the response level is decided the Stage Commander will advise the relevant personnel and update the radio network in order to advise the Clerk of the Course of the current situation. **Keep Rally HQ appraised at all times of what actions are being taken.**

**ANY REPORT OF AN SOS BOARD BEING DISPLAYED OR TRACKING SYSTEM SOS ACTIVATED REQUIRES IMMEDIATE STAGE SUSPENSION AND DEPLOYMENT OF THE MEDICAL, RESCUE AND RECOVERY SERVICES.**

Stage Commanders should remain at the Start of the Stage. If there is a need to send someone in to investigate, it is to be an experienced marshal who will report back to the Stage Commander via the radio network.

If you are involved or associated with any incident, please ensure that you make no comment regarding any aspect of it to a member of the public or media.

Any requests for comments or information should be directed to Rally Headquarters.

## **15. Red Signal Procedure (NCR 13.2.4.17)**

Each **mandatory** radio point will have a red signal (flag). Following a specific instruction from the Clerk of the Course or Stage Commander, red signals will be displayed at **all** mandatory radio points prior to the incident. A particular radio point may be asked to stop the competitors.

**Note that the red signals must be held, not waved, by a marshal who must be wearing a tabard. It must be displayed prominently to all oncoming competitors.**

Upon seeing a red signal, competitors must **slow down significantly and be prepared to stop.** Competitors failing to respond to a Red Signal (Flag) should be reported to Rally HQ.

Signals (Flags) will continue to be displayed until their withdrawal has been instructed by the Stage Commander or Clerk of the Course.

### **Red Signals prior to First Car**

In order to demonstrate that the Signals are in the correct location a Marshal at all Mandatory Radio Locations shall display their Red Signal to **the 000 Car, the Motorsport UK Safety Delegate Car** and the **00 Car** in the same manner that they would be displayed to a competitor.

**Red Signals should not be displayed to the 0 car other than in a real incident.**

## 16. Investigation of Serious or Significant Incidents

The following officials in the following order will investigate a reported serious incident:

1. **MEDICAL INTERVENTION VEHICLE** (if present at Start)
2. **DOCTOR/PARAMEDIC** in their own vehicle or in the Rescue Unit
3. **RESCUE UNIT**
4. **RECOVERY UNIT.**
5. **STAGE SAFETY OFFICER or SENIOR OFFICIAL**

If the MIV is not present at the stage start, Rally Control will instruct the MIV to immediately proceed to the start of that stage if the safety services have been deployed to an incident. The MIV should not enter the stage without specific instructions from the Chief Medical Officer, Clerk of the Course or Deputy, and only when permission has been given by the Stage Commander.

The **CHIEF MEDICAL OFFICER** should be informed by Rally Control of any incidents as soon as possible and may attend.

On the request of the DOCTOR/PARAMEDIC, Rally HQ will request the attendance of the **SCOTTISH AMBULANCE SERVICE (SAS)** who will proceed to the agreed rendezvous point for the stage to await the arrival of the patient(s) onboard the RESCUE UNIT. If necessary, the SAS Ambulance may be met and escorted to the incident location.

If the stage Doctor/Paramedic is required to accompany patient(s) to hospital, alternative cover will be allocated by the **CHIEF MEDICAL OFFICER**, so that the stage may restart. In this case, all vehicles that entered the stage must be accounted for. If the doctor's or paramedic's car is still "in-stage" it must be parked in a safe location.

It is the responsibility of the STAGE COMMANDER to ensure that the stage is clear and that there is cover from a Doctor/Paramedic, a Rescue Vehicle, Recovery Unit and Radio Operator before restarting. The decision to restart the stage will only be made by the CLERK of the COURSE.

In the event of serious injury to a competitor or third party, the car(s) involved must stop and not proceed any further until authorised to do so.

Where there are several casualties this fact should be relayed early to Ambulance Control to allow them to mount an appropriate response, and the event may choose to declare a **MAJOR INCIDENT**.

## 17. Event Major Incident Procedure

A major incident is defined as *an incident which cannot be managed using the resources that are immediately available at the scene of the incident*. During this event, we would expect that the minimum immediately available resources on scene would be:

- A doctor or registered paramedic
- A fully equipped Motorsport UK licensed rescue unit
- At least two Motorsport UK licensed rescue crew
- A fully equipped Motorsport UK licensed recovery unit
- At least two Motorsport UK licensed recovery unit operators
- A senior stage official

### • Declaring an event major incident

An event major incident will be declared by the stage doctor or registered paramedic, the Rescue Crew Chief, or the Senior Stage Official present at the scene of the incident. The Event Major Incident will be declared by passing the following (METHANE) information over the 81MHz Rescue and Medical Frequency. If full information is unavailable, it is acceptable *and useful* to place a “Major Incident to Standby” call using the same terminology, while assessing the situation.

**M** - Major Incident - “This is \*callsign\* - I need to declare a Major Incident / Standby Major Incident”

**E** - Exact Location - “The incident is located at \*post, junction or W3W\*”

**T** - Type of incident - “A car has collided with a large number of spectators”

**H** - Hazards - “There are \*no immediate hazards / a fire / fuel spill / unstable vehicle etc\*”

**A** - Access - “The stage is \*blocked / clear from the start / access available via post 9 etc\*”

**N** - Number of casualties - “I estimate \* casualties”

**E** - Emergency services present / needed “I need additional \*rescue units / fire services etc\*”

The Radio Controller will read back the details that have been passed.

The “declarer” will confirm that the details are correct.

