



## Safety and Marshals Instructions

These instructions apply to ALL Persons at the event and are an extract from the full Safety Plan which has been approved by the MSA and circulated to senior officials.

Please read this document it is important for you to know how you fit within the overall event safety plan. The objective is to:

***To promote an enjoyable and safe event that applies high standards to all aspects of its organisation, including following MSA regulations, recognising health & safety concerns, and efficiently and professionally dealing with any incident that may occur.***

The event has a very experienced organising team and welcomes the assistance of marshals and many others. The MSA has implemented an on-going programme of changes to improve Rally Safety under the heading 'Rally Future', without these changes there would be no *Future Rallying*.

The recent *First on Scene* training is aimed at competitors. The first person on scene is always the person involved in the incident, and it is important that they accept and appreciate what they need to do to help themselves, and that assistance being given is in their best interests.

Information in this plan is constantly updated. Please read and understand it: It is NEW.

Your safety is paramount, at all times ***constantly assess the risk to yourself and to others.***

### Marshals

Marshals have a specified area of responsibility which they should normally not leave without the knowledge of the sector marshal. Marshals will be under the supervision of a Sector Marshal whose instructions must be followed. There are other officials and marshals with specialist roles who may seek your assistance, please understand they have a job to do and assist them or seek their guidance.

On arrival at your post please park your vehicle in a safe place and be aware that it may have to be re-positioned during a stage change around. Make sure you are wearing warm clothing and MSA specification high visibility tabards. Marshals are not allowed to take photographs.

Report to your Sector Marshal, understand your role and the area around you. The event is run with double loops of the stage by the competitors, and pairs of stages running consecutively until breaks whilst the course is changed around. These change arounds will be supervised by your sector marshal and the set-up crew, and checked by other officials including stewards.

When an incident happens, a Marshal's primary responsibility is to act as a look out in order to allow another person to assess the needs of the Competitor

### Course Opening and Closing procedures.

Before a stage can go live, checks have to be made by Safety Cars, designated as 000, 00 and 0 cars. Not all these cars will be run, the only car that will be run on *all occasions* is the 00 car this is a WARNING THAT THE STAGE IS DUE TO START within the next 10 minutes. When this vehicle passes the stage is live and everybody is expected to be in position. If there is a significant delay, a further Safety Car must travel through the stage, this may be as car 00 or 0. The 000 may not run in advance.

When all of the cars have passed through a pair of stages, i.e. after stages 2, 4, etc, a 'Sweeper' will pass through the stage showing that competitive activity has ceased and the stages is closed on the stage BEHIND the sweeper car. It will be a normal vehicle with Hazard Flashers and WILL NOT have Flashing Beacons. You may stand down or assist with changes as directed.

A stage is NOT closed if Safety units are active. Following an Incident or for an organisational reason, the COURSE Sweeper/Closer may enter the stage out of sequence to formally close it.

### SAFETY UNIT LOCATIONS

Rescue Unit and Paramedic based at Service In, a Stage Safety Unit in the inner paddock, Recovery Units are at service in and mid stage.

## CALL SIGNS & PERSONNEL

A provisional list of Senior Event Officials who are operating on the MSA Safety frequency (81 MHz) is shown on the Communications Plan. Please note that it is not a definitive list and should be used in conjunction with additional information issued on the day.

## MEDICAL ARRANGEMENTS

In order to maintain a high level of event safety, all medical personnel work in conjunction with the Chief Medical Officer and Safety Officer. The duty of event medical personnel is to attend to the needs all persons at the event, including spectators. A fundamental principle of *Rally Future* is that we are organising *an event*, not just a Rally.

Any 'first aid' requirements involving spectators should be directed to their medical centre or if urgent, reported to the nearest marshal or the Stage Safety Unit which is positioned close to the central area. However, should the need arise, event medical personnel will also attend to members of the public.

DO NOT call outside emergency services to an incident within the circuit. MSA licensed Medical, Rescue and Recovery teams are on hand and will respond appropriately.

Any treatments, however small, should be recorded and reported to the Chief Medical Officer or the Event Safety Officer, via Sector or other officials.

## FIRE EXTINGUISHERS

Know where they are and what they are used for. Powder for knocking big fires down, AFFF for smaller fires and cooling. Both are good for Vehicle Fires. CO2 is for liquids. The Marshals boxes in the circuit usually have fire extinguishers and spill kits in them.

NEVER Use Water to extinguish vehicle fires or to cool a vehicle that have been on fire. It will super-heat into steam and may cause serious injuries.

## SERVICE AREA AND VIEWING AREA SAFETY

Separate instructions are issued, competitors are responsible and liable for the actions of their service crew. Vehicle refuelling is only in the designated area. No viewing or spectating other than within the designated circuit viewing areas, the grandstands and top of the pits garages.

