



SAFETY FIRST MANAGEMENT PLAN

A COMPREHENSIVE GUIDE TO ORGANISATIONAL EVENT SAFETY AND RISK REDUCTION
FOR THE 21st CENTURY. THIS SAFETY MANAGEMENT PLAN IS DESIGNED TO PROVIDE
CERTAINTY AND CLARIFICATION FOR ALL MOTORCYCLE ROAD RACING AND
MOTORCYCLE DISCIPLINES AS WELL AS OPERATIONAL POLICIES AND PROCEDURES.

REDUCING RISK -
MAXIMISING
SAFETY 2023-2024

SECTION 1: General Information

This section provides general information about the intent of this plan, integration with other plans and systems and responsibilities for delivering motorcycling activities and events.

1.1 Purpose

Motorcycling Ireland has developed this health and safety management plan to outline the overarching risk and safety management provisions to be implemented by Road Race Alliance Ireland and its stakeholders for the safe and efficient management of motorcycling activities and sporting events.

1.2. Scope

This plan is intended to be used nationally and applies to Road Race Alliance Ireland, motorcycling organisations, clubs, circuits, event organisers, staff, officials, contractors, volunteers, and other relevant affiliates. This plan outlines the minimum risk and safety management provisions and requirements to address motorcycle sport activity and event related risks in a generic context. Specific activities and events will require additional risk management provisions and subsequent plans to eliminate or minimize risk exposures.

1.3 Objectives

The objectives of the health and safety management plan are to ensure:

- Effective planning of risk and safety provisions for motorcycling sporting activities and events.
- A consistent and structured approach is applied to risk and safety management.
- The health and safety of staff, officials, contractors, volunteers, and the public.
- Practical information, tools and risk management provisions are established.
- Delivery of Road Race Alliance Ireland Safety First Management Plan to our Committees (Trusts), Clubs and Promoters and ensure policy commitments and safety-first strategies are implemented.
- Mechanisms are established for identifying and verifying compliance and continuous improvement.

1.4 Integration with Other Plans and Systems

This plan is intended to be integrated and implemented with the following plans, supporting systems and resources:

- Targeted Risk Assessment Templates and Guidelines
- National Competition Rules
- Tribunals and Judicial Procedures
- General Regulations
- Event Requirements 2023
- Critical Incident Response Club Events
- Critical Incident Response Briefing Notes for Officials
- Critical Incident Response Procedures for Club Motorcycle Events
- Safeguarding Policy

1.5 Policy Statement

The Working Environment:

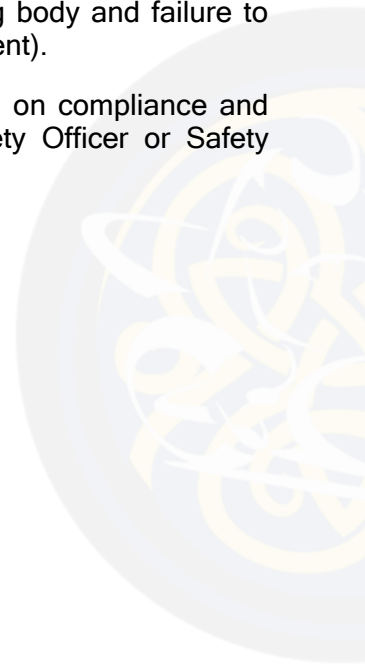
Road Race Alliance Ireland (RRAI & M.C.U.I.) will use its best endeavors to achieve an environment that, to the extent reasonably practicable, eliminates or reduces risks to health and safety by:

- Conducting risk assessments on hazards and risks relating to the operations undertaken by Road Race Alliance Ireland.
- Monitoring the health and safety of staff, volunteers, and participants.
- Seeking professional advice on safety matters when required.
- Promoting safety and welfare for staff and volunteers.
- Providing training to staff on work health and safety and induction and as required.
- Providing training and instruction to volunteers as to the safe performance of their activities as required.
- Ensuring contractors comply with their health and safety obligations by requiring them, pursuant to Road Race Alliance Ireland (RRAI) and Clubs contracts, to address risks and have in place control measures to eliminate or reduce risks arising from their work.
- Ensuring those conducting Permitted Events adopt work health and safety policies required by Road Race Alliance Ireland (RRAI) Clubs and address risks and have in place control measures to eliminate or reduce risks arising from their Permitted Event/s.
- Consulting with staff and volunteers on work health and safety matters; and Reporting to the Board of Road Race Alliance Ireland, Safety Panel/Safety Officer, Clubs, Road Race Trust on work health and safety.

The Motorsport/Motorcycling Environment:

Road Race Alliance Ireland (RRAI), and Affiliated Club/s, recognise that motorcycle sport may present risks to the health and safety of competitors, officials, contractors, and visitors at events/competition events. Road Race Alliance Ireland, Clubs, and Officials seeks to reduce potential risks by:

- Having a Safety-First Health and Safety Program ('the Program'), which will protect and enhance the health and safety of all relevant Motorcycling Ireland and stakeholders.
- Having Road Race Alliance Ireland Executive Panel members/Directors/Convenors, staff, volunteers; and associated and affiliated organisations working together to develop and implement the Program.
- Providing training to staff, volunteers or other stakeholders as required.
- Applying the Program at all Road Race Alliance Ireland events and, to the extent possible, Permitted Events. (Road Race Competition Events must be Permitted by the Governing body and failure to implement Program will result in a Club/Organizer being Permitted to run an event).
- Reviewing the Program annually or more frequently if required and reporting on compliance and implementation to the Executive Panel of Road Race Alliance Ireland/Safety Officer or Safety Committee/Trust.



SECTION 2: Risk Management

This section provides a general structure for risk management and guidance on some of the common risk areas that must be considered when planning motorcycling sporting activities and events.

2.1 Risk and Safety Planning

Risk and safety management processes must commence at the planning phase for any motorcycle sport activity or event to ensure that hazards and risks are identified, assessed and the appropriate treatments / controls are established to mitigate the risks.

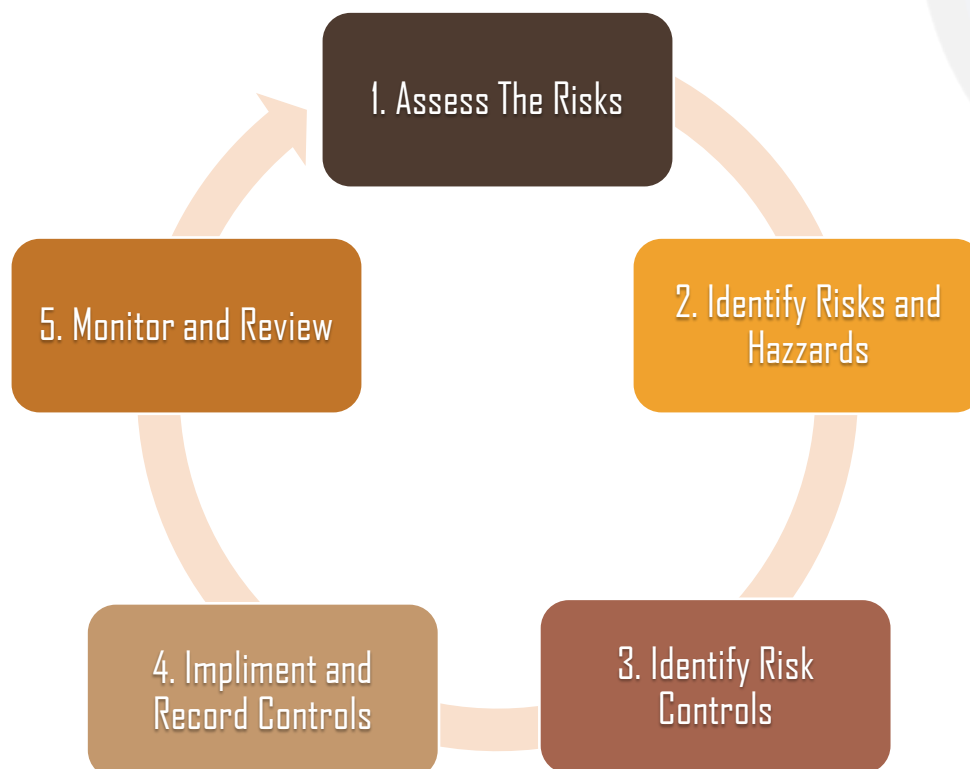
Controls are to be established and implemented to minimize or eliminate risks and are subject to regular review and monitoring to verify control effectiveness and continuously improve.

2.2 Risk Framework

Motorcycling Ireland has an established risk management framework and structure. This plan adopts elements of this framework and applies a tailored risk management framework which has been included to assist with applying a structured risk management and monitoring process.

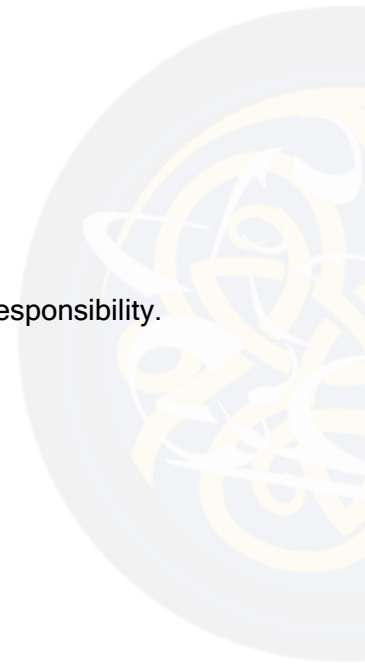
2.3 Risk and Safety Management Process

This plan provides a structure for the identification and management of risks, this is known as a systematic approach to risk management. This approach involves stakeholders identifying risks, assessing, and prioritizing risks, implementing control measures, and reviewing the effectiveness of implemented control measures.



Risk and Safety Management Process

- 1
 - Develop a risk assessment.
 - Identify motorcycle sporting activities.
 - Review incidents/checklists
 - Facilitate consultation.
- 2
 - Use risk assessment tools (TRA)
 - Identify what could go wrong/how.
 - Assess likelihood and consequence.
 - Prioritize based on risk.
- 3
 - Identify risk mitigation controls.
 - Identify solutions with staff, officials, other stakeholders and assign responsibility.
 - Refer to Regulations, Codes of Practice and Standards.
- 4
 - Implement risk assessments.
 - Develop safe systems of work.
 - Implement risk controls.
 - Communicate and train stakeholders.
- 5
 - Review effectiveness of controls
 - Discuss with workers/stakeholders.
 - Identify opportunities for continuous improvement.



