

Thank you for your entry. The organising committee hope you enjoy the day's entertainment.

PASSES

3 Vehicle Passes are attached to this document, these are to be displayed in the centre upper edge of the windscreen of both the competing car and your service vehicle, even if the competing car is on the trailer. No access to the venue will be gained if these passes are not displayed.

SECURITY - IMPORTANT

Before Wednesday the 5th September 2018, you must provide the Organisers with a list of the names of all personnel who will be coming with you along with the Makes and Registration of all Vehicles. If we do not receive this information you will be unable to gain entrance to the venue. This must be done on the OnLine Entry Form.

ARRIVAL AT WETHERSFIELD.

Gates will open at 06:30 and Close at 08:30. Don't forget you need to bring your Vehicle Pass which is attached. Without this you will not be able to get in. See route attached for Entry into the Venue and from Gate 7 (Map Ref 167/728327) to the Service Area

Park up, as instructed by the Service Area Safety Officer. Unload your vehicle and proceed as per the enclosed map to Sound Test and Scrutineering. After completion proceed back to the Service Area and after parking your vehicle proceed on foot to Documentation. Please note there is limited space in the Service Area, all Trailers and any additional vehicles you bring, will have to be parked as per the attached map.

If emergency access is required at any other time, please call
Brian Hemmings on 07703 830704

FOOD & DRINK

Will be available from 7.00 am.

At lunchtime please allow marshals to take priority as their time is limited and until they return to their posts the rally will not restart.

COMPETITOR BRIEFING

This will take place by Rally HQ at 08:20

SCRUTINEERING

Cars need not be taxed but they must be presented at Scrutineering with the vehicle's registration document. A current MOT Certificate must be presented for all cars that are required by law to have one. At pre-event scrutineering cars will be examined for compliance with tyre and vehicle safety regulations as well as class eligibility,

This is to remind all competitors, that scrutineering on Saturday is at the following address.

HED-TEC

1 Everitt Way
Sible Hedingham
Halstead
CO9 3QQ

Map Ref **167/780348**

16:00 to 18:00 Scrutineering Open:

16:00 to 18:30 Documentation Open:

See Map Attached

VIDEO CAMERAS AND PHOTOGRAPHY

Please note no Photography is allowed at the Venue. No In Car Video Cameras are allowed. Penalties for breach of this will be applied as per SR 13 (f).

DOCUMENTATION NOTES

Competitors are reminded of the MSA's Requirements for Entrants Licences as laid down on the Licence Application form. All competitors Licences, Club Cards and Permits will be inspected at signing-on together with any Championship Registration Cards. All licences must be signed. Any person who fails to produce a valid licence will be required to see the MSA Steward and complete a licence declaration before they are allowed to start.

CHECK WITH THE MSA BEFORE THE EVENT IF YOU HAVE NOT RECEIVED YOUR LICENCE. PLEASE NOTE IF YOU CANNOT PRODUCE A CURRENT LICENCE YOU WILL HAVE TO PAY A NON-PRODUCTION FEE AT THE CURRENT RATE. WE CAN NO LONGER ACCEPT A LICENCE APPLICATION FORM ON THE DAY.

A Start List with MTC1 due times will be on display at documentation.
The first car is due at MTC1 at 08.57

PLEASE NOTE RALLY PLATES AND COMPETITION NUMBERS ARE PROVIDED.

SERVICE AREA

Please help to ensure this venue is kept open for motorsport by not dropping litter anywhere or leaving oil on the ground, oil absorbent materials will be available for soaking up oil. You must take your entire rubbish home with you. After unloading your car, please park your trailer sensibly. Please park sensibly, there are no marked out bays. **The Service Area is a no smoking area.**

Please see the attached notes for Service Areas, pay particular attention to the regulation that all cars must be serviced on an Environmental Ground Sheet.

FUEL

Please note no fuel is available at the venue and you should bring enough with you, as it is not possible to leave and re-enter the venue during the day.

TYRES

Slicks Tyres will be at the venue and although they will be stocked with tyres it would be helpful if you get in touch beforehand with your requirements. Phone Andrew on 0114 247 0485 or email andrew@slickstyres.co.uk by Tuesday for the best deal.

RED FLAGS

Please ensure you read and understand the Regulations regarding the use of Red Flags. Chelmsford Motor Club will penalise any Competitor who does not act correctly when they come across a Red Flag.

