

AMCC Buckets

Safety Plan for

Holsters Tradezone
Raceway

Auckland Motorcycle club

MNZ affiliated club

Issue **#2**

Date **01/06/2022**

Contents

Page #

Publication Amendment record.....	
Distribution List of Safety Plan Manual.....	
Introduction.....	
Purpose.....	
Reason.....	
Hazard Analysis.....	
Areas of Risk.....	
Communications between Posts.....	
Establish Posts.....	
Flag Points.....	
Flag Marshals.....	
Track Layout.....	
Compliance.....	
Medical Services.....	
Contacts for arranging this coverage are:	
Action Plan at time of Incident.....	
Public/Media Comment.....	
Incident identification.....	
Actions required at the Time of an Incident.....	
Procedures Contingency Plan.....	
Outside Agencies.....	
Changes to Procedures/Contents of this Manual.....	
Checklist for the Chief Steward of any Event.....	
Check List for Event Convenor.....	
Check List for Working Bees.....	
Appendix A.....	
Dealing with a Fatal or Serious Accident that may Later Result in Death.....	
In case of Fatal Accident the Police become involved.....	
Appendix B.....	
Track and Complex Schedules.....	

SAFETY PLAN PUBLICATION APPROVAL and AMENDMENT RECORD

Amendment Date	Pages Affected	Amendment Inserted by	Date
Issue #1	1-27	N/A	xx/yy/zz
Issue #2	1-4, 14, 21	David Diprose	01/06/2022

DISTRIBUTION LIST OF SAFETY MANUAL

- KartSport Tokoroa Club President
- Control Tower
- MNZ Steward of the day

Motorcycling New Zealand Officials

Risk Management Officer: Stuart Cullen

Steward: Warrick Head

Clerk of Course: Stuart Cullen

Machine Examiners: Warrick Head

Meeting Secretary: David Diprose

Chief Timekeeper: Pip Lambarth

First Aider: Pip Lambarth

INTRODUCTION

PURPOSE

To implement procedures in relation to the safe effective management of practice, racing and general use of the facilities at, Holster Tradezone Raceway, Amisfield, Tokoroa.

REASON

The intention is to formulate a safety plan designed specifically for Holsters Tradezone Raceway, combining all aspects such as physical location, structural facilities, personnel and available services.

To fully comply with the relevant Motorcycling New Zealand (Sanctioning Body) Regulations, Codes and Rules, FIM Regulations where applicable, relevant matters related to the Health and Safety at Work Act 2015 (HSWA), and specific requirements of KartSport Tokoroa. This Plan proactively identifies and manages health and safety risks and makes sure information about health and safety is shared and that people using the facilities are informed in matters that could affect their health and safety.

The Plan has been developed to assist Affiliated Clubs to get their health and safety processes on the right track. The Plan guides Affiliated Clubs to:

- identify health and safety hazards and risks, and take steps to prevent these from happening.
- make sure health and safety is led by the Club Committee, is part of how the Club and competitors use the facility, and is reviewed regularly.
- engage those using the facility in health and safety matters that affect them.
- report and monitor health and safety performance and regularly review incidents.

The obligations, duties and rights contained in the HSWA make it clear that everyone has a role to play in ensuring health and safety.

In the Act there is reference made to Volunteer Associations which is a group of volunteers working together for a community purpose, who do not employ a person under contract. The Act then goes on to say Volunteer Associations do not have health and safety duties under HSWA. Although this may apply to some individuals and or Clubs we cannot get away from the fact the sport of motorcycle racing is dangerous and comes with risks and hazards to those involved directly or indirectly.

For volunteers they must take responsible care of their own safety and take care not to do anything which could harm another person. They are required to follow safety instructions and must comply with this Health and Safety Plan, the obligations under HSWA and its regulations and motorcycling New Zealand Regulations, Codes, Rules and Specifications.

RISK MANAGEMENT OFFICER (RMO)

Every Club must have an appointed Risk Management Officer (RMO). This person will be the Risk Management Champion at each Club. If, for whatever reason a Club does not have an appointed RMO then the Club President will assume the responsibilities of the RMO. The role of the RMO is:

- To guide the Club and promote Risk Management and Good Health and Safety Practises within the Club.
- To make sure the Club Committee is responsible for ensuring that the Club is meeting its health and safety responsibilities.
- To ensure the Club understands and manages its key risks.

