



*Scottish
Cartie
Association*

CSEx 2012 Event Safety Plan

Revision History

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|---------|--------------|--|
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1. INTRODUCTION

The objects of the Event Safety Plan are to ensure that:

- Adequate and suitably trained and briefed people and the relevant equipment are at the right place, at the right time and that all event officials, helpers and external parties that may be involved fully understand, and are working to, a common system of event procedures to ensure the safe administration, marshaling, stewarding, competitor management, medical cover, communication and emergency contingency provision for all aspects of the event and for the safety of all competitors, event officials and helpers, spectators and the general public
- All event officials, marshals, stewards and helpers are working to the same documented event plan and clearly understand overall and individual responsibilities, key event actions and emergency routines and have a dedicated and reliable communication system

Notes:

- A specific and detailed Event Risk Assessment has been undertaken
- Appropriate formal permissions/approval to hold the event has been obtained from Northern Constabulary, Highland Council, Cairngorm Mountain Ltd, Cairngorm Rothiemurchus and Glenmore Group (CRAGG) and other relevant people. In addition, close liaison has been established with all interested or affected parties including all residents and businesses that the event route may have an effect on.
- Appropriate insurance, liability cover and indemnities will be in place
- Pre-event general information, safety information and environmental information will be provided on the event website (www.soapboxracing.co.uk) and with the event registration pack
- This document should be read in conjunction with;
- Risk Assessment
- Design and Safety Rules
- Competition Rules
- Race Procedures

2. COMPETITOR ADMINISTRATION

- Entry to the event is by pre-entry only using an event specific entry form. A master team spreadsheet has a documented record of all teams and their details. There is an entry limit of 40 teams (estimated up to 100 competitors) and no new event entries will be accepted on event day

- All teams will be allocated a unique number which they will be required to display prominently on the front, back and both sides of their cart
- All competitors will be encouraged to send photographs of their race vehicles in advance so that the Technical Officer can raise any concerns in advance of the event. This is especially important for new teams and new builds that may not have been seen at other events.
- Cart safety inspection will be held between 12.00 and 16.00 on Friday 13th July.
- Competitor registration will be held from 12.00 to 16.00 on Friday 13th July and Saturday 14th July. All drivers and sidecar passengers must register on Friday. Non race team members (e.g. pit crew etc.) may register on Saturday if that is the only day they will be present.
- Before registration on Friday, each team will be required to present their vehicles for safety inspection. All carts will be given a rigorous inspection which will be documented using the SCA Scrutineering Form, and any that do not meet the required minimum safety standards will not be permitted to take part. Retests will be allowed, if time permits, until the end of the registration period.
- Vehicles may be required to be presented for inspection *at any time during the event* at the organiser's discretion and may be excluded on safety or other compliance grounds.
- Once a cart has passed safety inspection, the team will be issued with a pass certificate to present at the registration desk when registering. They will not be permitted to register without a pass certificate
- The master competitor spreadsheet will be updated to record all those who have registered and been issued with their cart number. In addition, each team member will be given a secure uniquely numbered wrist strap that must be worn at all times during the competition.
- All team members will be required to write any known medical conditions in the space provided on their registration forms. Their registration forms will be marked with the same number as their wrist strap, so medical conditions of competitors can be quickly determined by the first aid team if necessary.
- All drivers and sidecar passengers must be 16 years or older on the first day of the event.
- Pregnant women will not be permitted to drive
- All team members will be required to sign a liability waiver as part of their registration. Team members under 18 years of age on the first day of the competition must have their liability waiver countersigned by a parent or guardian
- After registration has closed on both days, the registration team will provide the first aid team with a list of competitor ID numbers and medical conditions
- There will be mandatory pre-start briefings for all competitors and marshals on both days. Everyone will be briefed on the race procedures, communication procedures, rules and flag system. The briefings will be held at 17.00 on both days.

3. RACE CONTROL TEAM

The event control team will consist of the following personnel:

Clerk of the Course

In overall control of the event. Coordinates between police, first aid and event control team and in charge of traffic control on the hill.

Clerk of Fact

Responsible for recording times, finish positions and scoring, notification of running order to start line marshals and calculation of overall results.

Chief Technical Officer

Responsible for carrying out safety check on carts and inspecting the drivers' personal protective equipment.

Chief Marshal

In overall charge of the track marshals.

Start Control

Oversees start line and pit area and starting of each run when given clearance by the Clerk of the Course.

Finish Marshal

Oversees finish area

Track Marshals

Responsible for warning spectators of approaching carts, warning cart drivers of any hazards using flag signals and notifying the control team of any incidents.

Also in attendance will be police and a first aid team.

4. RACE SAFETY

The following steps are designed to eliminate, reduce or minimise the risks to competitors, spectators, event officials and stewards, the general public and all road users in relation to the event:

General

- Event safety information will be distributed in advance to all competitors and race officials via the event website and the registration packs. In addition, the event safety plan will be distributed to all event officials, helpers and relevant external parties
- All race officials and stewards will be clearly identified by the wearing of Hi-Vis bibs