MARSHALS TRAINING

Chelmsford Motor Club recommends all Drivers and Navigators complete the On-Line Marshals Training, it will help you to become aware of the Issues our Volunteer Marshals have to deal with.

This is the link to the Training Modules.

<https://www.msauk.org/MSA-launches-online-marshals-training-and-accreditation>

AMENDMENTS TO SRs

SR 17

MSA Steward
Club Stewards:

Clive Grounds
Martin Newson & Brian Hemmings

MSA Scrutineers
Chief Medical Officer:

John Gray & Jeff Oates
Terry Dix

EMERGENCY PHONE NUMBER

Marion Nicholls - Entries Secretary	07738 689632
Stan Graham - Secretary of the Event	07796 805072

The Organising Committee

SERVICE AREA HEALTH & SAFETY NOTES

All competitors and service crews are urged to comply with the Service Area Best Practice Guidelines, specifically the guidelines for the refuelling of competing cars, equipment and working practices. All competitors, including their service crews are required to take reasonable care throughout the event for their health and safety and safety of themselves, all personnel operating on their behalf and all other persons who may be affected by their operations during the event.

- 1.1 These Service Area & Refuelling Regulations have the same force as the Supplementary Regulations the penalty for breaches of these regulations is exclusion.
- 2.1 When participating in Motor Sport Events and carrying out activities at Service Areas, entrants, competitors and service crew members must be aware of their own and other people's safety and well-being. The organiser has the overriding responsibility to co-ordinate the activity and ensure, so far as is reasonably practicable, that statutory requirements for these areas are met. The Event Safety Plan includes plans for establishing emergency arrangements for the Service Area including fire, injury and security incidents.
- 2.2 A Service Area has been provided. This area must be managed in such a way that they present neither a safety nor environmental risk to other teams or the venue location.
- 2.3 All servicing must be carried out with the competing vehicle on a groundsheet. The use of metal cutting, grinding, welding equipment or any Hot Work in any service area and any time is prohibited. No open flame cooking equipment is permitted in the service area.
- 2.4 The organisers have appointed a Service Area Safety Officer and a supporting team to oversee all safety management and competitor adherence.
- 2.6 The Service Area has been designed to be of an appropriate size to allow adequate space for individual service zones, vehicle movement and safe pedestrian access. The layout of the Service Area will permit emergency service vehicle access, should the need arise.
- 2.7 Service area zones will be clearly marked and public access restricted. Safety notices will be displayed and must be complied with.
- 2.8 The speed limit for Service Areas is 5 MPH.

