

Safety Statement

Dunboyne Motor Club

14 Silverbirch Crescent

Millfarm

Dunboyne

*This Safety Statement is in compliance with the 2005 Safety Health and Welfare at Work Act
& is the sole property of Dunboyne Motor Club October 2009*

Policy Document

The policy of Spirit of Dunboyne Motor Club Ltd. (aka Dunboyne Motor Club) with regard to Safety Health and Welfare at work has been set out in our Safety Statement. The ancillary statement (Risk Assessments) confirms our commitment to this policy and sets out the means by which it is proposed to ensure in so far as is reasonably practicable the safety health and welfare of all persons present at the event (participants, voluntary personnel assisting and spectators)

It is the objective of Dunboyne Motor Club to provide and maintain a safe place for entertainment (Vintage Parade of cars & motorcycles) safe machinery and equipment and safe systems at working procedures for its volunteers at whatever location they are situated on the day.

To achieve this objective Dunboyne Motor Club will use all means practicable.

To implement a safety policy and safe activities is a condition of Dunboyne Motor Club in organising and running their Vintage Event. The success of this policy depends on co-operation by all present on the days of the events. It is therefore important that this document is carefully read and understood by all members of Dunboyne Motor Club, as your role and the overall arrangements for health and safety at Dunboyne Motor Club is our priority. A copy of the company statement and a copy of the ancillary statement, which you should also carefully read and understand, are available at all times to the member.

Signed _____

On Behalf of Dunboyne Motor Club

Date _____

Introduction

Event Permit Number 09 – 227 – VV

Event Date Sunday 4th October 2009

Dunboyne Motor Club have organised and are running a vintage event over the new Dunboyne road racing circuit.

This year the event is being run on the 4th of October on the “NEW” circuit (approximately 5 mile in length) for machinery of pre 1970 vintage. (Cars and motorcycles)

All participants are of an amateur status and the meeting will attract participants from all over Ireland and the UK.

Dunboyne Motor Club are a long established club and are professional in the preparation, organisation and running of vintage events.

All organising members are trained and certified in their specific field. They all hold licences granted under the auspices of the motorcycle governing body the “Motor Cycle Union of Ireland” (MCUI) and the meeting will be monitored by stewards from the MCUI Southern Centre along with a Stewart from the club.

The cavalcade takes place on open roads with the gardai monitoring the proceedings; all participants will abide by the rules of the organising committee and be properly attired.

This Safety Statement represents the clubs commitment to the Safety, Health and Welfare of all persons attending and assisting with the races. It specifies the manner, the organization and resources necessary for maintaining and reviewing their Health and Safety standards as required by the 2005 Safety Health and Welfare at Work Act and the Safety Health and Welfare at Work (General Application Regulations) 2007, as applicable to Dunboyne Motor Club.

The club commits itself to:

1. The Safety of all persons involved
2. Ensuring that practices and activities are carried out in a safe manner.
3. Ensuring that safe facilities are provided and maintained.
4. Establishing a training program which will develop in each member of the club a strong safety awareness and a clear understanding of their specific duties and responsibilities in an emergency situation.

Organising Personnel.

Dunboyne Motor Club will provide competent stewards for all activities during of the event ably assisted by the Motorcycle Union of Ireland and other voluntary groups who specialise in assisting in the running of Vintage Events

The event will be co-ordinated by The Event Co- Ordinator.

Event Co-Ordinator:	Sean Henry.
Assistant Event Co-Ordinator:	Tim Crowley
Event Secretary:	Paula Digan (01 8252915)
Club Secretary:	Gary Cannon
Safety Officer:	Colm Murphy (Station Officier D.F.B.)
Assistant Safety Officer:	Alan Byrne (Sub Officier D.F.B.)
Fire Officer:	Paul Mulcahy (F/F D.F.B.)
Chief Radio Operator:	Thomas Cannon
Chief Marshall:	Gary Cannon
Safety observer machinery:	Paul Healy

The Civil Defence will be in attendance

Safety Consultants MRSK Safety Consultants.

