



IPKC Risk Assessment & Policy

Introduction

This document sets out our assessment and understanding of the risk within the business / championship and our policies and procedures for controlling and mitigating risk where possible.

Our policy is to be open and transparent with our customers, employees, contractors and local authority in terms of the risks associated with our business.

It is the responsibility of each employee / contractor to read this document, understand its content, and act upon its recommendations and requirements.

It is also the responsibility of each employee / contractor to inform the senior management and/or directors of the business should a new risk be identified or if our policies and procedures are not being followed correctly.

Risk Matrix

The matrix can then be used to help you decide how significant the level of risk is. Bear in mind however, that the outcome of accidents are largely unpredictable, so it is necessary to concentrate on the probable rather than the possible.

OCCURRENCE LIKELYHOOD	SEVERITY OF OUTCOME		
	Slightly Harmful	Harmful	Very Severe
Highly Unlikely	Insignificant	Low	Medium
Unlikely	Low	Medium	High
Likely	Medium	High	Very High
Very Likely	High	Very High	Very High

Prioritising Action

Categorising risk is important to help concentrate action on dealing with the riskiest activities or processes. Once the level of risk associated with a hazard has been established, the guide below can be used to decide the order of priority for further action to reduce the risks.

RISK LEVEL	ACTION PRIORITY	TIMESCALE
Very High	Unacceptable Risk: Require immediate attention and/ or cessation of activity until action to reduce risk is carried out.	IMMEDIATE
High	Urgent: Requires attention as soon as possible. If necessary, stop activity until action to reduce risk is carried out.	IMMEDIATE
Medium	Requires Action: To be dealt with as soon as possible after high priorities.	WITHIN 2 WEEKS
Low	Action If Necessary: Where action is possible, without significant cost or difficulty.	WITHIN 1 MONTH
Insignificant	No Action Required: No need to record as part of risk assessment.	

RACE EVENT ASSESSMENT	
<p>GRID SIZE: Has consideration been given to the number of karts which participate in the event.</p>	<p>Championship management will consult with the Venue Owners and limit grid sizes to that of the circuit limit as advised by the Venue Owners and track licence issued by a governing body.</p>
<p>MEDICAL FITNESS TO DRIVE: Has consideration been given to the fitness of the participants to take part in the event.</p>	<p>All participants declare their fitness as part of the Signing On process. Those under the age of 16 need their Parents/Guardians to declare fitness.</p> <p>We also have a Child Safeguarding Officer and Chief Medical Officer who will attend races and monitor drivers suitability to take part.</p> <p>Medical Officer will be present at all rounds to allow drivers to build a repour. The Medical officer will also be responsible for checking all additional medical covers qualifications.</p>

RACE EVENT ASSESSMENT

<p>SUITABILITY OF KARTS: Has consideration been given as the suitability of the karts to be raced.</p>	<p>All drivers (Parents/Guardians of drivers if under 16) have to declare that their karts conform with the Technical Regulations as published on our website. All engines are supplied with a seals to avoid tampering or unsafe modifications.</p> <p>The organizers reserve the right to inspect all karts for safety at all points during the weekend and to require remedial action to be taken before the kart can be used again. If karts are damaged during the race in an unsafe manner the driver will be flagged into the pits using the “Mechanical Defect” flag.</p> <p>Our chief scrutineer will also be available to offer advice if mechanics / drivers have any questions about the safety or eligibility of their kart.</p>
<p>SUITABILITY OF APPAREL: Has consideration been given as the suitability of the apparel of those taking part in the event.</p>	<p>Our regulations state the minimum standards for racewear. Drivers must wear suitable protective clothing whilst racing, all clothing must be in good condition free from holes, tears, etc., and to the satisfaction of the Scrutineer. The championship reserved the right to inspect race wear at any time. Details are defined in the Rules and Regulations Drivers must not carry bum bags, tools, weighted belts, or any type of Camera on their crash helmet or person.</p> <p>Marshalls staff and any person must wear an item of High Viz clothing when on-track at all times when the circuit is “live”</p>
<p>RACE CONTROL/RACE ADMIN: How is the race organised to ensure proper management of the event.</p>	<p>Final event instructions and time tables are issued prior to the event, all staff and competitors are briefed on the morning of race day. We also have an official group chat to communicated with drivers. Championship rules and regulations are also published well in of the championship starting.</p>

