

STRETTON CIRCUIT PUBLIC HEALTH AND SAFETY MANUAL INDEX

This Manual is split into two sections.

Section 1 relates to Public Risk Assessments.

SECTION 1 PUBLIC RISK ASSESSMENTS

The following documents in conjunction with audio and visual material shown at the circuit form the basis of the public health and safety policy in operation at Stretton Circuit.

HSE000 - Health and safety policy statement

Karting - Public

- KP01 - Safe operation of karts
- KP02 - National karting association briefing (and membership)
- KP03 - Supplementary track briefing (specific to Stretton Circuit)
- KP04 - Additional considerations
- KP05 - Special consideration for Cadet and Juniors
- KP06 - Special consideration for Adults
- KP07 - Special needs considerations
- KP08 - Risk of collision
- KP09 - Risk of fire – karts
- KP10 - Building and Facilities and general statement
- KP11 - Pit Lane Risk Assessment – Public
- KP12 - Track Risk Assessment – Public
- KP13 - Personal safety equipment
- KP14 - Cultural Guidelines
- KP15 - Driver suitability
- KP16 - Indemnity forms
- KP17 - Accident reporting procedure

Section 2 relates to Staff Risk Assessments and PROCEDURES

Stretton Circuit Health and Safety Manual					
General Section:		Karting /non-operational activities			
Sub Section:		General	Doc Ref:	HSE000	Originator
				Nick Lowe	
Document Title:		Health and safety policy statement			
Origination Date:		Review date:	Next Review:	Reviewer:	
5/7/12		21/06/19	21/06/20	Nick Lowe	

Health and Safety Policy Statement

Stretton Circuit (Stretton 2000 Ltd) is committed to pursuing excellence in everything it does and this includes the management of health and safety.

General Principles

1. The Circuit is committed to achieving high standards of health, safety and environmental practice.

2. The Management expects staff and visitors, contractors and other employers who work at the circuit to share this commitment by complying with the policies and procedures set out by the company, and to understand that they too have legal and moral obligations to themselves and to one another.

3. We intend to ensure the health and safety of all persons who may be affected by our activities by:
 - a. Consulting with and involving staff in matters relating to their own health and safety.

 - b. Providing, managing and maintaining the workplace, grounds, and properties so that they are, as far as reasonably practicable, safe and that risks to health are controlled.

 - c. Providing adequate and appropriate facilities and arrangements for welfare at work.

 - d. Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.

 - e. Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the circuit.

 - f. Ensuring that control measures and emergency procedures are: in place, effective, properly used, monitored and maintained.

- g. Implementing systems of work that are safe and where risks to health are controlled.
- h. Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and visitors are competent to supervise or undertake their work activities or partake in activities at the circuit and are aware of any related hazards and the measures to be taken to protect against them, giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- i. Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- j. Monitoring the safety performance of contractors who work for us.

4. Where there are no existing circuit policies or guidance, we expect our staff to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

5. We will promote a positive health and safety culture at the circuit and educate our staff and in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a particular course will be included.

6. We undertake to continually review and develop our safety management systems, with the aim of conducting our activities in a manner which does not affect the health and safety of any staff, contractors, visitors or members of the public, or adversely affect the environment.

Commitment

I and the other members of the Management are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare at the Circuit. We expect every member of staff to share this commitment and to work together to achieve it.

Nick Lowe
Stretton Circuit (Stretton 2000 Ltd)

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref: KP01	Originator Nick Lowe
Document Title:	Safe operation of karts		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

SAFE OPERATION OF KARTS

When considering the risks involved with public use of karts it is important to understand that there are many aspects which contribute to a safe and successful session.

In addition to the formal elements of the safety briefing it is also important to recognise the need to constantly review the assessment of risk based on every individual group of participants because of the varied nature of our client base.

With a minimum age of 8 years old and no specified upper age limit we are accessible to a whole range of people and attract not only individual "Arrive & Drive" clients but also many Stag, Hen, Corporate and family groups, each of which requires particular consideration.

The following documents set out the assessed risks to the public with regard to karting activities at Stretton Circuit;

- KP02 – National karting association briefing (and membership)
- KP03 – Supplementary track briefing (specific to Stretton Circuit)
- KP04 - Additional considerations
- KP05 - Special consideration for Cadet and Juniors
- KP06 - Special consideration for Adults
- KP07 - Special needs considerations
- KP08 - Risk of collision
- KP09 - Risk of fire – karts
- KP10 - Building and Facilities and general statement
- KP11 - Pit Lane Risk Assessment – Public
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- KP15 -Driver suitability
- KP16 -Indemnity forms
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Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP02	Originator Nick Lowe
Document Title:	NKA and NKA safety briefing		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

NKA and NKA safety briefing

Stretton Circuit is a registered member of the National Karting association and is inspected annually to ensure that the track, facilities and karts meet a nationally recognised standard.

Despite this, the NKA Safety briefing DVD which is shown to every participant at the circuit opens with a statement reminding people that all motor sport can be dangerous even though the management have taken every reasonable precaution for your safety.



The DVD safety briefing then goes on to cover the following topics;

Suitability of participants.

This activity is not suitable for expectant mothers, persons with heart or back problems or anyone who has a medical condition which would prevent them from driving on the road.

Persons under the influence of alcohol or drugs must not drive.

This topic concludes by stating that any concerns over safety issues should be raised with a senior member of staff before driving.

Use of personal protection equipment.

The safety briefing then goes on to outline the use of personal protection equipment including crash helmet, gloves and balaclavas, how to wear them and precautions to take with long hair and clothing. It also covers the issues relating to eating i.e. chewing gum and sweets.

Spectator area and pit lane.