## INCIDENT MANAGEMENT

Your safety is paramount, at all times *constantly assess the risk to yourself and to others*.

The following is a standardised procedure for dealing with incidents that may occur during the course of the event. It is designed simply to ensure that EVERYBODY is working together to ensure a speedy, effective and above all safe resolution to any incident.

Competing cars are fitted with electrical cut-outs and plumbed in fire extinguishers, operated by pull handles or push buttons near the windscreen. These should be normally operated by the crew from inside the car. Only operate the in car fire extinguishers if the car is on fire. Rally cars carry a hand held extinguisher.

It is the responsibility of the crew to ensure that Warning Triangles and SOS/OK boards are displayed correctly. The warning triangle should be placed approx. 50m before the incident but it is more important that it is displayed before the hazard that caused the incident in clear view of approaching cars. Marshals must also ensure Triangles and SOS/OK boards are correctly displayed at incidents.

### **Communication is often the most important part of incident management.**

Be aware of where the nearest Radio Point to you is and pass a message through them. Cars seeing an SOS board displayed should take the appropriate action, especially if marshals are not on scene. An incorrectly displayed SOS board or when an OK board is not seen may cause the stage to be stopped and/or abandoned.

THE YELLOW FLAG SYSTEM WILL BE IN OPERATION. All competition must cease when the Yellow Flag is displayed *only* on instructions of the Safety Radio Controller. Only the radio controller may use the words 'YELLOW FLAG' on the Radio. Rockingham Circuit Red lights will be used to supplement the Yellow Flags. AMBER or BLUE Beacons may be illuminated as required in support of the Yellow Flags. Beacons MUST NOT be used when a stage is live, they are to be taken as an EMERGENCY SIGNAL. Competitors must slow significantly and must not go past an incident.

BE AWARE THAT OTHER VEHICLES MAY STILL BE MOVING INCLUDING COMPETITORS and Safety Vehicles may be making their way to an incident, often across the stage.

Following the report of a 'PRIORITY' incident, the Clerk of the Course or a Deputy Clerk of the Course may delay cars entering a stage whilst Radio Control clarifies the situation. Relevant information will be relayed to the Clerk of the Course and, as a Deputy Clerk of the Course, the Radio Controller may issue instructions. Only when cleared to do so by Radio Control, may stage Safety Personnel enter the stage, preferably in the following order – Rescue Ambulance, Doctor/Paramedic, Safety Officer, Recovery Unit.

## INCIDENT PROCEDURE

- 1 Only attend an incident in accordance with the event safety plan or at the request of an event official. If the incident occurs in a position close to your location - GO ON FOOT.
- 2 Mobile units must not enter a stage until authorised to do so by the Radio Controller.
- 3 Once on the scene, ascertain and advise the Clerk of the Course, via the nearest radio if needed, of:
  - a) The location of the incident (e.g. 100 yds. past Post D).
  - b) The extent of the incident.
  - c) Identity (car number) of vehicle(s) involved.
  - d) Any injuries and, if so, how serious.
  - e) Is there any risk of fire or further injury?
  - f) Is it necessary to suspend the stage?

Only the radio controller may use the words YELLOW FLAG on the Radio.

**NOTE: Only if it is absolutely necessary (stage blocked or life-threatened) should marshals attempt stop competitors. Competitors risk penalties for not stopping at an incident where an OK board is not being displayed.**

- 4 If urgent medical assistance is required display the SOS board from the car to the next competitor. If everyone is OK and the stage can continue display the OK board. Display the warning triangle.
- 5 Pass all messages to the Clerk of the Course via the Safety Radio Network. If necessary, write down what you have to say as you may be out of breath when you reach the radio.

- 6 In all cases concerning injury or possible injury:
  - a) Upon arrival at the scene, establish a safe, controlled environment, keeping all spectators and unnecessary marshals at a reasonable distance. Always be aware of the risk of fire or instability of up-turned vehicles. Do not right an upturned vehicle with the crew in it.
  - b) Assess the degree of seriousness of the situation and injuries. Do not administer first aid unless you know what you are doing or believe it is vital to do so.
  - c) Crews may be suffering an 'adrenalin rush' after an incident and must be monitored to ensure that masked injuries, including shock and spinal injuries, are identified and properly treated.
  - d) Crews that have been involved in a heavy impact may have spinal injuries. They should only get out of their vehicles without assistance, and should not be allowed to get back into a vehicle which may aggravate such injuries. The rescue unit will attend the scene, and the crews checked by the Paramedic. This may take place after the end of the stage unless believed urgent.
  - e) Where a crew has been involved in a heavy impact or injury, and has carried on, at the end of the stage they should **report to the event paramedic** after exiting the stage for examination.
  - f) Rescue crews are trained to deal with injured persons in a vehicle, and also when injuries become apparent after an incident. If you are requested to assist the Rescue Crews please do so.
  - g) Attendance of the County Ambulance Service will ONLY be requested by the Safety Officer / Medical Staff on scene when requested by the Paramedic. The Radio Controller will be informed.