RACE EVENT ASSESSMENT

<p>Paddock/Service/Refuel: Explain how the paddock and refuelling areas are managed.</p>	<p>Drivers / teams will be required to set up awnings in the paddock in line with any requirements of the Venue. Karts are not allowed to be driven in the paddock during a race day. Re-fueling is the responsibility of the teams/ drivers in-line with the Rules and Regulations.</p>
<p>JUDICIAL MATTERS: Explain how judicial matters will be managed on site.</p>	<p>Any Judicial Matters arising on race weekend will be referred immediately to the organizers and/or the CoC/Race Director, who will then make the relevant decisions in line with the Rules and Regulations.</p>
<p>DRIVING STANDARDS: Explain how driving standards will be managed.</p>	<p>A range of penalties for poor driving standards are defined in the Rules and Regulations and will be enforced by the trackside support team. The Organisers, designated observers and Marshalls will support the CoC in reporting potential infringements</p>
<p>MARSHALLING/INCIDENTS' RESPONSE: Explain how events will be marshalled and incidents responded to safely.</p>	<p>Events will be marshalled by the circuit we visiting. All marshals will sign on with CKC taking full emergency contact details. Flags are used as defined in the Rules and Regulations. Any specific circuit specific details relating to Red Flag incidents are briefed to competitors on the morning of the race. We will have a number of incident marshals to help recover karts and move them to a safe place. Once racing has finished karts can be recovered by the team/mechanics. All events are covered with a minimum of one certified paramedic with response vehicle. Any incidents are recorded in Insurance Company advised when required.</p>
<p>SENIOR LEADERSHIP:</p>	<p>Rory Rothern - Race director, responsible for on circuit and sporting incidents. Ashley Barker - Clerk of course, responsible for on circuit and sporting incidents. Keith Ramsbottom - Safety Officer and Chief Scrutineer. Ben Light - Medical & Safeguarding Officer.</p>

Fire Safety

There is a risk of fire. As an incoming championship we follow the track/venues fire policy, usually within their the guidance of their track licence:

Our policy which we expect venues to comply with as a minimum:

- Fire-fighting equipment to be maintained according with manufacturer's recommendations
- Provision of a service contract with appropriate contractor/supplier
- Ensure that all employees receive basic fire-fighting training
- Have at least one fire marshal in attendance
- Internal fire alarm to be serviced annually
- Fire alarm to be checked and tested
- General cleanliness and standards to be maintained. Rubbish, waste paper and plastics to be disposed of and removed from the site as soon as possible
- All corridors and evacuation routes to be checked regularly and be free from obstruction
- Fuel and flammable liquids to be controlled in according with Fuel Policy
- Should a fire occur, attempt to fight fire only if it is safe to do so and correct equipment is available in vicinity. Evacuate all customers and non-fire-fighting staff immediately. Call 999 and make way to evacuation point at front of car park.
- Should a fire occur, a fire report is to be completed as soon as possible and arrangements must be made for the maintenance company to replenish/replace all extinguishers used
- In areas where emergency exits are near to track barriers, the barriers are detachable and easily removed and/or easy to step over.
- Wheelchair users remain in the spectator and reception areas. Wheelchair users do not enter the track area and therefore have no need to step over a barrier.

ALL DRIVERS MUST HAVE PRESENT AT RACE MEETINGS A FIRE EXTINGUISHER TO BSEN3 OR EN3 STANDARD WITH A MINIMUM 55B RATING. ENVIRONMENTAL SCRUTINEERS WILL CARRY OUT SPOT CHECKS IN THE PADDOCK.