- Senior members of the control team will be identified to the teams at the pre-race briefings and will wear identification at all times
- All team members will wear their personal identification wrist strap at all times during the competition
- All race officials, marshals, stewards will be suitably briefed
- All competitors and marshals will be briefed at the pre-start brief on both days
- Advance event warning signs will be put up during the week of the event on key roads and junctions affected by the race route. In addition, event details will be published in the local press on the preceding week
- All teams must display their individual race number on the front, rear and both side of their cart and must not alter, deface or change the number in any way
 - Adequate toilet facilities will be provided
 - Roadside hazards such as sign post and bridge parapets will be protected as appropriate with padding or barriers
 - Substantial barrier walls capable of stopping a cart and maintaining separation between carts and spectators will be positioned as appropriate. Hazardous areas will be marshaled and marked with warning signs and barrier tape
 - The entire race route will be adequately signed with caution signs, hazard barrier tape, fencing, traffic cones and other warning signs as appropriate. These will be placed so as not to obscure the view of road users, will be at least 1m from the edge of the road.
- The standard SCA warning sign will be prominently displayed at both ends of the course and at significant locations along its length
- Public car parking will be allowed at the Hay Field, Sugar Bowl and the Coire na Ciste car park.
- COMMUNICATIONS: radio communication will be provided between the each manned marshal point and the event management team. This will allow the rapid transmission of emergency and urgent messages, competitor information and general race event updates. Contact mobile telephone numbers for the key marshals will also be provided as back up to all race officials. All event communications during the event should be passed via the radio network. The allocated radio channel to be used on event day will be channel 1 for routine race control unless briefed differently before the race. Start and finish line will coordinate heat elimination on channel 2.
- MEDICAL COVER: The event overall medical cover will be co-ordinated by the Clerk of the Course, and will coordinate any medical emergency or 'casevac' from the route using appropriate event transport. Qualified first aid personnel with equipment and suitable transport will be in attendance. In addition, the Aviemore NHS 24 Out Of Hours service and the Scottish Ambulance Service will be informed of the event taking place. All competitors are asked about their medical suitability and fitness ability to take part in the

event via event entry forms and the event website. Competitors are required to note any medical condition that event organisers and officials should be aware of on their registration forms. They will all wear uniquely numbered wrist bands that will identify them to event staff and, in the event of an incident, allow medical conditions of individuals to be determined.

- EVENT EMERGENCIES: The 999 call should always remain a first option for everyone in the event of any emergency but the person at the scene of the emergency or making a 999 call must also pass the relevant information to the Clerk of the Course by the quickest means possible

Race Safety

- Competitors who have not completed a practice run will not be allowed to compete in the elimination heats.
- The Start Marshal will be responsible for ensuring that all drivers and sidecar passengers are wearing a wrist band and are properly strapped in if appropriate and are wearing proper protective clothing as specified in the Design and Safety Rules before clearing them to start each run
- If, in the opinion of the race officials, a driver's ability to be safely in control has been compromised, that driver will not be allowed to continue the event. Any driver involved in an incident which may have resulted in injury to the driver must be passed as fit to continue by the first aid team before being allowed to start another run. Track marshals will be instructed to report to the Hill Controller any incident that may have resulted in an injury being sustained
- The course will be adequately marshaled along its length by personnel positioned at road crossings, junctions and other key points as required, as detailed in the Master Plan
- Track marshals will use whistles to warn spectators and other event crew of approaching carts
- Track marshals will use flag signals (green/yellow/red) to indicate the state of the track ahead to drivers and, if necessary, order them to stop immediately ("red flag")
- The default state of the course is "red flag" (stop immediately). If there is any doubt about the safety of the course, the Clerk of the Course will immediately call for a full course "red flag". Any member of the event team can call a "red flag" at any time.
- The course will be closed to non-event traffic. Police will be in attendance at the lower snow gates and the relief road junction to manage this, and the lower snow gates will be closed.
- Any member of the control team, including Track Marshals, will be able to "red flag" the course and stop all carts immediately if they consider it is not safe to continue. On raising a red flag, the Track Marshal will also immediately announce "Ref flag, red flag, red flag" and their location over the radio. Upon hearing a red flag broadcast or seeing one displayed elsewhere on the course, all other Track Marshals will also raise their red flag. Only the Clerk of the Course may subsequently declare "green flag" condition and allow racing to resume.

- A control vehicle will follow the last cart down and report when it has cleared the finish line to confirm the course is clear of carts and safe for the recovery tow to commence
- Marshals will be instructed to inform the Chief Technical Officer of any cart that is involved in an incident that may have resulted in the cart being damaged. Any cart so reported will require to be presented to the Chief Technical Officer for safety inspection before it is allowed to start again
- Carts which come to a stop as a result of an accident may not restart without clearance from the Clerk of the Course.

Cart Recovery

- Towing will be done in accordance with the current version of the “SCA Tow Ropes and Towing Guide”.
- After each run has been completed, all carts that have not withdrawn from the race will be returned to the start area
- Carts will be towed back up to the start line in convoy. Up to eight carts will be shackled to a tow rope attached to the back of a suitable vehicle. The rope will pass under each cart and on to the next
- Each tow vehicle will contain two people – the driver and the assistant. The driver will be responsible for controlling the vehicle and the assistant will operate the radio and observe the carts being towed behind and will indicate any issues the driver
- Each cart will have a driver. The driver will be subject to all the rules regarding drivers, including age restrictions and mandatory safety equipment as specified in the Design and Safety Rules
- Before setting off, the tow vehicle driver or their assistant will check that all carts are firmly attached to the tow rope and that all drivers are correctly attired as specified in the Design and Safety Rules. The tow rope and shackles will also be visually inspected and repaired/replaced as appropriate.
- The tow vehicle will not exceed 15mph while towing carts and should maintain a constant speed at all times. Gear changes should be kept to an absolute minimum and deceleration should be as gradual as possible
- The tow vehicle will have its hazard lights and headlights on when towing
- Carts which have failed to reach the end of the course will, provided they are still roadworthy, be recovered by the convoy as it passes or by recovery truck and trailer if it can be done without undue delay. Carts which are not roadworthy or have been withdrawn from the competition will be moved to a safe place that is clear of the course. It will be the responsibility of the teams to recover these carts at an appropriate time and in such a way as to not affect the running of the event.