

COVID-19 RISK ASSESSMENT



ORGANISING CLUB	<u>Mull Car Club Ltd</u>	DATE	<u>25th & 26th June 2021</u>
TYPE OF EVENT	<u>Stage Rallying – Stage 45 Miles & Over – Closed Roads</u>	STATUS	<u>Interclub</u>
VENUE (INC. CIRCUIT LAYOUT)	<u>Dunoon & Environs, Argyll & Bute</u>	PERMIT N^o	<u>119660</u>
VENUE COVID-19 OFFICER	<u>Colin Wallace</u>		

The COVID-19 Officer ensures that the COVID-19 guidance issued by both Motorsport UK and the Government is respected by event organisers for all motorsport events being held under the authority of a Motorsport UK Organising Permit.

CRITERIA	EVIDENCE AND COMMENTS
<p>This document has been regularly revised to take account of MSUK / SCOTGOV legislative changes.</p> <p>This document is written on the basis of Argyll & Bute being in ScotGov Level 1</p> <p>This document to be read in conjunction with the event Safety Plan</p>	
<p>1 Overview of Event</p>	<p>Two day, multi venue stage rally with a maximum number of 120 entries. The event is held on closed public roads. Three areas have been identified to facilitate spectating if permitted at the time of the event.</p> <p>The event timetable is as follows;</p> <p>Friday 25th June</p> <ul style="list-style-type: none"> • Scrutineering within the Service Area – Selected cars only) • First Car Starts – 18:30 • Stage 1 - Dunoon • Stage 2 – Dunoon • Regroup at Dunoon Stadium -First car due - 18:59 • Service – Dunoon Stadium – First car due - 19:14 • Stage 3 – Glendaruel 1 • Stage 4 – Bealach Maim 1 • Stage 5 – Loch Fyne 1 • End of Day 1 - First car due - 21-16 <p>Saturday 26th June</p> <ul style="list-style-type: none"> • Service area Out • Stage 6 – Glendaruel 2 • Stage 7 - Bealach Maim 2 • Stage 8 - Loch Fyne 2 • Stage 9 – Whistlefield 1 • Regroup at Dunoon Stadium - First car due - 11:45 • Service – Dunoon Stadium – First car 12:30 • Stage 10 - Glendaruel 3 • Stage 11 - Bealach Maim 3 • Stage 12 - Loch Fyne 3 • Stage 13 - Whistlefield 1 • Finish at Dunoon Stadium First car 16:23

2 Event Organisers Responsibilities

The organisers require to undertake a suitable and sufficient Risk Assessment in regard to the impact and transmission risks of COVID-19 during the course of all aspects of the event. These actions include but not exhaustively are;

- Appoint a COVID -19 Officer
- Application of Motorsport UK COVID-19 guidelines
- Liaise with Argyll & Bute Council and Police Scotland.
- Facilitating social distancing
- Monitor and control number of event attendees
- Size of areas for servicing, regroup, refuel etc.
- Marshalling arrangements
- Incident management
- Community engagement
- Remote roles/actions
- Event equipment/hygiene
- Waste Management
- Guideline compliance
- Provide PPE to Officials and Marshals
- Establish attendee “Bubbles” within areas such as Dunoon Stadium, and assign/define locations. Bubble capacities to be in line with ScotGov / MSUK requirements at time of the event. See chart below.
- Determine Maximum numbers of persons to be permitted on site in line with ScotGov / LA guidance and enlist contact details for everyone attending.
 - Competitors
 - Service Crews
 - Marshals / Officials
 - Media
 - On Site Service providers. e.g. Tyre Suppliers
- Argyll& Bute in Level 1 = 100 persons per bubble excluding officials. i.e. 25 Competitive vehicles x 2 +2 = 100
- Implement strategy to confirm Negative Lateral Flow Test for all Competitors as a minimum.
- Reject entries where no negative LFT is provided or evidenced.
- Competitors to wear suitable face coverings in competition car. Checks to be implemented at Start Lines and other locations.

Level 0	Level 1	Level 2	Level 3
<p>An outdoor sporting ‘field of play bubble’ can operate for organised sport with maximum numbers noted below. At Levels 0-2 figures exclude coaches, officials, and other support staff*. Multiple bubbles can be used for training, events, and competition if appropriate guidance, set out within this document, is followed. Indoor and outdoor stadium, or equivalent events/competitions, involving spectators are subject to relevant Scottish Government guidance and approval. Any variation to these numbers must be approved by Scottish Government directly.</p>			
<p>Maximum bubble size: 500 participants* Total Daily Limit: No limit</p>	<p>Maximum bubble size: 100 participants* Total Daily Limit: 1000 participants</p>	<p>Maximum bubble size: 50 participants* Total Daily Limit: 500 participants</p>	<p>Maximum bubble size: 30 participants Total Daily Limit: 200 participants</p>