2.4 Hierarchy of Control

The hierarchy of control is used in all risk assessment processes to ensure that the highest practical level of protection and safety is selected.



2.5 Risk Assessment

The risk analysis and evaluation process (risk assessment) involve an assessment of the identified risks which considers the likelihood and consequence of the risk being realized. The following risk assessment criteria are identical to the targeted risk assessment.

This is to ensure alignment between the RAC (risk assessment criteria) and the TRA (targeted risk assessment).

Risk Likelihood:

Risk likelihood is the identified probability or frequency of a risk event occurring or being realized.

| Likelihood | |
|--------------------|--|
| Item | Description |
| 5 – Almost Certain | The event is expected to occur in most circumstances |
| 4 – Likely | The event will probably occur in most circumstances |
| 3 – Possible | The event may occur sometime |
| 2 – Unlikely | The event could occur sometime |
| 1 – Rare | The event may occur in exceptional circumstances |

Risk Consequence:

Risk consequence is the identified outcome or impact of an event occurring if a risk is realized.

| Consequence | |
|-------------------------------|--|
| Item | Description |
| 5 – Extreme Consequence | Death or environment effect with significant impact |
| 4 – Major Consequence | Permanent disability, health issue or environment effect with impact |
| 3 – Moderate Consequence | Medical treatment or environment effect requiring assistance |
| 2 – Minor Consequence | First aid treatment or environment effect contained internally |
| 1 – Insignificant Consequence | No injuries, health or environment effect |

Risk Assessment Matrix:

Risk assessment matrix is used to assess the risk score using the likelihood and consequence risk criteria.

| | | Consequence | | | | |
|------------|---|--|---|--|---|--|
| | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | | Insignificant No injuries, health or environment effect | Minor First aid treatment or environment effect contained internally | Moderate Medical treatment or environment effect requiring assistance | Major Permanent disability, health issue or environment effect with impact | Extreme Death or environment effect with significant impact |
| 5 | Almost certain The event is expected to occur in most circumstances | Moderate | High | Extreme | Extreme | Extreme |
| 4 | Likely The event will probably occur in most circumstances | Moderate | Moderate | High | Extreme | Extreme |
| 3 | Possible The event may occur sometime | Low | Moderate | High | High | Extreme |
| 2 | Unlikely The event could occur sometime | Low | Low | Moderate | High | High |
| 1 | Rare The event may occur in exceptional circumstances | Low | Low | Low | Moderate | Moderate |

Risk Actions

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

| Risk Actions (required following the assessment of risk) | |
|--|---|
| Risk | Actions |
| Extreme risk | Intolerable, immediate senior management actions required |
| High risk | Tolerable with robust controls and management oversight |
| Moderate risk | Tolerable with controls and ongoing management review |
| Low risk | Acceptable with periodic review |
| Note: Management and Official are considered to be like terms. | |

Risk Treatment

Risk treatment is the identification and selection of options to treat / control risks.

| Risk Treatments | |
|-----------------|---|
| Treatment | Description |
| Avoid | Don't do the activity |
| Treat | Reduce by implementing controls |
| Accept | If risk is low or consequences can be tolerated |
| Transfer | Transfer with insurance and contracts (caution – it is not possible to transfer duty of care) |

2.6 Motorcycling Activity and Events Generic Risk Control Considerations

There are many areas of risk that need to be considered in motorsport, most of which require input and collaboration with internal and external stakeholders to achieve the best outcome.

Generic risk control considerations associated with motorcycle sporting activities and events include:

| Risk areas | Control considerations |
|---|---|
| Motorsport activities | <ul style="list-style-type: none"> Permit, approval and inspection processes and systems Fit for purpose and compliance vehicles and equipment Trained, licenced and competent drivers and support crews Physical infrastructure, warning systems and barriers Segregation of motorsport activities from people and public areas Controlled movements, safety rules / requirements and monitoring |
| COVID-19 | <ul style="list-style-type: none"> COVID Safe plan and implementation Contact tracing, social distancing and hygiene provisions Instruction, communication and compliance monitoring / management |
| Infrastructure, inflatables and amusement devices | <ul style="list-style-type: none"> Permit applications and approvals Structural, engineering and safety certification / compliance Capacity planning (including COVID-19) requirements |
| Contractors (building and construction) | <ul style="list-style-type: none"> Contract, insurance and indemnity requirements Risk assessments, safe systems of work and personal protective equipment Qualifications, competency and compliance (health and safety) |
| Hazardous substances and dangerous goods | <ul style="list-style-type: none"> Designated storage areas, containment, spill control and safety data sheets Manifest and emergency management plan Firefighting provisions, equipment and compliance |
| People, vehicles and plant | <ul style="list-style-type: none"> People, vehicles / plant segregation and management Designated loading, unloading and operating areas Controlled movements, safety rules / requirements and monitoring |
| Public safety and security | <ul style="list-style-type: none"> Crowd safety management (including social distancing compliance) Perimeter fencing, security access control, accreditation and monitoring Exclusion zones / areas, housekeeping and safety monitoring |
| Entertainment | <ul style="list-style-type: none"> Entertainment stages and equipment level and structurally compliant Lighting, cabling and electrical equipment compliant with safety requirements Fireworks and pyrotechnic permits and fire response provisions (where relevant) |
| Participants / competitors | <ul style="list-style-type: none"> Terms and conditions and indemnity waivers Safety, equipment and experience requirements Incident reporting, management and escalation |
| Catering and responsible service | <ul style="list-style-type: none"> Safe food handling practices, hygiene management and monitoring Gas, fire safety and electrical compliance Responsible service of alcohol and liquor licence compliance |
| Amenities | <ul style="list-style-type: none"> Amenity provisions aligned to patron capacity Toilet facilities installed away from catering areas Plumbing tested prior to commissioning |
| Emergency and crisis | <ul style="list-style-type: none"> Command centre monitoring and management Planning and incident response arrangements for an emergency or crisis Critical incident response plans and procedures Police and emergency services provisions and deployment Communication arrangements and protocols |

**In the Event of a Covid-19 or subsequent National/International Pandemic.*

***On advice from National/International Health advice such as WHO, HSE, EU, Department of Health etc.*

2.7 Targeted Risk Assessments/Incident Reports/Record Keeping

Targeted risk assessments (TRA) must be completed for all Motorcycling Road Race events, particularly for high-risk activities and activities that have the potential to cause harm.

Motorcycling Ireland has developed a TRA template which provides a consistent structure to:

- Capture the event information and work being performed.
- Identify the risks relating to the work being performed.
- Assess the risks using the assessment matrix (*refer to section 2.5*).
- Identify controls and treatments; and
- Assign responsibilities and verification of implementation.

Refer to section 9 for further information on audit and assurance activities.

Incident reporting and emergency management arrangements and procedures must be established to report and respond to incidents and emergency situations, an emergency management plan should be established.

- Incident reporting arrangements are expected to address:
- Notification, reporting, and recording (documenting) incidents using relevant report forms.
- Response and escalation of incidents to internal and external stakeholders
- Review, investigation, and resolution of incidents
- Notification of serious incidents or dangerous occurrences to regulators, stakeholders, and Road Race Alliance Ireland
- Notification of potential and actual claims following claims procedures and incident forms.

Incident Reports

Incident Reports must be completed and submitted for each Event including Nil Returns, to the relevant Insurance Provider in a timely manner and as a matter of priority.

Record and Report Keeping

Road Race Alliance Ireland and external stakeholders require all Clubs/Promoters/Organisers to have a robust report and record keeping policy in place as part of Event Permit sanctioning. Procedures must be in place to be able to update and supply the relevant reports in a timely manner to the relevant Governing Body, Insurance Company, State bodies, and other relevant agencies as prescribed in this document. (Road Race Alliance Ireland's Safety First Policy).

SECTION 3: Governing Committees, Consultation and Event Requirements

This section provides an overview of the established committees that govern motorcycle sport and guidance on consultation arrangements for health and safety and the running of Events.

3.1 National Track Safety Advisory Committee (NTSAC)

The National Track Safety Advisory Committee (NTSAC) oversees the licensing for all venues for which track licenses are issued by Motorcycle Ireland. Track licenses fall into three categories:

- **Category A:** Tracks on which International races may be held.
- **Category B:** Tracks on which competitions, other than international race meetings, may be held.
- **Category C:** Tracks on which competitions other than races may be held.

NTSAC prepares and issues guidelines, regulations, and standards for the design of motorcycle sporting venues.

CATEGORY A: Short Circuits, such as Mondello Park, Bishopscourt, Nutts Corner, Kirkistown etc.

CATEGORY B: Closed public road Circuits, for express use for Road Racing, Hill Climbs, Coilte and County Council lands, purpose-built motocross tracks/circuits and Enduro purpose-built circuits/tracks.

CATEGORY C: Motocross, Trials, Grass track, Karting circuits/tracks used for FIM Mini-bike competitions/events, Drag racing events and/or Airport facilities such as runways, and private lands.

The frequency of track safety inspections is dependent on the level of the circuit and will be either inspected:

- Annually
- Bi-annually or
- On the day of the Event.

Road Race Alliance Ireland appoints trained and competent inspectors who conduct track safety inspections in line with the Road Race Alliance Ireland's Track Operators Safety Guide.

Inspections may be conducted by Motorcycling Ireland directly or by appointed personnel including Regional Track Inspectors, External Professionals, Stewards, or the Race Director who are part of the NTSAC.