### • Actions when an event major incident is declared

#### Senior Officials

When an event major incident is declared, or put on standby, the Chief Medical Officer, Event Safety Officer and Clerk of the Course will confer and take action to make the necessary resource available.

Additional resources available are:

- Medical Intervention Vehicle (if not already deployed)
- Back-up Medical, Rescue & Recovery services for that stage
- Other nearby doctors or registered paramedics, rescue units and recovery units.

Mobilising these resources may necessitate the cancellation or suspension of other Special Stages.

- Scottish Fire & Rescue Service
- Scottish Ambulance Service
- Police Scotland (who will be in attendance at Rally HQ)

Statutory emergency services: Fire & Rescue, Police or Scottish Ambulance Service will be contacted by the Clerk of the Course, Event Safety Officer or Chief Medical Officer or someone under their direction.

If a large number of casualties are expected, the Chief Medical Officer will also contact the Nurse in Charge of Accident & Emergency Dept of the appropriate hospital(s).

In all initial conversations with statutory emergency services, the following terminology will be used.

“This is [your name] of the Hackle Rally speaking. My contact number is [your number]. Rally Control number is [REDACTED]. The Chief Medical Officer is [REDACTED] contact number [REDACTED]. We have gone to Major Incident Standby / Declared a Major Incident. We have the following situation report (Give details).”

Ask the recipient to “Please repeat back to me the information that I have given you” and confirm that it is correct.

The following officials MAY attend the scene, depending on the type of incident.

- Chief Medical Officer
- Event Safety Officer
- Chief Marshal
- Motorsport UK Safety Delegate & Motorsport UK Steward

Other officials should **NOT** attend the scene unless directly asked to do so by those officials above, in order to preserve order and chain of command.

The Clerk of the Course will keep the Motorsport UK Safety Delegate and Motorsport UK Steward aware of the current situation and of any significant developments.

The Clerk of the Course or Deputy, may need to re-route cars and will advise stage officials of the need to do so via the 81MHz radio system.

## **Stage Doctor or Registered Paramedic**

In the event of an event major incident, the first doctor or paramedic on scene will become the Medical Incident Officer (MIO), until they are relieved of this role. The structured approach using the mnemonic CSCATT should be used.

- Command and Control
- Safety
- Communication
- Assessment
- Triage
- Treatment

It is vital that an accurate assessment of casualty numbers and resources needed is passed to rally control to facilitate provision of appropriate support. When triaging, limited lifesaving interventions should be carried out (airway opening / positioning / simple adjunct, decompression of tension pneumothorax, application of tourniquet / bystander haemorrhage control).

The MIO should maintain an overview of the scene, and as more resources arrive, direct them according to priority of the casualties. Additional medical resources should report to the MIO on arrival for briefing and deployment.

### **Stage Rescue Crew**

The Rescue Crew will extinguish fires if possible, then assist the Stage Doctor or registered paramedic with the extrication and treatment of casualties.

### **Stage Recovery Crew**

The Stage Recovery Crew will assist the Stage Rescue Crew with firefighting, stabilisation of vehicles and extrication of casualties. One member may act as liaison with rally control over the 81MHz network.

Additional crews will assist the stage safety services in the performance of these duties. They will be directed in those duties by the MIO, who is by default the stage doctor, or registered paramedic, until they are relieved by the statutory emergency services.

### **Stage Commander and/or Senior Stage Official in attendance**

Will keep a timed log (rally time) of the actions performed at the scene, along with photographs where possible/appropriate.

### **Radio Controller**

The Radio Controller will declare and maintain priority status and radio silence, keep a timed log of communications with regard to the incident (rally time) and ensure that the following officials are aware that a major incident has been declared:

- Clerk of the Course
- Deputy Clerks of the Course
- Event Safety Officer
- Chief Medical Officer
- Chief Marshal

### **Stage Marshals**

Stage marshals will clear the start and finish areas, re-routing competing cars as advised by the Clerk of the Course. They will keep a log of cars entering and leaving the stage.

## **• Arrival of the statutory emergency services**

The Police will take absolute overall control except when there is a fire or chemical hazard when the Fire & Rescue Service will take control of the inner cordon until the situation stabilises, at which point it will revert to Police control. The first ambulance person on scene becomes the Ambulance Incident Commander (AIC) until relieved by a more senior officer, likewise for the Police and Fire & Rescue services. The stage doctor or registered paramedic, as MIO, will retain this role until relieved by an SAS appointed MIO. They should remain in close contact with the other ICs.

Once the statutory emergency services arrive and communications have been established medical communications will NO LONGER be routed via rally radio control.

- **Hospitals**

Receiving Hospitals for the event is;

Perth Royal Infirmary, Taymount Terrace, Perth, PH1 1NX, 01382 660111

- **Event Major Incident Team**

The Clerk of the Course has nominated a Major Incident Team to deal with any serious accident that occurs. Each member of the team has been assigned a specific role and full details of this role will be explained to them, so they are aware of what is required of them.

Roles should be divided out as follows:

| Role:                      | Name | Contact No: |
|----------------------------|------|-------------|
| Emergency Services Liaison |      |             |
| Chief Medical Officer      |      |             |

All of the above must report regularly to the Clerk of the Course, who in turn should keep the Motorsport UK Safety Delegate, Motorsport UK & Event Stewards, Safety Officer & Spectator Safety Officer informed of the current incident situation.

## **18. Predicted Numbers**

The “predicted” marshalling strength at any location is the number of marshals that the organising team consider to be appropriate having taken account of all local circumstances and potential spectator activity. The expression “predicted” is used because it is less prescriptive than “minimum”, which is a finite statement.