<p>3 General</p>	<p>In all aspects of the event the statutory regulations and guidance imposed by Motorsport UK and Scottish Government must be adhered to.</p> <p>Where a failure to comply is observed this should be communicated to the COVID officer who will review and report accordingly to the Clerk of the Course / Stewards who will act accordingly.</p> <p>Supplies of appropriate PPE must be made available in a secure and safe manner.</p> <p>Social distancing must be observed.</p> <p>Physical greetings, handshakes and the like must be avoided.</p> <p>COVID-19 Signage as shown in Appendices 1, 2 & 3 require to be on display at all sanitising stations, toilets etc. and at other principal areas identified by the organisers.</p>
<p>4 Lateral Flow Testing Requirements and management of personnel on site.</p>	<p>Scottish Government / MSUK require all Competitors to undertake a Lateral Flow Test and evidence the Negative result to the organisers.</p> <p>The organisers may, at their discretion extend the requirement for Lateral Flow Tests to other personnel. E.g Officials in shared cars.</p> <p>Time/date of Lateral Flow Test and result to be evidenced. Procedure to be as follows;</p> <ul style="list-style-type: none"> • Competitors to source their own LFT's • Competitors to undertake test and record on the NHS Scotland platform by the dates set out in the organising clubs Competitor bulletin. • On receipt of the Text or Email of a Negative test result then this should be submitted to the organisers recording system as directed in their Bulletins <p><u>Anyone returning a positive test MUST NOT attend the event.</u></p> <p>Organisers to hold a small stock of Lateral Test Flow kits in case any attendee has not undertaken their test.</p> <p>Provide Yellow Clinical waste bag for collection of any LFT Kits. And dispose of in line with Argyll & Bute Council requirements.</p>
<p>5 HYGIENE PRACTICES AND INFORMATION</p>	<p>Toilet Provision</p> <p>Toilet provision will be required with pre-planned regular disinfecting and cleaning procedure in place and / or provide sanitising spray at toilets with instruction notices to sanitise after use.</p> <ul style="list-style-type: none"> • "Portaloos" should be spaced 2m or where in pairs with doors on opposing sides. • Permanent toilets should have WC's, WHB's and Urinals taped over at intervals to ensure users are 2m apart. • Toilets should be in each "bubble" and have signage attached.

Hand Sanitising Stations - to be located at;

- Rally HQ
- All toilets or banks of Portaloos.
- Service Area – (various locations, number to be assessed)
- Scrutineering Area / Parc Ferme Area
- Stage Starts & Finishes.
- Spectator Areas (If permitted)

Hand Sanitiser to be minimum of 60% Alcohol.

Hand sanitiser dispensing provision to be variable to suit location e.g dispensers at toilets, freestanding bottles at scrutineering, pocket size for officials and marshals.

COVID-19 Signage

See Appendix 1, 2 & 3 to be on display at all sanitising locations / toilets and on digital noticeboard. locations.

PPE – supplies to be easily available and distributed to all officials and marshals. Method of collection to be contact free.

For Officials, marshals, recovery etc

- Hand Sanitiser.
- Nitrile Gloves
- Face masks / coverings commensurate with the requirements at the time of the event to be made available to all Officials and Marshals.

PPE packs for Officials and marshals to be collated no less than two weeks before the event.

Medical Crews

Remind medical crews that they are responsible for their particular/specialist PPE requirements but that additional supplies of sanitiser, gloves are available if required.

Rally Teams & Support Crew

- Rally Team members to provide their own face coverings.
- Rally Teams to provide their own hand sanitiser, gloves etc
- Where mechanics enter competition vehicle it must be sanitised prior to reoccupation by crew.

6 Waste Management

Rally HQ

All waste to be placed in plastic bin bags of suitable quality. When full these should be placed in a second bag and sealed by knotting or proprietary seals.

Service Area

Rally teams to be reminded to take their own waste home securely contained in a sealed plastic bag and to dispose of it appropriately.

Officials & Marshals

Marshals to be provided with a small bin bag for their own waste. This should be taken home for disposal.

Or for Service Area / Dunoon Stadium provide:

Waste Management Skips

Subcontract a waste disposal firm with appropriate SEPA disposal certificates to provide lidded skips to collect all waste materials. This should be located in the neutral zone.

Litter by General Public

Agree litter management policy with relevant authorities. Should this require to be undertaken by event organisation the nominated persons should undertake the task wearing PPE and using pick up grabs. Litter should be retained in sealed bags and taken to defined disposal point.

7 Documentation

Review documentation and incorporate relevant clauses regarding COVID-19 procedures with link to this Risk Assessment.

In particular the following procedures must be implemented.

- SRs and Finals to advise on requirements for face coverings. This requirement may vary.
- Incorporate as appendix a copy or hyperlink to this COVID Risk Assessment and any other relevant MSUK documents, e.g., Competitors Covid Information.
- Final instructions to define obligations of Competitors and support crews and the PPE they require to provide to their crews and team.
- Final Instructions to provide details of how to obtain and record the results of a Lateral Flow test and how this should be evidenced to the organisers.
- All Entries to be submitted by electronic means.
- Signing-on by Competitors, Officials, marshals, and the like must be by electronic means (Pre-Event)
- Signing-on for Recce Days to be undertaken electronically.
- Individuals without electronic access pre-event may be prohibited unless a methodology is defined to deal with the process without compromising COVID-19 security.
- All attendees, Officials, Marshals Competitors, and support personnel must sign a declaration that they are COVID-19 symptom free prior to attending. (Including any on-site retailers)
- All attendees, Officials, Marshals Competitors, and support personnel must sign a declaration that that will not attend if symptoms develop 7 days prior to the event. NOTE – the 48

hours before symptoms manifest is the most virulent transmission period.

- Competitors Licence numbers and grade to be verified by email with Motorsport UK or other electronic means.
- Notice Board to be provided via electronic access.
- Drivers Briefing to be provided electronically.
- Marshals / Officials Briefing to be provided electronically.
- Review Postcodes of Competitors and support crews to assess risks if COVID local hot spots are announced and assess competency of entry regarding any travel restrictions set by Government(s). It is the competitor's responsibility to comply with review by organisers.
- Decline entries from those who's attendance would break any imposed travel restrictions.
- Define the number of persons who may attend with each competitive car to ensure service area is not over occupied
- Provide electronic link to results service.
- All payments by non-cash processes.
- If the event is held under proposed Level 1 or 0, presentations may be viable subject to review and agreement with Clerk of the Course and Stewards of the event. This would require to be subject to a dynamic risk assessment and maintain social distancing – See Awards Section.

Regular reviews to assess viability of the event regarding personnel available must be undertaken. A significant number of call offs may compromise aspects of the event where adjustment may be required to the defined plan. Clerk of the Course, Rally Manager and if necessary, Stewards to review.

Competitors Upgrade Cards are not to be signed for upgrade purposes. Electronic copies of results are acceptable at this time.

