



# Safe Working Practices

## COVID-19



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Prepared By	SLROC Committee
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## 1. Introduction

The aim of this document is to provide guidance to all SLROC club members and visitors to the various sites used by the club for off-road activities.

It is designed to operate in alignment with current Government and Local Authority guidance related to the COVID-19 pandemic.

It is *not* intended to be a strict set of rules to be used in isolation, but more an outline of the steps taken by the club to ensure everyone's safety whilst attending a SLROC event or facility, and guidance to attendees as to the expected behaviour by them whilst participating in events either as a driver, passenger or spectator.

This guide is primarily intended to cover activities at the club's main site at Newbourne, but also serves as a guide for any activities that are held at other sites. There may be additional guidance for these other sites provided by the organisers or landowners – this will be communicated via the SLROC Forum, and during the signing up process before any such event is held.

This document does *not* cover any club shows or activities involving members of the public. Any such events will have separate guidance issued according to the circumstances and regulatory needs related to COVID-19 at the time.

Due to the nature of the Club's activities most interaction takes place outdoors where social distancing can easily be achieved, but there are areas and situations that could result in close proximity that need special attention – these are called out in this document, along with the steps that the club is taking to mitigate and provide additional protection to all members and guests.

## 2. Ensuring adequate resources pre-event

Due to the extended responsibilities and coverage required to hold events safely, and to ensure that social distancing can be achieved in addition to the normal marshalling activities, it is required that we verify ahead of the day that sufficient Marshals and helpers will be available.

The event organisers will utilise various methods of communication including SLROC Forums, Social Media and Phone calls to check that we have enough helpers and Marshals.

On the day, depending on the Marshals and helpers present, the Event organisers and CoC will determine which parts of the course can be safely opened and operated.

It will be clearly communicated during the Drivers brief which parts of the course, and which club facilities are in use on the day.

The organisers will do their utmost to ensure that as much of the facility and course can be opened and made available for all to enjoy.

## 3. Pre-Booking vs Arrive and Drive

**For Trials, Tyro's and competitive events**, pre-booking is encouraged as usual, and there will be facilities to take payments on the day (*See section 6 for details of payment facilities*)

**For Driving days**, These will remain 'arrive and drive' and no need to book in advance – payment can be made on the day (*See section 6 for details of payment facilities*)

## 4. Arrival at Site

Upon arrival at the Newbourne site, there will be clear signage placed at the entry points, and around the site reminding of the need to respect social distancing at all times.

**ALL people attending a SLROC event** - whether as driver, passenger or spectator will be asked for their name and a contact number as part of the COVID-19 Track and Trace process.

This will be carried out at the entrance to the site.

**Face Coverings** are strongly advised to be worn by attendees to the site at all times, and whilst not mandatory in outside environments we encourage use when in large gatherings, or where social distancing is not possible. Face coverings **must** be worn when using inside facilities at the club.

**Vehicles arriving for Scrutineering** – Will be asked to form a single queue in front of the signing on hut and wait in the vehicle until called forward by a Scrutineer/Marshal.

Guidance will be given by the Scrutineer as to the procedure for scrutineering, and what the Driver and any Passengers need to do.

**Trailered Vehicles** – Will proceed to the main parking area, and find a suitable parking space, allowing a minimum of 2m between parked vehicles.

Unload the vehicle from the trailer, and proceed to the Signing on hut area, where a Marshal / Scrutineer will direct you.

**All Other Vehicles** – Will be asked to park either in the parking area behind the club hut, or in the main parking area, depending on space available. Vehicles should be parked to allow a 2m distance between, in order to maintain social distancing for alighting passengers and drivers.

## 5. Scrutineering

Vehicle scrutineering is a critical aspect for the safe operation and use of the Clubs driving facilities and is a mandatory undertaking prior to any driving event.

There will be a minimum of 2 Marshals on duty at any time to ensure safe working practices.

The following will be put in place to ensure that Scrutineering can be undertaken as safely as possible and will require the vehicle driver/operator and scrutineer to work together **whilst observing social distancing at all times**.

- PPE equipment will be available for all Scrutineers and Marshals (Gloves, Face Covering & Face Shields) within the Signing on Hut.
- It will be mandatory for all scrutineers to use PPE, and to dispose of properly at the end of a scrutineering shift using the waste facilities provided outside the signing on hut. (*Face shields will be sanitised and re-used*)
- Sanitising gel will be made available outside the signing on hut, for use by everyone.
- The Scrutineer will undertake Visual inspections only to complete the task of verifying the vehicle safety and preparedness for off-road driving.
- The scrutineer will ask the driver to demonstrate any equipment as requested in accordance with the checklist as necessary
- No door handles, seat belts, vehicle controls or bonnet/boot opening mechanisms will be touched by the scrutineer for the safety of both parties.
- Handbrake test – Drivers will be asked to **close** their window (*where possible*) before proceeding to the handbrake hill, to ensure separation from the Scrutineer who is verifying the correct operation of the braking system, as it is not possible to have 2m physical separation whilst performing this task.