Predicting marshal numbers is not a precise activity. A proactive and flexible approach to managing marshal numbers and spectator safety should be employed.

Please see the individual Stage Information pages for “predicted” numbers on that Stage.

## 19. Tracking & SOS Board Procedure

The Previous Car Number on the Competitors Timecard is the primary method of identifying any “missing” cars. The Safety Radio network acts as a back-up. Start radios will transmit sequences of car numbers entering their stage in batches. Intermediate and Finish radios should note these numbers and record the passage of each car at their location. If a car is out of sequence at the stage Finish, check with the next competing crew if they saw the previous car, if so, what was the approximate location and were the crew safe.

Sporttraxx (in Rally HQ) should identify any stopped cars. This should then be followed up by a Competitor activated OK or SOS signal. In-Stage Radios may also report direct to Radio Control. On receipt of any such reports the Clerk of the Course and/or the Stage Commander will liaise with Radio Control and instigate appropriate action.

If urgent medical assistance is required, the Sporttraxx Tracker SOS button should be activated by the competitor(s) or any attending marshal and the SOS board should be shown to following competitors. If urgent medical assistance is NOT required the Sporttraxx OK button should be activated and the OK Board displayed to following competitors.

Any crew which has the “SOS” sign displayed to them or sees a car which has sustained a major accident where both crew members are seen inside the car but is not displaying the red “SOS” sign, shall immediately and without exception stop to render assistance.

All following cars shall also stop. The second car at the scene shall proceed to inform the next radio point. Subsequent cars shall leave a clear route for emergency vehicles.

Any crew which is able to, but fails to comply with this rule, will be reported to the Clerk of the Course who may impose penalties.

In the case of an accident where medical intervention is not required, the Sporttraxx Tracker OK button should be activated AND the “OK” sign must be clearly shown by a crew member to the following vehicles (and to any aircraft attempting to assist). If the crew leave the vehicle, the “OK” sign must be displayed so that it is clearly visible to other competitors.

Each competing car must carry a red reflective triangle which, in the event of the car stopping in a special stage, must be placed in a conspicuous position by a member of the crew at least 100 metres before the car’s position, to warn following drivers. Any crews failing to comply will be reported to Motorsport UK. This triangle must be placed even if the stopped car is off the road. (See NCR Ch 13. App 10. Para 7.18)

The road book contains a page giving the accident procedure. Any crew retiring from a rally must report such retirement to the organisers as soon as possible, save in the case of force majeure. Any crew failing to comply will be subject to a penalty at the Clerk of the Course’s discretion. Competitors who misuse the “SOS” or “OK” board or the Tracker system will be penalised and may be reported to Motorsport UK for further penalty.

The decision to investigate lies with the CLERK OF THE COURSE and/or the STAGE COMMANDER. However, if an SOS board has been seen, or the Tracker SOS activated, the stage MUST be stopped and investigation instigated. Safety services must not act themselves on hearing of a possible incident but must wait for authority to proceed: THIS WILL COME FROM THE STAGE COMMANDER.

**The Clerk of the Course MUST be advised of the incident before the Stage is stopped.**

## 20. Arrangements for Spectators

Specific arrangements have been made for spectators at the following stages;

### Details to be added

Each of these spectator areas will be set up in accordance with the **Stage Set Up Plans**. These plans detail prohibited areas, taping, crossing points, safety notices etc.

In advance of the competing cars, as spectators arrive Marshals will ensure that no-one accesses any of the prohibited areas and will direct & advise spectators to ensure a safe spectating experience.

The senior officials travelling the route in advance of competitors will be reviewing & monitoring spectators. The following vehicles will carry PA systems and may communicate with spectators;

- Spectator Control/Spectator Safety Officer
- 000 Car
- Motorsport UK Safety Delegate/Event Safety Officer
- 00 Car
- Any Intermediate Safety Car

During the running of the stage, marshals will ensure that spectators remain in safe areas and will control the crossing of the stage (where applicable). Marshals are briefed in the control of spectators in their area, and options available to them to manage & control spectators. They will have the support of a senior marshal, and there is a radio operator local to any spectator area where they can communicate with the stage commander & Rally HQ.

In the event of any issues with control of spectators, Marshals may use all options available to them, including holding the start/suspending the stage, or in extreme cases cancellation of the stage. Marshals are encouraged to communicate this possibility in the event of spectator issues. Make use of other spectators to encourage the co-operation of any problem spectators. (peer pressure if you will).

## 21. Safety Services

| Role                      | Personnel | MSUK Call Sign | Contact No. |
|---------------------------|-----------|----------------|-------------|
| Chief Medical Officer     |           | MOMO 177       |             |
| Medical Intervention Crew |           |                |             |
|                           |           |                |             |

| Stage                        | Role      | Personnel | MSUK Call Sign | Contact No. |
|------------------------------|-----------|-----------|----------------|-------------|
| SS1 / 6 / 11<br>Dalnacardoch | Rescue    |           |                |             |
|                              | Paramedic |           |                |             |
|                              | Recovery  |           |                |             |