Summary

- Every Track/Circuit will be required to be Licensed by Road Race Alliance Ireland including Temporary Track/Circuits.
- Tracks/Circuits to be inspected Annually by Road Race Alliance Ireland.
- Temporary Track/Circuits to be Licensed and approved on the day of the Event by Road Race Alliance Ireland.
- Risk Assessments to be completed Pre and Post Event and to be made available after the Event in a timely fashion in line with Road Race Alliance Ireland Safety First Procedures.

| CIRCUIT LEVEL | INSPECTION FREQUENCY | CONDUCTED BY |
|------------------|-------------------------|---|
| Category A and B | Annually | Road Race Alliance Ireland or Regional Track Inspectors, Stewards, NTSAC Officials. (pre-event) |
| Category C | Annually and On the Day | Road Race Alliance Ireland Regional Track Inspectors, NTSAC Officials or Stewards. (pre-event) |

** Temporary Tracks and Circuits outside of traditionally designated circuits **MUST** be inspected on the day of Event before License is approved.*

*** Event Permit is **NOT** a Track/Circuit License.*

NTSAC analyses the safety performance of all venues for which a Category A or B track license has been issued by Road Race Alliance Ireland (M.C.I.). It also makes recommends to the Road Race Alliance Ireland administration for any modifications deemed appropriate to improve safety for spectators, officials, and competitors.

The committee also delegates the appropriate authority and responsibility, to, and provides the educational resources for National Track Inspectors, to enable the licensing of Category C tracks.

A Road Race Alliance Ireland employee/board member who is also a member of the NTSAC represents the interests of Road Race Alliance Ireland at an international level through their membership of the FIM Circuits Commission. This ensures a bilateral exchange of information and continued consultation between Road Race Alliance Ireland, the FIM and similar organisations in other countries on issues dealing with track and venue safety.

3.2 Technical Committee/Administration Department

The Technical Committee/Administration department within Road Race Alliance Ireland (and its Commissions, Trusts, Panels and Committees) assesses all technical aspects of vehicle construction and modifications to vehicles, reviews equity in performance and rules for safety, and ensures that technical aspects follow in the tradition of the true philosophy of competition - safety and fairness.

3.3 Rules and Regulations

There are several groups that have been appointed by, and organised within, Road Race Alliance Ireland that are vested with the responsibility of making rules and regulations for the National Competition Rules.

- **Commissions:** Several National Commissions have been delegated power by the Executive Panel to plan and administer specific disciplines or functions of the organisation.
- **Committees/Panels/Trusts:** A designated group of volunteer experts that act in an advisory capacity to the Executive Panel of RRAI.
- **Committees and Club Representative Panels** at grassroots level, assist with the administration of RRAI authorized activity. Discipline Committees/Panels/Jurys are comprised of appointed delegates from each RRAI affiliated club in their discipline.

3.4 Consultation and Communication

Road Race Alliance Ireland recognizes its obligations and the benefits of consulting with staff, contractors, volunteers and affiliate stakeholders on health and safety, rules, competition and event management, track certification and other such organisational matters. It is expected that all stakeholders will participate in these forums and that contractors and affiliates establish their own similar arrangements. The following table summarizes standard health and safety consultation and communication arrangements.

| MECHANISM | DETAILS | FREQUENCY | GENERAL FOCUS |
|--|---|-------------------------------|--|
| Health and safety committee | Formal consultation arrangements with a set agenda and made up of management and staff (or equivalent) stakeholders | Quarterly | <ul style="list-style-type: none"> • Strategy implementation • Risk assessments • Policy and procedure • Changes to Legislation • Incidents and lessons learned. • Audits, actions, and improvements |
| Site discussions / briefings / toolbox talks | Designated onsite forum or meeting to discuss health and safety matters with staff, contractors, volunteers and other relevant stakeholders | Pre-event / as required | <ul style="list-style-type: none"> • Risk assessments • Health and safety focus areas • Safe systems of work • Issues and resolution • Lessons learned |
| Team or stakeholder meetings | Integration of health and safety into established team or stakeholder meetings | As per meeting frequency | <ul style="list-style-type: none"> • Health and safety focus areas • Risk management planning • Issues and resolution • Lessons learned |
| Site audit and assurance activities | Specific and targeted activities to test and validate health and safety compliance and control / treatment effectiveness | As per audit / assurance plan | <ul style="list-style-type: none"> • Compliance • Health and safety controls • Continuous improvement |
| Road Race Alliance Ireland website | Access to health, safety, and compliance information, resources, and templates | NA | <ul style="list-style-type: none"> • General information • Rules, requirements, and guidelines • Tools and templates • Other resources and contacts |

SECTION 4: Education, Training and Certification

This section outlines the training provisions that Road Race Alliance Ireland has established for health and safety awareness and are specific to motorcycle sport as an Governing Body with responsibility for the issuing of Event Permits.

4.1 General Health and Safety Awareness

Road Race Alliance Ireland has established a number of provisions and resources to ensure that adequate information and general health and safety awareness is provided to staff, contractors, volunteers, and affiliates.

These provisions and resources include but are not limited to:

- Staff, contractor, and volunteer inductions.
- Health and safety policies and procedures.
- Safety management plan and supporting resources.
- Specific training programs, modules, and resources.
- Safe event package and related resources; and
- Established consultation and communication forums.

Road Race Alliance Ireland has developed the following resources to assist event organisers with site inductions:

- Site Induction for trackside officials
- Site Induction for competitors
- Site Induction for small race teams

4.2 National Officiating Program (Training and Development)

The National Officiating Program (NOP) has been established for the training, licensing, and grading of motorcycling officials. Road Race Alliance Ireland has the responsibility to ensure the competency level for officials is established, implemented, and maintained.

In order to do this, the NOP aims to:

- Ensure that motorcycling officials are highly skilled in relevant areas.
- Foster personal pride and respect for the sport and all participants within the officiating and competitor group.
- Provide efficient management by having a formal competence and recognition system, supported by training and administration processes.
- Achieve national and international recognition of the NOP by both motorcycle sport organisers and governments of other countries.
- Facilitate awareness of the impact of legal and sporting requirements on officials, including health and safety obligations.
- Ensure that officials are appointed to a level of participation appropriate to the competence demonstrated by their license grade.

- All Marshals will undertake and must have completed a theory and practical tests prior to being granted Marshals/ License and subsequently ONLY Licensed Marshals will officiate and partake in an Event.

All Officials, Stewards, Clerks of Course, Race Directors will undertake and must have completed a theory and practical tests prior to being granted a License and subsequently ONLY Licensed Officials/Stewards/CoC's will officiate and partake in an Event.

- Marshals and Officials must have their ID Badges on display at all times during the Event.
- Motorcycling Ireland will provide the relevant training courses and Certification through inhouse training courses or external training companies.
- A record of all Licensed Officials and Marshals will be available through Motorcycling Ireland Office and Administration.
- All briefings should be recorded, if possible, through prepared statements, recorded video mediums or audio formats and devices. ** This does not impinge on GDPR restrictions.*

4.3 E-Learning Modules

E-Learning Modules provide officials with a higher level of interactivity in an online learning environment through the use of simulations, videos, and user-friendly activities. The E-Learning Modules are an additional learning delivery method for Motorcycling officials and members nationally who may not be able to access instructor-led training.

All training content has been developed with E-Learning education specialists, and subject matter experts pooled from Road Race Alliance Ireland officials and members nationally to ensure currency, accuracy, and validity of training materials.

4.4 Young Officials Team*

The Young Officials Team program aims to introduce motorcycling enthusiasts between the ages of 16 and 25 to the world of motorcycle sport officiating. Participants are trained in a safe and supportive environment supervised by some of the best motorcycle sport officials reinforcing safe habits and techniques. The program is conducted on a two-year basis. The first year involves attending an event for the entire weekend, working in groups at various officiating positions supported by senior officials. The second year invites the participants back to the same event to work in one particular position all weekend with their teammates.

4.5 Road Safety

Road safety is one of the biggest issues in Ireland and Road Race Alliance Ireland is committed to playing a role to influence and promote road safety through the wider motorcycling network. Road Race Alliance Ireland focuses on promoting road safety and rider education through its existing training programs and communications channels, particularly to young people aged between 12 and 24 years old who are the most at-risk age group on Irish and UK roads. The RRAI are developing a promotional programme, "Road safety rules are your best tools", to assist Motorcycle users.

4.6 Training and Instruction

Road Race Alliance Ireland will conduct various training instruction and Presentations to all affiliated clubs and officials on RRAI Safety First Management policy and procedures document, and incorporate:

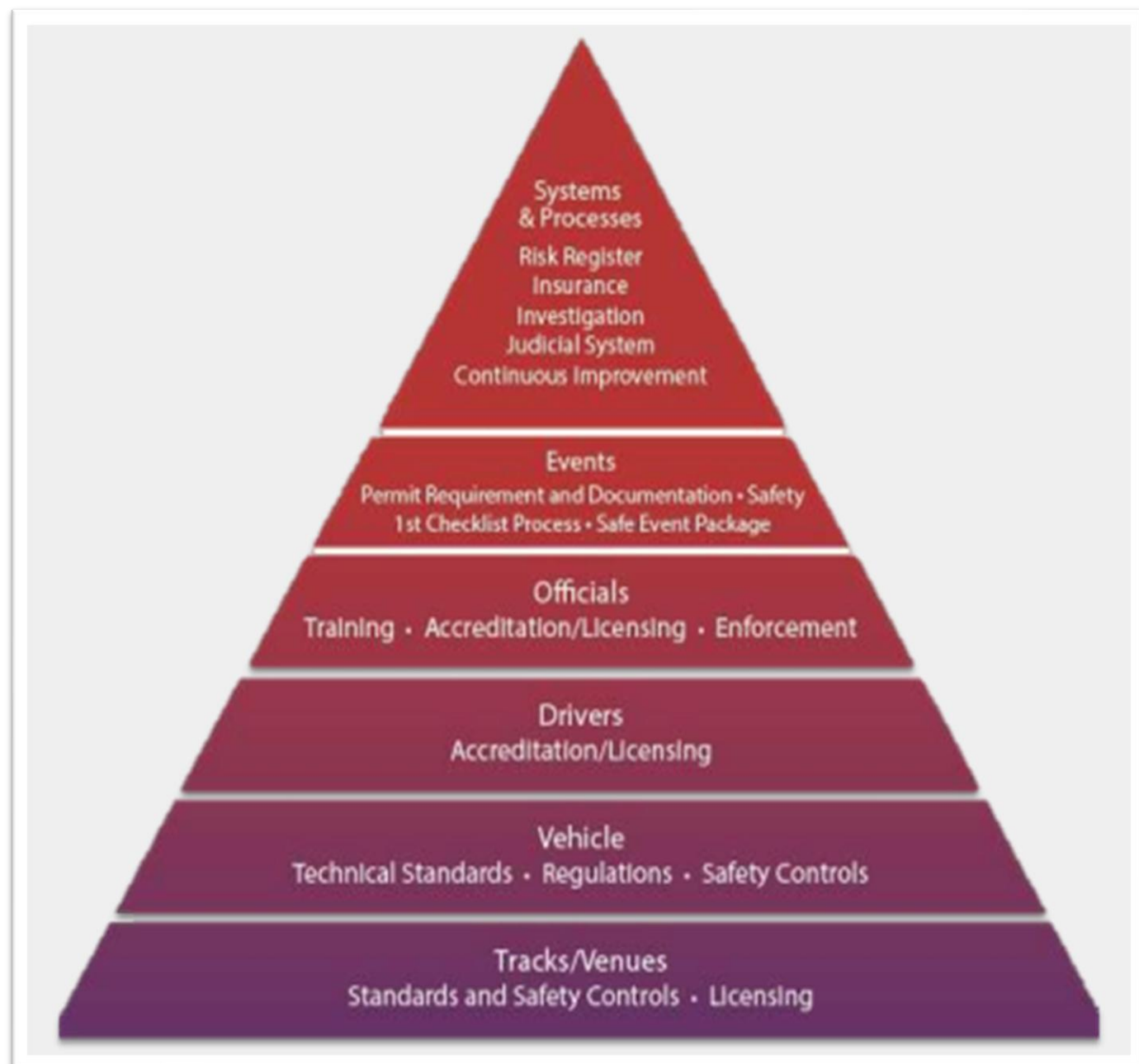
- Critical Incident Response Club Events
- Critical Incident Response Briefing Notes for Officials
- Critical Incident Response Procedures for Club Motorcycle Events
- Develop a dedicated and certified panel of Instructors/Trainers with Skillnet Ireland, to deliver training programs for Club members, Officials and key personnel.
- Utilise experienced race participants to instruct newcomers and less experienced riders to the sport.
- Detailed instruction prior to all road race events for all participants, using video, screenshots, open discussions, walk throughs and visual aids, question and answer sessions, and detailed instruction to the circuits and tracks. *(These sessions will be held separately from rider briefings, and prior to riders taking to the track or circuit for practice and/or racing).*
- A standalone e-learning module for participants to undertake.