Emergency Phone Number 112 or 999

DUTIES OF MANAGEMENT (Dunboyne Motor Club) (Part 2 Chapter 1, 2005 S H & W at Work Act)

As a responsible organiser Dunboyne Motor Club will ensure that, so far, as is reasonably practicable,

to

- A.** Properly supervise the event including the open roads where the event will take place, The Paddock area and any facilities used.
The means of Access and Egress from all areas in conjunction with emergency routes to and from the circuit.
Working plant, Static Machinery, Equipment etc. whether owned by Dunboyne Motor Club Ltd or hired out by them.

B. Provide

Safe Systems of work. Correct training, information and instruction to staff on the use of Materials supplied. In support of the above, adequate supervision.
Personal Protective Equipment will be supplied.

C. Arrange and Update as needed

The Safety Statement
An Emergency Response Plan

D. On issues of Safety consults regularly with:

Meath Co Council.
Local Gardai
Volunteers in general
The Local Authority
The Health and Safety Authority

E. Inform staff by means of

Safety Officer
Website
Text Messaging

DUTIES OF ALL VOLUNTARY ASSISTANTS, PARTICIPANTS AND ALL PERSONS INVOLVED IN THE RUNNING OF THE DUNBOYNE MOTOR CLUB EVENT (Part 2 Chapter 2, 2005 SH & W at Work Ac)

In order to assist management in the implementation of this Act it is essential that participants

Take care of their own Safety & Health.

Take care of any other persons who may be affected by their actions or omissions.

Co-operate with event co-ordinator (Sean Henry) in the application of:

1. The Safety in Industry Act 1955 & 1980.
2. The 2005 Safety, Health & Welfare at Work Act.
3. The Safety, Health & Welfare at Work (General Application) Regulations:
4. Organising of indoor and outdoor events 2003
5. Fire Services Act 1981 & 2003
6. Any other relevant legal requirements

All concerned (volunteers and participants) are advised that under The 2005 Safety Health & Welfare at Work Act if they are found to be in breach of their legal responsibilities or duties they may be liable to:

1. Verbal Warnings
2. Normal disciplinary action which may include exclusion from the meeting
3. Convictions where necessary, road traffic acts, enacted by An Garda Siochana

All parties must take care not to interfere with or misuse any means, appliance, convenience or equipment provided in compliance with The Acts e.g. Fire extinguishers, emergency exits, Safety procedures that are in place, Personal Protective Equipment etc. These are provided to secure the Safety, Health & Welfare of themselves, spectators and riders or other persons frequenting the race area. This also includes Personal Protective Clothing.

Report any defects that they notice to their: -

- a. Event co-ordinator / any Marshall**
- b. Safety Representative**
- d. Safety Officer**

In this way dangers to the Safety & Health of the employee can be reduced and even avoided.

By using any

- 1. Whatever means are required
- 2. Equipment
- 3. Appliances

This equipment is supplied by the event organisers to secure their Safety Health & Welfare at this event

Persons in breach of their lawful duties may be liable at least to Normal Disciplinary Actions

All persons in attendance at the meeting are covered by the Act including:

- 1. Riders / Drivers**
- 2. Persons affected by race activities**
- 3. Visitors**
- 4. Spectators**

Volunteers and spectators attached to riders / drivers must take care not to interfere with or allow anybody to misuse any means, appliance, convenience or equipment provided in compliance with the meeting

Not to allow spectators to trespass on prohibited grounds or stand in prohibited areas.

These are provided to secure the Safety, Health & Welfare of themselves, other drivers and riders. This also includes Personal Protective Clothing.

In this way dangers to the Safety & Health of the volunteers and general public and other can be reduced and even avoided.

ACCIDENT REPORTING AND INVESTIGATION.

Accidents and incidents are reported and investigated by the event co-ordinator, Stewards of the meeting and the race safety committee or a professional person

Details must be immediately recorded in an Accident Book and if required reported to the Health & Safety Authority and the Gardai.

The necessary Forms will be completed should an accident occur. All people are obliged to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident.

Dunboyne Motor Club will notify The Health and Safety Authority of accidents and dangerous occurrences in accordance with relevant regulations.

****** There is a specific event incident plan drawn up separately to this Safety Statement which will be implemented should the need arise***

THE EVENT

Cars and motorcycles of a pre 1970 era will travel around the old Dunboyne road racing circuit at separate intervals. The motorcycles will proceed at approximately 3.00 pm for 2 laps of the old circuit when they have completed their laps the cars will then commence at approximately 4.00 pm for 2 laps.

