

# Health and Safety Policy


V2.0 Revised Dec 2017



**This is the statement of general policy and arrangements for Northern Phoenix Trials Car Club Limited.**

**The Company's Management Committee has overall and final responsibility for health and safety.**

**The Company's Safety Sub-Committee is responsible for:** ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. It is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

Statement of General Policy	Responsibility of (Name/Title)	Action/Arrangements
Prevent accidents and injuries by managing the health and safety risks at event venues.	<b>Clerk of the Course</b> nominated on the event's Supplementary Regulations	<ul style="list-style-type: none"> <li>Implement risk assessment actions and controls and review and adapt to respond to changing conditions.</li> </ul>
Provide clear pre-event instructions and information to ensure volunteer event officials are competent to perform their duties.	<b>Clerk of the Course</b> nominated on the event's Supplementary Regulations	<ul style="list-style-type: none"> <li>Brief marshals and drivers prior to the start of each event regarding site specific issues.</li> </ul>
Maintain safe and healthy conditions at event venues and ensure safe storage/use of substances.	<b>Clerk of the Course</b> nominated on the event's Supplementary Regulations	<ul style="list-style-type: none"> <li>Liaise at events with vehicle scrutineers and equipment officer and take appropriate action to eliminate or mitigate to the extent practicable any identified issues.</li> </ul>
Engage with competitors, marshals and other event officials on event-day health and safety conditions.	<b>Clerk of the Course</b> nominated on the event's Supplementary Regulations	<ul style="list-style-type: none"> <li>Obtain verbal feed-back from competitors and event officials before, during and after events and take appropriate action to respond to any legitimate health and safety concerns.</li> <li>Establish routine post-event feedback for significant issues &amp; flag-up to the Safety-Sub-Committee.</li> </ul>
Provide appropriate training and oversight to ensure event officials are competent to perform their duties and new/ novice competitors demonstrate basic skills for safe participation.	<b>Members of Safety Sub-Committee</b>	<ul style="list-style-type: none"> <li>Periodic training at Club practice days and other events for marshals, clerks of the course and vehicle scrutineers, together with initial basic training and observed practice for new and novice drivers and passengers.</li> </ul>
<b>Signed:</b> 		<b>Andrew Woodhead, Chairman</b>
		<b>Date: 9 December 2017</b>

**This policy will be reviewed periodically to check its validity or if circumstances change significantly. It should be read in conjunction with the Company's Risk Assessment.**

Last Review Date	Reviewed by	Revisions
6 February 2017	Club Secretary	Reference to SurveyMonkey deleted and minor amendments to layout and text. No substantive amendments.
9 December 2017	Management Committee	Minor textual amendments for clarity and to reflect current practice.

'Motor Sport is Dangerous' signage to be displayed at all events	In prominent positions at entrance(s) to event site.
'Vehicles Turning' warning signs to be deployed where entrance sightlines are poor.	In prominent positions, a minimum of 50m from site entrance, on 'blind' side(s).
First-aid box and accident book to be available at all events	In the possession of the First Aider in attendance, who will be identified at the pre-event briefing.