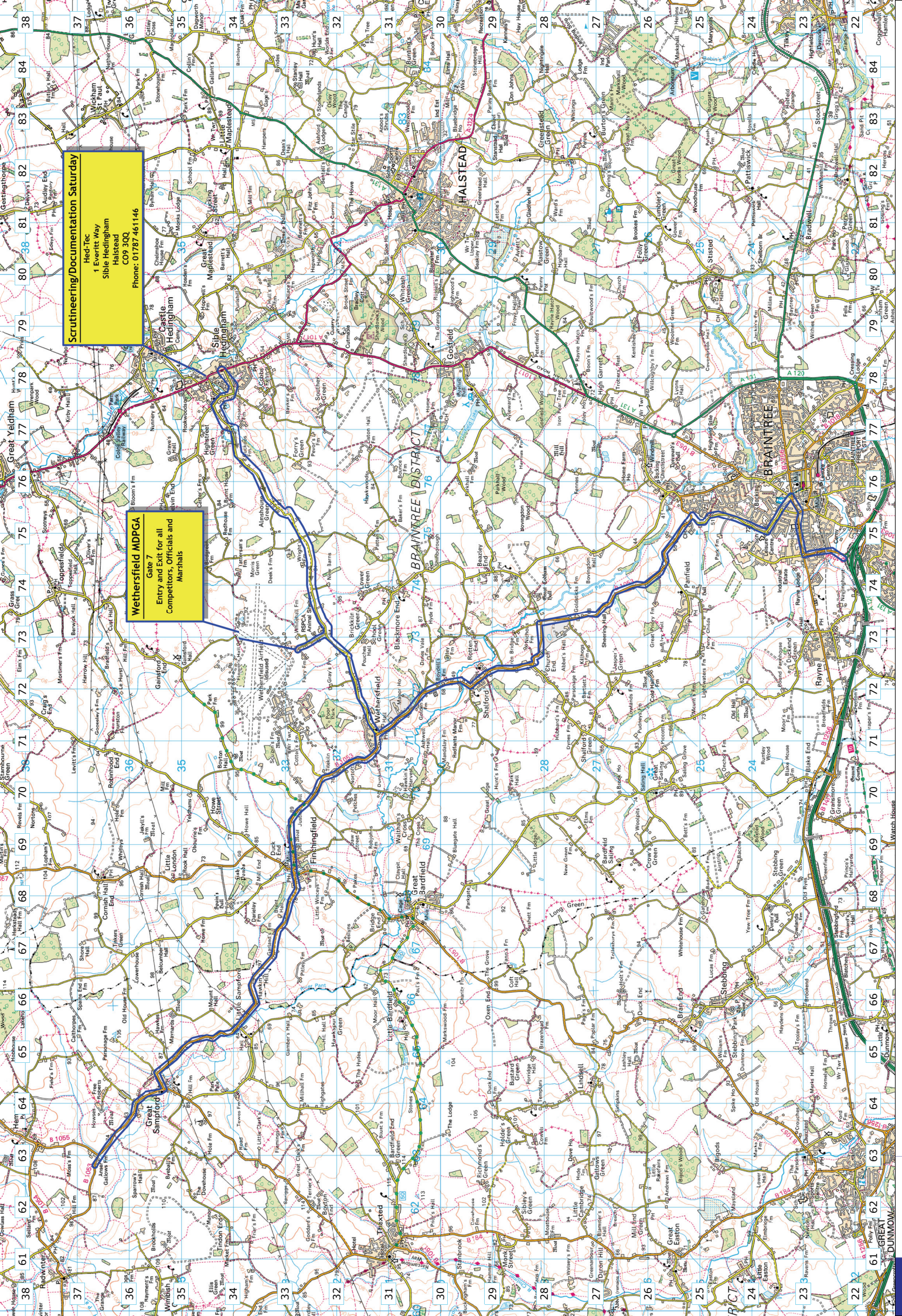
- 2.9 All entrants must have a suitable substantial environmental ground-sheet in place before any work commences on the vehicle.
- 2.10 Temporary structures such as motor homes, awnings and pop up tents must be erected securely and with sufficient ballast to cope with wind conditions. All structures deemed unsafe by the event organisers must be dismantled and removed.
- 2.11 All service vehicles must have an environmental spill-kit capable of dealing with 10 Litres of fluid, for use in the event of liquid spillage. (Competing cars must also carry a 1.25 litre capacity kit.) Spillage of any liquid must be contained immediately by the crew concerned and reported immediately to the Service Area Manager.
- 2.12 Fire extinguishers with a capacity of at least 4.5kg must be readily available at all times when vehicles are to be worked on. No Welding, Grinding or any Hot Work is permitted within the Service Area.
- 2.13 Vehicles must be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other types of jack. Engines must not be running when the vehicle is raised on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
- 2.14 Where necessary, as part of the service i.e. changing of fuel tank, fuel pump, fuel filter, or any other item of fuel circuit, emptying and/or refilling of the fuel tank is permitted provided that:
 - a. The work is carried out with the knowledge of the organiser
 - b. A fire extinguisher with operator is on standby
 - c. No other work is carried out on the car during this operation
 - d. A safety zone is established within which all sources of ignition are removed
 - e. A minimum amount of fuel is used, and any removed fuel is stored in a sealed container
- 2.15 Service area zones must be controlled in such a way that they do not present any unacceptable risk to competitors, crews, adjacent teams or members of the public. Any personnel carrying out work must ensure that they always adopt safe working practices.
- 2.16 Entrants are responsible for all personnel in their team and in particular for supervising any young persons under the age of 18. Only the minimum number of personnel required for servicing tasks are contained within the space allocated to the competitor.