### 6.1 First Aid guidelines during Incidents

While waiting for assistance to arrive, keep control of the situation and KEEP CALM, following the First Aid guidelines below:

- Take care in administering First Aid, reassure the casualty, know what you are doing or act if you believe that it is vital to do so. No first aid can be the best first aid. Help is close by.
- DO NOT move the Casualty unless there is immediate danger to him/her.
- DO NOT remove a crash helmet unless it is preventing CPR. First Aid basics – **DR.ABC:**
  - **Danger** – Keep yourself first, and the casualty second, out of danger.
  - **Deal with life threatening Bleeding** by applying pressure and/or plugging the wound.

- **Response** – Try and look the casualty in the eye. Shout, and shake gently if no response. Remember unconscious or semi-conscious people can still hear. Reassure them.
- **Airway** - Make sure an unconscious person is able to breathe by just tilting their head gently backwards to open their airway may save a life. Crash helmets are heavy and a head facing down can't breathe properly. The risk of aggravating a spinal injury is preferable to suffocation. Immobilise the head and c-spine (neck).
- **Breathing** – Check for breathing. If the casualty is not breathing, start CPR.
- **Circulation** - If the Casualty is BLEEDING seriously, apply direct pressure to the wound using a handkerchief, scarf or similar item, check for embedded objects such as glass, apply pressure with care. DO NOT apply a tourniquet.

If the Casualty is on fire, smother the flames with an appropriate blanket or jacket, roll the casualty along the ground if possible. Cool the affected area of the body with lots of cool water, DO NOT pull off clothing, touch burnt areas or apply ointments.

Once a Medical Official arrives at the scene, tell them what you have seen and done as concisely as possible.

- 7 Written reports of incidents are needed and should include the following details:
- a) Where, when and how it happened.
  - b) Names, numbers and types of vehicles involved.
  - c) What actions were taken including details of any medical treatment?
  - d) Name, address and telephone numbers of all people who attended the incident.
  - e) What follow up action is necessary?
  - f) Your own name, address and telephone number.

#### SAFETY CREWS ON SCENE

Once at the scene the CMO/Paramedic shall assess the severity of any injuries and where appropriate shall instruct the Rescue Unit as to the treatment and further actions. The Rescue crew are trained and experienced personnel who will be backed up by the recovery crews. Marshals on scene must facilitate the work of the safety crews in particular the Paramedic. Their role may be to keep the area clear of people and vehicles and follow instructions to allow other competitors to leave the circuit.

In serious incidents it may be necessary to secure a cordoned off area to preserve the scene for investigation.

The event safety officer will attend all serious incidents and take control of the management of the scene, facilitating the work of the Medical, Rescue and Recovery crews and informing the Radio Controller and thereby Clerk of the Course of the current situation thus enabling necessary decisions to be made about the running of the event. Senior officials and stewards should resist the temptation to attend incidents, they will be requested if required.

After an incident all safety personnel should return to their designated positions as soon as possible, via a route agreed with the Safety Radio Controller. All event officials must keep the Safety Radio Controller advised of their location especially as they enter or exit stages. Only when the Clerk of the Course or Deputy Clerk of the Course is satisfied that the stage is clear should the stage be re-started.

#### INCIDENT REPORTS

Reports are required for all incidents involving injury, damage to property owned by RMS and other incidents involving serious damage. A standard form is available but not essential. All reports should be forwarded to the Event Safety Officer.

Sector Marshals, (assistant CoC) AND Senior Marshal at any location will act as Judges of fact and be required to fill in Judge of fact form reporting any collisions / accidents/ damage to Stage, cutting of stage, or anything else that is deemed to be not in the spirit of the rules and regulations of the event,

Completed forms should be passed back to the CoC via the Course Sweeper (Closing) car. Please have the forms ready and pass them quickly so as not to delay the closing car. Advice of this notice should be conveyed to the nearest radio car who will then pass on the message Via Radio Control. They may also be collected by the Event Safety Officer or his deputy.

#### INCIDENT FOLLOW UP

Any involvement with incidents can be traumatic, and witnesses to serious incidents may be required to provide statements and give evidence in court. Please look out for those around you and inform an event official if you have concerns about yourself or another, it will be taken seriously.

**The over-riding principle is YOUR safety.**