Test & Protect.

Ensure the list of all participants, Officials, marshals, competitors, support crews, on-site service providers etc is compiled, in order that Track & Test procedures can be implemented should it be necessary.

The following information is required as a minimum.

- Name
- Contact Telephone Number
- Postcode

Competitors, support crews' officials etc are encouraged to download and activate the NHS Scotland Test & Protect App.

	<p>More details are available at https://protect.scot/ or search the App Store on your phone.</p> <p>This list to be made available to the Stewards, Clerk of the Course and COVID Officer to facilitate spot checks whilst ensuring compliance with GDPR requirements.</p> <p>NOTE- All personnel, Competitors, Support Crew Officials should have a distinctive pass e.g. wrist band or similar which is easily visible to marshals to prevent access to locations used on the event by those not on the approved schedule of attendees. These wrist bands should be coloured to match the defined “bubbles” in the service area.</p> <p>This includes all food retailers, tyre suppliers and other service providers on site within the areas controlled / used by the event organisers.</p> <p>Maintain Register of all attendees with relevant contact details including;</p> <ul style="list-style-type: none"> • Telephone Number • Contact Address including postcode. <p><u>Competitors Only</u></p> <ul style="list-style-type: none"> • Time/date of Lateral Flow Test and result
<p>8 Distribution of Numbers, Advertising Stickers</p>	<p>Packs containing the relevant stickers and associated information will be compiled 14 days in advance of the collection date. These will be contained in an envelope or other suitable receptacle for collection by competitors from a nominated COVID secure location.</p> <p>Supervision of collection will be undertaken by a marshal wearing appropriate PPE.</p> <p>The packs should be set out such that a competitor can easily identify their pack and select it without being in contact other packs.</p>
<p>9 Recce days</p>	<p>Packs / Numbers will be compiled 14 days in advance.</p> <p>Packs / numbers will be available for collection from a defined area or issue numbers electronically.</p> <p>Signing -on will be undertaken electronically.</p> <p>Identification numbers for Recce will be provided in sealed bags / envelopes.</p> <p>Crews attending Recce days will require to comply with COVID restrictions as if on the event.;</p> <ul style="list-style-type: none"> • Face coverings to be worn in-car • Hand sanitiser to be carried in car. • Maintain social distancing at all other times.

<p>10 Scrutineering</p>	<p>Pre-event scrutineering by electronic (remote) declaration. Chief Scrutineer to receive declarations in advance.</p> <p>New MSUK Declaration Forms may be available prior to this event.</p> <p>Scrutineer to assess in advance which cars require to be “called” for “inspection”.</p> <p>Scrutineering area to be spacious, well ventilated area. _ in this instance Scrutineering will take place in the Service Areas.</p> <p>Contact with vehicle internals to be avoided.</p> <p>Scrutineers to wear PPE when inspecting a vehicle.</p> <p>Scrutineers to decide on checks to be carried out to minimise contact with vehicle. Visual checks only strongly recommended.</p> <p>External checks with driver in vehicle or remote to scrutineering point observing social distancing requirements in force at time of event.</p> <p>Internal checks with driver out – and sufficiently clear of vehicle observing social distancing requirements in force at time of event.</p> <p>MSUK Scrutineering stickers for new Helmets/FHRs to be applied in accordance with MSUK revised procedures.</p> <p>Remote video inspections of vehicles and equipment may be used. Organisers to facilitate for receiving videos where possible.</p> <p>All reports, e.g. Non- Compliance, Noise Schedule, etc to be transferred digitally to Steward and Clerk of the Course.</p> <p>Hand sanitiser to be available in Scrutineering area and if possible, hand washing facilities.</p> <p>See also Motorsport UK information at; https://www.motorsportuk.org/wp-content/uploads/2020/06/2021-03-04-scrutineering-under-covid-19.pdf</p> <p>Scrutineering Team and officials to check face coverings in competitors and officials’ cars are properly worn at stage starts, and any other location they deem appropriate.</p>
<p>11 Protests / Judicial</p>	<p>Organisers will be provided with digital forms (via www.motorsportuk.org) for:</p> <ul style="list-style-type: none"> • Protest • Judicial Action including technical. • Appeals <p>Guidance will be provided for socially distanced proceedings if digital process is not possible.</p> <p>All Stewards Reports will be submitted electronically and within 60 hours of the end of the event as well as the electronic remission of any fees or fines recovered at the Event alternatively generate invoice to Licence Holder for settlement to Motorsport UK direct within seven days</p>

<p>12 Rally HQ Officials / Event Control / Third Party Venues used for Controls (“Documentation” / General Admin / Clerk of the Course etc)</p>	<p><u>Venues in the Control of the Organisers</u> Provide / use PPE in accordance with ScotGov guidance. Organisers to ensure personnel are conscious of and satisfied with their own safety and the procedures to be followed.</p> <p>A record to be maintained of personnel working in close proximity or enclosed areas. Hand sanitiser to be readily available. All reports to be transferred by digital or telephonic means.</p> <p>Senior officials where possible to be within their own vehicle with radio communication between each other.</p> <ul style="list-style-type: none"> • Face coverings and 2m Social distancing to be maintained at all times. • Orientation of desking to be reviewed with no face-to-face setup. • 2m spacing of desking to be maintained. • Provide Hand Sanitiser at entrance • Always maintain good ventilation. • Review maximum capacity in relation to floor space – Minimum 9m² per person. • Undertake “fogging” sanitisation of enclosed venues e.g. Rally HQ during preceding week. <p><u>Venues not in the Control of Organisers – e.g. Village Hall</u> Organisers to satisfy themselves that the COVID-19 procedures in place and operated are satisfactory and meet with required standards. e.g. Social distancing, face coverings, hand sanitiser etc.</p>
<p>13 PR Notification Work</p>	<p>The method of issuing PR information to householders along the route will require to be undertaken in a COVID secure manner.</p> <p>Letters should be in sealed envelopes prepared 7 days in advance of distribution.</p> <p>Only one person per car should undertake distribution.</p> <p>PPE requires to be worn when undertaking distribution.</p> <ul style="list-style-type: none"> • Face coverings must be worn when distributing the information. <p>PR letters need to give a postal address and email contact for the events PR Officer / Clerk of the Course and state that a nil-return will be taken as no objection.</p> <p>Note – Chart 3(b) page 342 2021 Yearbook is amended as follows;</p>

