

Stretton Circuit public health and safety manual index

This Manual is split into two sections.

Section 1 relates to Public Risk Assessments.

Section 2 relates to Staff Risk Assessments and PROCEDURES

SECTION 2 STAFF RISK ASSESSMENTS AND PROCEDURES

Stretton Circuit staff health and safety manual index

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

HSE000 - Health and safety policy statement

Karting

KS01 - Risk to employees
KS02 - Risk from rotating parts and heat
KS03 - Pit Lane Risk Assessment - staff
KS04 - Corner Marshal Risk Assessment - staff
KS05 - On track marshal kart procedure – staff

HSE001 - Manual Handling
HSE002 - Slips and trips at work
HSE003 - Petrol and refuelling (Karts and other equipment)

In addition to the aforementioned documents, all members of staff must also refer to the following public documents;

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

General HSE documents

Getting to grips with manual handling
Preventing slips and trips
Petrol Storage (Plastic containers)

*Relevant to all activities at Stretton Circuit.

Stretton Circuit Health and Safety Manual					
General Section:	Karting /non-operational activities				
Sub Section:	General	DocRef:	HSE000	Originator	Nick Lowe
Document Title:	Health and safety policy statement				
Origination Date: 5/7/12	Review date: 21/06/25	Next Review: 21/06/26	Reviewer: Alan Lord		

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.

Alan Lord
Stretton Circuit (Stretton 2000 Ltd)

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	Staff	Doc Ref:	KS01	Originator	Nick Lowe
Document Title:	Introduction to risks to employees				
Origination Date: 5/7/12	Review date: 21/06/25	Next Review: 21/06/26	Reviewer: Alan Lord		

Introduction to risks to employees

This document is intended to outline the safety and procedural issues for marshals. Some of the information is strictly procedural and some relates to safety but this KS series of documents are written with procedural and safety issues together in order to highlight the context of both.

It is not intended to outline procedures for client safety as these issues are covered in material relating to driver briefings and track briefings however all marshals should be familiar with the client briefings to ensure that they act in a manner conducive to client expectations.

The client information which you **must** be familiar with is contained in the flowing documents;

- KP01 – Safe operation of Karts
- KP02 – NKA and NKA safety briefing
- KP03 – Supplementary track briefing
- KP04 – Addition 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

To carry out any duties at Stretton Circuit you should be;

Fit and able to work and free from any impediment which effects either physical or mental performance.

You should notify the duty manager immediately if you feel you unwell or your condition changes during any shift.

Not under the influence of Alcohol or Drugs. This includes any alcohol consumption within the 48 hour period preceding your shift.

The use of drugs, at any time, is not tolerated.

Job Descriptions

All staff members are part of a team whose task is to provide safe competitive kart racing for the enjoyment of our customers.

As the Company aims to achieve high levels of customer satisfaction all staff must be able to work to high standards at all times.

Responsibilities

Find out in advance what shifts you have been allocated from the staff rota and establish what your responsibilities are for that shift.

The following roles operate at Stretton Circuit:

Event Manager

The event Manager has overall responsibility for the running of any event. They are responsible for all aspects of staffing including the allocation of sub roles as listed below.

Key Responsibilities

- To ensure that all customer areas are clean and ready to receive paying guests
- To greet and welcome their arrival
- To delegate staff roles for the session.
- To ensure that full payment has been received
- To brief the incoming group
- To set up the timing system
- To monitor staff and customers during the event
- To ensure that, at the end of the session, customers return race suits and helmets etc
- Carry out a post race presentation.
- To ensure that everywhere is left clean and tidy and free from any hazards.
- Cash up at the end of the activity
- Ensure that the building is secure

Pit Lane Marshall

The Pit Lane Marshall has overall responsibility for the ensuring that the karts are ready for use. As such, it is a role occupied by an experienced member of staff. They are in charge of all aspects of the pit lane and carry out their duties with the assistance of corner marshals.

The Pit lane Marshal is responsible for all trackside activity including supervision of corner marshals.

Key Responsibilities (with the assistance of corner Marshals)

- Bring the required number of karts around from the garage into the pit lane
- Ensure that all karts are fuelled, showing the correct numbers and have transponders fitted.
- Ensure that all karts are clean, prior to an event starting (side pods polished etc)
- Responsible for making sure that corner marshals are in position prior to an event starting.
- To escort customers from reception to their karts in a safe and organised manner
- To liaise with the Event Manager that it is clear to start an event.
- To be in total control of all trackside events, including driving standards
- To ensure that spare karts are ready if needed and assist in the transfer of these
- To flag the session and ensure that all customers are escorted back into the clubhouse.
- To lubricate and adjust chains between events and carry out a general check over of all karts

- To refuel and prepare the karts in accordance to guidelines for the next event.
- At the end of the last session, to ensure that karts are re-fuelled, cleaned and garaged
- Responsible for all transponders being returned and put on charge
- Ensure that the garage is clean and tidy and secure
- Record all kart failure and create report for mechanics.

In order to ensure that customers have the best possible experience, it is important that the pit lane marshal acts in a very professional manner. During the event, the person carrying out this role will be in constant contact with our clients and they need to remain focused throughout the event.

Prior to any event, the pit lane marshal should, via radio or visual communication, check that corner marshals are in position, the track is clear of any hazards and that the event manager is ready to start the event.