Participants are alerted that they must remain behind spectator barriers at all times and not enter the track unless instructed to do so.

Additional information specific to Stretton Circuit is given in **KP03 – supplementary track briefing** with an illustration of the geographical layout of the circuit and spectator areas.

Entry and exit of karts and general comfort

Information on safe entry and exit of karts is given with particular attention paid to the risk of burns from hot exhausts.

Information on the availability of seat liners and adjustable pedals.

Kart Control

A detailed explanation of kart control is given with an explanation on pedal layout and function and operation.

The right pedal is the accelerator pedal which should not be forced past its stop as it will stretch the cable

The left pedal is the brake pedal which requires specific instruction on the correct use. **KP03 – supplementary track briefing** further explains the correct use of the brake pedal paying particular attention to “two pedalling” (an incorrect use of the brake pedal which may induce brake fade.

(Brake fade is the reduction in stopping power that can occur after repeated or sustained application of the brakes, especially in high load or high speed conditions. It can be a factor in any vehicle that uses a friction braking system including Cars, trucks, motorcycles, Karts, airplanes, and even bicycles. Brake fade is caused by a buildup of heat in the braking surfaces and the subsequent changes and reactions in the brake system. Loss of stopping power, or fade, can be caused by friction fade, mechanical fade, or fluid fade.

Brake fade occurs most often during high performance driving when the brake pedal is not released whilst accelerating.

An explanation of the steering controls is given with attention to the fact that the steering may appear to feel heavy.

An explanation of the differing dimensions of the kart is given to highlight the fact that the rear of the kart is wider than the front and care should be taken when overtaking other karts.

On Track

Flags

An explanation of flags and the meaning associated with each flag is given. (This subject is also reemphasised in **KP03 – supplementary track briefing**)

Yellow Flag



Yellow – A yellow flag signals a warning or caution. In a race situation it usually indicates that there has been an incident or spin out. Drivers must slow down and approach with as a kart may be stopped on the track. No overtaking is permitted on a caution flag.

Red flag



Red – The race has stopped. There may be an emergency on the track. Come to a controlled stop on the side of the track then proceed to the nearest racing marshal when directed to do so.

Blue flag



Blue - A blue flag indicates overtaking. If shown the driver should yield to the faster karts that are approaching. (The blue flag is only used in certain events)

Black & White (Diagonal) flag



Black & White - Driver warning. Driver is acting in an unsportsmanlike manner or causing a danger to other drivers or engaging in deliberate contact with other drivers.

Black Flag



Black Flag – Return to the pits immediately.

A black flag is also shown for removing feet or arms outside of the kart

Driver engaged in persistent deliberate contact.

If we believe that the driver represents a danger to themselves or other drivers

Blatantly ignoring other warning flags, instruction or marshal direction.

Chequered flag



Chequered flag – The session has ended, slow down, no overtaking and return to the pit lane.

An explanation of the procedure for rejoining the track following an incident is given along with an explanation of the procedure required if a kart is unable to rejoin under its own power. This involves removing both feet from the pedals and raising an arm whilst waiting for

Marshals assistance. There is also a warning that under no circumstances should feet or arms be moved outside of the kart and that the driver must remain seated.

This section concludes with an explanation of the procedure involved at the end of a session.

- After the chequered flag, slow down with no overtaking.
- Continue slowly around the circuit to the pit lane entrance (signposted).
- On reaching the pit entrance proceed into the pit lane at walking pace and to a controlled stop.
- Remain in the kart until all karts are stationary.
- Exit the kart when instructed to do so paying particular attention to hot areas (Engine/Exhaust)

Conclusion

The NKA DVD briefing concludes with a summary of the points stated above and repeats the warning the **ALL** motorsport can be dangerous.

Risk Identified	Level of Hazard	Controls
Unsuitability of participants	High – Risk of miscarriage, heart attack or paralysis if existing medical conditions are not taken into account or intoxicants are in evidence.	NKA Briefing and visual observation stating that the activity is not suitable for expectant mother, persons with heart or back problems or anyone who has a medical condition which would prevent them from driving on the road. Persons under the influence of alcohol or drugs must not drive.
Entanglement of long hair or clothing	High – Risk of Neck, head and spinal injury. Risk of death. (See also KP15 Cultural Guidelines)	Rear engine/chain fitted correctly to karts. Long hair must be tied up and tucked into race suit or helmet. Use of hair nets (available at the circuit) Prevention of any driver wearing scarves, long clothing or head scarves – (see KP15 on Cultural Guidelines regarding head scarves, turbans, hijabs and veils) Use of Black flag (see Flag sub section) to remove driver from track should the state of the identified risks change during a session.

Risk Identified	Level of Hazard	Controls
Risk of choking	Low – choking, breathing difficulties	Chewing Gun and sweets must be removed before getting into a kart
Collision with karts or track perimeter.	High – Head and facial injury Eye injury from flying debris Low – superficial injury to hands due to abrasion or stone damage	Use correctly sized helmet. All helmets correctly fastened. Ensure that visor is down (allowing for a gap of 1 finger depth for ventilation and to prevent helmet visor from misting) Gloves must be worn at all times Enforcing no contact rule as explained with clubhouse signage, NKA DVD briefing and KP03 supplementary briefing. Use of flags to control driving standards and issue warnings Use of Black flag (see Flag sub section) to remove driver from track should the status of any identified risks change during a session.
Risk of Burns	High – severe burns from hot exhaust or engine components	Visual demonstration on safe entry and exit of kart given in safety briefing DVD. Gloves must be worn at all times
Incorrect operation of kart Lack of pedal control due to height or seating issues	Med- Fracture, abrasions or impact injuries	Minimum height restriction of 1.4m Use of seat liners to improve seating position Use of adjustable foot pedals for greater control
Loss of braking performance due to brake fade leading to collision with karts or track perimeter.	Med- Fracture, abrasions or impact injuries	NKA Safety Briefing and KP03 – supplementary track briefing with detailed explanation of correct brake pedal use. Use of “two pedalling” warning boards Use of Black flag (see Flag sub section) to remove driver from track for incorrect use of brakes.
Drivers body extended beyond the extremities of the kart	Med- Fracture, abrasions or impact injuries	NKA Safety Briefing and KP03 – supplementary track briefing with explanation to stay in kart