Chart 3(a)

CODE	PR REQUIREMENT
A	Personal visit to an adult member of household within 100m Letter to each householder within 100m
B	Letter to each householder within 100m
C	Public notice
D	Personally visit and obtain signature from an adult member of any household within 500m of any point where competitors are required to stop (i.e. any control or clue point)
E	Consult RLO
F	Personal visit to an adult member of household within 150m Letter to each householder within 150m
G	If timed to the second, not pass through any area which has in excess of 20 occupied dwellings within 300m radius of the route, unless written agreement is given by all of the householders within that area and Motorsport UK has given its permission
H	Letter to each householder within 100m, unless the RLO agrees to a lesser requirement

14 Travelling Senior Officials

(e.g., MSUK Safety Delegate, MSUK UK Stewards, COVID Officer. Safety Car)

Occupancy to be in accordance with section entitled Vehicle Occupancy.

Radios and other in-car equipment.

Equipment e.g., radios installed in officials' vehicles must be sanitised after installation along with the cabin area of the vehicle.

Installer to wear face covering and nitrile gloves whilst undertaking the work.

15 Operational Officials

(e.g. Safety Delegate, Safety Officer / Chief Marshal)

PPE requirements in accordance with MSUK & ScotGov advice / regulations

Organisers to ensure personnel are conscious of and satisfied with their own safety.

A record to be maintained of personnel working in close proximity or enclosed areas.

All reports to be transferred by digital or telephonic means.

VEHICLE OCCUPANCY: Occupancy to be in accordance with section titled Vehicle Occupancy.

Radios and other in-car equipment.

Equipment e.g., radios installed in officials' vehicles must be sanitised after installation along with the cabin area of the vehicle.

Installer to wear face covering and nitrile gloves whilst undertaking the work.

<p>16 Officials Vehicle Occupancy</p>	<p>Occupancy to be in accordance with MSUK / ScotGov regulation / advice at time of the event.</p> <p>Where this is limited to occupants of the same household the requirement for facial covering is recommended.</p> <p>Where occupants are not from the same household or an approved “Bubble” then Face Coverings must be worn. If two per car are not permitted by regulatory demand, then separate vehicles must be used.</p> <p>Should any rotation of the occupancy of the vehicle be required then the car must be sanitised before re-occupation.</p> <p>A record of personnel sharing vehicles requires to be maintained.</p> <p>Every vehicle to carry hand sanitiser, 60% alcohol content for use by the occupants, noting the flammable nature of the sanitiser and that hands must be fully dried before coming into contact with sources of ignition, such as smoking.</p> <p>Wipes with a minimum 60% alcohol content are acceptable in lieu of sanitiser.</p> <p>In the event of a fire, gloves such as Vinyl/latex/ nitrile will melt into the skin causing additional injuries and complications.</p> <p>Gloves do not replace the need to frequently clean/sanitise the hands which remains the primary best practice for maintaining hygiene.</p> <p>Fire retardant/driving gloves if worn do not replace the need to frequently clean/sanitise hands which remains the primary best practice for maintaining hygiene.</p>
<p>17 Media</p>	<p>All MSUK accredited media personnel to wear PPE as required by ScotGov & MSUK requirements.</p> <p>Access to and within Stages to be assigned by Media Co-ordinator / Event Safety Officer</p> <p>Non MSUK Accredited Media to be restricted to non-activity areas defined within neutral “Bubble” at Service Area.</p> <p>All Media personnel to provide their own PPE and have with them at all times.</p> <ul style="list-style-type: none"> • Face Covering • Hand Sanitiser • Nitrile Gloves <p><u>Ad-Hoc Images</u></p> <p>Images by third parties may appear on social media platforms. Everyone to be aware of risk of images showing non-compliance in regard to wearing of PPE etc and be careful to avoid this scenario.</p>

<p>18 Competitors & their Vehicles</p>	<p>Two persons in a competing car are permitted subject to the following conditions.</p> <ul style="list-style-type: none"> a) Competitors have evidenced a Negative Lateral Flow Test. b) All contact details are recorded by the organisers. c) Face Covering as detailed below are worn in the car. <p><u>Face Covering.</u> The mouth and nose must be covered by a tight-fitting covering, particularly with regard to the sides of the nose.</p> <p>If a Balaclava doesn't provide this level of tight fitting covering of the mouth and nose, then an additional facial covering must be worn.</p> <p>Care must be taken when removing all facial coverings, in line with Government guidance.</p> <p><u>Occupancy</u> During an event only the crew members may sit in or move the car. If mechanics have to enter the car interior for any reason they must wear appropriate PPE, i.e., gloves, face covering etc and the area sanitised prior to the crew re-entering the car.</p> <p>Additional time must be allowed for this sanitisation.</p> <p>Competitors should carry hand sanitiser in the competition car along with face coverings for use out of the vehicle.</p> <p>In the event of a fire, gloves such as Vinyl/latex/ nitrile will melt into the skin causing additional injuries and complications.</p> <p>Gloves do not replace the need to frequently clean/sanitise the hands which remains the primary best practice for maintaining hygiene.</p> <p>Fire retardant/driving gloves if worn do not replace the need to frequently clean/sanitise hands which remains the primary best practice for maintaining hygiene.</p>
<p>19 Non-Competitor Attendance</p>	<p>COMPETITOR/TEAM: The Competitor remains responsible for all accompanying persons (Competitor +2) who must also fully comply with attendance requirements set out by the event organiser.</p> <p>EVENT ORGANISER: May invite no more than 2 sponsor representatives per Championship, per meeting.</p> <p>All individuals attending must fully comply with the protocols set out above.</p> <p>The Organiser/Club will remain responsible for any sponsor representatives</p>