(NOTE: TYPE B MEANS FOR USE WITH FLAMMABLE LIQUIDS, AND THE 55 REFERS TO THE CAPACITY. THE ACTUAL EXTINGUISHANT IS NOT SPECIFIED, BUT HALON IS NO LONGER LEGAL IN THE UK). FIRE EXTINGUISHERS MUST BE KEPT AT THE ENTRANCE TO THE COMPETITORS PIT SPACE AT ALL TIMES. IT IS RECOMMENDED THAT COMPETITORS WITH ENCLOSED AWNINGS HAVE A MINIMUM OF A 2KG FOAM OR POWDER EXTINGUISHER, AND IF MORE THAN ONE PRIVATE COMPETITOR IS SHARING THE AWNING THEN A MINIMUM OF TWO 2KG EXTINGUISHERS BE AVAILABLE. ALL AWNINGS SHOULD BE AWARE OF HEALTH AND SAFETY AT WORK LEGISLATION AND PROVIDE A MINIMUM OF TWO 6KG FOAM OR POWDER EXTINGUISHERS TO BE PLACED AT THE ENTRANCE(S) OF THE AWNING.

Specific Fire Risks & Mitigation / Control

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Fuel Store	Risk of fire and/or explosion of fuel: MEDIUM RISK	Petrol must be stored in approved metal jerry cans at all time. Spillages must be cleaned and removed immediately. Fuel stored in accordance with fuel policy.	LOW RISK
Karts	Risk of fire: LOW RISK	Karts well maintained and safety checked. Engines regularly serviced. Any fuel spillages to be cleaned from bodywork and components immediately.	LOW RISK
Electric Heaters	Risk of fire: LOW RISK	Heaters to be switched on only for periods necessary. Never left on when site is closed (e.g. overnight). Heaters to be kept free from obstruction. Nothing ever placed on top of the heaters.	LOW RISK
Circuit	LOW RISK	Petrol and oil spillages to be cleaned and removed immediately.	LOW RISK
Tyres	LOW RISK	Should a fire break out on the track, immediate evacuation of entire site is required. Only attempt to fire fight if safe to do so.	LOW RISK

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Rubbish & Bins	Risk of fire: LOW RISK	Remove all rubbish and bins from site as soon as possible. Do not put any hot or burning materials in to bins.	LOW RISK

Prevention & Reduction of Accidents

Every attempt is made to reduce the risk of accidents. However risk can never be totally removed and accidents will inevitably happen.

Our policy:

- Continually monitor and record all accidents and seek to reduce the risk of each accident occurring again.
- Maintain an accurate accident book.
- All employees to continually watch out for potential accident risks and to bring any risk to the attention of the management team immediately.
- Trip hazards are identified and highlighted to employees and customers.
- Any accidents falling under the RIDDOR regulations to be reported as soon as possible.
- Maintain a first aid kit and have first aiders / medics on site should an accident occur.
- Medical officer to oversee all aspects of drivers who may require medical attention

Specific Risks & Mitigation / Control

AREA	RISK BEFORE	MITIGATION	RISK AFTER
All areas	General trips, slips & falls. LOW RISK	Ensure all reasonable precautions are taken to reduce risk of trips, slips and falls. Liquid spillages to be cleaned and dried as soon as possible. Ensure all walkways, doorways and corridors are free from unnecessary obstruction.	LOW RISK
Toilets	Scalds. LOW RISK	Ensure that hot water warning signs are displayed.	LOW RISK
Accidents on circuit	Slips & trips. Collision between marshals & karts. MEDIUM RISK	Marshals are trained to understand the risks. Marshals to stay in their marshalling points unless they need to deal with a specific issue on track. Warning lights and flags to be used to slow down and/or stop drivers before entering the track. Marshals to step over barriers – no standing on a barrier or tyre wall. Marshals to wear high-vis jackets/vests.	LOW RISK
Accidents during racing	Risk of all types of accidents and injuries. MEDIUM RISK	Racing is a high-risk activity. Accidents will always occur. Track to be made as safe as possible. Warning signs, lights and flags to be used to warn drivers of risks. Comprehensive safety briefing to be given where customers will be made aware that motorsport is dangerous, before every race. karts and track to be regularly maintained and inspected to ensure free from defect. We endeavour to meet industry standards in track design and layout.	LOW RISK
Use of COSHH chemicals	LOW RISK	When using any chemical always read and follow instructions on the packet. Safety Data Sheets for all chemicals can be found on line via COSHH chemical file for the chemical concerned .	LOW RISK