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP03	Originator: Nick Lowe
Document Title:	Supplementary track briefing		
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Supplementary track briefing

All public karting events at Stretton Circuit begin with the NKA Safety Briefing as outlined in;

KP02 - NKA and NKA safety briefing

The subject areas covered in the extensive briefing provide sufficient information for all members of the public to conduct themselves in a safe and appropriate manner but the information contained is also of a generic nature.

To further enhance the safety briefing given at Stretton Circuit a supplementary safety briefing is conducted offering more localised and geographically relevant instructions.

This supplementary safety briefing, referred to as a track briefing in house, takes place in the clubhouse in front of a large overhead photograph of the circuit and surrounding area so as to put into context the points being raised and covers the following additional points.



Introduction

A general overview of the site is given explaining current position of briefing and relative positions of buildings, pit lane entry and exit and general track layout. This is also an opportunity to reinforce identified risks in **HSE002 Preventing slips and trips** with regard to pit lane activity and an opportunity remind all drivers of the format for the event and how the event runs.

Pit lane procedure

An explanation of the opening elements of the session is given with reference to the following point.

Getting into the kart – safe entry – ref **KP02 NKA and NKA Safety briefing** – identified risks

Subject to the type of event being held, an explanation on driver changes and refuelling is given particularly if the event is an endurance event.

See KP04 – Additional considerations.

Installation lap.

Stretton Circuit adopt a policy of giving all members of the public the opportunity to complete one slow lap in a kart prior to an event starting. The installation lap is conducted behind a kart driven by an experienced marshal and at a slow speed and is an opportunity for the incoming driver to acclimatise themselves to the weight, steering response, braking response and track conditions prior to being allowed to race at their own pace.

It is stressed that the installation lap is to be completed in single file with no overtaking and that drivers should try out the braking and steering system to acclimatise themselves to both.

During the installation lap each driver is visually assessed to see that they demonstrate basic kart control. If at any point during the installation lap there is cause for concern the driver is escorted back to the pit lane for further briefing or exclusion from the event. The driver also has the option (explained during the supplementary briefing) that they can return to the pit lane if there is an issue which they feel would compromise their safety.

At the conclusion of the installation lap the marshal pulls to one side and the event commences.

Conduct during session

The incoming drivers receive a description the track layout with a brief description of each corner and pit lane entry and exit points. Particular emphasis is given to the correct line and approach speeds into corners and attention drawn to the hairpin section of the track where controlled driving is required.

They also receive another explanation of flags (in addition to the one received in **KP02 NKA and NKA Safety briefing**) and their meanings using an illustration attached to the overhead photograph of the circuit (lower right of picture).

Pit lane conduct is explained (following on from the explanation of the chequered flag) with particular reference to pit lane speed when entering or exiting the pits and safe areas for spectators particularly during endurance based events where there will be several drivers awaiting their turn to drive.

(Specific identified risks are outlined in **KP11- pit lane risk assessment**)

An explanation of what to do in the event of leaving the race track is then given with instruction to stay in the karts, remove feet from pedals and await the arrival of a marshal.

Drivers are also reminded that they should keep hands and feet within the confines of the karts wrap around bumper system.

An explanation of the event start and finishing procedures is given.

Rolling starts (used on Arrive and Drive session and Endurance events)

Unless the event is a sprint challenge, mini grand prix or full grand prix the event is likely to be a rolling start. This is principally due to the fact that the event will formally commence at the conclusion of the installation lap referred to above.

Flag start (used on sprint challenge, mini grand prix or full grand prix events)

Drivers are released from the pit lane and make their way around to the starting grid.

The race starts with a green flag.

Race finish

After the chequered flag, slow down with no overtaking

Continue slowly around the circuit to the pits

On reaching the pit entrance proceed into the pit lane at walking pace and to a controlled stop

Remain in the kart until all karts are stationary

Exit the kart when instructed to do so paying particular attention to hot areas

(Engine/Exhaust)

A final reminder is then given to all drivers on what could be considered to be the 2 most pertinent points of all the briefings that being contact with other drivers and 2 pedalling.

All drivers are reminded that this is a non contact activity and that contact will not be tolerated.

A further reminder of the black flag is given along with a reminder that we reserve the right to remove a driver from a session with no refund.

All drivers are reminded about the correct use of the pedals and how to avoid two pedalling as explained in KP02 – NKA and NKA Briefing – Kart control

We remind drivers of the signalling systems in use with regard to two pedalling and the need to remove a driver from a session should persistent misuse of the braking system be suspected.

At the conclusion of the track briefing all drivers are invited to collect PPE equipment and proceed to the pit lane for further instruction from the pit lane marshal.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP04	Originator Nick Lowe
Document Title:	Additional considerations		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Additional considerations

In Addition to the points outlined in:

- KP01 - Safe operation of karts**
- KP02 - NKA and NKA safety briefing**
- KP03 - Supplementary track briefing**

There are other considerations which need to be taken into account. We have a very varied client base choosing from a very varied selection of events and whilst the majority of these events could be considered to be of a standard format there are always going to be variations which need careful assessment as to any additional identifiable risks.