<p>20 Management Vehicles – Recovery of withdrawn competition vehicles.</p>	<p>Management Cars are not permitted on the event.</p> <p>In the event a support crew require to recover a competitor's vehicle they must comply with all requirements for face coverings and use of hand sanitiser</p>
<p>21 Timing</p>	<p>Timing will be by remote procedures.</p> <p>Radio Communication systems will be provided between relevant controls. e.g., Flying Finish & Stop Line</p> <p>Note all equipment must be sanitised before and after use. Sanitise between use by different individuals.</p> <p>Marshals will not write on competitors' timecards.</p> <p>Competitors will record times on their own timecards.</p> <p>All information to be forwarded to Results Team etc via electronic means.</p> <p>Marshals Face Covering Guide is set out below after Section 23</p>
<p>22 Marshals / Radio Crews / Timing Marshals</p>	<p>Marshals to receive all documentation regarding event management electronically.</p> <p>Marshals will be provided with instructions for distribution/receipt of PPE packs. These will include.</p> <ul style="list-style-type: none"> • Face coverings • Hand Sanitiser • True Touch Gloves • Nitrile gloves • Bin Bag <p>Face coverings to be worn where marshals are in areas of activity.</p> <ul style="list-style-type: none"> • Spectator Areas • Main Time Controls • Arrival Controls • Start and Finish Lines • Service Area • Any other occupied areas. <p>Social distancing must be observed.</p> <p>Allocation of posts will be provided electronically in advance of the event with sufficient lead time to enable the marshal / radio crew time to familiarise themselves with their specific duties.</p> <p>Consideration to be given to parking arrangements for marshals. e.g., providing sufficient space between vehicles.</p> <p>PPE requirements in accordance with relevant requirements at time of the event to be supplied.</p> <p>The organisers should at all times ensure personnel are aware of and satisfied with their own safety. Provide contact number so any concerns can be raised and resolved.</p>

All marshal / radio reports to be transferred by digital or telephonic means.

Marshals at all locations to observe social distancing as required/appropriate.

Face coverings to be worn where marshals are in close proximity or groups, marshals alone and in open areas in stage may remove face coverings unless MSUK / ScotGov advice / regulation directs otherwise.

Food & Drink

All Marshals should bring with them sufficient food and refreshment to sustain through their periods of duty.

No “goody bags” will be provided on this occasion.

Incidents

A marshal should approach a stranded vehicle, face on and at a safe distance, to observe the OK (thumbs up) from the driver and request intervention in the case of no presented indication. Immediately call rally control.

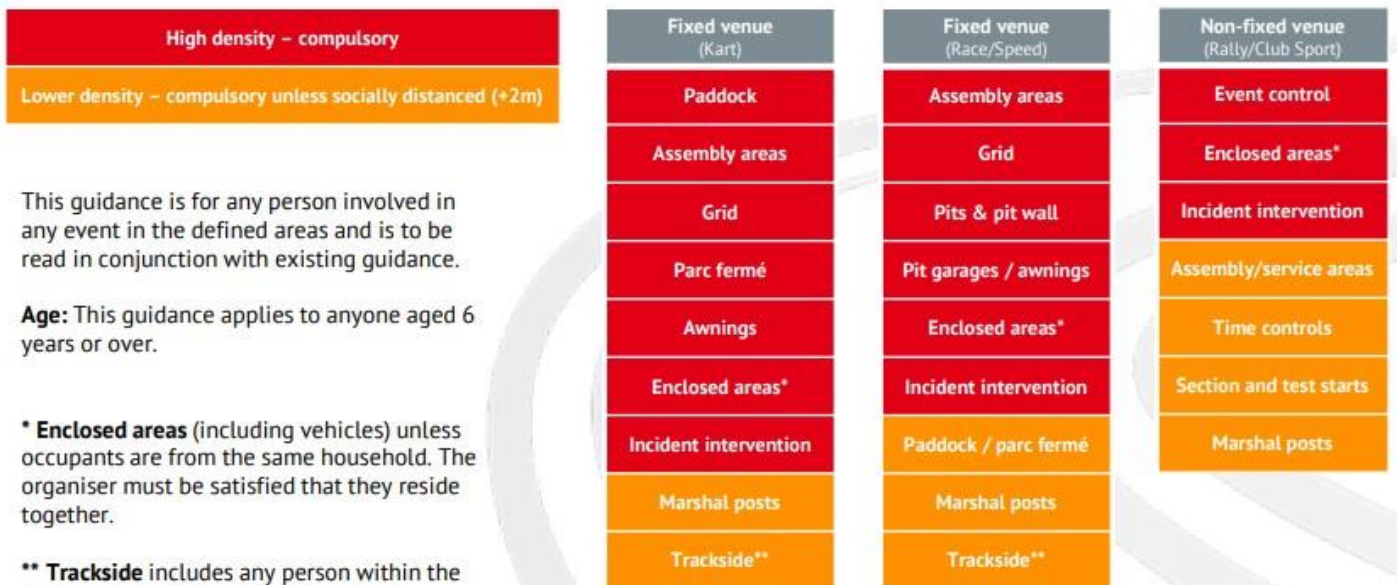
No marshals to attend a medical intervention except to control the site.

If intervention is required, appropriate level PPE must be worn

Marshals Face Covering Guide is set out below.