Confrontations With The Public

Policy:

- Physical and/or verbal abuse towards employees is not tolerated.
- Physically or verbally abusive customers will be asked to leave immediately.
- If abusive customers do not leave immediately, the Police will be called on 999.
- Abuse between employees is not tolerated. Any abusive employee will be reprimanded and disciplined according with our standard terms of employment and/or employee handbook.
- Any physical abuse will be reported to the police.

TYPE OF RISK	RISK BEFORE	MITIGATION	RISK AFTER
<p>There is a risk of confrontation between members of the public and between the public and employees.</p>	<p>LOW RISK</p>	<p>It is difficult to reduce the risk of confrontation between members of the public and our staff. Motor racing is a high-adrenaline activity and members of the public often finish their race in a highly excited state of mind.</p> <p>In particular, customers that have been disqualified (black-flagged) during an event are often upset or angry about this.</p> <p>Our staff are trained to avoid confrontation with members of the public and maintain a physical distance from any abusive person.</p> <p>Should physical abuse occur between members of the public, the staff may decide to intervene or restrain an individual to protect the safety of the other party. They should do this only if it is safe to do</p>	<p>LOW RISK</p>

Safety & Security Of Employees

The safety and security of our employees is taken very seriously.

Policy:

- There should be more than one member of staff on site at any time during the Tracks Running Hours
- Employees in high-risk areas (e.g. track, marshal, race director) should wear high-visibility clothing
- Two-way radios are provided to allow communication between employees
- CCTV system is in operation around the premises to record and monitor security and safety
- Employees are not involved in the transportation of cash from the premises

Mitigation of risk

- Employees are given the correct training for their job role
- Employees are given or advised on the correct clothing for their role
- Employees are advised on the risk of injury or accident

Low Risk after mitigation

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Before entry to building	Risk of Robbery. LOW RISK	Before entering the building, the person should check for no signs of forced entry. If a person suspects a problem then management should be called and employee await assistance.	LOW RISK
Lone working Reception and all areas	Risk of Accident, Injury or Robbery. LOW RISK	<ul style="list-style-type: none"> • Employees working alone should always have access to the phones in case of emergency. • Employees working alone will be first aid trained. 	LOW RISK
Going into a drivers teams awning	Risk of Accident, Injury or Robbery. LOW RISK	Ideally employees will go as a pair to drivers awning. If this is not possible they will take a two way radio to instantly get the attention of team members.	LOW RISK

Marshal Guidelines

We take the safety of our marshals and track support staff very serious and it endeavour as much as is reasonably possible to keep all staff safe always. Risks include but not limited to Slips, Trips, Falls, collision with vehicles and confrontation with the public. Marshalling without care should be considered a **Medium Risk** activity.