PUBLIC/MEDIA COMMENT

When a non life threatening incident has occurred, the only person who may make any comment regarding the incident, events surrounding it or injuries (if any) to members of the public or the media, is the Chief Steward.

In the case of a fatality or life threatening injury, whether it be to a competitor, pit crew, official or spectator the only comments on the incident will be from Motorcycling New Zealand.

INCIDENT IDENTIFICATION

An incident may involve one or more motorcycles, and is not necessarily confined to the

race track. Incidents could also occur in the pits, pit lane, or anywhere within the Affiliated Club's property boundaries.

An incident can be identified as an event where a person's well being is put at risk. This could involve drivers, mechanics, officials or spectators being put at risk by either a motorcycle or other external or natural causes.

An accident or incident may occur outside competition days and/or during working bees. This document sets out how Safety will be managed, reported, reviewed and hazards prevented.

IDENTIFYING HAZARDS, REVIEWING ACCIDENTS, CORRECTIVE ACTION, REPORTING ACCIDENTS, INCIDENTS & NEAR MISSES

Being systematic about health and safety is a requirement of the HSWA. The wording of the HSWA suggests:

- health and safety responsibilities are part of everyone's responsibilities.
- Club Committees must be committed to health and safety and there is a written policy and it is followed.
- health and safety is part of everyday thinking and practice in the Club.
- hazards are actively identified.
- hazard controls are in place and reviewed regularly.
- accidents are reported and there is an investigation and analysis after every incident to prevent future incidents.
- visitors are made aware of hazards on site provision is made for their safety.
- contractors' health and safety performance is managed.
- emergency procedures are developed and regularly tested.

The **Hazard Identification Form** on the next Page should be regularly reviewed and updated:

AREAS OF RISK

Motorcycle racing can be a dangerous sport and, with this, come a variety of risks. Notwithstanding the risk to the competitors, officials or spectators at the time of an incident, it is important to identify any risks present, which will affect the personnel attending to the incident.

THE MOST IMPORTANT FACTOR IN ANY SITUATION IS TO ENSURE THAT EVERYONE INVOLVED ALWAYS PUTS THEIR OWN SAFETY FIRST

This means

- Don't put yourself in any situation where your own safety is in danger.
- Don't be a hero.
- Always have the correct protection available, and use it correctly.
- Always take that split second to assess the situation, in relation to your own safety before proceeding.
- Ensure that you have gained all the available knowledge regarding hazards.
- Be aware of the equipment, location (surroundings), nature of the possible types of incident that could occur in your area and the actions you can take to minimise any risk to yourself or co-workers.
- Make yourself available to undertake any training sessions provided. Ensure you have read and understand procedures set down in this manual

Hazard Board

Hazards identified in this Plan are best communicated by way of a Hazard Board.

Each track/facility will have a Hazard Board, located on or near the Out Grid, visible to all those who are about to enter the racing confines. The Board must be positioned so it can be easily referred to and read out at riders briefings.

The Hazard Board for KartSport Tokoroa is positioned on the wall of the Out Grid Hut.

Hazard Board Signage

This facility contains particular hazards listed below:		
HAZARD	DESCRIPTION	METHOD OF CONTROL
Security chain	Across track on Pit straight	Remove before using track
Track visibility	Entire track not visible from pits	Persons to sight entire track before releasing kart from grid
Water pooling	On exits onto back straight	Caution Drivers to avoid.

COMMUNICATIONS BETWEEN POSTS

When communicating during a meeting or at the time of an incident, it is important to know what to call each post, so there is no misunderstanding. The following definitions of post have been adopted for the purpose of running a meeting and controlling services during an incident. They are referred to throughout this manual, by these titles.

- a) Race Secretary Located in control tower.
- b) Flag Points Where the Flag Marshals are positioned to signal drivers
- c) Ambulance Where the Rescue Vehicle and First Aid personnel are positioned. Location is the gate leading onto the front straight.
- d) First Aid post Located in the clubhouse
- e) Our Grid Located along the side of the front straight leading into the hairpin.

ESTABLISH POSTS

The following posts will be established:

This section will establish each posts location and purpose.