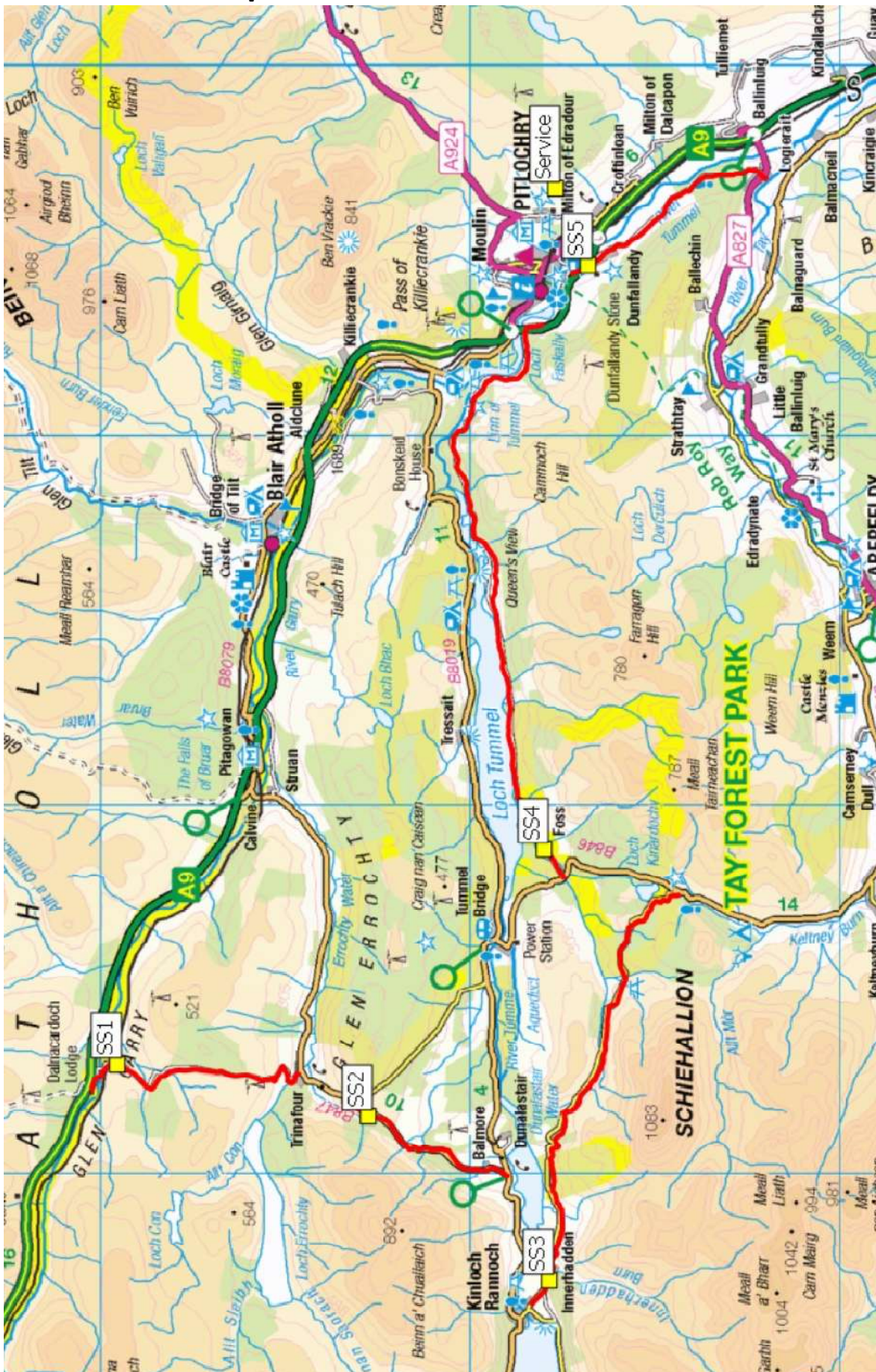
|                    |           |  |  |  |
|--------------------|-----------|--|--|--|
| SS2 / 7<br>Balmore | Rescue    |  |  |  |
|                    | Paramedic |  |  |  |
|                    | Recovery  |  |  |  |

|                         |           |  |  |  |
|-------------------------|-----------|--|--|--|
| SS3 / 8<br>Schiehallion | Rescue    |  |  |  |
|                         | Paramedic |  |  |  |
|                         | Recovery  |  |  |  |

|                      |           |  |  |  |
|----------------------|-----------|--|--|--|
| SS4 / 9 / 12<br>Foss | Rescue    |  |  |  |
|                      | Paramedic |  |  |  |
|                      | Recovery  |  |  |  |
|                      | Rescue    |  |  |  |
|                      | Paramedic |  |  |  |
|                      | Recovery  |  |  |  |

|                   |           |  |  |  |
|-------------------|-----------|--|--|--|
| SS5 / 10<br>Fonab | Rescue    |  |  |  |
|                   | Paramedic |  |  |  |
|                   | Recovery  |  |  |  |

## 22. Overview Map



## 23. Ambulance Rendezvous Points

| Stage Number | ARV No | Location | Map Reference | What3words |
|--------------|--------|----------|---------------|------------|
|              |        |          |               |            |

RV points to be confirmed following Safety Advisory Group (SAG) meetings.

The decision on which Ambulance Rendezvous Point (ARP) will be used for any particular incident will be taken by the Rescue Services on scene, the Stage Commander, or the Clerk of the Course.

It is clearly vital that the Scottish Ambulance Service is called to the correct ARP for that stage. The Rescue services or Stage Senior Official need to state very clearly their intended destination to the Radio Controller so that the correct message is passed to HQ.