## 6. Signing on and payment of fees

Signing on and payment of fees occurs after successful scrutineering and is undertaken in or immediately outside the signing on hut.

This task involves use of pen and paper, as well as payment of funds – the following changes will be put in place for this process:

- Hand sanitiser will be available outside the signing on hut for use by all.
- Weather permitting, a table will be setup outside the hut, with the form attached to clip board, and pen attached on a string to use to complete the signing on form.
- During inclement weather, the form and pen will be located immediately inside the hut.
- Drivers will be encouraged to use their own pen where possible to complete the form.
- Where this is not possible, drivers can use the pen, but will be asked to sanitise hands before and after use.
- Payment of fees – We encourage payment of fees for driving days and events by **contactless card**. A contactless payment machine will be made available for use in or around the signing on hut.

## 7. Marshal and Driving Briefs

Marshal and Driving briefs will still be given by the Clerk of Course, and everyone in attendance will be asked to respect the social distancing rules during the briefing.

- The Clerk of Course will as part of both briefings re-iterate the measures in place as detailed within this document in addition to the usual safety briefings.
- Should it be necessary due to the size of the group and social distancing in place, the CoC will use a megaphone to amplify his/her voice in order to be clearly heard.
- Anyone with questions relating to any aspect of this should raise during the briefing or speak to the CoC afterwards.

## 8. General Site Rules, Signage and Operation

The club site at Newbourne is an open facility with plenty of options to respect social distancing. There are areas of the site where gatherings and congestion can take place, and guidance related to this is given in following sections of this document.

At other sites used by SLROC, a risk assessment will be undertaken and adequate measures taken to ensure the facility can be used in a safe way, and respecting all social distancing rules.

In general, there will be clear signage across the Newbourne site to remind the need for:

- Social distancing
- Recommended use of Face coverings.
- Avoiding large groups.

There will also be additional signage around shared facilities and areas of congestion on site, to advise of changes to use, closure of particular areas or one-way flows to ensure adequate safety can be maintained.

**Face Coverings** are strongly recommended to be worn by attendees to the site, especially in situations where social distancing is not possible.

Face coverings **must** be worn when using inside facilities at the club such as the Toilet or Signing on Hut.

Anyone who feels uncomfortable at any time whilst attending a SLROC organised event should make their feelings known immediately to a Marshal or the Clerk of Course.

All guidance within this document should be followed, but does **NOT** negate the need to also follow the existing safety rules in place whilst attending a SLROC event. Details can be found on the club website, and on the back page of this document.

All members can receive a copy of this document via email on request, and a copy will also be available on the club website.



## 9. Use of shared outdoor facilities

There are a number of facilities at the Newbourne club site that are outside but shared amongst different people.

Below we have detailed the various elements that are affected, and steps that will be taken to ensure we can all still enjoy these.

- **Children's play equipment** is available for use, and it is the responsibility of parents to ensure children using the equipment follow the required hygiene steps such as hand washing before and after use.
- **Outdoor seating, picnic benches** – These will each be sited in such a way that 2m distancing is achieved between the closest points of each bench. People using the benches must ensure that they are complying with present Government guidance on separation and social distancing.
- **Safety gates to outdoor seating area** – These gates will remain in operation with sprung-closing to ensure we comply with the safety aspects of the outdoor area. However only 2 gates will be in use, with an Entry and Exit only system. Gates will be clearly signed with **Entry** and **Exit** only.

## 10. Use of Club Cabin

Due to the layout and tight movement within the club cabin, it's impossible to maintain adequate social distancing, therefore it will not be possible to use this facility until further notice – changes to this policy will be based upon Government guidance and the evolving situation.

The committee will keep all members updated as to when changes to this can be made – we all want to enjoy our great club facilities to their full as soon as we are able to safely do so!

The steps and slope up to the Veranda outside the club hut are reserved for use in order to provide catering and toilet facilities (*See sections 11 and 12*) – therefore these cannot be used for other purposes.

## 11. Tea and Coffee Facilities

Members will be asked to bring their own mugs, cutlery and plates etc – ***no Mugs or cutlery will be available from the Club Hut.***

Members will also be asked to bring their own Refreshments as required (*Including Hot Water to make drinks*) – ***These will not be available from the club hut.***

**Members are also reminded to take all their own rubbish home with them.**

***The Kitchen area within the club cabin will be closed to general access.***

## 12. Toilet Facilities

The Toilet facilities will be available for all members to use at the Newbourne site but will be used on a 'one out, one in' basis.

Access to all toilet facilities is tight, and it is impossible to respect social distancing with any more than one person at a time – please ensure you respect this process and ensure you are not gathering around the area immediately outside the toilet.

All toilet facilities will have the following undertaken:

- Clean at the start of the day – Facilities will be closed and signed that cleaning is taking place
- Clean at the end of the day
- Sanitiser gel will be available at the top of the stairs, and members will be asked to use before and after visiting the toilet.
- Water (*cold only*) and soap will be available for use in the toilet facility.
- Disposable paper towels will be available, and waste bin provided for use in the toilet facility.