- a) Race Secretary Located in Control Tower/Room. This post has full visual coverage of the whole short circuit and grid area.
- b) Flag Points As marked on the attached map. There are 6 (six) posts located, including stewards observation tower around the circuit in strategic positions, plus the starters post. Each is numbered. They are marked on the attached plan by a number. Flag marshals will be manning all posts except flag point two with yellow flags and a senior flag marshal will be in the stewards observation tower with a red flag in addition to yellow. The Clerk of the course will be on the start finish line with yellow, red, blue and black flags if they are required and red, Green, white and chequered flags for controlling the race.
- c) First Aid Post As marked on the attached map. Minimum of one adult holding a current First Aid Certificate.
- d) Extinguishers As marked on the attached map. 5 points.
- e) Scrutineering Located in the Scrutineering building at the back of the Out Grid. Motorcycles need to be inspected for compliance by the Scrutineer after an incident.
- f) Bike Recovery Motorcycle recovery is the responsibility of the competitor and his or her pit crew but under the control of the Clerk of Course/Race

Director. Pit crew are not permitted onto the racing confines while a race is in progress.
The safe parking area for the Kart Recovery Vehicle/trailer is noted on the track map.

- g) Stewards
Observation area As marked noted on track map.

FLAG POINTS

All Flag Points will be under the control of the Chief Flag Marshal or, if not appointed the Chief Steward.

- a) Ensure sufficient and appropriately trained staff are available for the meeting. See also note at bottom of this page
- b) Ensure that all equipment supplied and positioned at the Flag Point is in good working order.
- c) Brief all Flag Marshals on their role in relation to Safety Services.

Flag Marshals

The role of the Flag Marshal is: to signal riders, ensure the track is clean of any rubbish/stones, bits of motorcycle and oil/fuel spillage's, and report any damage to the surface of the track to the Chief Flag Marshal or, if not appointed, the Clerk of the Course/Race Director.

At the time of an incident, your prime job is to caution riders by displaying the appropriate warning flags, and if required report the incident to the Clerk of the Course/Race Director.

You may be instructed to attend to the scene of the incident to give assistance, if you are not occupied in cautioning riders. **DO NOT STOP CAUTIONING RIDERS** to attend to an incident.

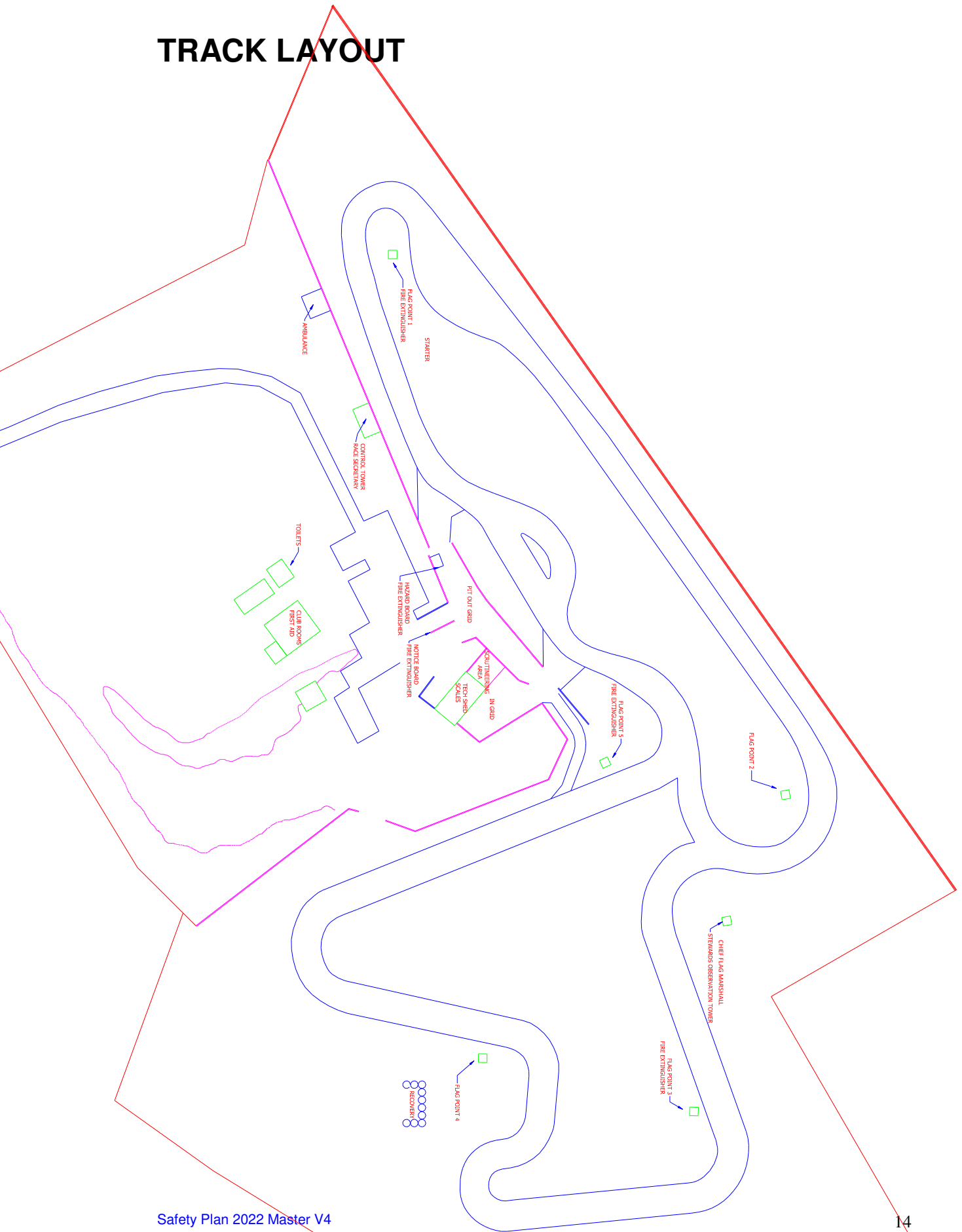
After each race, make a quick check of the circuit in your area to ensure it is safe to continue racing. Sweep any gravel off the racing surface. Report any maintenance.