During the event they are responsible for coordinating the safe running of the event using the flag signals set out below. If necessary they have the authority to stop an event either for safety or disciplinary issues and will call upon corner marshals when deciding on any action to take.

Corner Marshal

A Corner Marshal, prior to an event, is responsible for assisting the Event Manager and Pit lane Marshal in carrying out their duties.

Key Responsibilities

- To assist the Event Manager in issuing suits and helmets
- To assist the Pit lane Marshal in readying the karts
- To ensure that tyre walls are in good condition and Safe
- To assist in the changeover between events

During an Event

- To ensure that their Corner has the correct number of flags and fire extinguishers
- To be responsible for their section of track in a safe manner
- To ensure the safety of paying guest
- To report any instances of poor driving to the pit lane marshal via Radio
- To warn drivers of hazards using the standard flag system as below.
- To repair any damage to tyre walls and run off area's after an event.

If, during an event, an incident occurs which is considered to represent a hazard the incident should be reported to the pit lane marshal who will elect to either stop the event or place the track under full course yellow flags. The pit lane marshal will coordinate the issuing of the required warning flags with all corner marshals via radio or visual signaling to enable track marshals to rectify the situation.

After an Event

- To assist in returning karts to the garage as instructed by the Pit lane Marshal.

General points relating to all staff positions.

Your attitude to any role will have a major impact on the customer. Enthusiasm, cheerfulness and alertness are essential to do the job properly. Being aware of the customer's needs and

answering their questions in a helpful way is important. However, do not give advice or attempt to answer questions that should be dealt with by the Event Manager or Reception staff and avoid offering advice on driving faster.

Mobile phones should **not** be taken onto the circuit, as answering them will distract you from your job. If necessary use them during your breaks.

Whilst at work you are being watched at all times by the customer. Be aware that your appearance matters, smoking is unacceptable except in the designated area.

ALL Trackside staff **MUST** wear high visibility vests or jackets. No personnel are permitted on track without one.

Any member of staff involved in the driving of karts and other vehicles must do so in a safe manner and in keeping with the briefing given to the customer.

Helmets must be worn when driving / testing karts.

Finally do not go onto the circuit until you have collected a radio.

Unacceptable behaviour

It is important that in any activity undertaken at Stretton Circuit a suitable level of behaviour is displayed from both members of the public and members of staff.

The 2 core activities we are involved in have an element of competition which, in extreme cases can get out of hand and turn aggressive.

Although this is a rare occurrence the following risks should be identified.

Risk Identified	Level of Hazard	Controls
Physical Abuse Verbal Abuse Attack against property	Low risk to customers and employees	Be vigilant at all times Wear clothing that identifies you as a member of staff Avoid direct confrontation Adopt a non aggressive attitude Walk away from potential inflammatory situation Maintain contact with duty manager using circuit radios system Where possible have a minimum of 2 people on site at any time Maintain access to a mobile phone and contact the Police if necessary

Flags

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

When marshalling it is imperative that all flags signals are shown clearly and, in the case of driver warning flags, specifically to the driver concerned.

All flags must be shown from a trackside position preceding the incident from a position of safety. All flags (with the exception of a stationary Yellow flag) should be waved vigorously and from a standing position.

Yellow Flag



Yellow – A yellow flag signals a warning or caution. In a race situation it usually indicates that there has been an incident. Drivers must slow down and approach with caution 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.

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.

Radio communication

The use of **radios** is probably the most important factor is circuit safety. Handle them with respect. Do not handle them by the aerials. Report any problems with them to the Circuit Manager.