Mitigation and safe working practice

1. High visibility jackets and/or bibs must be worn and unobscured.
2. Ear defenders are available to all staff.
3. Warm and protective clothing must be worn always.
4. Suitable footwear must be worn always.
5. Gloves are available to all staff when requested.
6. During a race, you must stand in your designated safe marshalling points.
7. If there is an incident involving karts getting stuck on the track, follow this procedure:
 - a. Use amber, battenburg or red flags when necessary and as soon as accident an occurs
 - b. If necessary, activate the appropriate warning lighth.
 - c. Radio to your fellow marshals to make them aware of the incident
 - d. Check that it is safe to enter on to the track area from your marshalling point
 - e. Carefully climb over the tyre and/or plastic barriers – do not run, jump or “hurdle” over them. Also, do not stand on barriers and/or tyre walls.
 - f. Start to move the kart back in to a driving position by rolling it forwards and/or backwards
 - g. Do not attempt to lift a kart on your own. If lifting is required, signal or radio another marshal to assist you.
 - h. During this process, continue to monitor the track and ensure that it is safe for you to remain on the track. Flag marshals must not leave their post, only incident marshals and other available track support track can go to recover karts.
 - i. If necessary, escalate an amber light/flag to red to increase your safety
 - j. Once the kart has been returned to the track and the driver is able to move away, return to your marshalling point as soon as possible.
 - k. We have a core team of track support staff but will also employ local circuit marshals to improve our track knowledge.
 - l. A team briefing will be held at the beginning of each day

If safe working practice outlined above is followed we would consider marshalling to be **Low Risk**.

However, motorsport is dangerous and all people working around the track should stay focused always and not take risks on the circuit, a marshal should always look after themselves above all others.

Manual Handling

Working with karts sometimes requires the lifting of heavy objects as a company we would like to reduce this by training staff the safest way to lift a load and having a manual lifting procedure in place. Correct manual lifting posters positioned.

For any lifting activity

Always consider:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Circuit	Moving Karts. MEDIUM RISK	Proper lifting techniques as per the manual lifting policies. If A kart requires a large lift or move the person should ask for help to move the kart.	LOW RISK
Mechanics	Lifting karts onto axle stands. LOW RISK	While working on Karts, sometimes it is required to move the kart onto axel stands, this should be done following the manual lifting policies. If required for ask for help from another member of the team.	LOW RISK
Mechanics	Lifting karts onto the kart trolley. MEDIUM RISK	While completing larger tasks on the karts it is sometimes necessary to have the karts on trolleys so they are more accessible this requires a considerable lift and should be done with no less than 2 people using the correct manual handling techniques.	LOW RISK
Circuit	Pulling barriers into position. LOW RISK	As the track is in use sometimes the barriers are pushed out of place. It is our job to pull barriers back into position. This should be done with at least two people working together, And in accordance with the manual handling policies.	LOW RISK

Managing Fuels & Flammable Materials

The storage and use of petrol is an essential part of our business. There is obviously an inherent risk in the storage and use of petrol (i.e. risk of severe fire or explosion) and therefore the management of petrol and other flammable materials is an extremely important consideration.

Policy and Mitigation:

- All employees to be briefed on the risk of petrol storage and use
- All employees to be trained on the correct procedure for refuelling karts and for the storage and management of fuels
- Fuel storage to be limited to the lowest amount required to operate the business successfully – no “stock piling” of petrol or other fuels.
- Fuel to be stored using approved metal jerry cans.
- No single jerry can to hold more than 20 litres of petrol
- Jerry cans to be kept in a well-ventilated area
- Jerry cans to be kept away from the public
- Absolutely no smoking while fuelling is taking place
- Competitors are responsible for bringing and fuelling their own kart, they must also ensure they follow the fire risk policies.