SECTION 5: Planning, Approvals and Safety

This section provides guidance on some of the key planning structures, considerations, and requirements.

5.1 Road Race Alliance Ireland Safety Oversight

The following summarizes the key focus areas and systems used by Road Race Alliance Ireland for risk and safety management, monitoring and assurance of motorcycle sport in Ireland.



5.2 Event Organizer Expectations

This plan has been developed to assist event organisers identify and implement the overarching risk and safety management provisions required for motorcycling activities and events in Ireland. It is expected that event organisers implement these provisions as a minimum and in conjunction with other relevant event management plans (including their own) and regulatory requirements.

5.3 Planning Considerations

Effective planning involves the establishment of clear management processes, delivery structures and risk management provisions to ensure the success of the motorcycling activities and events.

Key areas of planning can be summarized as:

- Approvals and compliance
- Event layout or overlay planning for all locations and infrastructure.
- Infrastructure, equipment, facilities, services, and contractor resources
- Sales and marketing of the event and tickets
- Staff and volunteer resourcing
- Competitor and teams' management
- Accreditation and access controls for staff, contractors, and patrons
- Risk management and workplace health and safety
- Traffic, transport, and pedestrian management
- Emergency preparedness and response (fire, recovery assets, medical, emergency services)

An event specific risk management plan and consultation structure must be established to identify and control event related risks. The plan should be aligned to the event specific risk assessment.

5.4 Permits and Approvals

The Road Race Alliance Ireland permit process involves event organisers submitting event-specific documentation to Motorcycling Ireland Permit Administrator(s) for approval prior to distribution to officials and competitors, to ensure there is compliance with the National Competition Rules. As a part of this process Road Race Alliance Ireland has in place safety related information that is provided to event organisers and there is an onus that the organisers/clubs/promoters utilize this information and assess risks to provide a systematic approach to health and safety obligations and duty of care, as it applies to their events.

A permit is awarded to the Club/Organiser/Promoter to stage an Event once it has satisfied all the relevant criteria and submitted the completed documentation to the Office of Road Race Alliance Ireland. A Permit is not a Track/Circuit License Certificate.

EVENT REQUIREMENTS SUMMARY

All affiliated Clubs, Promoters, and Organisers agree to these minimum standards and requirements as a matter of course in securing a permit and subsequent License in the running and promotion of an Event under the jurisdiction of Road Race Alliance Ireland.

- i. Every Track/Circuit will be required to be Licensed by Road Race Alliance Ireland including Temporary Track/Circuits.
- ii. Tracks/Circuits to be inspected Annually by Road Race Alliance Ireland.
- iii. Temporary Track/Circuits to be Licensed and approved on the day of the Event by Road Race Alliance Ireland.
- iv. Risk Assessments to be completed Pre and Post Event and to be made available after the Event in a timely fashion in line with Road Race Alliance Ireland Safety First Procedures.
- v. Prior to being granted a License all riders must undertake a theory test to ensure they fully understand how to behave at an Event.
- vi. Participants/Riders must complete in full the mandatory pre-event sign-on sheet.
- vii. All riders must pass a practical test to ensure they are competent to ride.
- viii. All riders must be aware that they may be selected for a random alcohol and drugs test before and during the Event.
- ix. All Marshals will undertake and must have completed a theory and practical tests prior to being granted Marshals/ License and subsequently only Licensed Marshals will officiate and partake in an Event.
- x. Officials, Stewards, Clerks of Course, Race Directors will undertake and must have completed a theory and practical tests prior to being granted a License and subsequently only Licensed Officials/Stewards/CoC's will officiate and partake in an Event.
- xi. Incident Reports must be completed and submitted for each Event including Nil Returns, to the relevant Insurance Provider in a timely manner and as a matter of High Priority.

5.5 Safety First Event Checklist

Road Race Alliance Ireland requires event organisers to complete a safety-first checklist which will assist with establishing and maintaining a safe event. This checklist has been designed to meet the needs of typical motorcycling activities and provide a simple process. The checklist establishes a process for addressing health and safety, duty of care requirements and the use of on-site contractors attending the event who provide goods and services.

There are two stages to applying the checklist:

- Planning - for consideration prior to the event period, this must be submitted before a Road Race Alliance Ireland permit is issued; **and**
- Operations - to be completed at the event and to be handed to the steward of the meeting upon completion with all other post event documentation.

All checklist(s) are required to be returned to Road Race Alliance Ireland for assessment by Road Race Alliance Ireland Permit Administrator(s).

Answering the questions as applicable in the planning stages of an event is required before final approval can be given by Road Race Alliance Ireland's Permit Administrator(s) to issue an Organizing Permit.

If the action required by the checklist cannot be confirmed or the risks have changed since the planning stages (or during operation) it should be recorded and assessed by the utilization of a Road Race Alliance Ireland TRA.

5.6 Safe Event Package

The safe event package is intended to assist event organisers with risk identification and associated processes to provide a systematic approach to health and safety obligations at motorcycle sporting/training/instruction/assessment events and to assist event organisers in meeting their obligations.

Event organisers are expected to:

- Download the safe event package.
- Review and consult with relevant stakeholders on the risk assessment process.
- Complete the risk assessment process and targeted risk assessment.
- Implement risk controls / treatments and monitor their effectiveness.

It is important to note that the permit process requires event organisers to:

- Acknowledge that they have read and understand the safe event package.
- Have a copy available at the event; and
- Conduct the event in accordance with the policy and risk management provisions identified.

5.7 Other Permits, Approvals and Compliance

Motorcycle Sport event organisers are expected to identify and obtain all the relevant permits, approvals, and compliance requirements applicable to the activities and event.

These may include but are not limited to:

- Local government or venue approvals
- COVID-19 safety plan approvals
- Location and occupancy permit including traffic management arrangements.
- Engineering certification of temporary structures and facilities
- Track inspection approvals/certification
- Compliance approvals for health and hygiene requirements and public safety provisions
- Liquor license for bar facilities and food safety compliance

It is important that these are identified during the planning process to ensure that sufficient time is allowed for application submissions and approval activities.

5.8 Resourcing Event Staff and Volunteers

Planning considerations should be made for event staffing requirements and volunteer resource needs to ensure adequate event delivery personnel are available.

Resource needs will depend on the scale of the event and may consider the following areas:

- Security and emergency services (first aid, ambulance, police, fire)
- Customer service, operations, and officials
- Safety officers and *COVID-19 compliance personnel
- Sufficient time should be given to run recruitment campaigns and processes.

** In the event of guidelines/restrictions being imposed by relevant authorities.*

5.9 Competitor, Contractor, and Vendor Management

Competitor, contractor, and vendor management processes must be established to ensure service delivery, health and safety, compliance and insurance provisions are in place.

This should verify the following is in place:

- Contracts, service agreements, indemnity waivers, terms, and conditions
- Insurance coverage (competitor insurance, public liability, personal accident)
- Medical plans and provisions
- Circuit safety, risk assessments and safe systems of work
- Competitor and vehicle licensing
- Appropriately trained and qualified staff, contractors, and volunteers
- Fit for purpose and compliant vehicles, plant, and equipment.
- Permits and approvals in place (including catering and alcohol service)

Copies of risk and compliance documentation should be provided, and records maintained.

5.10 Traffic, Transport and Pedestrian Management

Traffic, transport, and pedestrian management provisions must be established to ensure the protection of people, assets, and competitors and to minimize travel congestion or disruption.

Planning provisions should consider:

- Vehicle movement paths, loading and unloading zones and parking areas.
- Segregation of people from loading and unloading zones
- Clear paths for competition assets away from people and other vehicle movements
- Traffic control and management arrangements

5.11 Public Safety, Security and Emergency Preparedness

Public safety, security and emergency preparedness provisions must be identified as a part of the planning process to ensure that adequate resources, infrastructure and supporting response structures are in place for the event.

Public safety, security and emergency considerations include:

- COVID-19 safety plan, hygiene provisions and compliance monitoring
- Event access control and monitoring provisions
- Public safety and compliance inspections and monitoring
- Public safety infrastructure, restricted access, marshalling and monitoring.
- Incident and emergency response resources and plans
- Command Centre for centralized communications, management, and monitoring (and media liaison)
- Contingency planning in the event of severe weather conditions

SECTION 6: Critical Procedures

This section provides information on the critical processes and procedures that are required for motorcycle sport activities and events.