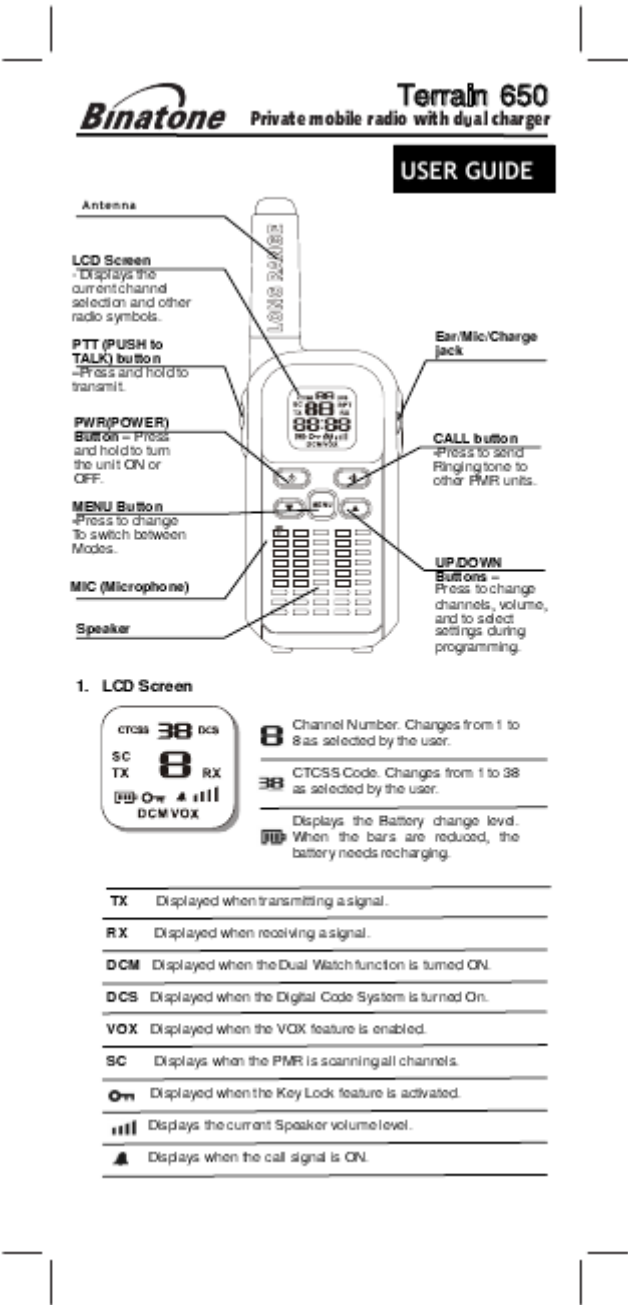


Illustration shows the type of radio currently in use at the circuit. You are not permitted to work on the circuit until you have a complete understanding of the use of radios.

Every radio has a PTT button located on the left hand side of the unit. To talk to other radio users, press this button and speak clearly and calmly into the radio.

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	Staff	Doc Ref:	KS02	Originator	Nick Lowe
Document Title:	KS02 Risk from rotating parts and heat				
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Risk from rotating parts and heat

During the preparation and delivery of karts to the pit lane there is an indentified risk of injury from rotating or hot engine components.

Particular care needs to be taken especially if leaning on a kart at the rear of the vehicle not to touch the exhaust system

Care also needs to be taken when lubricating chains and sprockets. This operation must only be carried out when the kart is stationary and the engines(s) switched off.

All rear kart covers must be replaced as soon as the chain and sprocket have been lubricated.

No Karts are allowed on track without a rear engine cover in place.

Risk Identified	Level of Hazard	Controls
Burns from exhaust system, braking system or engine	High – tissue damage to hands and arms	Ensure that rear engine covers are in place Where exhaust is exposed pay attention to warning sign on exhaust silencer
Rotating parts on Kart (Axle, Chain Sprockets, wheels)	High – tissue damage, loss of finger, crush injury	Kart must be switched off when lubricating chains and sprockets. Rear engine covers must be fitted at all times other than when lubricating

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	Staff	Doc Ref:	KS03	Originator	Nick Lowe
Document Title:	Pit Lane Risk Assessment - Staff				
Origination Date: 5/7/12	Review date: 21/06/25	Next Review: 21/06/26	Reviewer: Alan Lord		

Pit Lane Risk Assessment – staff

The pit lane is accessible to both staff and paying drivers taking part in events.

Spectators are also permitted to view from the pit lane.

Pit lane staff are responsible for both their own safety and that of any members of the public who are permitted in the area.

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. These choke points should be maintained and monitored throughout an event to ensure that the gap is not widened due to contact.

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

With regard to spectator and competitor safety the following point (as highlighted in KP11-Pit Lane Risk Assessment – Public) need to be considered and monitored.

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. Pit lane marshal to control spectator access.
Collision between kart and incoming/outgoing driver.	High – Fracture to lower limbs, severe bruising, head trauma	Drivers are briefed as to the identified risk during the supplementary track briefing KP03. Pit lane marshal to monitor incoming and outgoing speeds and caution driver if necessary using black flag (return to pits). Persistent offending leading to removal from event. Drivers are required to stand on raised

Collision between kart and incoming/outgoing driver.	High – Fracture to lower limbs, severe bruising, head trauma	island area whilst waiting affording protection from incoming karts. Pit lane marshal to monitor incoming and outgoing driver positions and advise accordingly. Controlled crossing point is positioned at the far end of the pit lane to allow maximum visibility for both incoming karts and staged drivers Outgoing drivers exit kart directly onto raised area, incoming driver enter kart directly from raised area. Pit lane is permanently marshaled to oversee spectator and driver safety
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With regard to staff safety the following points need considering.

Risk Identified	Level of Hazard	Controls
Collision between kart and staff member.	High – Fracture to lower limbs, severe bruising, head trauma	Wear Hi visibility clothing as provided Maintain visual contact with oncoming traffic at all times. Stay positioned on raised island area where possible to increase protection from kart maneuvers. Have a route back onto raised area planned in the event of a kart entering or exiting the pits with excessive speed whenever entering live pit lane. (Black flag offending driver when safe to do so) At the end of an event, take up a position at the pit lane entry end of the raised area to instruct incoming traffic to slow down. Only enter live pit lane when all traffic has come to a stop. Do not stand directly in front of any kart where a driver is getting in or out in case they accidentally step on the accelerator pedal. Use engine stop switches (or buttons) to stop engines before drivers exit karts.

Refuelling

In addition to the above considerations regarding general pit lane safety the following document - HSE003 Petrol and refuelling (Karts and other equipment) also covers specific identified risks associated with refuelling and should be read in conjunction with this document.

A summary of the main points of HSE003 is as follows;

During a race meeting where refueling is necessary, the Karts should be refueled in a well ventilated dedicated area (**marked in the pit lane**), away from sources of ignition and the public, with two marshals in attendance.

They should be in clean overalls with the appropriate fire fighting equipment to hand. (Class B - Flammable Liquids - Foam fire extinguisher)

Marshals responsible for refueling must have received training appropriate to the risks that they may encounter.