COSHH Assessment: Petroleum

Assessment Questions	Answers
Which area/process are these hazardous substances used in?	Petrol is stored in metal jerry cans All competitors will be bringing their own fuel on site. No more than 2 full jerry cans are stored in any one room at any time. There may also be a small amount of petrol (less than 10 litres) in a plastic petrol container, which is used for the immediate refuelling of karts. Finally, up to 10 litres of petrol is stored in the fuel tanks of each adult karts and 2.5 litres in each cadet kart
What is the hazardous substance that's used?	Petroleum
Are any hazardous substances a by-product of a process, e.g. welding fume?	No
What is the actual hazard?	Risk of fire or explosion Risk of corrosion to tarmac surfaces
Are there other hazards that don't come under COSHH?	Risk of fire or explosion Risk of corrosion to tarmac surfaces
How could exposure occur?	Skin contact Inhalation of fumes Fire or smoke from fire
What controls are in place?	Ventilation in areas where fuel is stored Storage in metal jerry cans
How well are these controls working?	Very well – no incidents reported so far Little or no spillage from containers Risks well identified and managed by staff
Can we eliminate/reduce the substance quantity?	No – this is an essential business process
Is there sufficient information relating to the hazardous substances in our workplace?	Yes – all staff made aware of petrol and how to handle petrol. Training given on correct procedure for refuelling karts. Petrol and risks well identified and labelled with safety and warning stickers/labels/signs.

Barriers & Physical Circuit Safety

All motorsport is dangerous and has inherent risks to the participants, spectators and officials. We must endeavour to reduce the risk as much as possible. Properly maintaining and inspecting the track and its safety features is a key component of managing this risk.

Policy:

- Daily track walk and full inspection
- Inspection sheets to be filled out fully and signed off by senior marshal or race director
- Damage to be repaired at the start or end of each day by the venue
- A brief mid-day track walk to be completed to inspect the key points of the track
- After a serious accident, injury or collision, a track walk and inspection to be conducted before racing can continue
- Any serious damage to be repaired before racing can continue

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Plastic Barrier(s)	Can become dislodged from their correct position. Can become broken and therefore less effective	Daily track walk and damage assessment. Replacement of defective barriers.	LOW RISK
Tyre Wall(s)	Can become dislodged from their correct position. Can become broken and therefore less effective	Daily track walk and damage assessment. Replacement of defective tyres.	LOW RISK
Plastic Banding	Plastic banding can become damaged, broken or sharp plastic edges can appear.	Daily track walk and damage assessment. Replacement or repair of defective banding.	LOW RISK
Metal Barrier(s)	Metal barriers can be broken or bent during high-speed collisions Low Risk	Daily track walk and damage assessment. Replacement or welding/repair of defective metal barriers.	LOW RISK
Screws & Fixings	Screws can become loose, damaged, totally dislodged or sheered, leading to sharp areas Low Risk	Mid-day track walk. Daily track walk and damage assessment. Dislodged or faulty screws immediately replaced and re-drilled.	LOW RISK
Potential Blackspots	Specific areas of the track may be identified as accident blackspots Low Risk	Blackspots to be specifically covered during the pre-race briefing. Surface painting (e.g. arrows and/or hatchings) to mark blackspots. Warning stickers and chevrons at accident blackspots.	LOW RISK
Single File Zones	Risk of accident during overtaking in narrow areas Low Risk	Single file zones correctly identified during pre-race briefing and correct procedure discussed. Hatchings and/or chevrons painted on to track to indicate risk area. Marshals to warn or black flag any offenders.	LOW RISK

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Corners	Risk of accident in corners or upon exiting a corner and suddenly finding a stalled or stuck kart in front Medium Risk	Risk of accident discussed during safety briefing. Marshals to quickly identify issues and take appropriate action (e.g. switch on warning lights, use yellow or red flags, use visual warning such as hand gestures, etc.)	LOW RISK
Sudden Impact	There is a risk of sudden stop or impact, whiplash injury etc. Medium Risk	Correct safety racing wear (suit, gloves, crash helmet). Good upkeep of track. Good upkeep of karts. Good pre-race safety briefing. Endeavour to build and design track to industry standards. Motorsport is dangerous!	LOW RISK
Circuit Surface	Risk of becoming slippery or losing too much grip Low Risk	Any liquids or spillages to be cleaned immediately. Track test performed by marshal and signed off by Race Director before racing is allowed to continue.	LOW RISK

Driver Safety

Whilst motorsport is inherently dangerous, and drivers participate knowing and understanding the risks, we endeavour to reduce the risk as much as possible.