Service Area Map to be inserted

|                                                 |                     |                                              |                |
|-------------------------------------------------|---------------------|----------------------------------------------|----------------|
| <b>Service Area</b>                             |                     |                                              |                |
| Area Commander                                  |                     |                                              |                |
| <b>AREA MARSHALS MATRIX – PREDICTED NUMBERS</b> |                     |                                              |                |
| Post                                            | Service In TC       | Service Area                                 | Service Out TC |
| No.                                             | 2                   | 5                                            | 2              |
| Area Entrance                                   |                     | Area Exit                                    |                |
| <b>AREA TIMINGS</b>                             |                     |                                              |                |
| Area Opens                                      |                     | Timekeeper Due                               |                |
| Due Time Car 1                                  |                     | Latest Closing Time                          |                |
| Area Opens                                      |                     | Timekeeper Due                               |                |
| Due Time Car 1 – Service A                      |                     | Latest Closing Time                          |                |
| Due Time Car 1 – Service B                      |                     | Latest Closing Time                          |                |
| Due Time Car 1 – Service C                      |                     | Latest Closing Time                          |                |
| <b>FIRE POINTS</b>                              |                     |                                              |                |
| Fire Point 1                                    | Service Out Control | 1x Extinguisher, 1x Blanket, 1 set Gauntlets |                |
| Fire Point 2                                    |                     | 1x Extinguisher, 1x Blanket, 1 set Gauntlets |                |
| Fire Point 3                                    |                     | 1x Extinguisher, 1x Blanket, 1 set Gauntlets |                |
| <b>FIRST AID</b>                                |                     | First Aid Personnel in Service Area          |                |

Stage Map to be inserted

This format will be used for each stage

|            |                   |
|------------|-------------------|
| <b>SSX</b> | <b>Stage Name</b> |
|------------|-------------------|

| STAGE OFFICIALS                        |     |       |   |   |   |   |   |   |   |   |    |    |    |    |    |      |  |
|----------------------------------------|-----|-------|---|---|---|---|---|---|---|---|----|----|----|----|----|------|--|
| Stage Commander                        |     |       |   |   |   |   |   |   |   |   |    |    |    |    |    |      |  |
| Deputy Stage Commander                 |     |       |   |   |   |   |   |   |   |   |    |    |    |    |    |      |  |
| Stage Safety Officer                   |     |       |   |   |   |   |   |   |   |   |    |    |    |    |    |      |  |
| STAGE MARSHALS – PREDICTED NUMBERS. 36 |     |       |   |   |   |   |   |   |   |   |    |    |    |    |    |      |  |
| Post                                   | Arr | Start | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | FF | 14 | Stop |  |
| No.                                    |     |       |   |   |   |   |   |   |   |   |    |    |    |    |    |      |  |

| STAGE INFORMATION    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Stage Entrance       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage Start          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage Length (miles) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage Exit           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage Stop           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No of Posts          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| STAGE TIMINGS        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Roads Closed         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Roads Open (Latest)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage Ready          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Due Time Timekeeper  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Due Time Car 1       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sweeper Latest Time  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| STAGE SAFETY SERVICES                            |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |
|--------------------------------------------------|-------------------|--|--|---------------|-------------------------------|--|--|------------|-----------|--|--|--|--|--|--|--|--|
| Stage Start                                      | Name / Crew Chief |  |  |               | MSUK Radio Call Sign (81 mhz) |  |  |            | Mobile No |  |  |  |  |  |  |  |  |
| Medical Intervention Vehicle                     |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |
| Rescue Unit                                      |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |
| Paramedic                                        |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |
| Recovery Unit                                    |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |
| RENDEZVOUS POINT WITH SCOTTISH AMBULANCE SERVICE |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |
| Location                                         |                   |  |  | Map Reference |                               |  |  | what3words |           |  |  |  |  |  |  |  |  |
| Direct transport to Craignure Hospital           |                   |  |  |               |                               |  |  |            |           |  |  |  |  |  |  |  |  |

| SAFETY RADIO NETWORK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Control              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Local Control        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Start Radio (m)      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stop Line (m)        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| EMERGENCY SERVICES                                                                                        |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--------------|--|--|--|--|
| All communications to Emergency Services should be directed by Stage Commander via Telephone to Rally HQ. |  |  |  |  |  |  |  |  |  |  |  |  |              |  |  |  |  |
| Police / Ambulance /Fire                                                                                  |  |  |  |  |  |  |  |  |  |  |  |  | 999          |  |  |  |  |
| Local Hospital                                                                                            |  |  |  |  |  |  |  |  |  |  |  |  | 01369 704341 |  |  |  |  |

# Appendices

## Motorsport UK Safety Notices

Motorsport UK Notices should be clearly displayed at all access points approaching a Special Stage.

It should be impossible for anyone on foot to get onto any stage through normal access roads or tracks without; being aware of it, having been seen by an Official, having seen a warning notice and having seen the “Spectator Safety Code” (“Spectate Safely”).

### Warning Notice A

At any entrance to an event or part of an event on private ground.



### Warning Notice B

In any area of particular danger on a Special Stage.



### Warning Notice C

At any means of spectator or vehicular Access to a Special Stage.



### Warning Notice D

To be used to define limits of spectator access. (Officials and Level 2 Media **may** access).



# Spectator Safety Code Poster



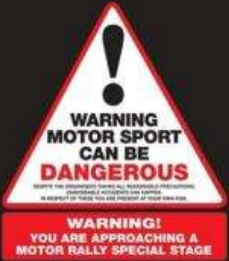
## SPECTATE SAFELY!

- **Be alert!** Always expect the unexpected.
- Stay at the designated spectator areas.
- Remember that in an accident anything can happen.
- Always follow the instructions of the marshals.