No Karts should be refueled outside the dedicated area during events.

Fuel must not be tipped directly from fuel can. Use a suitable funnel, spout (as supplied with fuel can) or bowser.

In-race refueling can only be carried out once the kart is in the specified refueling area, the driver has been removed from the refueling area and the kart engine(s) have been switched off.

Upon completion, all fuel tank caps must be checked for the presence of a suitable O ring before refitting and engines must only be restarted once the fuel tank cap has been refitted.

Any decanted fuel should be removed from the pit lane area once refueling is complete and returned to the safe storage area in the garage.

Exceptional Care should be taken when refueling Honda Style metal "top tanks" which are situated close to the engine exhaust system to prevent spillage.

All refueling should be carried out in a slow, methodical manner. DO NOT RUSH during "in race" refueling.

In order to prevent an increased risk of fire (not only during kart/fuel related activities but also around all buildings and storage containers) all areas should be free from waste and kept clean and tidy.

For information on fire fighting equipment see KP09 – Risk of fire

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	Staff	Doc Ref:	KS03	Originator	Nick Lowe
Document Title:	Corner Marshal Risk Assessment - Staff				
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Corner Marshal Risk Assessment – staff

All motor sport events have an element of risk of personal injury involved for competitors and staff or officials. The role of the corner marshal is to assist the circuit in minimising those risks. However, in doing so

You must always be aware of your own personal safety.

Consequently, always face oncoming karts whilst occupying any trackside or pit lane position and stay alert at all times.

All marshals must have watched and understood the briefing material used by the company to brief the customer.

When on the circuit only use the flags, procedures and systems that the customers have been given during their briefing session.

Do not use hand signals, shout, whistle or improvise in any way, which may confuse the customer.

Keep behind safety barriers at all times and only enter the live track when the proceeding marshal post is displaying a waved yellow flag to warn approaching drivers of the hazard.

ALWAYS KEEP IN MIND THE FOLLOWING POINT;

The flag warning system in use at Stretton circuit is a recognised method of warning drivers that a hazard exists. The flags do not slow the karts. It is the drivers responsibility to act accordingly therefore the presence of a warning flag does not necessarily mean that it is safe to be on track should a driver wilfully ignore the warning.

Stretton Circuit does not and will not expect any marshal to take any personal risk in recovering a kart or dealing with an incident.

At all times maintain visual contact with oncoming traffic and be prepared to return to a position of safety if any kart appears to be approaching your position at excessive speed or in an uncontrolled manner.

IF ANY DOUBT EXISTS WITH REGARD TO THE SAFE HANDLING OF ANY INCIDENT CONTACT THE PIT LANE MARSHAL AND REQUEST EITHER A FULL COURSE YELLOW FLAG OR A RED FLAG BEFORE ENTERING THE LIVE TRACK.

Once safely on track keep the kart you are dealing with between you and oncoming traffic whilst assisting the customer.

All corner marshals have received training on the following topics.

Marshal post positions.

Warning flags, their meaning and the implementation of the warnings.

Communication and the use of the Circuits radio system.

Fire extinguishers and Fire fighting procedures.

When occupying the position of corner marshal you must remain behind the tyre safety barrier at all times.

Incidents during racing

The use of the yellow flag is normally the first action to take when a racing incident occurs. In the event of a kart rolling or flipping report the incident to the Pit lane Marshal by radio immediately. They may decide to instruct marshals to red flag the race. In this case stay on your post until given further instructions.

Upon an incident,

- Immediately display a waved yellow flag to warn oncoming drivers from a point preceding the incident. If necessary use the radio to contact the preceding Marshal post.
- Establish eye contact with the driver involved in the incident and signal to the driver to remain in the kart.
- IF THE DRIVER SHOWS ANY SIGN OF DISTRESS REPORT THIS TO THE PIT LANE MARSHAL AND REQUEST THAT THE EVENT IS RED FLAGGED (STOPPED) BUT DO NOT ENTER THE RACE TRACK UNTIL ALL KARTS HAVE STOPPED ROLLING. This situation should be verbally confirmed with the Pit lane marshal. REQUEST THE ASSISTANCE OF A TRAINED FIRST AIDER IF REQUIRED.
- If the driver confirms that they are not in distress radio the nearest preceding marshal post to show a waved yellow to warn drivers entering your area that there is an incident.
- Verbally confirm (via radio) that the preceding marshal post is displaying a yellow flag.
- BEFORE ENTERING THE TRACK PERFORM A VISUAL INSPECTION TO CONFIRM THAT KARTS ARE SLOWING DOWN IN RESPONSE TO THE WAVED YELLOW FLAGS. IF DRIVERS ARE NOT CONFORMING, REMAIN IN A SAFE POSITION.
- In the event of drivers not slowing down, report the incident and race numbers to the pit lane marshal. THESE KARTS SHOULD THEN BE SHOWN A BLACK FLAG AND INSTRUCTED TO RETURN TO THE PIT LANE.
- ONLY WHEN KARTS ARE CONFORMING TO THE YELLOW FLAGS BY CONSIDERABLY REDUCING THEIR APPROACH SPEED SHOULD YOU LEAVE YOUR POSITION OF SAFETY AND ENTER THE TRACK.
- AT ALL TIMES maintain visual contact with oncoming traffic. If necessary, be prepared to return to your safe area until it is safe to deal with the incident. Providing the driver is seated in the kart and not in distress there is no limitation on the time it takes to rectify a situation.
- Depending on the nature of the incident proceed as follows:

Before returning the kart to the track - perform a visual inspection for damage to steering by moving the steering wheel and checking that the steering column, track rods, track rod ends and stub axles are all connected and performing as intended. There should be a direct connection to the kart wheels with no free play in movement and both wheels should perform symmetrically.

