

TEMPORARY VENUE RACE EVENTS

SAFETY PLAN TEMPLATE

Organiser information:

The following is the recommended template covering the structure and preparation of a Safety Plan suitable for a temporary venue circuit race event.

In preparing the Meeting or Event Safety Plan details applicable to your event should be explained under established heading detailed below. Layouts, headings and information in bold or normal type are mandatory to promote a level of consistency in these plans. Words that are in italics should be treated as hints or helpful items.

Appended to this Safety Plan shall be;

(a) A venue plan clearly illustrating the items detailed in the plan along with,

(b) Any specific written instructions or briefing sheets for Event officials.

SAFETY PLAN FOR THE [Meeting or Event] TO BE HELD AT [name the location clearly] ON [day(s) of month and year]

- 1. AUTHORITY:** In accordance with the current New Zealand Motorsport Manual Appendix Two, Schedule H this plan sets out the systems that are in place and specifies the processes to use in the event of any injury accident for competitors, officials and the public. It should be read in conjunction with the Safety Clearance Certificate issued by the Clerk of the Course for the Meeting or Event.

- 2. EVENT CONTROL HEADQUARTERS:**
 - 2.1 Location:**
[State here the location of your event control]

 - 2.2 Manning:**
[List the persons (by sporting /official title e.g. Clerk of the Course and names along with contact phone numbers) who will be operating from there.
If the Clerk of the Course does not operated directly from the Event Control headquarters detail where he / she will operate from and how full communications are maintained between the Clerk of the Course and Event Control.]

- 3. COMMUNICATIONS NETWORK:**
 - 3.1 Venue:**
[List what communication system(s) you use to maintain regular two way communication with
 - [i] Flag posts.*
 - [ii] Crash rescue, fire and medical services.*
 - [iii] Intervention and safety car(s)*
 - [iv] Pit paddock*
 - [v] Secretariat.*
 - [vi] Stewards].**[If radios are used please detail the number of channels and who has access to each of the channels]*

- 3.2 To outside of Venue:**
[List the type of phone –landline or mobile used to communicate with emergency services off course.]
- 4. EMERGENCY SERVICES:**
- 4.1 Contact Details:** *[State here the contact details of the various safety services alongside the applicable headings]*
- (a) Police:**
(b) Hospital:
(c) Fire Service:
[Discuss with the nearest Fire Station as to whether it is best to use their local contact number or the emergency services 111 numbers]
- (d) Medical services:**
[Ambulance, St Johns or Red Cross]
- 4.2 Vehicle access and egress to venue:**
[Detail here the most direct route for emergency vehicles to gain access to the venue and also competitors access. If the venue is a long distance from the nearest hospital it is advisable to include a GPS reference of a rescue helicopter safe landing site on the venue.]
- 5. EVENT INTERVENTION:**
[Detail what intervention vehicle(s) will be on site at the venue and where they will be stationed, identify the locations on the circuit plan appended to the Safety Plan]
- 6. VENUE SECURITY - SPECTATOR CONTROL AND SAFETY:**
[Detail the methods you intend to employ to mark out spectator areas and / or prohibited areas - this detail can be shown on the venue plan appended].
- Note:
- (a) Unless there is substantial grade separation, (i.e spectators are elevated from the track), spectators must be at least 1.5 m back from any 1st line of defence barrier system. As a minimum a tape barrier is to be put in place to manage that separation distance; and
- (b) In the event the barrier is struck and moves towards the spectators, there must be at least 5m of clear area behind those spectators that provides an escape path.
- 7. COURSE CLEARANCE:** In accordance with the current New Zealand Motorsport Manual Appendix Two Schedule H this plan sets out the systems that are in place and specifies the processes to use in the event of any injury accident for competitors, officials and the public.
- [Briefly detail how the clearance will be given and by who for ;
[a] pre event,
[b] after any practice or race]*
- 8. SAFETY OF OFFICIALS AND COMPETITORS:**
- 8.1 Officials and Marshal Training / Briefings:** A marshal *[Training programme or Briefing session – insert which is appropriate]* will be undertaken prior to the Meeting or Event to ensure that all officials controlling the event and particularly those at spectator viewing points are fully aware of safety requirements.
- [Give details of who is responsible for (by official title) all the training or briefings involving Officials and Marshals that are to be undertaken prior to the Meeting and Event. Include copies of briefing schedules with this plan]*

8.2 Competitors Safety and briefings: The event will be conducted in accordance with the requirements of the current Appendix Four Schedule Z being the Standing Regulations for all Race Meetings.

A competitors briefing for all new competitors will be held prior to the commencement of the Meeting or Event outlining the event procedures and items peculiar to this venue with emphasis on all safety aspects.

9. UNDERTAKING:

9.1 The Clerk of the Course appointed to officiate at the Meeting or Event held on this venue will in presenting the Safety Clearance Certificate bring to the attention of the Stewards of the Meeting any variation to the above plan plus detail the actual manning levels and names of the key officials.

10. ATTACHMENTS:

10.1 Plan of the Circuit detailing;

- All Flag posts
- Location of all Crash rescue, intervention, fire and medical services.
- All spectator areas along with all no go areas.
- Accredited Photographers areas that are outside of spectator areas. *[Note These will require prior approval from the Circuit Safety Department.]*
- Location of Event Control Headquarters.
- Location of Event Secretariat and Pit Paddock office.

10.2 A programme of pre event Officials and Marshals Training.