Principles amongst these are the following subjects

Special consideration for Cadet and Juniors (see KP04 - Special consideration for Cadet and juniors)

Special consideration for adults (see KJP06 - Special consideration for Adults)

Special needs considerations (see KP07 – Special Needs considerations)

These 3 documents set out identified risks and should be used in conjunction **with all other risk assessments** when considering any particular course of action.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP05	Originator: Nick Lowe
Document Title:	Special consideration for Cadet and Juniors		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Special consideration for juniors

Stretton Circuit offer karting for Cadet and Junior drivers.

The definition of a Cadet driver with regard to activities at the circuit is any driver between the ages of 8-9 years old.

The definition of a junior driver with regard to activities at the circuit is any driver between the ages of 10-15 years old.

It is acceptable to have a 10 year + driver use a Cadet kart if they do not meet the minimum height requirements for the Junior karts but it is not acceptable for a Cadet driver to use a Junior kart if they exceed the minimum height for a Junior kart. (See below for Height restrictions)

Cadet & Junior drivers can participate in the following activities;

Arrive and Drive session of 15 minute duration. (It is acceptable for a Cadet or Junior driver to participate in multiple 15 minute sessions provided a break of at least 5 minutes is taken between sessions)

Cadet or Junior party – 3 practice laps followed by a 15 minute session for groups of 5 or more drivers.

We operate a strict height policy of 1.4m (4'7") for Juniors or 1.2m (3'9") for Cadets and are unable to accommodate drivers under these heights due to the physical limitations of the kart, in particular the safe operation of pedals and steering.

The minimum age applies to all drivers in a group situation and particular diligence is required where a 8th or 10th birthday party is being planned to ensure that ALL members of the group are within the required age and height parameters.

Cadet and Junior Karts are very different in design. Cadet karts feature a roll over hoop and seat belts whereas Junior karts are more conventional in design.

Cadet karts require an extra stage of driver preparation to ensure that seat belts have been fastened. Prior to installation laps commencing all Cadet drivers must have a final seat belt check.

A selection of suitably sized race suits and crash helmets are available at the circuit with particular attention paid to ensuring that all drivers have correctly fastened their helmet and race suits. Gloves must be worn.

All drivers should be checked to ensure that they are a suitable fit for the kart. Seat inserts and adjustable pedals should be used to suit.

Prior to all drivers leaving the pit lane a final check on brakes is made to ensure that they are able to stop the kart when required. This involves pushing the kart along the pit lane and asking them to demonstrate brake operation. Any driver failing this test can not participate in the session.

Prior to all junior group sessions 3 installation laps are completed (as per KP03 – supplementary track briefing) to help junior driver familiarise themselves with kart control, track layout and conditions. Any driver failing to demonstrate sufficient kart control during the any installation laps cannot participate in the session. (we reserve the right to carry out up to 3 installation laps to ensure suitability).

The maximum number of Cadet or Junior karts allowed on track at any one time is 10.

ANY session featuring Cadets karts must use the shorter track configuration (with the hairpin section removed)

All Cadet or Junior sessions are treated as timed practice session and not races.

Cadets or Juniors do not start from a standing start on the grid but instead start from a rolling start behind the track Marshals kart.

The only exception to the no racing rule is where an organisation books the circuit for a large group of 12 – 15 year olds. In this case we can, at our discretion, operate a mini endurance race to limit the number of karts on track. (Taking into consideration KP11 – Pit lane risk assessment)

Particular attention should be paid to two pedalling (KP02 – NKA and NKA Briefing – Kart control)

Adults are allowed to join in with a Cadet and junior Arrive and Drive session or Cadet and Junior group sessions but only under the following circumstances:

All Adult drivers have some connection to the party who have booked the event (i.e. it is not possible for an adult driver to join a junior group on an Arrive and Drive basis if they happen to arrive at the circuit at the same time as a pre-arranged junior group.)

Adult drivers should be given the same briefing as a Cadet or junior Group with an additional emphasis given on the need to express extreme caution when out on the track as they will be in Adult karts. Adults joining a mixed group are advised not to race with Cadet or juniors but instead allow a them to find a pace that they are comfortable with.

All Cadet and Junior drivers should be marshalled into the pit lane after the chequered flag has been shown (to indicate the end of a session) to control pit lane entry speed.

All drivers are to remain in karts until such a time as there is no moving traffic in the pit lane and it is safe to instruct the driver to exit the kart.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP06	Originator: Nick Lowe
Document Title:	Special consideration for Adults		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Special consideration for Adults

Stretton Circuit offer karting for Adult drivers.

The definition of an Adult driver in regard to activities at the circuit is any driver over the age of 16 years.

Adult drivers are able to participate in the following activities;

Arrive and Drive session of 15 minute duration. (It is acceptable for an Adult driver to participate in multiple 15 minute sessions).

Sprint Challenge/Mini Grand Prix/Full Grand prix

These formats feature a series of qualifying heats followed by a final race and generally feature a grid start.

Endurance races

These are long duration team based events which feature a rolling start, pit stops to facilitate driver changes and in exceptional circumstances (groups in excess of 40 drivers) can also feature pit stops for refuelling.

Owing to the nature of the activities held at Stretton Circuit we attract a wide variety of clientele. Often bookings will be placed for family groups and corporate team building events but we also attract Stag and Hen parties so particular attention is drawn to

- KP01 - Safe operation of karts**
- KP02 - NKA and NKA safety briefing**
- KP03 – Supplementary track briefing**
- KP15 – Driver suitability**

with even greater attention to groups arriving in the early afternoon or evening where they may have had a longer to opportunity to come into contact with intoxicants prior to arrival at the circuit.