Carry out a function test on the brakes by request the driver applies pressure to the brake pedal whilst you attempt to move the kart. If the brakes are performing as intended you should not be able to move the kart.

Only when these 2 basic checks have been carried out and you have visually confirmed that other drivers are maintaining safe approach speeds should you return the kart to the race track by pushing it into the required position. If necessary, request additional assistance from the marshal on the first point AFTER the incident.

Carry out a further visual check on the kart as it departs check for rear axle straightness and alignment, rear safety cover attachment and exhaust security. If any issues are spotted, contact the Pit lane marshal via radio and request that the kart is shown a black flag to return to the pits for rectification.

If the kart is immobile, if you suspect any damage, or the kart can not be moved for any reason you will be required to ask the driver to exit the kart. Before removing the driver, perform a visual check to ensure it is safe to do so and radio all marshals to state your intentions. Request authority and when given immediately escort the driver to your marshal post and instruct them to remain there. Once the driver is in a safe position return to the kart and remove it (with marshal assistance) to a position of safety away from the racing line.

If there is sufficient time remaining in the event then escort the driver back to the pit lane if necessary using a relay system with other marshals so that you are not away from your post. At all times the position of the driver and escorting marshals should be covered by a waved yellow flag.

Only when the kart has been returned to the track or placed in a safe position with the driver escorted to the pit lane AND all marshals are back in position should you radio for the withdrawal of the yellow flags and the track to return to racing conditions.

Retrieving karts

Retrieving karts from the circuit is best left until the racing has finished. If recovery must be done whilst the racing continues then ensure that the Yellow Flags are slowing the karts on the circuit.

Be aware that karts are heavy (up to 130 kgs!) Do not attempt to lift them without assistance as a back injury is probable.

Starting karts

Starting karts can cause you an injury if not done properly. Recoil starters can "bite". Always slowly pull the recoil starter to turn the engine until it is approaches the point of maximum compression. Allow the chord to retract then quickly pull the chord to start the engine.

Do not let go of the chord as this can cause it to snap.

A **kart Fire** is always a risk, which should not be underestimated. If fire occurs your first action should be to alert the Circuit Manager by radio. Then get all customers away from the danger. Be aware of your own safety at all times.

Tackle the fire with fire extinguishers and with reference to **KP09 – Risk of fire**

A circuit inspection must take place every day before racing commences. The purpose is to ensure that all barriers are in place and that the surface is clear of any debris and that flags / extinguishers are in position

Incidents/Accidents

As a marshal you are not expected to deal with an accident. However, as you may be the first member of staff to realise that an accident has happened you must immediately inform

the Circuit Manager and pit lane marshal by radio. They will then tell you what is expected of you. Turn off the kart engine. Talk to and reassure the injured person that assistance is on the way.

Do not attempt to move the injured person at all. One of the companies' first aiders will assume responsibility for the casualty.

With regard to staff safety the following points need considering.

Risk Identified	Level of Hazard	Controls
Collision between kart and staff member.	High – Fracture to lower limbs, severe bruising, head trauma	Wear Hi visibility clothing as provided Maintain visual contact with oncoming traffic at all times. Do not enter the live track until you have confirmed a waved yellow flag from the proceeding marshal point is covering your position. Have a route back onto a position of safety planned in the event of a kart approaching your position at speed (Black flag offending driver when safe to do so) Stay positioned at the marshal post where possible to increase protection from kart maneuvers. Request Red flag if an incident can not be resolved without placing a member of staff or a member of public in a position of danger.

For information on fire fighting equipment see KP09 – Risk of fire

Stretton Circuit Health and Safety Manual					
General Section:	Karting				
Sub Section:	Staff	Doc Ref:	KS05	Originator	Nick Lowe
Document Title:	On track marshal kart procedure - Staff				
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On track marshal kart procedure – staff

There are certain situations where it is relevant to have a marshal circulating in a kart in order to oversee on track safety.

This technique is particularly useful when catering for a small group or when junior drivers are on track.

Stretton circuit refer to this role as Track Marshal.

The major advantage is that the track marshal can instantly visit the scene of an incident to offer assistance leaving corner or pit lane marshal free to continue displaying warning flags.

Once the track marshal leaves the safety of the kart they are driving they instantly become subject to the safety considerations highlighted in

KS04 - Corner Marshal Risk Assessment – staff

However, there are some additional identifiable risks to consider.

The marshal in the track kart must always circulate at half race speed being particularly vigilant with regard to not occupying the racing line at slower speeds.

The track marshal must park the kart well off the racing line and off the racing surface when dealing with an incident. (i.e. park on the grass well away from the racing line)

The track marshal must then study oncoming traffic (under the guidance of a yellow flag from a preceding marshal post) before crossing the track to deal with the incident keeping in mind the point raised in KS04 – Corner marshal risk assessment.