6.1 Medical Processes and Procedures

Whilst the rules, regulations and approved procedures which govern the conduct of motorcycle sport are designed to minimize the potential for accidents and injury, it is necessary that each and every motorcycle sport/event be conducted in a manner not only designed to reduce any risk prior to injury occurring, but to also provide an appropriate environment to achieve desirable outcomes in patient care.

With this in mind the following processes and procedures exist:

The National Medical Advisory Committee (NMAC) defines medical standards and examination processes which are utilized to determine the medical status of competitors who are holders of Motorcycling Ireland, Motorcycling Union of Ireland Ulster Centre, MRA or Road Race Alliance Ireland competition licenses.

- NMAC also defines standards to ensure that there is a medical service of a suitable standard for each event conducted under Road Race Alliance Ireland sanction.
- NMAC comprises volunteer medical practitioners, medical professionals and associated members of Motorcycling Ireland staff and it is advisory by nature and reports directly to the CEO/President of the Executive Panel/Board, Centre and Union.
- A member of the NMAC represents the interests of Motorcycling Union of Ireland at international level through their appointment to the FIM Medical Commission and the FIM Anti-Doping Disciplinary Commission.
- Member(s) of the NMAC are currently Chief Medical Officers for the Motorcycle Union of Ireland (Ulster Centre), Road Race Alliance Ireland and Motorcycling Ireland (Southern Centre).

The Motorcycling Ireland Anti-Doping Policy is compliant with the regulations of the World Anti-Doping Agency (WADA) and approved by Sport Ireland. One of the most visible areas of the Road Race Alliance Ireland Anti-Doping Policy is the actual detection process, or drug testing.

Tests are always carried out by an Irish Government/Department of Health, and/or Sport Ireland authorised organisation and are undertaken with the highest level of professionalism, security, and privacy. Participants in motorcycle sporting events/competition/rider assessments are required to provide a urine or saliva sample in accordance with Road Race Alliance Ireland's Anti-Doping and Illicit Drugs in Sport policies during events in which they have been involved. Dependent on the policy, testing can be overseen by Sport Ireland officials, the FIM and Road Race Alliance Ireland.

Medical Response Plans are submitted to Road Race Alliance Ireland by event organisers as part of the approval process to gain a Road Race Alliance Ireland event permit. These plans ensure that proper planning and forethought in respect to trackside or 'on the spot' emergency medical responses have been undertaken prior to the conduct of the event. They also guide the practical emergency medical response to any accident resulting in injury that may occur during an event.

6.2 Judicial and Supervisory Process

The Road Race Alliance Ireland judicial process ensures that an independent resource and process is available for, and appointed to, the motorcycling competition held under the Road Race Alliance Ireland sanction. These are the 'Stewards of the Meeting'.

The duty of the Stewards of the Meeting is to act as the arbiter of any matter brought before them, be it a compliance matter in respect of driving standards, technical regulation or matters of safety. For club and multi-club events where the Stewards are not appointed, decisions may be taken by the Clerk of Course and any protest against a decision of the Clerk of the Course may be escalated to the Duty Officer for a subsequent Stewards Hearing.

Stewards of the Meeting also have the authority to withdraw the Road Race Alliance Ireland Sanction (the Organizing Permit) from an event should they determine that the risk of continuing the activity: be it for sporting, commercial or for public health and safety reasons and is of an unacceptable level.

Stewards of the Meeting can impose sanctions on Road Race Alliance Ireland, MCI or MCUI License holders varying from reprimands to monetary penalties and disqualification from the event.

A hierarchy of judicial processes above the Stewards' level also exists in order to ensure the principles of natural justice are maintained. This includes the following:

- Appellate Tribunals.
- Road Race Alliance Ireland's Sport Appeal Jury.
- FIM International Court of Appeal.

6.3 Report and Record Keeping Procedures

All relevant paperwork and reports must be completed and submitted in a timely manner post Event by the relevant officials, irrespective of whether there was a critical incident occurrence or not.

- As part of the Officials duty all relevant reports and paperwork must be completed and submitted to Road Race Alliance Ireland.
- Incident Reports must be completed and submitted for each Event including Nil Returns, to the relevant Insurance Provider in a timely manner and as a matter of High Priority.
- All relevant Event materials must be submitted to the relevant body by the Club/Race Secretary, Stewards, CoC, CMO, Welfare officer, and Incident Officer/Safety/Medical Officer. The following documents (but not limited to) must be fully recorded and made available to Road Race Alliance Ireland:
 - i. Critical Incident Report including a full list of witnesses, contact details, and summary.
 - ii. Sign on Sheets (Competitor and Officials).
 - iii. Event Report including Event Permit and Track/Certificate.
 - iv. Witness/Official Statements.
 - v. Photographic Evidence (Hardcopy or Digital).
 - vi. Stewards Report.
 - vii. Full list of Competitors/License Holders.
 - viii. Track/Circuit Report including Weather, track conditions, safety concerns/issues.
 - ix. Chief Medical Officers Report.
 - x. Incident Officers Report.
 - xi. Maps and Drawings/Illustrations

SECTION 7: Managing Specific Aspects and Risks

This section provides general information and requirements for managing specific aspects, hazards and risks that are relevant to motorcycle activities and events.

7.1 Track/Circuit License

Category A tracks/Circuits on which international races may be held must meet FIM certification requirements and Standards. A rigorous licensing process is applied and commences in the track design phase. The Category A track license process can be summarized as:

- Track designers prepare and submit a dossier to Road Race Alliance Ireland.
- Road Race Alliance Ireland review and propose dossier to the FIM Circuits Commission.
- The FIM Circuits Commission provides feedback. Once the changes recommended in the FIM Circuits Commission feedback is agreed, in-principal approval will be provided in order for circuit works to commence.
- The track is constructed in accordance with FIM homologation and circuit requirements.
- The FIM appoints an inspector (not from the same region) who will oversee the inspection and review process; and
- The FIM inspects the track, makes recommendations, and issues license once the track complies with the relevant guidelines.

Category B and C tracks follow a similar process and use a similar criterion to that of the FIM and as developed by Motorcycling Ireland to ensure consistent safety standards are applied. Motorcycling Ireland inspects and licenses Category B and Category C tracks/Circuits.

7.2 Track Safety Inspection

Road Race Alliance Ireland appoints trained and competent inspectors who conduct track safety inspections in line with the Road Race Alliance Ireland's Track Operators Safety Guide. Inspections may be conducted by Road Race Alliance Ireland directly or by appointed personnel including Regional Track Inspectors, Stewards, Circuit Inspection Committee (CIC) or the Race Director.

The frequency of track safety inspections is dependent on the level of the circuit and either conducted:

- Annually
- Bi-annually
- On the Day (pre-Event)

In addition to the formal track safety inspections, Stewards and Officials are also obligated to conduct a pre-event, and during the event, track safety inspection to ensure safety installations are in place and remain in place and the track is constantly fit for purpose. In the event of a critical incident occurrence, Stewards and Officials must conduct a post-event track/circuit inspection with all relevant records and paperwork being completed and available for inspection.

7.3 Public Safety

Public safety must be closely monitored throughout the duration of the event to address hazards and mitigate the risk of injury or harm.

The following should be checked and monitored pre and during the event:

- Safe access, contact tracing, hygiene provisions and social distancing (1.5m) in the event of Covid-19 (or other such influenza type pandemic/national outbreak based on Government and Official Department protocols).
- Walkways and common areas remain unobstructed and free from trip hazards.
- Seating (temporary and fixed) are installed properly, free from damage and safe.
- Marquees and similar temporary infrastructure are set up properly and secure.
- All gates and access points to tracks are secure and monitored.
- The track perimeter and marshal areas are clearly identified, with relevant signage warning spectators not to enter/trespass.
- Emergency response plans and procedures are in place for unauthorized track access.
- Severe weather monitoring and management provisions are in place.
- No electrical leads, cords or wires are on the ground where they pose a trip hazard.

7.4 Security

Security provisions must be closely monitored to ensure they are effective for protecting the public, preventing unauthorized access, and responding to security related incidents.

The following should be considered and monitored to manage security risks:

| FOCUS AREAS | CONSIDERATIONS |
|---|--|
| Access control | <ul style="list-style-type: none"> • Perimeter fencing, internal barriers / containment, and no access signage. • Security personnel placement at access points. • Ticket / access checking and prohibited items inspections and management. |
| Track and bar areas | <ul style="list-style-type: none"> • Track perimeter management and monitoring. • Unauthorized access / no access signage. • Persons under the age of 18 are not permitted to access bar areas or consume alcohol. • Alcohol not to be taken outside of designated bar areas. |
| Public areas, track perimeter and car parks | <ul style="list-style-type: none"> • Roaming security and security sweeps. • Regular monitoring of public areas, track perimeter and car parks. • Monitoring and control of public movements, fencing and signage. • Report or escalation of security issues, incidents, or threats. |
| Disruptive behaviour and intoxication | <ul style="list-style-type: none"> • Security assists to diffuse potential situations of conflict. • Report and work with police/Gardai and emergency services to manage escalated issues |
| Communication, monitoring and management | <ul style="list-style-type: none"> • Communication protocols and equipment (radios) • Garda/Police and emergency services onsite to support security. |

-
- Command Centre monitoring and coordination of emergency situations.
-

7.5 High Risk Activity Monitoring

Inspection and monitoring arrangements must be established for high-risk activities, particularly during the arrival, set-up and pack up stages of the event.

The following is expected to be checked and closely monitored:

- Working at heights activities
- Build and dismantle temporary grandstands and seating.
- Build and dismantle marquees and other temporary structures.
- Amusement device setup, operations and pack up.
- Hazardous substances and dangerous goods storage and management
- Forklift, plant, and high-risk equipment operations
- Entertainment stages and equipment installation and pack up.
- Electrical installations and electrical safety
- Access points, loading / unloading areas, and movement paths.
- Personal protective equipment and site safety rules compliance

7.6 Bars and Catering (If being provided and managed by the Governing Body or Affiliated Club)

Bar and catering services must adhere to a number of compliance requirements in order to address liquor license and safe food handling expectations.