Consideration is also given when mixing different small volume groups. It is important to try and assess that 2 or more different groups would be compatible driving in a shared session and that all participants exhibit caution towards each other. Should there be any doubts regarding the suitability of the mix, we reserve the option to split the session.

When combining small volume groups it is important to ascertain that no drivers under the age of 16 yrs are involved as we can not mix adult and cadet/junior drivers when combining

small volume groups (adult and Cadet/Junior drivers are permitted to drive together when booked in as a single family group – **See KP05 Special consideration for Juniors**).

A selection of suitably sized race suits and crash helmets are available at the circuit with particular attention paid to ensuring that all drivers have correctly fastened their helmet and race suits. Gloves must be worn.

Prior to all drivers leaving the pit lane a final check on brakes is made to ensure that they are able to stop the kart when required. This involves pushing the kart along the pit lane and asking them to demonstrate brake operation. Any driver failing this test can not participate in the session.

Adult sessions begin with an installation lap (as per KP03 – supplementary track briefing) to help the driver familiarise themselves with kart control, track layout and conditions.

In the event of a sprint type format race, the first qualifying session is started in this way but subsequent sessions may be started without an installation lap.

In the event of an endurance session, teams must complete the installation lap with the least experienced driver but we gauge the level of experience during the track briefing and if there are a disproportionately high number of inexperienced drivers we reserve the right to carry out a practice session to ensure that all drivers have the opportunity to take part in an installation lap with the time taken to complete this taken off the final race duration.

Any driver failing to demonstrate sufficient kart control during the installation lap cannot participate in the session.

The maximum number of karts allowed on track at any one time is 10.

Particular attention should be paid to two pedalling (KP02 – NKA and NKA Briefing – Kart control)

Drivers are marshalled into the pit lane after the chequered flag has been shown to indicate the end of a session to control pit lane entry speed. All drivers are to remain in karts until such a time as there is no moving traffic in the pit lane and it is safe to instruct the driver to exit the kart.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP07	Originator: Nick Lowe
Document Title:	Special needs considerations		
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Special needs considerations

Stretton Circuit has a long history of working with youth groups and special needs clients. To this end 2 specially constructed 2 seater karts are available to facilitate participants who are unable to drive for themselves.

When accepting a booking along these lines it is important to ascertain as much information as possible from the parent/care/guardian with regard to special requirements and limitations which may impact of identifiable risks.

The parent/care/guardian will have a full understanding of any limitations, general medical conditions or the extent of any learning difficulties which may impact on safety but ultimately Stretton Circuit has to determine the suitability of all clients to participate in events at the circuit.

Where possible Stretton Circuit will assess the suitability of participants by engaging directly with them. The NKA safety briefing and supplementary track briefing as set out in KP02 - NKA and NKA safety briefing, KP03 – Supplementary track briefing will be carried out followed by a pit lane assessment to ascertain suitability;

The pit lane assessment involves asking the client to sit in a kart and (without the engine running – i.e. propelled by a marshal) seek confirmation that the client has full control of the kart by responding to requests to brake and steer on command. This operation needs to be repeated several times. If the client demonstrates full control in this situation they should then be invited to do an installation lap as set out in KP-03 supplementary track briefing behind a Marshal kart to further demonstrate suitability. Only if these 2 indicators are met should the client proceed to a full session.

IN ALL OTHER CASES THE TWO SEATER KART SHOULD BE UTILISED.

Where an assessment indicates that a participant is unsuitable to drive a kart (be it from a physical assessment outlined above or from information received from a parent, carer or guardian) the 2 seater kart will be used.

The 2 seater kart has been specially adapted to allow a passenger to be driven around the circuit by an experienced employee of Stretton Circuit.

The 2 seater kart CANNOT be driven by members of the public.

When using this kart it important to continue to take into account all information gained regarding the clients needs as elements of any medical or physical limitations may still impact on safety.

It is important to establish a clear signalling procedure to allow the passenger to communicate with the driver over any levels of discomfort, speed of the vehicle and should they wish to return to the pits.

The usual means of communication is by a series of contact points on the drivers shoulders which are easily accessible from the passenger position.

Tap on Right shoulder – increase speed (accelerator pedal is located on the right)

Tap on Left shoulder – decrease speed (brake pedal located on the left)

Tap on both shoulders – stop and return to the pit lane

Due to the varied nature of passenger limitations both (physically and mentally) the above signalling system will not suitable in all cases.

If no mutually agreeable signals can be established then the marshals will proceed at a slow pace for the initial opening laps of the session and return to the pit lane after 3-4 laps to reassess passenger comfort and to check if they are proceeding at a comfortable pace.

This operation is repeated periodically throughout the session.

At no point will the 2 seater kart engage in any racing even if there are other karts on track during the session. They will seek to find space on the track and (subject to the above conditions on passenger comfort) circulate at an average pace.

The 2 seater kart is also used where participants do not meet the required minimum height/age criteria.

When used in this situation the same considerations as above in relation to signalling need to be taken as well as ensuring that particular care is taken with smaller passengers to ensure that they are not displaced from the kart.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	Public	Doc Ref: KP08	Originator: Nick Lowe
Document Title:	Risk of collision		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Risk of collision

Stretton Circuit goes to great lengths to take all reasonable precautions regarding driver safety.

We issue driver briefing in several formats an outline of which can be seen in

- KP01 - Safe operation of karts**
- KP02 - NKA and NKA safety briefing**
- KP03 – Supplementary track briefing**

We take every reasonable precaution to ensure that all drivers exhibit the necessary skills required to safely control a kart and we have systems in place to remove drivers that show a disregard either for their own or other participant's safety.

To further safeguard participants Stretton Circuit have members of staff trained in first aid.