Once an incident is dealt with care (with regard to oncoming traffic) needs to be taken when returning to the marshal kart and rejoining the race track.

Once seated in the marshal kart, the driver must check over both shoulders for traffic before moving off again.

Only when the marshal kart has moved away from the incident should any yellow warning flags be withdrawn.

Stretton Circuit Health and Safety Manual					
General Section:	Karting /non operational activities				
Sub Section:	General	Doc Ref:	HSE001	Originator	Nick Lowe
Document Title:	Manual Handling				
Origination Date: 5/7/12	Review date: 21/06/25	Next Review: 21/06/26	Reviewer Alan Lord		

Manual Handling

Issues arising from the risks associated with manual handling is an area of operation that requires consideration in a variety of activities at the circuit. Almost every area of operation features some form of manual handling and, as such, a broad range of risks needs to be assessed.

In making an assessment the following document - "Getting to grips with manual handling" published by the Health and Safety Executive and licensed under the Open Government License v1.0' should be consulted. A copy of this document is included in the Stretton Circuit Health and Safety Manual.

In addition to the aforementioned document there are also some very specific risks to consider.

Risk Identified	Level of Hazard	Controls
Lifting of Karts for maintenance work.	High – Karts weight in excess of 200Kg	Use lifting hoist provided and kart stands as supplied
Lifting of Karts to facilitate track recovery.	High - Karts weight in excess of 200Kg	Only attempt to roll kart back into position. If kart is not mobile recovery should be carried out using kart trolley and sufficient number of people to lift. Min 3 People.
Repositioning of Tyre barriers and safety fences	High – Bolted runs of tyres (in excess of 3 blocks) weigh in excess of 70kg Low – Single tyre/Foam sections	Only to be repositioned by 2 or more people Care should be taken when wets as foam barriers increase in weight
Injured personnel	High -	Use evacuation chair provided
Returning karts to race track	High – Even if mobile kart weight is still excessive.	Remove driver to safe position off track. Roll kart back into position. When clear, return driver to kart to continue racing.

In addition to the specific instances listed above a general guideline of safe lifting weights is as follows;

WHAT IS SAFE LIFTING?

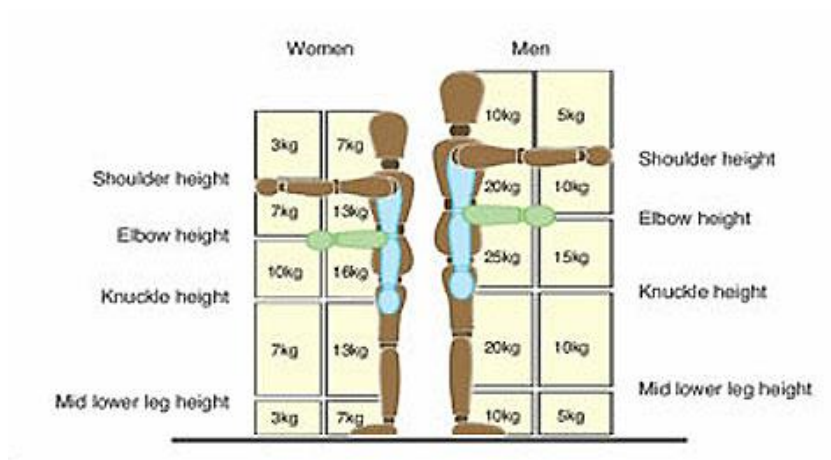
Safe lifting is a manual handling process designed to minimise stress on the spine and reduce the risk of developing a lower back injury.

SAFE LIFTING LIMITS

There is no prescribed maximum weight limit for lifting because individuals, irrespective of their age or gender, have different physical capabilities.

At Stretton Circuit staff members are not expected or encouraged to lift or carry weights which are over a maximum weight of 16 kg: weights above this require the use of mechanical equipment.

The following diagram shows maximum lifting weights for lifting and carrying based on load positioning.



PERFORM MANUAL HANDLING RISK ASSESSMENT

Prior to any lifting or carrying work, perform a risk assessment to identify possible risks and ways to eliminate them. Consult staff members for information on known problems and how to solve them. Most situations will require just a few minutes observation to identify ways to make the activity easier and less risky, ie less physically demanding.

Assess each manual handling situation to determine the level of risk for that task based on its specific characteristics. Risk factors include:

- weight of load
- size and shape of load
- amount of time available to perform the task
- manual handling skill
- actions and movements
- working posture and position when lifting
- duration and frequency of the manual handling task
- Location of load and the distance to be moved.

For work that is not closely supervised, a supervisor should ensure that staff members are aware of potential risks in manual handling and how to manage these risks.

REDUCE OR ELIMINATE RISK

Ways to eliminate or reduce the risk of manual handling injuries include:

- **Change the task** - does this task need to be carried out? If so, does it have to be done this way?
- **Change the object** – for example, repack a heavy load into smaller parcels.
- **Change the workspace** – for example, use ergonomic furniture and make sure work benches are at optimum heights to limit bending or stretching.
- **Use mechanical aids** – like wheelbarrows, conveyor belts, cranes or forklifts.
- **Change the nature of the work** – for example, offer frequent breaks or the chance to do different tasks.
- **Offer proper training** – provide training to reduce the chance of injury.