## 13. Driving – Multiple Occupancy in Vehicles

It will be the responsibility of the driver of all vehicles to ensure that any passengers carried are done so within the current Government guidance.

The club discourages any 'ad-hoc' rides or sharing of vehicles between drivers and different family groups.

It remains the drivers responsibility to ensure that anyone within the vehicle utilises the appropriate safety belts before setting off, and that these are used by all passengers at all times whilst the vehicle is in motion.

At the present time, 'ride-along' instruction or guidance is at the discretion of the Marshal or Instructor, and both parties **must** wear face coverings and keep windows open during any such activity.

## 14. Spectating on-site

Spectating around the courses will still be possible – all spectators will be reminded to maintain social distancing at all times, and not gather in large groups - especially during recoveries which tend to attract larger groups.

Marshals will be asked to remind people to respect social distancing – please respect any instructions given by Marshals.

There will be signage placed around the course to remind spectators regarding social distancing.



## 15. Recoveries whilst on the course

As usual, Marshals are on-hand across the various course sections to provide assistance in recoveries should it be necessary.

The Black course will be by prior approval of the CoC, and members using this course are expected to ensure that they have suitable recovery equipment.

Marshals will be available to advise and assist as normal with recoveries as well as winching activities (*Winch trained Marshals only*) but will be observing all social distancing rules during recoveries.

This may require the vehicle driver or a passenger to attach recovery ropes etc to their own vehicle.

Safety Gloves will be worn by **all parties at all times** – this is standard safety practice when using recovery equipment.

Marshals will avoid touching or using a drivers own recovery equipment where possible, but there maybe times when this is not possible – advice will be given by the Marshal at the time dependant upon the circumstances at hand.

Marshals will have sanitising gel available to use by all at their marshal point.

## 16. Trials and Tyros

CCVT & Tyros will continue as normal following the guidance within this document.

## 17. Camping

Following updated Government guidance, camping on site will be possible. All members camping over should continue to follow social distancing measures at all times.

Camping pitches should be positioned with **6m** spacing between to comply with Government guidelines – any vehicles not complying will be asked to re-position.

## 18. First Aid and Emergency procedure

Members are encouraged to bring and utilise their own first aid equipment for minor cuts, injuries etc.

First Aid equipment will be made available to all members if required from the Club – the required First Aid treatments, dressings, equipment etc will be taken from the First Aid kit and provided to the member, whilst respecting social distancing.

Appropriate PPE will be utilised whilst providing First Aid provisions, and if it is required to administer help and assistance to a member, the trained First Aider will utilise PPE as appropriate.

The club's standard emergency procedures remain active at all times, with the CoC taking control of any emergency situation to co-ordinate the appropriate level of response.

## Existing Safety Rules (*From the back page of Nooze*)

### Important Information

On entering the access lane to the site, please adhere to the **5mph** speed limit. Failure to do so, may result in removal from the site with no refund of fees.

**If only watching or socialising, please turn right to park in the rear car park. Do not park in the main car park or proceed to signing-on/scrutineering.**

**Trailers to be parked in designated area in main parking area.**

If taking part in the event please stop at the signing-on hut first:

For insurance purposes, membership cards **must** be available for

inspection at **any** club driving event, if requested. Only members holding a full UK driving licence\* and who have **signed on**, may drive at any club event. \*With the exception of 'Tyro Trials' where Supplementary

Regulations may allow drivers of 13 years and upwards.

Then continue to scrutineering: **All** vehicles must be scrutineered prior to driving onto the courses. Minimum requirements for recovery points are two-points at the front with bridle, and manufacturer's tow hitch at the rear or two 'Jates' and bridle. Please fit bridle before scrutineering.

Seat belts (inc. lap-belts) must be fitted and worn by all occupants.

**(No belt, no ride.** This is for your own safety).

Once signed-on and scrutineered, you may continue to the parking area.

**All** loose items must be removed from the vehicle before going on the courses. Vehicles will be checked for these items and stickers.

#### **15 mph site speed limit**

No driving along the footpath at the bottom of the site, except at the designated crossing point for access to and from the Woodland Course.

**All recoveries under the supervision, and at the discretion of a Marshal. All facets of winching operations may only be carried out by persons aged 18 and over, including rigging.**

**Pedestrians must not walk on the courses, only the access roads- this is for your own safety.**

**Children (under 16's) remain the sole responsibility of parents/carers at all times. Children must wear a Hi-Viz vest whilst outside a vehicle in all areas. Children must be accompanied by an adult in all active vehicle movement areas.**

Dogs must be kept on leads and under proper control at all times.

It is the responsibility of the owner to clear up after your dog(s).

**Do not drive roped-off areas.**

**Do not remove ropes or posts unless instructed by a Marshal.**

Strictly no drinking and driving. No motorcycles or quad bikes.

No tractor, Implement or overly-aggressive treaded tyres.

Please take all your litter home with you.

**The Marshal's decision is final**