The following should be considered:

Bar operations:

- A liquor license must be in place.
- Bar areas must be fenced off to meet license requirements.
- Patrons must be over the age of 18.
- Responsible service of alcohol requirements must be implemented.
- Refuse service to intoxicated patrons.
- Adhere to liquor license (license, intoxication poster, under 18 poster).
- Ensure security is in place as per liquor license (prior to opening).

Catering operations:

- Ensure hygiene and safe food handling practices are in place (food safety compliance).
- Clean all food preparation areas and utensils after use.
- Do not cross contaminate foods or utensils.
- Wear aprons, hair nets / hats, gloves, and other required equipment.
- Utilize mechanical aid for heavy manual handling (e.g., trolleys).
- Ensure gas and energy safety compliance.
- Keep the front and back of house areas clean.

7.7 Hazardous Substances and Dangerous Goods

Hazardous substances and dangerous goods require strict management and handling provisions to ensure safety, security and environmental protection requirements are achieved.

The following safety requirements should be considered where they are applicable.

| Hazardous Substance / DG | Actions |
|--------------------------|---|
| Fuels | <ul style="list-style-type: none"> • Stored in fuel compounds • Manifest available and emergency management plan • Bunding or spill containment in place • Fire-fighting equipment in place • Safety data sheets available and in date |
| LP Gas | <ul style="list-style-type: none"> • Stored upright and secure • Manifest available and emergency management plan for large quantities • Compliance certificate for caterers • Fire-fighting equipment in place • Safety data sheets available and in date |
| Oils and Lubricants | <ul style="list-style-type: none"> • Stored in fuel compounds (large quantities). • Bunding or spill containment in place (drip tray) • Fire-fighting equipment in place • Safety data sheets available and in date |

***Smoking is prohibited in proximity to hazardous and flammable substances.**

Large quantities of these hazardous substances and dangerous goods are to be stored in designated fuel compounds or areas and adequately secured and controlled.

These areas must be equipped with the required bunding, spill kits, fire-fighting equipment, and safety signage.

Gas and fuel compounds are typically required to have a dedicated manifest which is used by emergency services (in the event of an emergency) to identify what is on location and where. The manifest will generally include but is not limited to:

- Location maps or details of:
Hazardous substances and dangerous goods locations
Firefighting equipment positioning
Access and egress
- Types and quantities of hazardous substances / dangerous goods
- Emergency management plan and contact numbers.
- Wardens and designated emergency assembly areas
- Spill control procedures
- Safety data sheets

Contractors who bring small quantities of hazardous substances to the event are required to hold current safety data sheets and use them accordingly.

7.8 Adverse Weather

Weather monitoring should form part of the emergency management planning arrangements to ensure that the workforce, participants, and public are protected. Monitoring and management arrangements typically include:

- Weather monitoring such as radar or other similar systems
- Inclement weather escalation procedures
- Escalation communications
- Triggers for cessation of activities or event and evacuation protocols

In the event of severe inclement weather, a coordinated management and response approach should be applied with management and emergency response stakeholders.



SECTION 8: Incident and Emergency Management

This section provides an overview of the incident and emergency management arrangements and requirements for motorcycling activities and events.

8.1 General Incident Reporting and Emergency Management

Incident reporting and emergency management arrangements and procedures must be established to report and respond to incidents and emergency situations, an emergency management plan should be established.

- Incident reporting arrangements are expected to address the nature, consequences, events, and other such details in order to provide a complete record of the Incident.
- Notification, reporting, and recording (documenting) incidents using standardized report forms.
- Response and escalation of incidents to internal and external stakeholders.
- Review, investigation, and resolution of incidents.
- Notification of serious incidents or dangerous occurrences to regulators, Motorcycling Ireland, Insurance Providers, and civil bodies such as the HSA, An Garda Siochana/Police and other relevant bodies.
- Notification of potential and actual claims following claims procedures and incident forms.

Emergency management arrangements are expected to address:

- Centralized communication, management, and monitoring such as a command Centre
- People and equipment resources for Garda/police, fire, first aid and ambulance services.
- Emergency response procedures for:
 - First aid
 - Medical emergency
 - Natural hazards and severe weather
 - Security or threat response
 - Major incident or emergency
- Public communications.
- Media communications and liaison.

8.2 Critical Incident Response and Management

Critical incidents require the implementation of specific procedures and management arrangements to ensure an efficient, effective, and coordinated response is applied. An incident will be identified as a Critical Incident by the Senior Medical Officer where the incident results in:

- Fatality to competitor, crew member, official or spectator as a result of a motorcycle sport incident.
- Injury (of significance) to a member of the public, competitor, and/or official/emergency personnel.
- Serious injury to any person (including a member of the public) which is likely to result in death or significant life altering injury/injuries.
- Catastrophic damage to track/circuit infrastructure or public property leading to the immediate cessation of the event.

Motorcycling Ireland has developed the following procedures and resources for critical incidents:

- Critical Incident Response Club Events
- Critical Incident Response Briefing Notes for Officials
- Critical Incident Response Procedures for Club Motorcycle Events

A copy of the above documents **MUST** be immediately available as Critical Resources on site and readily available to the relevant officials.

8.3 Notifiable Incidents to the relevant Regulatory Bodies including Insurance Providers

- Serious incidents, near misses and dangerous occurrences must be reported along with the relevant details, paperwork, and reports in a timely manner.
**It is incumbent on the relevant event officials, senior club representatives to ensure that all documentation is filed with Road Race Alliance Ireland which can then be made available without delay to the relevant Insurance Provider, State body/State Emergency Service (An Garda Síochána/Police, Medical Services etc.*

It is critical that Road Race Alliance Ireland is notified of any critical and notifiable incidents immediately and without delay as well as to the relevant Insurance Provider.

SECTION 9: Audit and Assurance

This section provides an overview of the audit and assurance arrangements used to audit, assess, monitor, and continuously improve risk and safety management provisions, systems, and compliance requirements.

9.1 Audit and Assurance Activities

Motorcycling Ireland has established the following monitoring, audit, and assurance activities to monitor compliance, validate risk management control effectiveness and to continuously improve.

| Audit and Assurance Activity | Frequency | Responsibility |
|---|--|--|
| Track safety - verification of track safety, track certificate and permit compliance prior to the motorcycle event commencing. | Prior to commencement | Clerk of course |
| Event safety - inspection and monitoring of event safety, provisions relating to staff, contractors, and the public. | Duration of event | Event organizer/Club or Event Promoter |
| COVID-19 safety - compliance monitoring of COVID Safe provisions relating to staff, contractors, and the public | Duration of event | Event organizer/Club or Event Promoter |
| Plant, equipment, and infrastructure compliance - audit and inspection of plant, equipment, and infrastructure compliance | Duration of event | Event organizer/Club or Event Promoter |
| Hazardous substances and dangerous goods - safety assessment of provisions for storage, spill containment, security and firefighting. | Duration of event | Event organizer / Club/ Event Promoter Emergency Services |
| Targeted risk assessments - periodic audit and verification of TRA utilization, control implementation and effectiveness | Quarterly | Road Race Alliance Ireland |
| Permit compliance - audit and verification of the implementation of permit conditions and compliance at the motorcycle event. | All major events annually On the Day of the Event All other events every 2 years | Road Race Alliance Ireland |
| Insurance Provider will carry out a Monthly audit on random selected Events to collect all the paperwork as if a serious incident had occurred. | Monthly | Insurance Provider |

9.2 Continuous Improvement

Outcomes of audit and assurance activities will be used to continuously improve:

- The health and safety management plans and supporting systems.
- Capacity and capabilities of stakeholders involved in the process.

Event organisers must conduct a complete review post event to identify opportunities to improve the event as a whole. The following sources of information may be used to inform the review:

- Outcomes of post event debrief meetings / session.
- Community feedback (positive, complaints, social media)
- Incident reports and data
- Planning and operational activities that could be more efficient.

The Insurance Provider in conjunction with their Solicitors will carry out several webinars with Marshals/Clubs/Officials on the importance of retaining paperwork, reporting incidents and claims investigations.

“Learning is a matter of gathering knowledge, Wisdom is applying that knowledge”.

SECTION 10: Minimum Event Requirements

- i. Track Licenses to be introduced for all tracks including temporary tracks.
- ii. Tracks to be inspected annually.
- iii. Temporary tracks to have a license issued and approved on the day of the event.
- iv. Risk assessment to be completed pre and post event and to be made available after the event.
- v. Only MCUI license holders will be eligible to take part in any permitted events including practice unless they have a valid start permission from their own federation including medical / repatriation cover and PA benefits.
- vi. Prior to being granted a license all riders must undertake a theory test to ensure they fully understand how to behave at an event.
- vii. All riders must also pass a practical test to ensure that they are competent to ride.
- viii. All marshals will undertake a theory and practical test prior to being granted a marshal's license and only licensed marshals will be used at the event.
- ix. Incident reports must be completed for each event including nil returns and submitted to the Insurance Provider.
- x. Insurance Provider are to carry out a monthly audit on random selected events to collect all the paperwork as if a serious incident had occurred.
- xi. Insurance Provider may in conjunction with Solicitors will carry out several webinars with clubs / marshals on the importance of retaining paperwork and reporting incidents / claims investigations.
- xii. All Briefings carried out at Events must be recorded.
- xiii. Incidents- An incident report must be completed and submitted to the Insurance Provider/Broker within 14 days of the event completing without exception.

| Revision No | Date | Comments and Change References | Revised By |
|-------------|----------|---|------------|
| V1 | 20/06/24 | Complete review and restructure of the plan | |

This management plan will be subject to review every 2 years or in the event of:

- Legislative changes or changes to risk management standards.
- Serious incident or event disruption.
- Regulatory directive.
- Outcomes from audit and assurance activities; or
- Process improvement initiatives.