The training is carried out by JL KING training and renewed every 2 years. The current training programme followed at the circuit is;

“Emergency first aid at work”

At least one first aider is on site at all times and all certificates are on display at the circuit.

We operate a strict NO CONTACT policy at all karting events.

We provide suitable PPE (helmets, race suits, and gloves) and advise participants on suitable footwear.

Despite these precautions there is a risk of collision either through an individual drivers deliberate disregard for the safety systems in place or through accidental contact from a “racing incident”.

This risk is highlighted to all participants via trackside signage and briefing material and we actively encourage members of the public to communicate any concerns they may have regarding safety to a senior member of staff prior to an event.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref:	KP09
		Originator	Nick Lowe
Document Title:	Risk of fire - karts		
Origination Date:	Review date:	Next Review:	Reviewer:
5/7/12	21/06/19	21/06/20	Nick Lowe

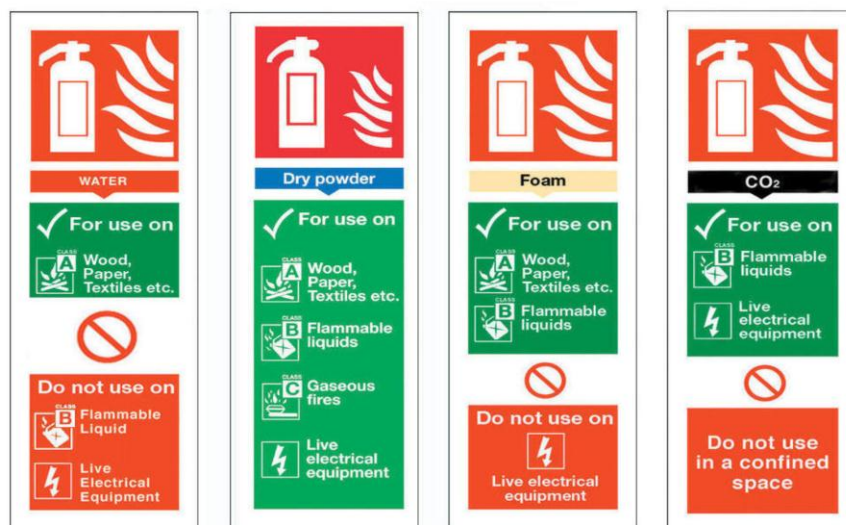
Risk of fire (karts)

The risk from fire in regard to a karting event is remote. There is however, due to the nature of the fuel, a possibility.

To counter this, all karts used at Stretton Circuit go through a pre-event check to ensure that the correct fitting fuel cap is used and that the fuel cap has the correct seal fitted.

This will prevent fuel escaping from fuel tank should a vehicle become inverted.

In the unlikely event of a fire the Stretton Circuit Marshals are trained in the correct use of fire extinguishers and have, on all marshal posts, the following equipment;



In the event of a fire. Participants should move away from the kart (at least 25m) to a safe location and behind the track perimeter barriers.

Under no circumstances should participants attempt any fire fighting activity.

Stretton Circuit Health and Safety Manual			
General Section:	Kart		
Sub Section:	public	Doc Ref: KP10	Originator Nick Lowe
Document Title:	Building and Facilities and general statement		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Building and Facilities

Stretton Circuit consists of an 850m outdoor karting circuit, an outdoor paintball arena and a clubhouse.

Contained within the clubhouse is a reception area, briefing area, licensed bar, several utility rooms, toilets, kart shop and staff kitchen.

All areas are kept clean, free from waste and clear of trip hazards with all private areas identified.

Fire exits are marked as illustrated below and kept clear of obstructions.



Fire extinguishers are located at strategic points throughout the building.

First aid and eye wash facilities are located at reception

Overall and final responsibility for health and safety is that of: Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		Stuart Bingham – Director
		Nick Lowe – Manager
GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Stuart Bingham – Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure	Nick Lowe – Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate

employees are competent to do their work.		training and personal protective equipment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Nick Lowe – Manager All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Nick Lowe – Manager or Duty Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Nick Lowe – Manager Or Duty Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	At reception
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: www.hse.gov.uk/riddor Tel: 0845 300 9923	At reception

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref: KP11	Originator Nick Lowe
Document Title:	Pit Lane Risk Assessment - Public		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Pit Lane Risk Assessment – Public

The pit lane is accessible to drivers taking part in events. Spectators are also permitted to view from the pit lane. During certain events (Endurance events) drivers will undertake pit stops to facilitate driver change-overs and, in longer duration events, to allow for fuel replenishment.

The Kart entry speed into the pit lane is one of the major points highlighted in the NKA safety briefing and the supplementary track briefing (KP02/KP03) and is further controlled by choke points in the pit lane entrance.

As a further incentive (although not a direct safety issue) drivers can be penalised laps or disqualified from events should they disregard the pit lane speed limits.

In spite of these safeguards there are specific risks which need to be assessed and dealt with accordingly.

Risk Identified	Level of Hazard	Controls
Collision between kart and spectator.	High – Fracture to lower limbs, severe bruising, head trauma	Access to Spectator area controlled by permanent fencing with no access to “Live” pit lane area.
Collision between kart and incoming/outgoing driver.	High – Fracture to lower limbs, severe bruising, head trauma	<p>Drivers are briefed as to the identified risk during the supplementary track briefing KP03.</p> <p>Drivers are only permitted to stand on raised island area whilst waiting affording protection from incoming karts</p> <p>Controlled crossing point is positioned at the far end of the pit lane to allow maximum visibility for both incoming karts and staged drivers</p> <p>Outgoing drivers exit kart directly onto raised area, incoming driver enter kart directly from raised area.</p> <p>Pit lane is permanently marshaled to oversee spectator and driver safety</p>

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref: KP12	Originator Nick Lowe
Document Title:	Track Risk Assessment - Public		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Track Risk Assessment – Public

Stretton Circuit is a registered member of the National Karting association and is inspected annually to ensure that the track, facilities and karts meet a nationally recognised standard.