23 Guidance for wearing face masks and coverings.

Guidance for wearing face masks and coverings



<p>24 Incidents / Medical Interventions.</p>	<p>Organisers/CMO must liaise with the local emergency services and hospitals to ensure that there are no local restrictions following local outbreaks of COVID-19 and make appropriate provisions for casualty transfer from the venue to hospital if there is uncertainty regarding the availability of NHS Scotland ambulances.</p> <ul style="list-style-type: none"> • If a Rescue Unit has to be used for casualty transfer it will require full sanitisation before it may return to duty. The CMO should advise the Clerk of the Course accordingly so that any delay caused by the sanitisation of the vehicle can be noted and schedules adjusted. <p>It is recommended that an additional casualty carrying vehicle, such as an Ambulance be available to reduce delays.</p> <p>When available the provision of a second Rescue Unit is appropriate however always refer to permit</p> <p>All equipment within the Rescue Unit / Ambulance to be sanitised after use.</p> <p>PPE to be worn before entering any response vehicle. This may include Face Shields.</p> <p>Medical attention and procedures to be undertaken by the appointed persons wearing enhanced PPE in line with medical protocols.</p> <p>Restrictions on number of personnel in rescue units / intervention vehicles whilst not deployed should be standard practice.</p> <p>Reports from Emergency Response Personnel must be submitted to Steward & Clerk of the Course electronically.</p> <p>Marshals or other officials must not attend a medical intervention except to control the site.</p>
<p>25 VENUE</p> <p>VENUE – SERVICING</p> <p>VENUE – OFFICIALS PARKING</p> <p>VENUE – SCRUTINEERING</p> <p>VENUE - AWARDS</p>	<p>See Operations / Safety Manual / Finals for relevant information.</p>
<p>26 Timing / Results/ Queries</p>	<p>Results Officer allocated separate area socially distanced at Rally HQ or operate in own vehicle or remotely.</p> <p>PPE in line with Government advice applicable at the time of the event.</p> <p>Results/ times issued electronically by text/ email etc.</p> <p>Queries submitted by messenger service/ video call. via Competitor Liaison Officer</p> <p>No timecards/ check sheets to be passed between competitor and officials.</p> <p>Any completion of timecards by competitors only for their own reference.</p>

	<p>Results to be calculated solely from Timekeeper/Marshals check sheets, submitted electronically.</p> <p>Competitors times recorded on Time controller's spreadsheet who retains the schedule and communicates verbally/ electronically to Results Officer.</p> <p>Results available on-line</p>
<p>27 Dunoon Stadium Service Area / Refuel / Regroup / Parc ferme.</p>	<p>No Spectators – Each service area to be populated by One Driver, One Co-Driver + 2 support crew. Maximum. No access for any other persons</p> <p>Service Areas, Refuel, Regroup and Parc Ferme to be clearly set out with defined and allocated bays for each crew and activity. A one-way system should be implemented where practicable.</p> <p>Competitors will be grouped within “bubbles” in the service park to maintain compliance with “defined bubbles” The numbers of persons per “bubble” will be contingent on the COVID Level defined for the area of the event by the Scottish Government. Numbers per bubble will vary accordingly. These will be identified by colour coding system.</p> <p><u>Wristbands</u> These will be issued on first entry to Dunoon stadium and checked against the submitted attendance information. Entry to be refused if no allocation authorised.</p> <ul style="list-style-type: none"> • Argyll& Bute in Level 1 = 100 persons per bubble excluding officials. i.e., 25 Competitive vehicles x 2 +2 = 100 • 5 bubbles required for competitors. • 1 neutral bubble required for Tyre Vans, and other retailers + officials parking. • Refuel Zone assigned as a bubble without specific identification. <p>All wristbands will be pre sanitised and issued by restricted selection by individuals.</p> <p>Walkways to be defined and of a width to permit social distancing when passing if insufficient open areas not available.</p> <p>Where the width of the pathway is restricted review routes and implement one-way systems if required.</p> <p>Provide safe locations for marshals managing these areas to facilitate social distancing.</p> <p>Action Points</p> <ul style="list-style-type: none"> • Ensure social distancing can be maintained between competitors in service. • Sanitise cars if mechanics access cabin. • Refuelling – ensure area is sufficiently large to provide space between refuel bays and to accommodate two competitors and two mechanics. • Stage arrival - competitors to remain in car or adjacent to it. • Parc fermé area (if in use) – competitors only.

- Limit and identify team personnel numbers to ensure social distancing can be respected.
- Ensure competitors / teams understand that no additional people will be permitted access.
- Implement “Tag” system to identify authorised personnel with rally teams.
- Non-Compliance to be reported to the Clerk of the Course.
- Implement a barrier system to mitigate against the population of each “bubble” interacting.
- Allocate marshals to “Police” compliance in the defined “bubbles”.

All users of shared facilities such as Portaloos, must take responsibility for sanitising after use. However, the event organisers should have a robust sanitisation procedure in place. with regular cleaning by contractor.

Note guidance under the Vehicle Occupancy section particularly with regard to support crew.

Parc Ferme Security

Security personnel to be bound by the same PPE requirements as officials. Employing agency must on manage Track & Trace procedures.

Provisional Layout of Competitor “Bubbles” in Stadium



28 Stage Set Up / Equipment Provision

The provision, management, collection, set-up and return of equipment introduces a significant risk of COVID Transmission.

If feasible a schedule of equipment for each stage / location should be prepared in advance.

Packs of the relevant equipment should be prepared and set out (14 days in advance) for collection by nominated marshal.

All unsealed equipment to be checked and sanitised at pick up point by the nominated member of the Set-Up crew

Assess the number of crew members required to undertake set up at any one special stage or location and agree a minimum number.

Ensure names of set-up crew members match with the schedule of those signed on and who have completed the COVID Declaration forms.

The same set up crew should break down the stage to minimise the risk of cross contamination.

All equipment to be returned to a nominated drop off point. Items being returned require to be sanitised.

PPE for Set up Crews.

- Face Coverings
- Nitrile Gloves
- Work Gloves
- Polythene Waste Bags.

Arrows

Arrows can be pre-assessed and secured in sealed bags.

Tape for Set up on Stages and other locations.