HOW TO LIFT SAFELY

Plan the Lift

- try to break down the load into smaller parts
- check the pathway and clear any obstacles
- check if any doors need to be opened
- Test the weight of the load by lifting one corner. If it is too heavy or awkward, stop and request help.

Performing the Lift

- stand with feet shoulder width apart and in a staggered stance
- move in close to the load
- bend your knees, keep your head upright and maintain the spine's natural curves
- pull the load close to your body
- secure your grip
- use a smooth controlled motion to lift the load
- Avoid twisting or turning your body when lifting and be sure to use your feet to change direction.

Setting the Load Down

- stand with your feet apart and in a staggered stance
- get as close as possible to the area you will place the load
- bend your knees, keep your head upright and maintain the spine's natural curves
- keep the load close
- Once the load is where you want it release your grip. Always ensure that the load is secured before releasing your grip.

Team Lifting

- Before undertaking a team lift, establish emergency commands should anyone experience difficulty during the exercise
- If lifting a load with a team member, keep communicating and tell them of any action you are about to take - such as lowering or adjusting the load.

Stretton Circuit Health and Safety Manual					
General Section:	Karting /non-operational activities				
Sub Section:	General	Doc Ref:	HSE002	Originator	Nick Lowe
Document Title:	Preventing slips and trips				
Origination Date: 5/7/12	Review date: 21/06/25	Next Review: 21/06/26	Reviewer: Alan Lord		

Preventing slips and trips

Most slips occur in wet or contaminated conditions and most trips are due to poor housekeeping. The solutions are often simple and cost effective, a suitable assessment of the risks should identify the necessary controls and these should include (in no particular order):

- prevention of contamination
- management of spillages and cleaning regimes
- effective matting systems
- choice of suitable footwear
- design of workplace and work activities
- maintenance of plant and the work environment
- specification of appropriate flooring
- housekeeping
- effective training and supervision

Did you know?

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident such as a fall from height.

Slips and trips are responsible for, on average:

- over a third of all reported major injuries
- 20% of over-3-day injuries to employees
- 2 fatalities per year
- 50% of all reported accidents to members of the public that happen in workplaces
- cost to employers £512 million per year (lost production and other costs)
- cost to health service £133 million per year
- incalculable human cost
- More major injuries in manufacturing and in the service sectors than any other cause.

Issues arising from the risks associated with Slips and trips is an area of operation that requires consideration in a variety of activities at the circuit. Almost every area of

operation requires some form of trip hazard management and, as such, a broad range of risks needs to be assessed.

In making an assessment the following document - "Preventing slips and trips at work" published by the Health and Safety Executive and licensed under the Open Government Licence v1.0' should be consulted.

A copy of this document is included in the Stretton Circuit Health and Safety Manual.

In addition to the aforementioned document there are also some very specific risks to consider.

Risk Identified	Level of Hazard	Controls
Slip hazard – Garage apron and pit lane	High – Both the garage apron and pit lane are areas where chain lubrication takes place	Ensure chain lubrication is applied sparingly and that any overspill is removed. Extra care should be taken when area is wet.
Slip hazard – Garage apron and pit lane	High – Both the garage apron and pit lane are areas where engine oil level checks are carried out.	Ensure engine oil level is not overfilled and any overspill is removed. Extra care should be taken when area is wet.
Slip hazard – Bar and changing room areas	High – due to laminate and tiled floor covering during wet weather and cleaning	Ensure that appropriate wet floor signage is prominently displayed
Trip hazard – Pit lane walkways	Medium – access steps to pit lane	Ensure high visibility tread markings are maintained
Trip hazard – Public downward vision impaired whist wearing a crash helmet	Medium – particular areas to advise; Pit lane access door Pit lane access steps	During safety briefing make public aware of impaired downward vision and advise on areas of particular concern
Slip hazard – Workshop floor	High – Workshop floor subject to oil/grease/fuel contamination	Ensure the workshop floor is kept clean.
Trip hazard – Kart storage areas	Medium – Close proximity of stored karts	Maintain storage area lighting and avoid placing feet in restricted areas between kart bumper systems.
Trip hazard – Circuit perimeter barrier	High- access to trackside by traversing pit lane barrier	Marshals advised to cross tyre barriers with extreme caution and to find break point in tyre barrier before crossing. Be aware of level changes between in-field and trackside levels.

In addition to the specific instances listed above a general guideline is as follows;

What can you do to make a difference?

- Your actions could make the difference between someone getting injured or not.
- Seen a spillage? Instead of thinking it is someone else's problem please clear it up?

A useful checklist to help improve safety for you and your colleagues in the workplace.

- Use your initiative
- Suggest ways of preventing contamination (water, oils, chain lubrication, fuel etc.) from getting onto the floor
- Make sure the floor is clean and dry
- Clear up spillages immediately
- Dispose of waste materials
- Remove any obstructions
- Avoid causing trailing cables
- Store goods safely
- Keep workstations clear of obstacles
- Make sure flooring materials are level and secure
- Mark slopes and changes of levels
- Ensure you have adequate lighting
- Wear sensible footwear
- Think about visitors to the circuit, what do they need to know?

Cleaning floors can prevent accidents - but unless it is done with care, it can also introduce new risks.