Note

At a Club Event the Flag Marshals in most cases are provided by the competitors. At Riders Briefing the Clerk of the Course/Race Director will brief all competitors and support crew on the use of the flags and their responsibility.

At bigger Events a separate briefing is to be conducted by the Chief Flag Marshal or if not appointed, the Clerk of the Course/Race Director of all Flag Marshals on the use of the flags and their responsibility.

TRACK LAYOUT



COMPLIANCE

The Chief Steward or his/her appointee will.

- • Ensure sufficient and appropriate personnel are available for the meeting
 - Race Control staff
 - Flag Marshals
 - First Aid Personnel
 - Starter
- Ensure there is radio/telephone communication between all Officials
- Ensure that the safety of spectators is maintained.
- Ensure that entry and exits are clear for continued flow.
- Ensure a clear passageway for all emergency and maintenance vehicles.
- Ensure that there is no interference or hazard to or by spectators at the scene of an incident
- If an incident involves spectators, to seal off the area and create a clear working space for emergency services.

MEDICAL SERVICES

Each event MUST have:

As a minimum of one adult holding a current First Aid Certificate to provide First Aid for members of the public, riders, Officials and pit crews. Also to assist other medical staff as required at the time of an incident. Requirements vary on the level of the event.

If requesting an Ambulance for an event or on race day:

St John

Tokoroa Ambulance Service

Phone 07 866 8073

ACTION PLAN AT THE TIME OF AN INCIDENT

Until otherwise established, every incident will be treated as serious.

It may be that NOT ALL the following steps will be required, but this will be determined by the Clerk of the Course/Race Director on advice from the appropriate services.

It may also be that some of these steps may occur simultaneously.

ACTIONS REQUIRED AT THE TIME OF AN INCIDENT

- Any person observing an incident, reports same to Clerk of the Course/Race Director.
- On becoming aware of an incident in their sector, flag points display appropriate yellow flags and report if applicable to the Clerk of the Course/Race Director.
- The Clerk of the Course/Race Director decides on action/s to be taken and, if necessary, stops the race and dispatches the appropriate services.
- If the incident is of a serious nature and/or the race has been stopped, the Clerk of the Course/Race Director dispatches the ambulance to return the driver/s to the medical centre for a thorough check up. The ambulance officer arranges evacuation to hospital if required, and advises the Clerk of the Course/Race Director accordingly.
- Other services dispatched as required. Bike recovery, maintenance crew, spectator marshals.
- The Clerk of the Course/Race Director will carry out an investigation if there has been an injury.
- If there has been an injury all Race Officials of the event are advised.