### YOUR SAFETY YOUR LIFE



[motorsportuk.org](http://motorsportuk.org)  
[#rallysafety](https://twitter.com/rallysafety)



# Risk Assessments

## Activity – Stage Set Up

| Description of Hazard                                               | Risks posed                                                            | Risk Evaluation                                            | Precautions/controls in place                                                                                                                                                                                                                                                                                                                                        | Further action available                                                                                    |
|---------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Remote environment                                                  | Injury to those in attendance slips and falls or burns                 | Extremely Low                                              | <ul style="list-style-type: none"> <li>Have a map of the stage to ensure all marshals know the routes etc</li> <li>Marshals able to contact medical support on site.</li> <li>Medical support on site.</li> </ul>                                                                                                                                                    | Contact Emergency services direct by calling 999.                                                           |
| Volunteers carrying out manual work or misuse of simple hand tools. | Cuts, Grazes, Splinters, bruising due to injury from hammer or similar | Likely, but impact is usually low                          | <ul style="list-style-type: none"> <li>Marshals to work in twos or in very close contact with a colleague</li> <li>Report to base via radio or mobile phone</li> <li>Get treatment on site from personal first aid kit.</li> </ul>                                                                                                                                   | Travel to local A and E with a colleague if required. Call emergency service direct by calling 999          |
| Uneven surface                                                      | Injury caused by slips and trips                                       | Low risk due to marshals experience and usually low impact | <ul style="list-style-type: none"> <li>Marshals to work in twos or in very close contact with a colleague</li> <li>Report to base via radio or mobile phone</li> <li>Get treatment on site from personal first aid kit.</li> </ul>                                                                                                                                   | Travel to local A and E with a colleague if required. Call emergency service direct by calling 999          |
| Incident with moving vehicle                                        | Personal Injury                                                        | Low likelihood but medium impact                           | <ul style="list-style-type: none"> <li>Contact base via Radio or Telephone, they will deploy First Aid or contact emergency services as necessary</li> <li>Be aware of other road users at all times. Post a “lookout” marshal when stopped on public road.</li> <li>Use headlights &amp; hazards.</li> <li>Marshals should wear high visibility clothing</li> </ul> | Travel to local A & E with a colleague if required. Call emergency service direct by calling 999            |
| Other road users, walkers etc. during stage set up.                 | Personal Injury                                                        | Low likelihood but medium impact                           | <ul style="list-style-type: none"> <li>Warning signs positioned at all likely access points and footpaths.</li> <li>Be aware of other road users at all times. Post a “lookout” marshal when stopped.</li> <li>Use headlights &amp; hazards.</li> <li>Marshals should wear high visibility clothing</li> </ul>                                                       | Advise those involved of the dangers and suggest alternative routes. Assist local businesses and residents. |

## Activity – Spectators attending a Rally Special Stage

| Description of Hazard                                  | Risks posed                                                                                           | Risk Evaluation                          | Precautions/controls in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Further action available                                                                                     |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Remote environment                                     | Injury to those in attendance slips and falls.                                                        | Medium (possible but with low severity)  | <ul style="list-style-type: none"> <li>Marshals able to contact medical support on site. Medical support on site.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               | Emergency services on “standby”                                                                              |
| Uneven surface in varying light conditions             | Injury to spectator/guests through slips, trips or falls                                              | Medium (possible but with low severity)  | <ul style="list-style-type: none"> <li>First Aid facilities in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                              |
| Spectator control                                      | Spectators attempting to gain access to stage. Spectators only allowed at designated Spectator Areas. | Medium                                   | <ul style="list-style-type: none"> <li>Fencing/taping in place plus prohibited area signs and section 11 notices.</li> <li>Marshals at spectator points</li> </ul>                                                                                                                                                                                                                                                                                                                                         | Possible Stage cancellation                                                                                  |
| Anyone walking on road                                 | Any person attempting to walk on the road in order to gain access to other viewing areas              | Medium                                   | <ul style="list-style-type: none"> <li>Marshals have been trained/briefed to ensure their own &amp; public safety. Marshals briefed to inform spectators that such action is illegal and ensure they stand well off the road.</li> <li>Radio Safety Marshals in place</li> </ul>                                                                                                                                                                                                                           | Possible Stage cancellation                                                                                  |
| Service Area                                           | Involvement of Spectators                                                                             | Low                                      | <ul style="list-style-type: none"> <li>Working areas clearly defined and signed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                | Marshals deployed. First aid facilities                                                                      |
| Personal injury following incident involving rally car | Injury to spectator, marshal                                                                          | Medium (unlikely but with high severity) | <ul style="list-style-type: none"> <li>All possible public access points are identified and assessed as part of route/site planning,</li> <li>First Aid facilities in place. Taping/Cones in place plus prohibited area signs &amp; Section 11 or CROW notices.</li> <li>Safety marshals with radios in place.</li> <li>Marshals have been trained/briefed to ensure everyone stands well off the track</li> <li>All marshals points are identified and assessed as part of route/site planning</li> </ul> | <p>Motorsport UK licenced rescue ambulance crew available</p> <p>Additional emergency services available</p> |