The rolls of tape should be compiled and stored in sealed bags **** days prior to collection by the Set-Up Crews. Chief Marshal to identify requirements.

Stripping Tape from Stages and other locations

Where tape can be left between Day 1 and day 2 this would be a benefit to reducing risk.

Where Tape requires to be taken down after Day 1 then it should be placed in a polythene waste bag and sealed. Thereafter taken to a nominated point of disposal.

Stripping of tape post event should follow as noted above for Day 1.

Set-Up Crews should sanitise their own vehicles after dropping off equipment.

Set up Crews must not collect rubbish left by members of the public This requires to be managed separately.

29 Dunoon Stadium –

No Spectators

Access controlled by marshal permitting access only to those with official identity.

- Notices to be in place reminding everyone of requirement for social distancing.
- Provide sanitising spray at Portaloos / toilets.

	<ul style="list-style-type: none"> • Toilet provision by Portaloo to carry signage requesting that after use the individual sanitises the unit. • Hand Sanitising stations to be in place. • Procedure to be devised to avoid overcrowding of spectator areas and maintain social distancing. • Marshal to observe and issue reminders to be in attendance. <p>All on site retailers to provide to the organisers.</p> <ul style="list-style-type: none"> • COVID Declaration for on-site staff • Establish queueing systems to respect social distancing without compromising circulation spaces. • Avoid use of cash where at all possible. • Food retailers to display Food Hygiene and local authority licence documents.
<p>30 Spectator Areas</p>	<p>Subject to Spectator & Spectating restrictions being lifted.</p> <p>Where the organisers define spectator areas, the following should be implemented.</p> <ul style="list-style-type: none"> • Notices to be in place reminding spectators of requirement for social distancing. • Provide sanitising spray at Portaloo. • Toilet provision by Portaloo to carry signage requesting that after use the individual sanitises the unit. • Hand Sanitising stations to be in place. • Procedure to be devised to avoid overcrowding of spectator areas and maintain social distancing. • Marshal to observe and issue reminders to be in attendance. <p><u>Dunoon Town Centre Stage</u> <u>Review may be required in light of increased numbers of COVID-19 cases within the town.</u> Mitigation against the risk of COVID-19 transfer in the spectator areas requires a particularly robust approach.</p> <p>Consent and advice from Police Scotland and Argyll & Bute Environmental Health Dept has facilitated the development of the spectator areas in Dunoon and the development of the following procedure;</p> <p><u>Organisation</u></p> <ul style="list-style-type: none"> • Communications Protocol in place between Clerk of the Course, Chris Woodcock and Police Scotland, Chief Inspector David Quin. They will be co-located. • Robust and clear messages promoting good COVID-19 personal practice regarding social distancing etc to be implemented in all media where information of the spectator areas is promoted. e.g. Spectator Handouts, Rally Facebook page, local newspapers, radio etc. • Rally marshals to be specifically briefed in the procedures to be adopted to manage spectators from both a general safety and COVID security perspective including managing of specified numbers. • Police Scotland will provide the same information to those Officers on duty in Dunoon Town Centre. • Define spectator areas in clear guide identifying the maximum numbers permitted access.

- Rally Marshals to wear face coverings and have available nitrile gloves.
- Police Officers to wear PPE in line with Police Scotland requirements
- Police Scotland / Rally Organisers to agree a communication procedure to facilitate Rally marshals accessing assistance from Police Scotland in the event of concerns regarding Covid Mitigation procedures and/or anti-social behaviour.
- Police Scotland Vehicle to be included in Dunoon Town Centre Stage opening car convoy.
- Regular PA announcements on Social Distancing to be issued from opening car convoy.
- If social distancing or public order issues arise then in partnership Police Scotland / Clerk of the Course should neutralise the stage temporarily or cancel it according to the situation.
- Undertake dynamic risk assessments of specified areas.

Implementation

- Notices to be in place reminding spectators of requirement for social distancing.
- Hand sanitiser to be made available.
- Toilet provision to be identified. This will either be by Portaloo or by agreement with suitably located businesses.
- Identify suitable sanitary facilities and viewing areas for those with disabilities.
- All toilets to carry signage requesting that after use the individual sanitises the unit.
- Provide sanitising spray at toilets.
- Procedure to be devised to avoid overcrowding of spectator areas and maintain social distancing. Marshals to review occupation levels and restrict access as required.
- Marshal to observe and issue reminders on COVID social distancing issues to be in attendance at all times with support from Police Scotland.
- Ensure sanitisation of any Portaloo's deployed.

Dunoon Spectator Areas

The spectator areas identified take account of accessibility, sanitary provision, and occupant capacity. Occupant capacity has been based on the Scottish Government guidance of $\text{Area M}^{\text{sq}} \div 2.6 = \text{capacity}$, with maximum number of 500 in any one location. Generally, these figures may be reduced following site visit by CofC and Police Scotland.

These numbers should be taken as a calculated maximum and not a target to be achieved. If overcrowding or social distancing proves to be a challenge access to these areas must be closed.

Sanitary provision has also been considered.

All spectator areas to be clearly identified with tape in line with Motorsport UK requirements.

The included map identifies as follows;

- Green Areas = Spectator Area

- Green Areas with sign indicating as being suitable for those with disabilities = Spectator Area
- Amber – Discourage spectators
- Red Areas = Prohibited Areas. Any members of the public in these areas will be removed with stage stopped until such time the area is clear.

The following information is based on the figures calculated by Police Scotland. These numbers are not a target and must should reduced when / if social distancing is compromised.

Argyll Square

Maximum number of spectators = 300

Area suitable for the disabled

Provide Portaloo suitable for wheelchair users.

Identify on Town centre Rally map that this area is suitable for those with disabilities.

Hanover Gardens

Maximum number of spectators = 400

Provide Portaloo.

Milton Avenue

Maximum number of spectators = 460 if car park empty.