PROCEDURES CONTINGENCY PLAN

Outside Agencies

In the event of a major incident involving fire or injury, emergency services available on site may not be sufficient to adequately handle the task, and additional medical or fire fighting/rescue services may be required.

It is the responsibility of the Chief Steward or appointee, to call for such assistance as maybe required.

If outside agencies are called in, an official is to proceed to the main gate to direct the emergency service to the scene of the incident.

Additionally in the event of a fatality, there is a statutory requirement for the Police to be involved.

POLICE

Phone 07 885 0100 or 111

As most race meetings take place at weekends, it should be noted that the nearest (Tokoroa) Police Station is normally manned at weekends. Therefore all responses will be handled through Tokoroa. Delays in response times could be experienced dependent on Police workloads at the time.

MEDICAL

Phone 07 886 8073 or 111

If having an ambulance on site is a requirement of the Permit and should it be necessary to transport an injured person to hospital using the course ambulance, it should be noted that the meeting must be delayed until a replacement ambulance is available. Time to Tokoroa Hospital by ambulance is approximately 10 minutes.

FIRE

Phone 07 886 5463 or 111

In the event of the NZ Fire Service being required to assist with fire or rescue, the appliance would normally be despatched from Tokoroa. Response time would be 7-10 minutes.

CHECKLIST FOR THE CHIEF STEWARD OF ANY EVENT

Prior to attending the event read any Supplementary Regulations.

Equipment to take:

- Current MNZ Manual. Paper or electronic copy;
- Race Official's identification;
- Notice of Infringement Book;
- Protest forms;
- Report forms;
- Writing and recording material;
- Copy of Permit and Supplementary Rules;
- Flags and number board

Check the location of the venue and ensure that you allow adequate time for travelling and carrying out duties required prior to the start of the event.

On arrival at the venue introduce yourself to the other Race Officials, Race Secretary, Scrutineers, Starter, Clerk of Course and ensure you note the names of these Officials and.

- Sight the Permit at the venue if applicable;
- Sight the hazards Board
- Sight that a Programme Order (with times) is posted on the official notice board.
- Check location of safety manual and that it is up to date. Note that any safety items that are to be bought into the meeting are on sight and in place.
- Inspect entry forms, declarations and any other administrative forms. Check that they are being correctly checked and processed.
- Ensure scrutineering is being carried out.
- Attend where possible any briefings held.
- Inspect the venue with the other Race Officials and the Convenor immediately prior to the start of the event noting barriers, marshals, safety equipment, communications, first aid/ medical facilities, timing/results system and any particular hazards.
- Advise the Convenor of the event of any additions or alterations required before competition may commence. (Competition includes practice/tuning runs).
- Test radio communications working with all stations.

If everything is in order, authorise the start of the event.

During the running of the event, evaluate the competence of the Officials.

Ensure that the organisers are kept aware of your whereabouts at all times.

In the event of an accident or emergency, evaluate the efficiency of the recovery and medical services, and if necessary communicate apparent deficiencies to the Convenor of the event. If injury is involved, ensure that the investigation is carried out fully.

Ensure that the event is run within the time prescribed on the Permit.

At the conclusion of the event, discuss any problems and suggested improvement with the other Race Officials and event Convenor.

Accept and deal with Protests with a minimum of delay.

Prepare your event report and forward to MNZ within 7 days of the event.

Forward a copy of any Accident Reports direct to the Motorcycling New Zealand Office.

CHECKLIST FOR THE Clerk of the course

The following is a Check List of Health and Safety related items for the COC of all competition events held at KartSport Tokoroa:

- Stewards are organized for the day/event
- Ambulance is booked or first aid person organized.
- Stewards communication devices are available.
- Fire extinguishers are at points marked on map
- Access to track is clear and safe
- Access way for ambulance is clear
- Track safety device is stowed in safe manner
- Toilets are appropriate for expected numbers attending (hire extra from council)
- Appropriate flags are at the appropriate positions
- Ensure pits sites are serviceable for competitors (especially non concrete sites)

Rules for running the event

All Auckland Motorcycle Club organized race meetings will be run under the MNZ Manual of motorcycle sport. An online copy can be found at the following URL

<https://mnz.co.nz/manuals-policies/manuals-of-motorcycle-sport/road/>

A copy of the event Permit will be displayed at sign on and in the timing control tower.