The track perimeter barrier is made up of a combination of large sponge blocks and motorcycle or car tyres.

In some areas these tyres are bolted into stacks of 3 tyres high by 3 tyres wide to allow for impact absorption which reduces the speed of any karts leaving the track in a progressive manner.

The barrier surrounding the circuit is not intended to be a solid structure.

Prior to all events the track is inspected to ensure that the barrier system is integral and each corner marshal is charged with the responsibility of repairing any breaks in the barrier as a result of kart impact.

The track is also inspected to ensure that there are no hazards, debris or fluid spills which may lead to a loss of traction.

A spill containment kit is located in reception.

If necessary, the event is controlled using a peer to peer radio system and the specified flag warning system (KP02 – KP03) if repairs are required during an event.

Drivers are required to remain in the kart at all times unless instructed by a marshal. In the case of a mechanical failure which requires a driver to exit the kart the event is controlled using the flag warning system and the driver moved to a point of safety whilst a replacement kart is delivered to the marshall post to which the driver has been evacuated.

Specific identified risks regarding driver conduct and event progression are covered in KP01/KP02/KP03.

The circuit is floodlit with a check on all lights carried out on a daily basis whenever they are in use.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref: KP13	Originator Nick Lowe
Document Title:	Personal safety equipment		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Personal Safety equipment

Stretton Circuit supply personal safety equipment to all participants of Karting and paintball events which must be worn.

All equipment is supplied in a variety of sizes and is kept in good repair and frequently laundered.

The following equipment is used

Karting

Race Suit

Race suits are supplied in 6 different sizes and are a Single layer suit made out of a highly resistant polyester-cotton fabric with floating sleeves for more comfort and adjustable waist belt

Helmets

Helmets are available in 3 different sizes and are constructed from a Lightweight synthetic full-face shell.

Gloves

Gloves are supplied as dual sided, single sized items.

Footwear

Footwear is not provided by Stretton Circuit. Participants are advised to wear suitable footwear at the point of booking.

Training shoes, flat soled boots or shoes are acceptable.

Any type of open toed sandal, stiletto shoe or wedge types shoe is NOT acceptable.

In case of wet weather, Stretton circuit supply a shower proof over suit.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref: KP14	Originator Nick Lowe
Document Title:	Cultural Guidelines		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Cultural Guidelines

The client base at Stretton Circuit is of a very diverse nature and consideration needs to be given to identifiable risks associated with this. The 2 areas of consideration are clothing and language.

Clothing.

Head scarves, hijabs and turbans cannot be worn whilst undertaking any karting activity at Stretton Circuit. They all present a risk of strangulation should they become trapped in any rotating components on the karts.

The current NKA Guidelines are as follows;

to offer the wearer a private place to remove the head scarves, hijabs & turban and to replace with a helmet which they can keep on during their time at the circuit.

Stretton Circuit set aside a changing room where this can be carried out in private.

Due to safety and insurance conditions there can be NO exceptions to the above.

Language

Stretton Circuit often welcomes visitors from around the world who visit the circuit during holiday trips and school exchange programmes.

The particular difficulty that this presents is in the translation of the safety briefing material and the additional track briefing.

In this situation we look to the group leader or party organiser to assist in translation as they have a fuller understanding of what language barriers exist.

In addition to assistance with translation, we also carry out additional installation laps to satisfy ourselves that all drivers have understood the safety issues and kart control information.

If any doubt exist at the conclusion of the installation laps drivers are returned to the pits and offered a full refund.

Stretton Circuit Health and Safety Manual			
General Section:	Karting		
Sub Section:	public	Doc Ref:	KP15
		Originator	Nick Lowe
Document Title:	Driver suitability		
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe

Driver suitability

Stretton Circuit set out clearly in all marketing material the minimum requirements for driving karts at the circuit. To recap these are;

Minimum age for Cadet karts – 8 yrs old- Minimum height – 1.2m (3'9")
 Minimum age for Junior karts – 10 yrs old- Minimum height – 1.4m (4'7")
 Minimum age for Adult karts – 16 yrs old - Minimum height – 1.4m (4'7")

However, there are some circumstances where we reserve the right to change these minimum requirements on the grounds of safety.

Stretton circuit will not allow anyone under the age of 16 to drive an adult kart but we may elect to place someone over the age of 16 into a junior kart if we consider the adult kart to be unsuitable.

This situation can arise as the adult karts are heavier than the junior karts and also more powerful and in certain circumstance would not be appropriate for a client to drive.

Typically, this situation arises with very inexperienced or nervous drivers or drivers with a very slight frame.

We also reserve the right to use the junior karts for adult session in the case of certain promotional activities or where the client has a limited budget.

Stretton circuit also cater for Stag and Hen party groups as well as team building events. All drivers are reminded that they must be free from any form on intoxicant upon arrival at the circuit.

We also discourage boisterous behaviour at all times.

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	public	Doc Ref:	KP16	Originator	Nick Lowe
Document Title:	Indemnity forms				
Origination Date:	Review date:	Next Review:	Reviewer:		
5/7/12	21/06/19	21/06/20	Nick Lowe		

Indemnity Forms

Duration	Total £
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Indemnity Form

ALL MOTORSPORT CAN BE DANGEROUS

Minimum Age - 8 years

I have watched the NKA National Karting Association's "Safety Briefing" video on the date below and I fully understand and agree to abide by its contents; together with the rules, signage and safety guidance as posted at reception.