Cleaning

Cleaning affects every workplace, nowhere is exempt. It is not just a subject for cleaning managers and staff; everyone in the workplace has a job to do e.g. keeping your workspace clear; and dealing with your own spillages.

The process of cleaning can create slip and trip hazards, especially for those entering the area being cleaned, such as the cleaners, for example, smooth floors left damp by a mop are likely to be extremely slippery and trailing wires from a vacuum cleaner can present a trip hazard.

Ensure suitability of product for the type of contaminant and floor.

- Use the right amount of the right cleaning product
- Detergent needs time to work on greasy floors
- Cleaning equipment will only be effective if it is well maintained
- A dry mop or squeegee will reduce floor-drying time but whilst the floor is damp there will be a slip risk.
- A well-wrung mop will leave a thin film of water sufficient enough to create a slip risk on a smooth floor.

- Spot clean where possible.

People often slip on floors that have been left wet after cleaning. Stop pedestrian access to smooth wet floors by using barriers, locking doors, or cleaning in sections. Signs and cones only warn of a hazard, they do not prevent people from entering the area. If the spill is not visible they are usually ignored

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Stretton Circuit Health and Safety Manual					
General Section:	Karting/Non-operational activities/General				
Sub Section:	General	Doc Ref:	HSE003	Originator	Nick Lowe
Document Title:	Petrol and refuelling (Karts and other equipment)				
Origination Date: 5/7/12	Review date: 21/06/25	Next Review: 21/06/26	Reviewer: Alan Lord		

Fires and explosions caused by careless handling of petrol during vehicle maintenance continue to occur throughout the country. Even small leaks and spills of petrol have the potential to escalate into a major incident.

Petrol fires are always serious and often result in fatal or major injuries, either to the person doing the maintenance work or to other employees and even customers who may be nearby.

Invariably there is also major property damage as well.

Petrol is a highly flammable liquid and any spillage will evaporate to form a flammable, heavier-than-air vapour which is easily ignited.

Common ignition sources are smoking and lighted matches, welding and cutting equipment, heaters, and all types of electrical equipment, unless these are designed as suitable for use in a flammable atmosphere.

Even low-voltage inspection lamps, if damaged, can ignite petrol vapour. As well as this, the action of draining petrol into a container can generate static electricity which, if not controlled, can result in a spark.

Karts & Fuel

If draining petrol (e.g. from kart tanks in preparation for welding of chassis) ensure that a suitable container large enough to hold the contents of the fuel tank, with a top that is securely closed at all times.

Unless petrol is to be returned to the vehicle immediately, it should be stored in a designated lockable, well-ventilated area, preferably outside the workshop.

Under no circumstances should drained petrol be added to the waste-oil tank.

Any contaminated petrol or petrol/diesel mixtures should be consigned to waste, giving a clear description of the nature of the material.

Kart refuelling (and other equipment) should only be carried out in a well ventilated area, from which all ignition sources have been removed, preferably in the open air and preferably prior to an event starting. A suitable fire extinguisher (Class B - Flammable Liquids - Foam) should be positioned nearby.

Where outdoor refueling cannot be carried out, then refueling at a suitable position away from the public and any source of ignition should be arranged

If refueling near to the workshop, ensure no welding, grinding or other similar activities are either taking part or planned.

During a race meeting where refueling is necessary, the Karts should be refueled in a well ventilated dedicated area (**marked in the pit lane**), away from sources of ignition and the public, with two marshals in attendance.

They should be in clean overalls with the appropriate fire fighting equipment to hand. (Class B - Flammable Liquids - Foam fire extinguisher)

Marshals responsible for refueling must have received training appropriate to the risks that they may encounter.

No Karts should be refueled outside the dedicated area during events.

Fuel must not be tipped directly from fuel can. Use a suitable funnel, spout (as supplied with fuel can) or bowser.

In race refueling can only be carried out once the kart is in the specified refueling area, the driver has been removed from the refueling area and the kart engine(s) have been switched off.

Upon completion, all fuel tank caps must be checked for the presence of a suitable O ring before refitting and engines must only be restarted once the fuel tank cap has been refitted.

Any decanted fuel should be removed from the pit lane area once refueling is complete and returned to the safe storage area in the garage.

Exceptional Care should be taken when refueling Honda Style metal "top tanks" which are situated close to the engine exhaust system to prevent spillage.

All refueling should be carried out in a slow, methodical manner. DO NOT RUSH during "in race" refueling.

In order to prevent an increased risk of fire (not only during kart/fuel related activities but also around all buildings and storage containers) all areas should be free from waste and kept clean and tidy.

In addition to the aforementioned information there are also some very specific risks to consider.

Risk Identified	Level of Hazard	Controls
Risk of death or severe burns due to uncontrolled ignition of fuel	High – Exceptionally volatile liquid and vapour	2 people refueling karts
Risk of fire educating activities from workshop (ie. Grinding/welding)	High – transference of sparks and other sources of ignition.	Suitable fire fighting equipment on hand (see above)
Risk of fire from kart exhaust/ignition system	High – excessive heat from exhaust or sparks from ignition system.	Use well ventilated area
Risk of fire if fuelling on garage apron.	No Smoking in immediate area. (vigilance required regarding people entering the area)	Suitable pouring spout or funnel
		Remove all sources of ignition (inc. Engines OFF)
		Switch off engines
		No Public in refueling areas
		All area to be kept free of waste and to be kept clean