Policy:

- All drivers to sign the “certificate of understanding and acknowledgement of risk” form before being allowed to participate. Also known as signing on.
- Drivers under the age of 16 to be accompanied by an appropriate adult who will sign the form on their behalf
- All drivers must take part in a class relevant to their age, weight and kart spec Children under the age of class are not allowed to race unless a comprehensive risk assessment and due diligence carried out by Race Director. Race Director’s discretion.
- Participants must be tall enough to fully depress the brake and accelerator pedal with a bent knee.
- Drivers must not be under the influence of alcohol, drugs (recreational or otherwise) and must not be (or could be) pregnant
- Race Director to make a decision on the competence, ability and mental awareness of the participant. If race director has any concerns, the participant will be prevented from driving. We also operate a 115% rule, during practice if drivers are not able to set a lap time within 115% of the fastest time the race director will assess their competence .
- All drivers to receive a safety briefing before race day.
- All drivers must wear full race suit, gloves and crash helmet upto the minimum standard in our regulations. Other safety equipment is also recommended.
- Crash helmet visors must be kept down during the race to reduce the risk of facial injury from flying debris. Visors may be lifted by 1cm to prevent steaming up.
- We will have two medical personnel on site when the track is live. A paramedic with response vehicle and our medical officer. Medical crews will have access to a radio so can be called at a moments notice.

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Clothing	Loose clothing can become trapped in engine or wheels Medium Risk	All participants must wear clothing which is not loose eg race suits. Scarves and neck ties must be removed. Long chains and necklaces must be removed.	LOW RISK
Crash Helmets	Can become fatigued or damaged Medium Risk	Regular helmet inspections to be conducted and damaged or faulty helmets immediately removed from service and driver must use a replacement.	LOW RISK
Footwear	Laces can become trapped in engine or wheels. Unsuitable footwear (high-heels, soft soles, boots) may cause driving issues Medium Risk	Race director / scrutineer to ensure correct footwear used. Prevent drivers with wrong footwear from driving. Provide safety training. Ensure laces are tied and/or tucked in to shoes. Should pay extra attention to a child's footwear as they may be more likely to have loose laces.	LOW RISK
Long Hair	Can get trapped in engine, running gear or wheels. Medium Risk	Ensure long hair is secured using hair nets, elastic band or bobbles. Use balaclava to provide additional security. Ensure hair does not trail out of helmet. Stop driver immediately if hair becomes loose during race.	LOW RISK
Medication	Inability to drive safely due to drowsiness or incoherence. Medium Risk	Must not be allowed to drive. If customer did not disclose medication use before race and symptoms identified during a race, race must be stopped.	LOW RISK
Alcohol or Drugs	Inability to drive safely or listen/comprehend safety instructions. Inability to react to situations quickly enough Medium Risk	Must not be allowed to drive. If customer did not disclose drink or drug use before race and symptoms identified during a race, race must be stopped. Race Director to attempt to identify customers in this state before race if possible.	LOW RISK

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Suitability	Basic inability or unwillingness to listen, exercise care and attention. Risk of accident or injury to self or other drivers. Low Risk	If a customer exhibits any cause for concern (refusal or inability to listen to the safety briefing, for example) or appears to be overconfident, extra safety briefing to be conducted by race director. If race director feels this person will not be a good driver or will cause risk or injury to himself or others, the customer should not be allowed to race.	LOW RISK
Disabilities	Inability to fully control the kart, causing injury to self or others High Risk	Drivers with minor disabilities may be able to race, at the discretion of the race director. Drivers must be able to demonstrate clear understanding and knowledge of safety briefing and must be able to fully control the kart, including being able to press hard and keep pressing hard on the brake pedal, and fully articulating the steering of the kart from left to right and back again. During a race if it becomes clear that the driver is struggling to operate the kart fully and safely, the race must be stopped.	LOW RISK