SECTION 11: Motorcycling Sport Hazard and Risk Profile

| Hazard / risk descriptor | Contributing factor summary | Controls summary |
|--|---|--|
| Event / race activity compliance requirements not understood or met | <ul style="list-style-type: none"> Adequate planning provisions not in place. Compliance requirements not identified and implemented. Permit process not followed or approved. Verification of compliance provisions not conducted. | <ul style="list-style-type: none"> Motorcycling Ireland permit system, process, and support Event / race planning committees Permit and targeted risk assessment compliance checks |
| Track or track protection provisions are not adequate or fit for purpose for competitor, official and public safety. | <ul style="list-style-type: none"> Track condition does not meet the required standards. Track infrastructure including barriers are damaged or worn. Patron areas / infrastructure close to track and not protected. Absence of inspection, approval, and monitoring provisions. | <ul style="list-style-type: none"> Track construction in accordance with circuit requirements Track license (FIM / Motorcycling Ireland certification). Track safety inspection (annual or bi-annual) Pre-event track and infrastructure inspection. |
| Officials located in compromising position or access the track without authorisation resulting death, serious injury and or race disruption. | <ul style="list-style-type: none"> Officials unaware of their roles and safe positioning. Officials positioned in the strike zone. (vehicle or debris) Unauthorized track access during race activities. Absence of personal protective equipment. | <ul style="list-style-type: none"> Motorcycling Ireland formal training. Designated positions and protective infrastructure. Onsite briefing including communications protocols. Communication equipment and personal protective equipment. Supervision, monitoring, and response procedures. |
| Media personnel and contractors located in compromising position or access the track without authorisation resulting in death, serious injury and or race disruption | <ul style="list-style-type: none"> Media unaware of safe positioning and un-supervised Media positioned in strike zone. (vehicle or debris) Unauthorized track access during race activities Absence of protective barriers for media locations / points. | <ul style="list-style-type: none"> Onsite briefing and inductions (for contractors). Designated positions and protective infrastructure. Escort, communication protocols and supervision. |
| Patrons located in compromising position or access the track without authorisation resulting in death, serious injury and or race disruption | <ul style="list-style-type: none"> Patron viewing areas / infrastructure in close proximity to track. Patron viewing areas / infrastructure not adequately protected. Restricted access provisions not established. Breach points not identified or controlled. | <ul style="list-style-type: none"> Viewing areas / infrastructure installed at a safe distance and protected. Physical barriers and warning signage for restricted areas. Spectator marshals and security managing access. Breach points identified and actively monitored. |

| | | |
|---|--|---|
| Unauthorized track breach (intentional and unintentional) resulting in death, serious injury and or race disruption. | <ul style="list-style-type: none"> • Restricted access provisions not established or communicated. • Security and access management not maintained or monitored. • Breach points not identified or controlled. • Absence of unauthorized track breach response procedures | <ul style="list-style-type: none"> • Physical barriers and warning signage for restricted areas. • Spectator marshals and security managing access. • Breach points identified and actively monitored. • Unauthorized track breach response procedures. |
| Officials and or competitors seriously injured while conducting recovery operations. | <ul style="list-style-type: none"> • Recovery response occurs prior to race activities ceasing. • Absence of training and experience in recovery operations • Absence of personal protective equipment. • Presence of fire, fumes, hot debris, and sharp objects. | <ul style="list-style-type: none"> • RRAI formal training. • Established and competent recovery crews. • Fit for purpose recovery plant and equipment (including firefighting). • Recovery authorisation and communication protocols and equipment. • Personal protective equipment and response procedures. |
| Competitor major vehicle incident resulting in death, serious injury, debris projectiles, fire and or entrapment. | <ul style="list-style-type: none"> • Collision with other competitors • Collision with barriers, infrastructure, or other structures. • Vehicle/Machine major malfunction. • Competitor serious health incident while riding/driving. | <ul style="list-style-type: none"> • Competitor personal protective equipment. • Vehicle safety specifications / design. • Emergency response equipment and dedicated resources. • Emergency response procedures and coordination. |
| Competitors machinery does not meet safety requirements. | <ul style="list-style-type: none"> • Vehicles not fitted with the required safety specifications. • Vehicles not inspected or maintained. • Absence of personal protective equipment • Absence of inspection, approval, and monitoring provisions. | <ul style="list-style-type: none"> • Vehicle safety standards / regulations. • Vehicle inspection or verification of compliance. |
| Noncompliant / unsafe fuel and dangerous goods handling, storage and management resulting in injury / exposure, fire, explosion and or environmental contamination. | <ul style="list-style-type: none"> • Absence of fit for purpose fueling and storage facilities. • Absence of handling and spill containment provisions. • Sources of ignition in close proximity to flammables. • Absence of inspection, management, and monitoring provisions. • Unauthorized access (intentional unintentional / threat). | <ul style="list-style-type: none"> • Designated and compliant fueling and storage facilities. • Area secure to prevent unauthorized access. • Bunding, spill containment and firefighting equipment. • Sources of ignition prohibited from fuel/ DG storage areas. • Emergency management plan, data sheets and response procedures. |

SECTION 12: Health and Safety Plan Implementation Checklist and Index

The following checklist has been developed to assist with the implementation of the Health & Safety Management Plan for Motorcycle Sport Activities and Events. The criteria are referenced to the relevant parts of the plan.

PLANNING

| CRITERIA | PLAN REF | COMPLETE | YES | NO | N/A |
|--|--------------|----------|-----|----|-----|
| Event / race organizing committee has been established. | ----- | | | | |
| Insurance arrangements have been established with Road Race Alliance Ireland. | ----- | | | | |
| Road Race Alliance Ireland permit, and documentation requirements have been identified. | Section 5 | | | | |
| A health and safety plan has been developed in consultation with stakeholders. | Section 2.3 | | | | |
| A COVID Safe plan has been developed in line Road Race Alliance Ireland return to race requirements. | Section 2.7 | | | | |
| Targeted risk assessment requirements have been identified and completed. | Section 2.8 | | | | |
| Health and safety consultation and communication arrangements have been established. | Section 3.4 | | | | |
| Infrastructure, equipment and facilities layout and contractor resources have been identified and secured. | Section 5.3 | | | | |
| Local government and regulatory permits, certification and compliance requirements have been identified. | Section 5.7 | | | | |
| Staff, officials, and volunteer resources have been identified and secured. | Section 5.8 | | | | |
| Competitor, contractor, and vendor management processes have been established. | Section 5.9 | | | | |
| Traffic, transport and pedestrian management equipment, resources and plans have been identified. | Section 5.10 | | | | |
| Public safety and security infrastructure, equipment and resources have been identified and secured. | Section 5.11 | | | | |
| A medical response plan has been developed in consultation with stakeholders. | Section 8 | | | | |
| An emergency management plan has been developed in consultation with stakeholders. | Section 8 | | | | |

PERMIT DOCUMENTATION AND APPROVALS

| CRITERIA | PLAN REF | COMPLETE | YES | NO | N/A |
|--|-------------|----------|-----|----|-----|
| RRAI permit completed and submitted with the required documentation. | Section 5.4 | | | | |
| Safety first event checklist completed and submitted with permit. | Section 5.5 | | | | |
| Targeted risk assessment(s) completed and submitted with permit. | Section 2.8 | | | | |
| Track/Circuit Certification | Section 3.1 | | | | |
| Safety first contractor checklist completed and submitted with permit. | Section 5.9 | | | | |
| Health & safety management plan completed and submitted with permit. | Section 2.3 | | | | |
| Medical response plan completed and submitted with permit. | Section 8 | | | | |
| Emergency management plan completed and submitted with permit. | Section 8 | | | | |

IMPLEMENTATION AND COMPLIANCE

| CRITERIA | PLAN REF | COMPLETE | YES | NO | N/A |
|---|-------------|----------|-----|----|-----|
| Track safety inspection conducted by authorised person pre-event. | Section 7.2 | | | | |
| Briefings and or safety inductions completed for staff, officials, volunteers, competitors and Contractor. | Section 2.3 | | | | |
| Officials, communication, and response provisions in place for race / event control, trackside operations, signalling, emergency response, recovery equipment and personnel. | Section 5.8 | | | | |
| Public safety provisions in place for safety instruction, controlled access, health and hygiene, physical distancing, temporary infrastructure compliance, prevention of track access, first aid, emergency response. | Section 7.3 | | | | |
| Security provisions in place for access control, fencing and signage, management of track and bar areas, response to disruptive behaviour and venue monitoring. | Section 7.4 | | | | |
| Compliance inspection and monitoring provisions in place for high-risk activities including electrical, working at heights, build / dismantle, trackside operations and plant operations. | Section 7.5 | | | | |
| Bars and catering provisions in place for responsible service of alcohol, safe food handling and hygiene, prevention of cross contamination, manual handling and gas and energy safety compliance. | Section 7.6 | | | | |

| | | | | | |
|---|-------------|--|--|--|--|
| Personal protective equipment available and utilized by staff, officials, volunteers, and contractors. | Section 7.7 | | | | |
| Hazardous substances and dangerous goods provisions in place for storage, fuelling and handling, spill containment, information and instruction, protection and controlled access, fire, and emergency response. | Section 7.7 | | | | |
| Emergency management and response provisions in place for first aid, critical incident, adverse weather, incident reporting and escalation, interagency coordination, and central communication and control Centre. | Section 8 | | | | |
| Audit and assurance provisions in place for high-risk activities, public safety, and compliance. | Section 9 | | | | |

EVENT MANAGEMENT

| CRITERIA | PLAN REF | COMPLETE | YES | NO | N/A |
|--|--------------|----------|-----|----|-----|
| RRAI/Club/Promoter Organiser Safety Policy | Section 13.1 | | | | |
| List of Key Officials for the safe running of Event. | Section 13.2 | | | | |
| Maps relating to Event Management and Support. | Section 13.3 | | | | |
| Safety first contractor checklist completed and submitted with permit. | Section 5.9 | | | | |
| Health & safety management plan completed and submitted with permit. | Section 2.3 | | | | |
| Medical response plan completed and submitted with permit. | Section 8 | | | | |
| Emergency management plan completed and submitted with permit. | Section 8 | | | | |

ACTIONS REQUIRED

| CORRECTIVE ACTION (reference the relevant section and actions to be taken) | COMPLETE | |
|--|----------|----|
| | YES | NO |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SECTION 13 Event Management

FOR CLUB USE AT ALL
EVENTS

13.1 SAFETY POLICY

Safety Policy of INSERT NAME Motorcycle Club/Promoter/Event Organiser

The (insert name) Motorcycle Club/Promoter/Event Organiser is committed to organising and running both a safe and enjoyable event, for competitors, spectators, marshals, and officials. To achieve this, we shall need the full support and co-operation of these stakeholders.