### Activity – Competing in a Special Stage Rally (includes servicing of cars)

| Description of Hazard         | Risks posed                                          | Risk Evaluation                         | Precautions/controls in place                                                                                                                                                                                                                                                         | Further action available                                                                          |
|-------------------------------|------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Remote Environment            | Injury to those in attendance slips and falls.       | Medium (possible but with low severity) | <ul style="list-style-type: none"> <li>Marshals able to contact medical support on site.</li> <li>Medical support on site.</li> </ul>                                                                                                                                                 | Emergency services available                                                                      |
| Fire Damage                   | Fire damage to surrounding buildings and undergrowth | Unlikely but possible high severity     | <ul style="list-style-type: none"> <li>Cars have plumbed-in extinguisher systems.</li> <li>Extinguishers in service area.</li> <li>Visual checks made all the time.</li> <li>Prohibition of smoking in Service Areas and when undertaking any emergency service procedures</li> </ul> | Emergency services available                                                                      |
| Injury to Rally car occupants | Personal injury                                      | Low                                     | <ul style="list-style-type: none"> <li>Built in Safety measures in cars.</li> <li>All car occupants to wear PPE.</li> </ul>                                                                                                                                                           | <p>Motorsport UK licenced rescue ambulance crew available</p> <p>Emergency services available</p> |
| Environmental Pollution       | Pollution of water courses                           | Low                                     | <ul style="list-style-type: none"> <li>Servicing away from water courses and on spill proof ground sheets</li> </ul>                                                                                                                                                                  | Approved spill kits carried in cars & on site                                                     |
| Service Area                  | Involvement of Spectators                            | Low                                     | Working areas clearly defined and signed.                                                                                                                                                                                                                                             | Marshals deployed. First aid facilities                                                           |
| Service Area                  | Fumes, fire, slips caused by fuel                    | Low                                     | <ul style="list-style-type: none"> <li>Refuelling only in designated area.</li> <li>Fire extinguishers located at service and refuelling areas.</li> <li>Experienced refuelling personnel</li> </ul>                                                                                  | Emergency Services available                                                                      |
| Stage Finish                  | Collision of Competing cars with marshals            | Low                                     | <ul style="list-style-type: none"> <li>Countdown boards in place to ensure competitors have sufficient time to slow down.</li> <li>No spectators in the area</li> <li>Siting of the finish takes account of these factors</li> </ul>                                                  | Licenced Competitors aware of procedures                                                          |

## Activity – Organisation/Running of Special Stage Rally by officials

| Description of Hazard                                  | Risks posed                                                                               | Risk Evaluation                          | Precautions/controls in place                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Further action available                                                                          |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Remote Environment                                     | Injury to those in attendance slips and falls.                                            | Medium possible low severity             | <ul style="list-style-type: none"> <li>Marshals able to contact medical support on site.</li> <li>Medical support on site.</li> </ul>                                                                                                                                                                                                                                                                                                                                                | Emergency services available                                                                      |
| Uneven surface in varying light conditions             | Injury to officials through slips, trips or falls                                         | Medium possible low severity             | <ul style="list-style-type: none"> <li>First Aid facilities in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                   |
| Spectator control                                      | Spectators attempting to gain access to stage.                                            | Medium                                   | <ul style="list-style-type: none"> <li>Fencing/taping in place plus prohibited area signs and section 11 notices.</li> <li>Marshals at spectator points</li> </ul>                                                                                                                                                                                                                                                                                                                   | Possible Stage cancellation                                                                       |
| Fire Damage                                            | Fire damage to surrounding buildings and undergrowth                                      | Unlikely but maybe high severity         | <ul style="list-style-type: none"> <li>Cars have plumbed-in extinguisher systems.</li> <li>Prohibition of smoking in Service Areas and when undertaking any emergency service procedures</li> </ul>                                                                                                                                                                                                                                                                                  |                                                                                                   |
| Personal injury following incident involving rally car | Injury to official or marshal                                                             | Medium (unlikely but with high severity) | <ul style="list-style-type: none"> <li>All possible public access points are identified and assessed as part of route planning.</li> <li>First Aid facilities in place. Taping in place plus prohibited area signs &amp; Section 11 or CROW notices.</li> <li>Safety marshals with radios in place.</li> <li>Marshals have been trained/briefed to ensure anyone stands well off track</li> <li>All marshals points are identified and assessed as part of route planning</li> </ul> | <p>Motorsport UK licenced rescue ambulance crew available</p> <p>Emergency services available</p> |
| Anyone walking on road                                 | Any person attempting to walk on the rally route in order to gain access to viewing areas | Medium                                   | <ul style="list-style-type: none"> <li>Marshals have been trained/briefed to ensure their own &amp; public safety.</li> <li>Marshals briefed to ensure anyone stands well off the road.</li> <li>Radio Safety Marshals in place</li> </ul>                                                                                                                                                                                                                                           | Possible Stage closure                                                                            |
| Service Area                                           | Fumes, fire, slips caused by fuel                                                         | Low                                      | <ul style="list-style-type: none"> <li>Fire extinguishers located at service area. Experienced refuelling personnel</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |
| Environmental Pollution                                | Pollution of water courses                                                                | Low                                      | <ul style="list-style-type: none"> <li>Servicing away from water courses and on spill proof ground sheets</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 | Approved spill kits in cars & on site                                                             |
| Stage Finish                                           | Collision of competing cars with marshals                                                 | Low                                      | <ul style="list-style-type: none"> <li>Countdown boards in place to ensure competitors have sufficient time to slow down</li> <li>No spectators in the area</li> <li>Siting of the finish takes account of these factors</li> </ul>                                                                                                                                                                                                                                                  |                                                                                                   |