The roads will not be closed but the machinery will be controlled by travelling marshals.

The gardai will be in attendance to monitor the situation and there will be pre event meetings held with the gardai prior to the event commencing.

The local residents have been informed of the event and they have opportunity to raise any concerns they may have in relation to the event.

All motorcycles and cars will be in a roadworthy condition and will obey the rules of the road.

Catering and barbeque facilities

There are catering and sanitary facilities adjacent to the main paddock area .

Brady's Pub will host a barbeque on the evening before the event 3rd October and the proprietors of the pub will have their own health & safety requirements in place.

They will ensure free access and egress and our safety officer will ensure this is in place at all times.

During the event Brady's Pub will be patrolled by security personnel or a club marshal to ensure all life safety procedures are in place.

There is also a number of external independent lighting systems externally providing lighting throughout the complex.

Power supplies

If external power and lighting is required it will be supplied by diesel driven portable generators, all will be earthed to ground.

Communications

The club will co-ordinate activities and will be in constant contact with all safety personnel and stewards by two-way radio and portable phones. Stewards will have their fellow stewards phone numbers on a quick dial system for easy contact with each other. The on site P.A. system can be utilised as a means of relaying information to the public in the event of an incident occurring.

There will be additional Fire Points located through out the complex and all adequately highlighted.

PROCEDURE FOR EMERGENCY SITUATIONS ARISING WITHIN THE CONFINES OF THE Paddock (ASSEMBLY AREA)

This procedure is applicable to Dunboyne Motor Club for the Dunboyne Vintage Weekend

In the event of any emergency situation the emergency services should be contacted at all times

By phoning **112 or 999 and asking for the service required.**

The clerk of the course or his deputy is responsible for the maintenance of this procedure.

This procedure will cover **all emergency situations.**

In the event of any emergency the alarm must be raised and the response team should be alerted. The clerk of the course, Fire Officer or Safety Officer will assume control of the situation.

Upon activation of an alarm, All occupants of the affected area will leave by the safest Emergency Exits.

No one must attempt to retrieve clothing, tools, equipment etc. prior to leaving the building.

Fire Assembly point, is located in the car park and will be clearly identified

The **in house** fire fighting team may attempt to extinguish the fire if they feel it is safe to do so.

In the event of an incident occurring in the paddock the complete area may have to be evacuated and the power supply terminated to the building once everyone has left. No body should re-enter the area until it has been given the all clear by the safety/ Fire Officer.

Key positions held by staff members of Dunboyne Motor Club

Event Co-Ordinator: Sean Henry

Assistant Event Co-Ordinator: Tim Crowley

The Event Co-Ordinator has overall responsibility for the safe running of the event on the day.

The event co-ordinator will liaise with continuously and be in constant contact with all other organisations assisting on the day.

The event co-ordinator will decide on the time the run commenced in conjunction with the local gardai but abiding by the conditions as laid down in the permit order.

The event co-ordinator will decide if it is safe to commence the run, receive updates from the travelling marshals on an ongoing basis.

Should an incident occur he will decide if the event should be stopped.

If an event has to be stopped he will give the order to the chief flag Marshall to stop the event.

Arrange and hold pre and post event meetings with the officials from the MCUI Southern Centre.

Receive on going reports and keep in constant radio communication from other designated personnel and individuals in relation to the condition of the coarse, weather forecasts, traffic conditions and the condition of the road surface.

The role of the Assistant event co-ordinator

The duties of the assistant event co-ordinator are to aid the clerk of the course in the execution of his duties, and to deputize in for him should the need arise

Safety Officer Colm Murphy

The Safety Officer has overall responsibility for implementing and overseeing safety provisions on behalf of the Club. It is the Safety officer's duty to ensure that all accidents and near miss incidents are reported to him.

The main duties of the Safety Officer are:

To work in close coordination with the clerk of the course and the Gardai

To investigate all accidents and ensure they are documented and investigated.

To carry out road and paddock inspections

To ensure all statutory provisions under The 2005 Safety Health and Welfare at Work Act are complied with.

To ensure the Safety and Welfare at Work (General Application) Regulations are implemented.

To ensure that the clubs Common Law Duty of Care to all in attendance at the meeting is implemented in the days involved

To ensure that all other statutory duties are complied with.

To ensure that statutory regulations, manufactures guidelines and "Best Practice" policies are implemented in the workplace.