Area suitable for the disabled

Provide Portaloo suitable for wheelchair user.

Identify on Town centre Rally map that this area is suitable for those with disabilities.

Kirk Street / Castle Hill

Maximum number of spectators = 200

Steep areas of hill to be taped off to prevent / discourage access.

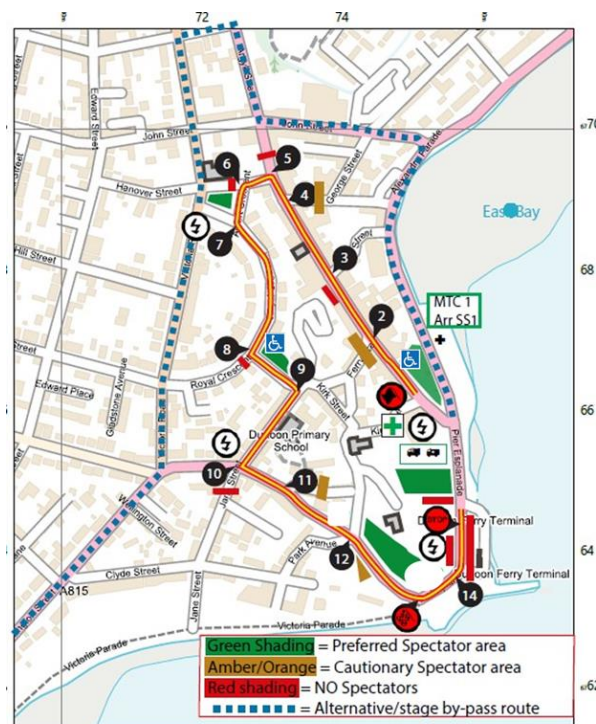
Should be clearly identified as being unsuitable for those with any disabilities.

Provide Portaloo.





Pier Esplanade

Maximum number of spectators = 400

Provide Portaloo.



<p>31 Actions & Penalties in the event of Non-Compliance with COVID-19 Requirements</p>	<p>It is imperative that everyone adheres to the COVID -19 Event Resumption Guidance and the requirement to wear face masks/coverings for the protection of others and for the continuation of motorsport. In escalating order of severity, the following actions will apply for non -compliance:</p> <ol style="list-style-type: none"> 1) Verbal Warning 2) Following a Second incidence of non-compliance by the same individual, the COVID-19 Officer will refer to the Clerk of the Course and Motorsport UK Steward(s) A formal Waring will be issued. 3) Any further non-compliance will result in removal from the venue. <p>If the individual is a team member and not a licence holder: The competitor continues to be responsible but will not incur points on their licence unless their team member is abusive.</p> <p>If an individual has been abusive when spoken to by the event official, then this must be reported to the Clerk of the Course and motorsport UK Steward(s) by the COVID-19 officer and is considered a breach of C.1.1.9</p> <p>The COVID-19 Officer in partnership with other officials must ensure that the individual leaves the venue, or at least the participation bubble, if instructed to do so.</p>
<p>32 On-Site Retailers</p>	<p>All on site retailers to provide.</p> <ul style="list-style-type: none"> • COVID Declaration for on-site staff • Contact details for all on site staff. • Undertake Lateral Flow test and evidence result to organisers. • Establish queueing systems to respect social distancing without compromising circulation spaces. One-way systems to be in place. • Organisers to define neutral location so as not to compromise “Bubbles” • Avoid use of cash where at all possible. • Food retailers to display Food Hygiene and local authority licence documents.
<p>33 Awards</p>	<p>Awards, pre sanitised, to be set out using PPE with recipients called up to collect. Officials in attendance avoiding physical contact and maintaining social distancing.</p> <p>Social distancing of onlooking competitors support crew, officials etc to be managed by zoning viewing area according to the “bubble colours” of the attendees. Define by barrier tape and signage.</p>
<p>34 Attachments</p>	<ul style="list-style-type: none"> • Appendix 1 – Hand Sanitisation Point Sign • Appendix 2 – Wash Your Hands Sign • Appendix 3 – Prevent the spread of COVID-19 Sign. • Appendix 4 – Maintain a Safe Distance Sign • Appendix 5 – Thumbs Up Sign

MSUK COVID related Signage	   
	Appendix 3 Prevent the Spread of COVID-19 Sign.pdf Appendix 2 - Wash your hands Sanitisation Point.p9-poster-nearest-sar Appendix 1 - Hand Sanitisation Point.p9-poster-nearest-sar 2021-02-23-covid-19-poster-coronaviru Up Sign.pdf Appendix 5 Thumbs Up Sign.pdf Appendix 4 - Maintain a safe Dist

Revision	Date	Revision Description
1	04/03/2021	General update and addition of relevant information
2	10/03/2021	General update and addition of relevant information
3	29/03/2021	General Update and addition of new information
4	28/04/2021	Update revising restrictions to current Scot Gov regulations
5	08/05/2021	Updated to accommodate new and changing organisational information
6	09/05/2021	Amended to correct numbering and text.
7	10/05/2021	General Revision.
8	18/05/2021	Updated to reflect revised ScotGov / MSUK regulations.
9	20/05/2021	Revised to accommodate new information and organisers policies.
10	24/05/2021	Revised to include definition of Non-Participant Attendees
11	25/05/2021	Media Section Added
12	27/05/2021	Media Section revised to differentiate between MSUK Accredited and Non-Accredited Media
13	02/06/2021	Updated to accommodate changes to Level 1 and introduction of previously non permitted activity.
14	09/06/2021	General review and addition of signage rather than being separate.
15	10/06/2021	Security Guard Info added, Viewing Awards ceremony enhanced.
16	15/06/2021	Information regarding Dunoon Town Centre spectator management updated.
17	17/06/2021	Reviewed with spelling and typographical errors corrected.
18	18/06/2021	Service area map showing Competitor "Bubbles" added.

NAME Colin Wallace
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