## Activity – Volunteers running a Spectator Car Park

| Description of Hazard                                                                    | Risks posed                                            | Risk Evaluation                          | Precautions/controls in place                                                                                                                                                                                                                                                                                                         | Further action available                                                                         |
|------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Remote Environment                                                                       | Injury to those in attendance, slips, trips and falls. | Medium (low severity)                    | <ul style="list-style-type: none"> <li>Marshals able to contact medical support on site.</li> <li>Medical support on site.</li> </ul>                                                                                                                                                                                                 | Emergency services                                                                               |
| Uneven surface in varying light conditions                                               | Injury to those in attendance, slips, trips and falls. | Medium (low severity)                    | <ul style="list-style-type: none"> <li>First Aid facilities in place.</li> </ul>                                                                                                                                                                                                                                                      |                                                                                                  |
| Personal injury following being struck by car as they enter                              | Injury to those in attendance                          | Medium (unlikely but with high severity) | <ul style="list-style-type: none"> <li>Define areas for standing.</li> <li>Volunteers should not step into road until car is stationary.</li> <li>Use of cones/tape to mark out separate lanes for cars.</li> <li>Wear PPE (High Vis and stout or safety footwear)</li> </ul>                                                         | Travel to local A & E with a colleague if required. Call emergency service direct by calling 999 |
| Handling Money - theft                                                                   | Violence towards volunteers                            | Medium (unlikely but with high severity) | <ul style="list-style-type: none"> <li>Car parking staff collecting cash should rapidly transfer cash to secure discrete storage and avoid making the location obvious.</li> <li>Staff accepting cash work in pairs.</li> <li>If threatened cash should be released immediately and information relayed asap to the police</li> </ul> | Call police direct by calling 999                                                                |
| Attendee injury following being struck by car as they walk towards viewing area on stage | Injury to those in attendance                          | Medium (unlikely but with high severity) | <ul style="list-style-type: none"> <li>Arrange parking so that cars are parked nearest stage access point first then work away - means those getting out cars first should not have cars coming up behind them</li> </ul>                                                                                                             | Consider separate walkway if this cannot be achieved                                             |
| Aggressive behaviour by spectators                                                       | Violence towards volunteers                            | Medium                                   | <ul style="list-style-type: none"> <li>Car parking volunteers to have contact with Stage Commander.</li> <li>Avoid confrontational behaviour, walk away from any potential threat.</li> </ul>                                                                                                                                         | Call police direct by calling 999                                                                |

## **Further Information & links**

### **Environmental Policy, Spill Control & Waste Plan**

Click or Cut & Paste link –

[https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/13057f90-a0b3-4d16-b046-4d847d3e3d07 Environmental%20Policy,%20Spill%20Control%20&%20Waste%20Plan.pdf](https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/13057f90-a0b3-4d16-b046-4d847d3e3d07%20Environmental%20Policy,%20Spill%20Control%20&%20Waste%20Plan.pdf)

### **Service Area Guidelines**

Click or Cut & Paste link –

[https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/d0ee2fb0-d70e-4aab-976b-ea4b8b434f6f Service%20Area%20Guidelines.pdf](https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/d0ee2fb0-d70e-4aab-976b-ea4b8b434f6f%20Service%20Area%20Guidelines.pdf)

### **Timekeeping Guidance**

Click or Cut & Paste link –

[https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/af13ebea-290f-4ceb-a672-0e0b0575ca7c Timekeeping%20Guidance.pdf](https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/af13ebea-290f-4ceb-a672-0e0b0575ca7c%20Timekeeping%20Guidance.pdf)

### **Stage Times & Results Upload Instructions**

Click or Cut & Paste link –

[https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/e29ee354-b32e-4f95-8555-4327855494fd Results%20Upload%20Instructions%20-%20Marshals.pdf](https://app-cdn.sportity.com/479ca292-e077-4906-aa25-06ba101ba581/e29ee354-b32e-4f95-8555-4327855494fd%20Results%20Upload%20Instructions%20-%20Marshals.pdf)

**The above documents are all available via Sportity**

# Incident Report Form

One form to be completed by the Stage Commander, Deputy Stage Commander or Stage Safety Officer for each separate incident on your stage whenever the stage is interrupted and/or stopped and/or medical assistance is used.

|                                                                               |                                                 |                                          |  |
|-------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------|--|
| Stage No:                                                                     |                                                 | Stage Name:                              |  |
| At what time were you notified of the incident?                               |                                                 |                                          |  |
| How did you become aware of the incident?                                     |                                                 |                                          |  |
| Who was your contact at Rally HQ on Radio?                                    |                                                 |                                          |  |
| Who was your contact at Rally HQ on mobile?                                   |                                                 |                                          |  |
| Competition Numbers of car(s) involved:                                       |                                                 |                                          |  |
| Nature of Incident:<br>(cause [accident, breakdown], location etc:            |                                                 |                                          |  |
| Actions Taken:<br>(stage stopped, rescue vehicles moved etc):                 |                                                 |                                          |  |
| Results of Incident:                                                          |                                                 |                                          |  |
| Were any stage rescue or medical facilities mobilised?<br><br>If Yes, Which ? |                                                 | YES / NO                                 |  |
| Was the Stage stopped?                                                        |                                                 | YES / NO                                 |  |
| Time of start of last car from start before stoppage:                         |                                                 | _____ hrs    _____ mins    Car No. _____ |  |
| Competition numbers of any crews who may have been affected by the incident:  |                                                 |                                          |  |
| Signed:                                                                       |                                                 | Date & Time:                             |  |
| Position:                                                                     | Stage Commander / Deputy / Stage Safety Officer |                                          |  |
| Contact Point for the next 24 hrs:                                            |                                                 | Tel No                                   |  |

**Please send this form electronically to Rally HQ**