- 2.17 All working areas shall be kept clean & tidy. All waste must be removed by the entrant at the end of the event and disposed of in a responsible manner.
- 2.18 Trailing cables & hoses must not be allowed to create a trip hazard and must not be run across access or ways unless covered by cable protectors.
- 2.19 Whenever vehicle engines are being run, adequate ventilation must be in place.
- 2.20 Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.
- 3.1 Re-fuelling is permitted in the Service Area, this must be the last operation to be carried out before the vehicles leave. The vehicle must be off any support stands, have all four wheels on the ground, have all other work ceased and have no occupants, when re-fuelling commences. All sources of ignition must be removed from the area and an appropriate fire response must be prepared. A 4.5kg minimum capacity dry powder fire extinguisher shall be carried by each service crew, in addition to that carried in the competing car.
- 3.2 Ideally re-fuelling should be by hand pumping, rather than from hand held containers.
- 3.3 Containers shall must be marked "Petroleum Spirit-Highly Flammable" and be kept from any source of ignition.
- 3.4 All empty containers must be removed from the venue after the event.
- 3.5 Petrol is to be used as fuel for the competing car only, not for any other purpose.
- 3.6 All vehicle re-fuelling is to take place in the open air. Smoking and any other sources of ignition, including live electrical items, must be prohibited and a safe area must be enforced with an operative on standby with a fire extinguisher.
- 3.8 Refuelling operatives, including those standing by with fire extinguishers, must ensure they are wearing protective clothing, including gloves and eye protection.
- 4.1 Some parts on historic vehicles, for example brake & clutch linings, contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible.
- 4.3 Where asbestos is used, every effort must be made to prevent dust being released.

- 4.4 Some mineral oils may cause skin cancers. Where contact does occur, contamination must be washed off immediately. The wearing of any contaminated clothing must be avoided.
- 4.5 Other substances may cause ill health. Competitors must obtain MSDS (material safety data sheets) from suppliers in advance so that they hold important safety information about the products.
- 5.1 All electrical equipment must be maintained in a safe condition.
- 5.2 Extension leads & cables should be neoprene, oil resistant flexible cable.
- 5.3 All electrical equipment used externally must be weatherproof and tools must be insulated against electric shock and used with residual current devices.
- 5.4 Electrical equipment and hand tools must not be used where flammable vapours e.g. brake cleaner or fuel, are present.
- 6.1 All Service vehicles shall be equipped a suitable fire extinguisher of 4.5kg minimum capacity, in addition to that carried in the competing car.
- 6.2 No Open Fired Cooking is allowed within the Service Area.
- 6.3 No Welding, Grinding or any Hot Work is permitted within the Service Area.
- 6.4 All sources of ignition must be kept away from any fuel store or re-fuelling area.
- 6.5 Fire extinguishers must not be moved from their known location, other than when in use.
- 6.6. In the event of any fire, a report must be made to the organisers via the Service Area Manager immediately. The organisers have an emergency plan to cover a fire in Service Area scenario.
- 6.7 All entrants are encouraged to train their personnel in correct fire prevention and treatment procedures.
- 7.1 Air blasts from over inflated tyres can cause severe injury. Tyres must not be inflated above manufacturers' recommendation figures.

- 7.2 Always stand clear when inflating tyres.
- 7.3 Compressors & air lines must be inspected regularly.
- 7.4 Compressed air cylinders must be stored and used to suppliers' recommendations.
- 8.1 Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term, or after prolonged exposure, permanent.
- 8.2 Where exposure to noise is unavoidable, hearing protection must be worn.
- 9.1 Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques and provide appropriate lifting aids.
- 10.1 Entrants must remove all waste from the venue, including containers, packaging, tyres, oils etc. They must be disposed of it in accordance with environmental legislation.
- 10.2 General waste facilities in the service area must not be used to dispose of hazardous substances or materials which have been contaminated by hazardous substances. These must be segregated and disposed of in accordance with waste regulations.
- 11.1 A 5 mph speed limit shall be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident.
- 11.2 There may be pedestrians in Service Areas. Special care must be taken in these circumstances, to avoid collisions and, where practicable, to segregate pedestrian routes.
- 11.3 The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in Service Areas.
- 11.4 Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.
- 12.1 Any person sustaining injury or illness, must seek treatment from the event emergency services, by immediately reporting to the Service Area Manager or Service Area Safety Officer in charge of the Service Area, who will ensure the appropriate response.

- 13.1 All accidents where any person sustains injury, or where damage to property occurs, must be reported immediately to the Service Area Manager in charge of the Service Area.
- 14.1 Entrants are always reminded of their obligations to comply with the requirements of the appropriate sporting regulations. These Guidance Notes must be read in conjunction with all relevant regulations and the HSE's guide HSG112 'Managing Health & Safety at Motorsport Events'.



Scrutineering/Documentation Saturday
Hed-Tec
1 Evert Way
Sible Hedingham
Halstead
CO9 3QQ
Phone: 01787 461146

Wethersfield MDPGA
Gate 7
Entry and Exit for all
Competitors, Officials and
Marshals