To consult with, and listen to all complaints in relation to safety.

To meet and listen to the Riders and drivers Safety Representative and to advise the event co-ordinator of his recommendations.

To ensure effective co-operation in promoting and developing measures to ensure safety, health and welfare at work.

The duties of the Deputy Safety Officer are to aid the Safety Officer in the execution of his duties, and to deputize in for him or her in their absence

Fire Officer Paul Mulcahy

The Fire Officer has overall responsibility for fire safety in the workplace. His/her main responsibilities are under the 1981 & 2005 Fire Service Act, the 2005 Health and Safety Act, and the 2003, Licensing of Outdoor events.

The main duties of the Fire Officer are:

Work in conjunction with the event co-ordinator

Pre-fire planning.

Fire training (prevention measures, evacuation and emergency procedures, fire drills etc.).

Monitor the installation and maintenance of fire fighting equipment in the paddock and around the course and ensure all rider vehicles have a good quality fire extinguisher on board.

Ongoing assessment and updating of fire fighting/prevention systems.

Ensure passageways through out the paddock are kept clear at all times

Maintain the Fire Register.

Ensure that all emergency exit routes are kept clear at all times and these routes are known to the emergency services.

Ensure that marshals going out to marshal abide by the agreed fire safety regulations

Ensure travelling marshals have their portable fire fighting equipment in place

The duties of the Deputy Fire Officer are to aid the Fire Officer in the execution of his or her duties, and to deputize for him or her in their absence.

The club will have fire and safety wardens and marshals in attendance

Carry out inspections of the areas that is assigned to them and report any hazards they notice to the Fire officer

They should also ensure that.

They have the correct type of fire extinguisher at their disposal

That no vandalism is taking place out on the roads

All fire fighting equipment is in working order and is in place

That no refuse or rubbish is allowed accumulate on the roads or in the village or in any other locations that are in use.

The role of marshals

The marshals have responsibility in relation to designating the duties to all other marshals on approach roads, in car parks, out on the course and the paddock. They are in constant contact with each other and the event co-ordinator.

Their duties include

Organising the spectators arriving for the event.

Organising safe and orderly parking.

Crowd control monitoring traffic into and out of the race area

Keeping emergency exit routes free

Allowing bikes and cars in and out of the paddock in an orderly manner

Holding bikes and cars in the paddock prior to going out on the road.

Out on the course

Reporting back to base.

Keeping the road clear for the participants.

Flagging

Crowd control.

Keeping spectators away from prohibited areas.

Attending to riders who's machines break down organising the rescue vehicles.

Should an incident occur marshals warn the oncoming riders by waving different coloured flags.

*** Marshals should not run out on to the track to attend to a damaged machine without first ensuring that it is safe to do so.

Emergency services on site.

Civil Defence

The Civil Defence will liaise with the event co-ordinator in relation to all situations that may arise during the event.

The meeting will be serviced by recovery vehicles (Along with motorcycle travelling marshals)

The local Hospitals has been notified of the meeting but the proven trend is to stabilise injured parties at the scene of the incident before moving them.

****It is imperative that no information will be released about the incident without prior approval from Dunboyne Motor Club and the MCUI**

Fire Safety

The organisers have portable fire fighting equipment (Fire extinguishers) strategically located through out the location of the event and out on the track with a mobile unit as back up. Marshals have been instructed in their use.

All local Emergency services have been notified of the event in advance.

The safety plan

Dunboyne Motor Club members will continuously monitor the event. The emergency access road will be kept clear at all times.

The car park: Vehicles will be parked in orderly rows and there will be free access to and from the car park at all times for emergency services. The safety officer will continuously monitor this situation

In the event of an emergency situation arising:

The event co-ordinator will automatically assume control and will be assisted by the safety officer and the Stewards of the meeting and take the appropriate action.

Depending on the seriousness of the situation the Gardai may have to be notified.