The Clerk of the Course is ultimately responsible for safety at this event, with decisions regarding the safety of the circuit/track being made in consultation with the Road Race Alliance Ireland Safety Officer.

We, the ...name... Motorcycle Club/Promoter/Event Organiser will manage safety at this event by:

- i. Identifying the hazards and risks associated with the circuit/track and identifying the control measures required to ensure, as far as is reasonably practical, the safety of all involved.
- ii. Preparing a Safety Plan, which shall detail the responsibilities of the officials and show diagrammatically, how safety shall be managed throughout and around the circuit and location.
- iii. Ensuring only licensed and certified Marshals and Officials will be utilised to run the event.
- iv. Carrying out pre-event training of officials and marshals, specifically detailing the safety aspect of their duties and how to look after their own safety and advise spectators as to the areas that are designated as 'Prohibited Area' or 'Forbidden Ground' areas.
- v. Carrying out a pre-event Competitor Safety Briefing which will be recorded.
- vi. Providing the officials and marshals with the resources and safety equipment required for the safe running of the event as published in the current Motorcycling Ireland General Standing Rules and Regulations, Code of Practice for Road Races and International standards.
- vii. Providing officials and marshals with the correct personal protective equipment in order to help ensure their safety.
- viii. Ensuring all competitors have the correct safety equipment as published in the current General Standing Rules and Regulations as laid out by the Governing bodies.
- ix. Laying out the route in such a way as to minimise the potential for damage to the surrounding environment.
- x. Utilising the experience and training of officials to warn spectators that motorcycle racing can be dangerous despite the organisers having taken all reasonable precautions to run the event safely.
- xi. Being fully committed to safeguarding the wellbeing of all children partaking in the event through the Road Race Alliance Ireland Child Safeguarding Statement and Risk Assessment.
- xii. All relevant documentation will be submitted for scrutiny and observance to Road Race Alliance Ireland and Insurance Providers as a matter of urgency and transparency.

Signed: (Clerk of the Course) DATE / /

13.2 LIST OF EVENT OFFICIALS

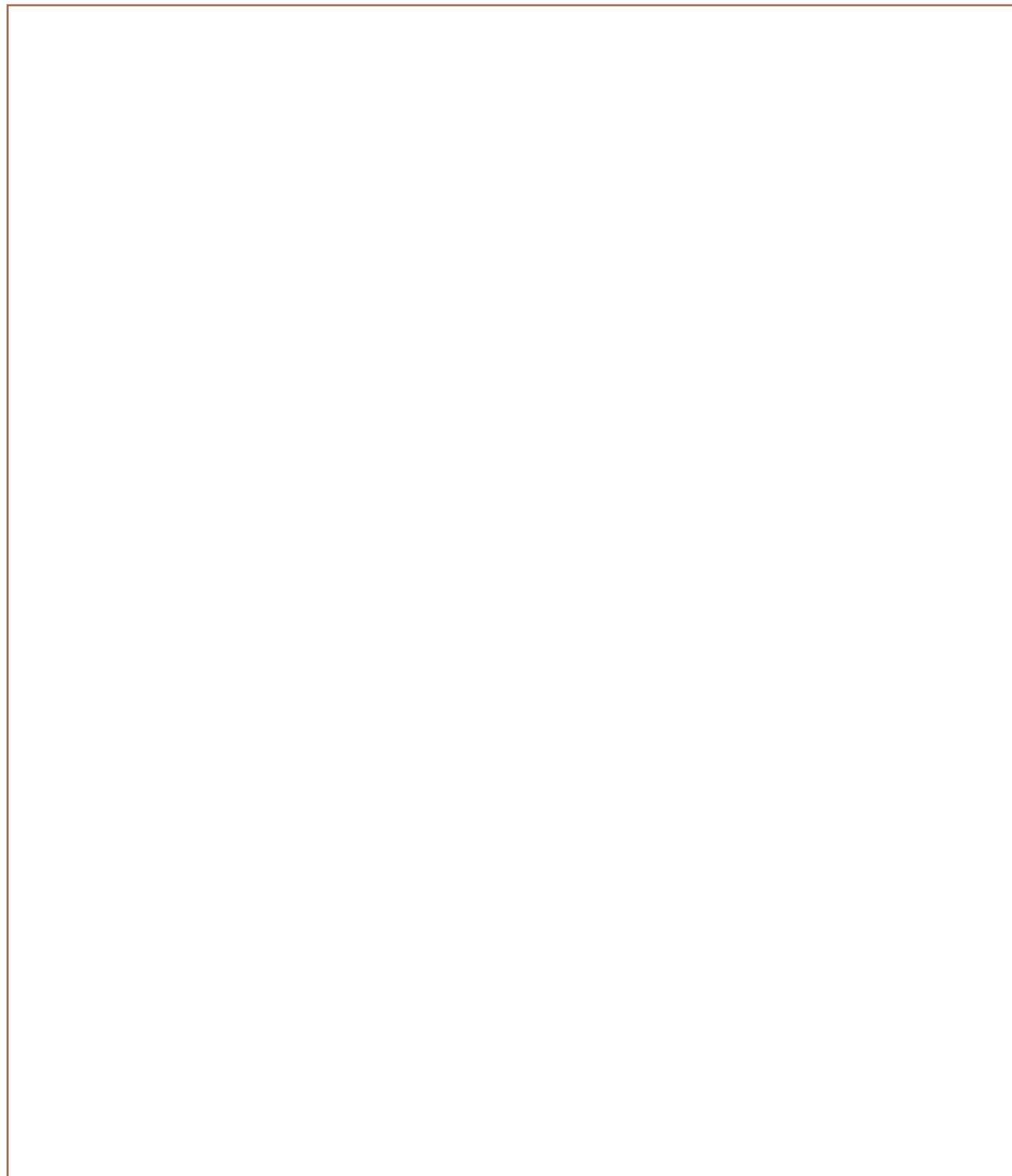
| TITLE | NAME | LICENCE NO | PHONE NUMBER |
|---------------------------------------|------|------------|--------------|
| Steward (1) MCUI/RRAI/MCI | | | |
| Steward (2) MCUI/RRAI/MCI | | | |
| Steward (3) MCUI/RRAI/MCI | | | |
| MCUI/RRAI/MCI Safety Delegate | | | |
| MCUI/RRAI/MCI Chief Scrutineer | | | |
| Clerk of Course MCUI/RRAI/MCI | | | |
| Deputy CoC MCUI/RRAI/MCI | | | |
| Assistant DCOC MCUI/RRAI/MCI | | | |
| Event Secretary | | | |
| Club Safety Delegate | | | |
| Chief Marshal | | | |
| Chief Timekeeper | | | |
| Equipment Officer | | | |
| Communications Officer | | | |
| Radio Controller | | | |
| Press Officer | | | |
| Chief Medical Officer | | | |
| Emerg. Services Liaison | | | |
| Paddock Area Co-Ordinator | | | |
| Welfare Officer | | | |
| Spectator Safety Officer | | | |
| Competitor Liaison Officer | | | |
| Chief Grid Official | | | |
| Assistant Chief Grid Officer | | | |
| Fire Training Service Liaison officer | | | |
| Children/Youth Officer | | | |
| Results Officer | | | |
| Sign On Officer (1) | | | |
| Sign On Officer (2) | | | |
| Clerk of Works | | | |
| Chief Incident Officer | | | |
| Chief Travelling Marshal | | | |

13.3 MAPS

INSERT APPLICABLE MAP/S
IN EACH SECTION

1.0 Overall Circuit Map

Clear overall Circuit map, colour, including the following: paddock/service area, start/finish line, Race Control, Medical Centre, designated spectator points, prohibited areas, major towns etc.



1.1 Hospital Route/s Map

**INSERT APPLICABLE MAP/S
IN EACH SECTION**

Clear overall route map, in colour, circuit and route exit to the nominated Hospital/s.

Hospital Routes Description.

INSERT APPLICABLE MAP/S
IN EACH SECTION

Written description of route from Circuit exits to nominated Hospital(s) (to include distances).

1.2 Service Area Detail

INSERT APPLICABLE MAP/S
IN EACH SECTION

Map/ Plan of Paddock/Service Area to be included.

The Paddock/Pit Area is located ...detail...

The Paddock/Pit Manager is ...name... / ...phone no....

A team of ...x... Marshals will be appointed to control this area.

There will be ...x... fire points throughout the service area and these points will be sign posted.

1.2 Scrutiny/Scrutineering Area Detail

INSERT APPLICABLE MAP/S
IN EACH SECTION

Map/ Plan of Scrutiny Area to be included.

The Scrutiny Area is located ...detail...

The Scrutiny Area Manager is ...name... / ...phone no....

A team of ...x... Marshals will be appointed to control this area.

There will be ...x... fire points throughout the scrutiny area and these points will be sign posted.

1.3 Proposed Helicopter landing sites.

Proposed Helicopter landing site(s) are to be identified and added to the safety plan on the circuit details page. GPS co-ordinates to be included with the location. These areas should be a large open area, such as an open field or a GAA/Soccer pitch, with no overhead obstacles, such as trees or power lines, to allow a helicopter to land. If possible, 2/3 landing sites near circuits/tracks should be identified. These are only proposed landing sites. The helicopter crews on the day if called will have the final say on where they land.

The GPS coordinates should also be highlighted in, **BOLD RED LETTERS**, they are applicable to.

Below is the sign that should be used to identify the proposed landing site area.

- Minimum Size: 600 x 1200
- Text size free to suit best.
- Text Font MUST be Clear so **NO CURSIVE FONTS**
- Text Fonts: IMPACT/MANGAL/FRANKLIN GOTHIC HEAVY



Please included a map showing where the proposed helicopter landing site is in relation to the circuit.

Map to show the location of the proposed helicopter landing site to be included, showing the GPS co-ordinates.

Proposed helicopter landing site in relation to the circuit.

INSERT APPLICABLE MAP/S
IN EACH SECTION

Map to show the location of the proposed helicopter landing site to be included, showing the GPS co-ordinates.

GPS CO-ORDINATES

XXX-XXX-XXX



Safety First Management Plan (Road Race Alliance Ireland) 2023-2024

© Paul Power Road Race RRAI Secretary (June 2024)