Specific Risks For Children

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Mental Competence	Not able to fully understand the risks and rules of the track Medium Risk	Ensure a detailed safety briefing is conducted and that all children fully understand the briefing. Ensure parents/guardians are included in the briefing and fully understand the risks and procedures. Ask questions and give them a quick recap test.	LOW RISK

AREA	RISK BEFORE	MITIGATION	RISK AFTER
Physical size	<p>Not able to operate the vehicle properly, unable to fit in the seats correctly</p> <p>Medium Risk</p>	<p>Ensure child is comfortable and is able to fully operate the controls. Must be able to fully press and hold the brake pedal and accelerator independently. Must be able to move the steering wheel fully from left to right and back again.</p>	<p>LOW RISK</p>
Physical ability	<p>Not able to operate the vehicle properly during the race</p> <p>Medium Risk</p>	<p>Marshals to monitor all children and stop race if any concerns apparent.</p>	<p>LOW RISK</p>

Maintenance Of Karts

Proper maintenance of the karts is an essential component in the management and reduction of risk. **Low Risk** before and after mitigation

Our policy:

- Chief Scrutineer to check karts randomly, from time to time drivers may also be called for kart inspections and they must meet the following:
 - Track Rods Secure
 - Stub Axels – No movement, fully secure
 - Back Axel – All components secure bearings smooth
 - Brakes – pedal fixture secure, kart stops adequate braking performance
 - Chain Tension – Make sure it is running true, chain not to loose
 - Idle – set perfect, kart not rolling forward
 - Plastic clips – make sure they are all attached to the kart
 - Tyres – check wear and pressures correct
 - Seat – secure with little movement, bolts tight
 - Rims – fit for purpose
 - Hubs – no play within the hub and the studs are attached

All safety checks logged and signed off.

- Faulty components identified and repaired/replaced as soon as possible
- Unsafe karts told to be repaired before they can be used

First Aid

As part of our risk management strategy, we have adopted the following first-aid policy:

1. A number of First aid boxes are available across the site
2. A full medial crew and response vehicle will be on site during racing
3. At least 1 members of staff with first aid training to be on-site during normal hours of business (medical officer)
4. First aid to be offered to customers and/or employees if an injury occurs
5. For severe or significant injuries, support is to be called using 999
6. All head injuries will be dealt with by calling 999
7. Minor injuries can be treated by qualified medical staff with a recommendation that they seek professional medical attention if required
8. All injuries will be reported and recorded using our official accident book. All accident reports to be stored in the accident file.
9. If a driver experiences pain they may be removed from the track to allow us to monitor them closely and offered medical attention if needed

Spillages Of Bodily Fluids

In the event that bodily fluids are spilled, such as blood, urine, vomit or faeces, this must be specifically dealt with immediately:

1. The area must be cordoned off
2. A warning triangle sign should be displayed
3. Masks and gloves should be worn by the employee
4. Solids must be removed using a mop or shovel
5. Bleach or other suitable cleaning agents should be used to kill bacteria or other infection risk
6. Once the area is generally clean, a secondary clean using normal cleaning solutions should be completed.
7. The area should then be dried using a suitable cloth or mop
8. Only once the area is deemed to be clean and safe should the cordon and safety signs be removed.
9. The dirty or contaminated water/cleaning products should be disposed of correctly and the cleaning implements (mop, buckets, shovels, etc.) should be thoroughly cleaned or disposed of as appropriate.
10. If blood is spilled, an accident report should be made in the official accident book

Hygiene & General Cleanliness

It is important that the general cleanliness of the site is of a high standard. Our policy:

- Rubbish and other waste should be disposed of immediately in the bins provided around the site
- Hot drinks that are no longer wanted should be tipped away in to the sinks provided and then the cups should be disposed of
- There shall be no eating or smoking when trackside