The Medical personnel on site for the event will include:

- **Doctor**
- **Advanced Paramedic**
- **Paramedics**

SPECIFIC HAZARDS IDENTIFICATION / RISK ASSESSMENT & CONTROL MEASURES FOR DUNBOYNE VINTAGE CLUB

Hazards	Risk Before	Controls	Risk After
<p>Incidents happening in the circuit</p> <ul style="list-style-type: none"> • Risk of overcrowding by spectators. • Escape route's getting blocked • Traffic accidents • Fire situation. 	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Work in conjunction with the local gardai and local authorities. • Marshals to continuously monitor the situation. • Have adequate and experienced marshals travel in front and behind the cavalcade. • Mark out the spectators parking area separately from the participant's cars and motorcycles. • Ensure participants sign in, in a central location and have it adequately staffed. • Have fire points spread around the paddock with all marshals knowing where they are. • Have First Aid stations in place. • Have a plan in place for climatic changes or a wet day 	<p><i>Low</i></p>

Hazards	Risk Before	Controls	Risk After
<p>Accidents in the assembly area</p> <ul style="list-style-type: none"> • Accidents caused by riders, drivers or mechanics starting machines in the paddock and going out on to the road • Fuel spillages • Slips tripping and falling 	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Ensure that all safety features are in place. • Have organised parking in place • Prohibit machines from going out on to the road until the travelling marshals are in place and ready to lead out the machines. • Keep the general public away from machinery in the assembly area. • Prohibit participants from filling fuel in the compound, all machinery should fill up at local petrol stations prior to arriving at the meeting. • Keep the assembly area clean and tidy. • Control the activities of exhibitors and stalls. • Where static machinery is on display ensure it is parked in a safe and sound state • Be prepared for machinery returning breaking down have a recovery vehicle on standby. • Don't allow machinery to become too noisy. 	<p><i>Low</i></p>

<p>Incidents out on the circuit</p> <ul style="list-style-type: none"> • Risk of injury to participants. • Risk of injury to spectators. • Traffic congestion 	<p>Medium</p>	<ul style="list-style-type: none"> • Ensure there is adequate pre notification notices posted. • Have meetings with residents and gardai • Ensure all participants are familiar with the route they are driving on. • Have marshals temporally block off side roads while the cavalcade is passing them. • Keep spectators and the public away from standing out on the road. • Have speed limits in place and inform all participants of them ensure they abide by them. • Ensure all cars and motorcycles are roadworthy • Ensure a travelling marshal is on the run. 	<p>Low</p>
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Hazards	Risk Before	Controls	Risk After
<p>Risk of Fire.</p> <ul style="list-style-type: none"> • Danger from deliberate fires. • Risk from storage of flammable or volatile substances.(fuels) • Danger of machinery catching fire • Danger of fires from persons barbequing 	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Dunboyne Motor Club Ltd provides training and quality supervision relating to fire hazards for their marshals. • There is a fire officer appointed for the event who should monitor the paddock. • The use and storage of fuel is strictly controlled. • All participants vans to carry fire extinguishers. • Provide good quality rubbish bins and empty them regularly. • Inform the local fire services of the upcoming event • Have adequate fire extinguishers on hand 	<p><i>Low</i></p>

Hazards	Risk Before	Controls	Risk After
<p>Crowd control.</p> <ul style="list-style-type: none"> • Danger of injury to spectators and the general public • Vandalism. • Spectators spilling out on to the road. • Trespassing on prohibited lands. • Damage to lands and local housing and gardens 	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Have marshals in place and in communication with the paddock. • Keep all spectators out of prohibited areas and have prohibited areas closed off. • Cordon off all private houses and gardens in the vicinity of the spectator area. • Have signage in place to highlight prohibited areas. • Be on the watch out for aggressive situations brewing. • Have the assistance and presence of the Gardai at the meeting. • Get feed back from travelling marshals. • Discuss the upcoming event with the local community before it starts and take their concerns on board. 	<p><i>Low</i></p>

Directors Report.

The Directors of Dunboyne Motor Club have a statutory duty to prepare an annual report on Health and Safety issues. This report shall include any amendments made to the Safety Statement, any safety programs initiated within the company and any safety training carried out within the company within the previous year. When budgets are being allocated funds should be made available to cater for the efficient implementation of the companies Health and Safety program.

Dynamic Risk Assessment

4th October 2009

Bike Parade laps Assessment:

Chief Marshall Leaves Timing Box:

Chief Marshall Returns Timing Box:

Chief Marshall Road Control Approved:

Car Parade laps Assessment:

Chief Marshall Leaves Timing Box:

Chief Marshall Returns Timing Box:

Chief Marshall Road Control Approved:
