

OPERATING PROCEDURES FOR NON-RACING (ACTIVITY) PERIODS **AT A NATIONAL RACE MEETING**

INTRODUCTION

This document explains the procedures that will be followed during Activity Periods at a Race Meeting when various activities of a non-racing nature may take place including testing, training, giving demonstrations and rides. Many will involve youngsters and there is a need to ensure that their activities and those of adults do not take place in the same activity area and at the same time.

The Youth Officer will appoint a member of the HCGB as Activity Director to be responsible for ensuring that the activities are run in accordance with these procedures. In turn the Activity Director will appoint an Assistant to supervise each individual activity. In some cases the Appointed Assistant may be the Hovercraft Operator.

THE RACE DIRECTOR

The Race Director will inform those present at the Drivers Briefing who the Activity Director is and confirm that anyone wishing to operate during an Activity Period needs to contact the Activity Director beforehand, for permission to do so.

THE ACTIVITY DIRECTOR

The Activity Director will inspect the Operating Area with the Competitions Committee Safety Officer, or appointed representative. Afterwards the Activity Director will confirm to the Race Director that the inspection has been carried out and whether there are any pre-planned activities for the Activity Periods.

During the Operating Area Inspection the Activity Director will establish:

That the Operating Area will be for the exclusive use of Hovercraft and that no other vehicles, other than rescue vehicles, or people will have access to or across it.

Any significant hazards will be identified and agreement reached on appropriate methods of dealing with these. These methods may be just noting the hazards, making them more visible, guarding or removing them or some other appropriate action.

The course, or courses, to be followed when giving rides/training and where the picking up and setting down point/s will be and where other activities are to take place.

The permission of the Activity Director must be obtained by each Hovercraft Operator to operate during an Activity period. The Activity Director then shall:

Instruct the Hovercraft Operator to report again to the Activity Director at the start of the Activity Period. This is to ensure that the Hovercraft Operator will be made aware of when and where the activity should take place so that there is no conflict with other activities.

Confirm that Hovercraft must be moved from the Paddock to the Activity Area prior to the Paddock being opened to the public, unless the Hovercraft is carried out.

For each individual hovercraft activity the Activity Director will appoint an Assistant, who may be the Hovercraft Operator, to supervise the activity.

Before allowing participation in an Activity Period, the Activity Director will:

Check that each hovercraft has an HCGB insurance sticker attached, which is additionally displaying a "P", if appropriate, to indicate that passenger insurance is also arranged. If not, the hovercraft is unlikely to have been scrutineered in which case the Hovercraft Operator will be referred to the Chief Scrutineer for the meeting so that the hovercraft can be scrutineered.

Ensure that all persons who have not attended the Race Directors briefing in the morning (both members and non-members) and are likely to drive a hovercraft on their own, sign the Insurance Indemnity Form for Non Racing Periods after having received a briefing from the Activity Director. The record will be given to the Administration Co-Ordinator for the Race Meeting.

Establish whether First Aid cover is available and, if so, how contact can be made in an emergency. This is necessary as the First Aiders may be stood down and not on station as racing is not taking place.

The Activity Director will ensure that the Appointed Assistants will:

Be made aware of other activities that will be taking place during the activity period, to ensure that no clash will occur.

Ensure that any refuelling of Hovercraft is undertaken a safe distance away from members of the public and that no smoking or naked flames are present.

Ensure that when starting the engine, all non-members of the HCGB are kept a safe distance from the Hovercraft.

Ensure a Kill Switch Lanyard is attached to the Hovercraft and the driver to ensure that, in the event of an emergency, the Kill Switch will be activated and the engine will stop.

Be aware that, unless carried in, no Hovercraft will be permitted to re-enter the Paddock until there are less than fifteen minutes remaining before the next race and an announcement has been made over the Public Address for members of the public to leave the Paddock.

THE APPOINTED ASSISTANTS

When supervising the giving of rides, the Appointed Assistant will:

Ensure that waiting passengers and others do not intrude into the Hovercraft Operating Area, except when told to do so.

Inform passengers of the safe method of entering and leaving the Hovercraft and that they should not touch the engines, exhausts or other parts of the Hovercraft that may be hot.

Ensure that each passenger has ear and eye protection or, alternatively, ear protection, eye protection and a correctly fitting crash helmet and that these are correctly worn. Additionally, if operating over water, a buoyancy aid will be worn.

Ensure that no loose items, including loose clothing, are taken into the Hovercraft. This is to remove the risk of them being sucked into the Hovercraft fan or coming into contact with hot surfaces.

No person with long hair will be allowed to be a passenger unless the hair is securely covered or tied short.

When giving rides or supervising driver training, the Appointed Assistant will:

Be a Member of the HCGB with a full licence, who is at least 16 years of age.

First drive the Hovercraft round the Operating area to ensure that all significant hazards have been identified and also the weather conditions.

Ensure that any driver under training remains within the agreed Activity Area.

When giving rides, operate along the chosen course at a safe distance from any other Hovercraft, and at an appropriate speed.

At the end of a ride, prevent each passenger leaving the hovercraft until it has stopped moving.