



Purpose of this document is to set out and consider the hazards and control measures to reduce the risk of spreading COVID-19 to a level that is as low as reasonably practicable whilst remaining within the parameters set out by government and healthcare authorities and the guidance issued by Motorsport UK.

This assessment applies to how any BORDC cross country vehicle trial or tyro may be conducted.

Various references have been included in the preparation of this document including but not restricted to the following –

https://www.motorsportuk.org/restart/?mc_cid=3beb0b4673&mc_eid=3532f256f9

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>

Task Step	Potential Hazard description	Control Measure
Setting Up event	Spreading disease	All persons involved will have signed on, completed and comply with "Officials Sign On" sheet including COVID declaration to indicate symptom free. Maintain social distancing as per government guidelines Minimise amount of personnel involved as far as is reasonably practicable. (4 Persons is normally sufficient) Set up team shall ensure that sufficient supplies of level 2 PPE are available (Gloves, apron or coveralls, surgical masks and eye protection). Equipment for set up is stored in club trailer. If equipment therein has been handled within previous 5 days it should be washed down and sanitised prior to deployment.
	Cross contamination while handling equipment to and from club trailer	All personnel to utilise work gloves throughout the handling of club equipment, including but not limited to trailer and cover, canes, signage etc. Prior to and after wearing gloves sanitiser should be used. Number flags (if used) should only be handled by the clerk of the course when walking the course immediately before start.
	Cross contamination and fail to maintain social distancing while setting out canes	Teams of two persons – one person carries and places canes, other carries and uses pinch bar and measuring stick to make holes. No concerns regards maintaining social distancing. Club has sufficient canes to set out all courses for the event without double handling
	Setting out signage	All personnel to utilise work gloves throughout the handling of club equipment, signage can usually be installed by one person
Signing on	Over subscribing to the event such that social distancing cannot be maintained and event safely managed throughout	Event attendance restricted to club members only – closed door event Entry restricted to 20 drivers No spectators – event is a "closed door" event
	Cross contamination and fail to maintain social distancing while signing on (Historically entrants and passengers were able to sign on and pay entry fees etc. on site and on the day)	BORDC specific Motorsport UK RS CLUBMAN - COMPETITOR'S SIGNING-ON sheet required to be completed by each driver and passenger and submitted by email (info@bordc.co.uk) no later than 24 hours prior to event commencing. Documents made available on club website Event and entry / sign up requirements will be publicised on Facebook page and club website. Entry fees will require to be received electronically via club PayPal facility no later than 24 hours prior to event commencing. There can be no applications for Competition Licences or entries on the day
	Spreading disease by carrying passengers in competing vehicles	Passengers will only be permitted (in supplementary regulations) if all concerned are resident at the same address.



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	Spreading disease by vehicle sharing	Vehicle sharing or double entry will only be permitted (in supplementary regulations) if entrants are resident at the same address.
Scrutineering	Cross contamination, spreading disease and fail to maintain social distancing while conducting scrutineering	All personnel required to have sanitiser, masks and work gloves available over and above usual requirements. BORDC specific Scrutineering checklist and self-declaration made available on club website Self-declaration applicable to cross country vehicle requirements will be submitted with entry no later than 24 hours prior to the event. Any verification required will be made in accordance with published Motorsport UK Club Sport Event Organiser Guidance.
Safety Briefing	Fail to maintain social distancing	Ample open space to ensure social distancing and hygiene measures available. BORDC safety plan template updated to include COVID specific considerations. Officials should bring their own pens, clipboards etc. COVID officer identified
	Fail to inform personnel of COVID requirements	BORDC safety plan template (used historically and completed for each event) updated to include COVID specific considerations. Organisers at all times to ensure personnel are conscious of and satisfied with their own safety. Clerk of course telephone number to be readily available so that discreet communication comment re any concerns can be made
	Cross contamination of equipment and PPE	All involved to provide own work gloves and sanitisers for handling equipment other than their own trucks etc. Prior to and after wearing gloves sanitiser should be used. Marshals to supply their own tabards where possible
Walking the courses	Fail to maintain social distancing	Social distancing to be respected whilst walking sections/ tests Personnel reminded at safety briefing and prior to each walk.
Spectating (Participants watching each other)	Cross contamination and fail to maintain social distancing by getting involved in resetting courses etc.	Events are effectively closed doors All persons present should be signed on to the event and will have attended and / or reviewed the safety plan for the event. All personnel required to have sanitiser, masks and work gloves available. Personnel reminded not to handle canes etc. or become involved in rescue or recovery without wearing suitable PPE at pre event briefing and prior to walking each course.
Resetting course if and when canes are knocked over	Cross contamination with multiple persons potentially handling canes or number flags	All personnel handling canes instructed at safety brief to utilise work gloves if handling canes or other equipment. Prior to and after wearing gloves sanitiser should be used. Number flags (if used) should only be handled by the clerk of the course when walking the course immediately before start.
Recovery or winching	Cross contamination and fail to maintain social distancing by getting involved in recovery or winching if and when vehicles get stuck or challenged	Winch vehicle and co-ordinator nominated at safety brief (as always) only designated person should handle winching equipment, (strops, shackles, hooks etc.) All personnel handling winching or rescue equipment will be instructed at safety brief to utilise work gloves when handling equipment. Prior to and after wearing gloves sanitiser should be used. Winch co-ordinator should approach a stranded vehicle, face on and at a safe distance, to observe the OK (thumbs up) from the driver and agree action plan and any PPE requirements etc.
Incident response	Cross contamination and fail to maintain social distancing by attending to a person becoming injured	In addition to usual first aid kit and spill kits club will ensure that sufficient supplies of level 2 PPE are available (Gloves, apron or coveralls, surgical masks and eye protection). If intervention is required appropriate level PPE to be worn Clerk of the course shall endeavour to ensure that courses are set such that potential for roll over is avoided. Normal safety plans and measures will be applied.



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Summing up meeting	Fail to maintain social distancing	Ensure ample space to ensure social distancing.
	In case of outbreak fail to retain record of “close contact” to aid government track and trace	A record to be maintained of personnel working in close proximity or enclosed areas possibly during winching, recovery or incident response. Retain all records of personnel present – all persons require to be signed on to event.
Stripping down courses and packing away equipment	Cross contamination with multiple persons potentially handling canes or number flags	All personnel to utilise work gloves throughout the handling of club equipment, including but not limited to trailer and cover, canes, signage etc. Prior to and after wearing gloves sanitiser should be used. Sufficient care and time should be taken when packing trailer to ensure that equipment does not have to be double handled. Equipment for set up is stored in club trailer. If equipment therein requires to be handled or utilised within next 5 days it should be washed down and sanitised prior packing.

Comments and Conclusions

Due to the nature and previous methodology and circumstances of the cross country vehicle trials and tyros conducted the club committee does agree that events can continue to be conducted safely in all aspects including COVID considerations and incorporating government guidelines and Motorsport UK guidelines.

Documents updated and available on the website

- 2020-05-18-pre-event-declaration-officials-web-v7
- 2020-05-18-pre-event-declaration-rs-clubman-web-v4
- Scrutineering Checklist 2020 version

The safety plan template utilised by the clerk of the course for each event has been updated to incorporate COVID considerations identified within this risk assessment process.