I also agree to keep indemnified Stretton 2000 Ltd, their servants or agents, in respect of any claims for death or injury or damage to myself or my property arising from any racing or practice session.

I agree that in the interest of my own, and the safety of others, my session may be reduced or terminated without refund.

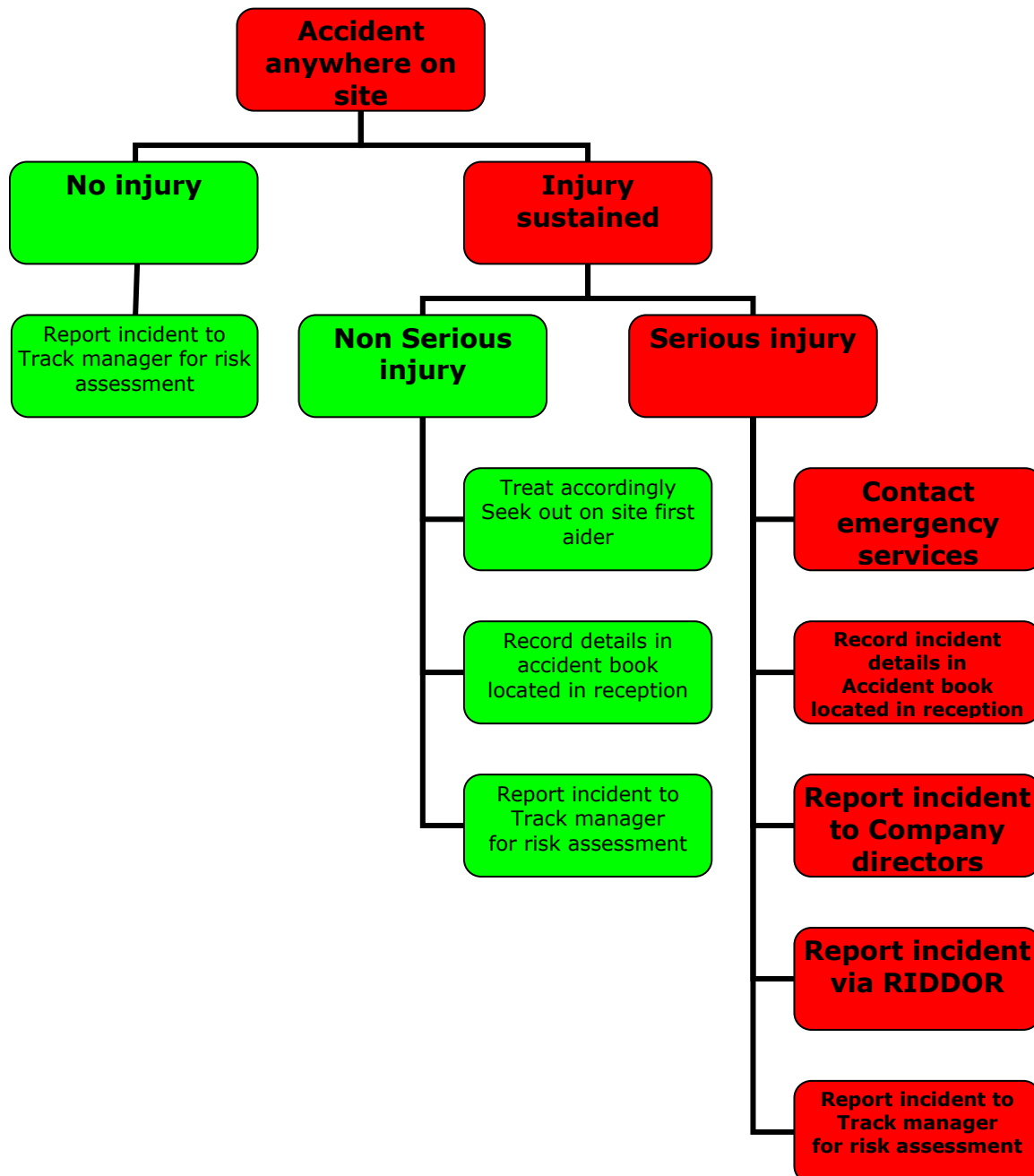
Full name:

Email: _____

Address

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	Public/staff/general	DocRef:	KP17	Originator	Nick Lowe
Document Title:	Accident reporting procedure				
Origination Date: 5/7/12	Review date: 21/06/19	Next Review: 21/06/20	Reviewer: Nick Lowe		

Accident reporting procedure



What is reportable under RIDDOR?

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record.

Reportable major injuries:

- Fracture, other than to fingers, thumbs and toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or
- Requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring
- Resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of
- Any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted
- From exposure to a biological agent or its toxins or infected material.

Injuries resulting in employees being absent for more than three days

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, is absent from work for more than three days as a result, you must report it to the HSE within ten days.

Reportable disease

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority.

Reportable diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis,
- Mesothelioma.
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus; and
- Other conditions such as: occupational cancer; certain musculoskeletal disorders.
- Decompression illness and hand-arm vibration syndrome.

Reportable dangerous occurrences (near misses)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.
- The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

Additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways, etc) and offshore workplaces.

Reportable gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly that someone has died or suffered a 'major injury' in connection with the gas you distributed, filled, imported or supplied, then this must be reported immediately.

If you are an installer of gas appliances registered with the Council for Registered Installers (Gas Safe Register), you must provide details of any gas appliances or fittings that you consider to be dangerous, to such an extent that people could die or suffer a 'major injury', because the design, construction, installation, modification or servicing could result in:

- (a) An accidental leakage of gas.
- (b) Inadequate combustion of gas.
- (c) Inadequate removal of products of the combustion of gas.