



## The National Association for School and Youth Group Karting

### Assessment of Risk for: Coronavirus / Covid 19

**Event:** NatSKA Ltd Race Meeting (MSUK Permitted)

**Location:** All NatSKA MSUK permitted circuits

#### Overview of Risk:

Exposure to contracting Coronavirus / Covid 19 from others

Individuals with suspected case attend a race meeting (knowingly or unknowingly)

Cross Contamination / contact increase risk of transmission:

- Access to controlled areas throughout the day with potential contact by groups of individuals
- High touch points
- Poor hygiene practise by individuals present
- Use of facilities, toilets and showers
- Sharing of tools
- Sharing of personal safety equipment such as helmet, gloves and race suit
- Sharing of karts across multiple drivers

**Persons at risk:** NatSKA team leaders, NatSKA drivers inclusive of signed on children, adult helper's, directors, volunteers, circuit owners/representatives" and Motorsport UK officials

#### Overview of Controls:

NatSKA puts the safety of all drivers, official and volunteers at the heart of all responses to Covid19. The actions and controls agreed within this risk assessment will come into force with immediate effect and will remain in place until MSUK and Government advice allows review. The output of this assessment will form a NatSKA Covid policy that will override the NatSKA handbook

NatSKA Team Leaders, NatSKA drivers inclusive of signed on children, adult helper's, directors, volunteers and Motorsport UK officials or members of their household 'bubble' with COVID-19 symptoms (fever, new and persistent cough and/or loss of taste/smell sensation) within 14 days of race day must not attend the race meeting and should follow government guidelines on self-isolation and testing.

Information issued to all persons at risk and updated final race event final instructions

Follow and monitor ongoing advice from:

- Motorsport UK government guidance
- Location Education authority
- Relevant local government

Implement social distancing where possible (2m social distance, travel with own household / bubble) unless agreed locally by a NatSKA member club with its governing body.

All attendees must wear a face covering in all areas, NO medical exemptions allowed. **Officials / marshals whilst on circuit where they are socially distanced more than two metres can remove face masks unless dealing with an incident. Food must only be consumed within a competitors paddock space or designated eating areas.** No food or drink should be consumed in any controlled area, **although officials working in these areas are allowed to have refreshments if socially distanced.**

All non-essential visitors are prevented from accessing site, entry limited to list controlled attendees:

- Drivers
- Team leaders
- There is a maximum of **two five supporters** / helpers per registered driver. All efforts should be made to limited to one helper per registered driver, this is intended to reduce overall numbers
- MS UK officials
- Volunteer officials
- NatSKA directors and committee members
- Race event volunteers
- Paid and unpaid marshals



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- Circuit owners/representatives

### Overview of Controls continued -

All those attending informed to:

- Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds
- Always follow good NHS hygiene measures
- Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS
- Avoid touching your face/eyes/nose/mouth with unwashed hands
- Cover your cough or sneeze with a tissue then throw it in the bin

All hired circuits requested to

- Regular cleaning of the hand washing facilities and check soap and sanitiser levels
- Supplies of soap, hand sanitiser and paper towels available on request
- Restrictions on the number of people using toilet facilities at any one time e.g. notice on entrances
- Notice instructing washing of hands after using the facilities
- Enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets are to be avoided wherever possible, but where in use these are cleaned and emptied more frequently

### Pre-Event

- Entry Co-coordinator to send list of entries to teams after closure prior to the event
- Covid-19 Response Officer to contact each circuit's local health authority to confirm that no restrictions on A&E and ambulance services are in place
- Team leaders to check electronically entry and confirm entry
- Team leaders to electronically sign on by 21:00 on the Wednesday prior to the event (no physical signing on allowed). The sheet must only include those people assisting drivers or the running of the meeting. There is a maximum of ~~two~~ five helpers / supporters per registered driver. All efforts should be made to limit to one helper / supporter per registered driver, this is intended to reduce overall numbers and ease the control burden
- Team leaders to electronically complete scrutineering form by 21:00 on the Sunday prior to the event (no physical sheets required) this includes a declaration by the team leader
- The following equipment will be Sanitised prior to the meeting and wherever possible sealed, the items should not be shared between people during the event
  - Timing equipment
  - Transponders
  - Fire extinguishers
  - Flags
  - Radio's
  - Radio Headsets

Detailed list of risks and controls are included below the Risk Summary in this document

This Risk assessment serves the purpose of both the NatSKA Risk Assessment and the NatSKA Covid – Safe policy document.

The risk assessment controls may change, the NatSKA Covid Officer will issue updates to directors, officials, volunteers and team leaders. Team leaders are responsible for keeping the team members updated.

Approval of the Risk Assessment is provided by the NatSKA directors and as per A3.2 within the NatSKA 2021 handbook the controls / rules within this document supersede any conflicting rules within the NatSKA 2021 handbook. This is actioned on the grounds of safety and following receipt of written requirements from Motorsport UK.



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### Risk Summary

Current Risk: (see table below)	Severity	4	x	Likelihood	3	=	Risk	<b>12</b>
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Prepared by:	Valerie Newton	Date:	6 <sup>th</sup> August 2020 (created) 26 <sup>th</sup> Sept 2020 (amended) 19 <sup>th</sup> March 2021 (amended) 26 <sup>th</sup> April 2021 (amended) 20 <sup>th</sup> May 2021 (amended) <b>18<sup>th</sup> June 2021 (amended)</b>
Received/reviewed by:	NatSKA Directors	Date:	9 <sup>th</sup> August 2020 (1 <sup>st</sup> review) 2 <sup>nd</sup> Sept 2020 (2 <sup>nd</sup> review) 21 <sup>st</sup> March 2021 (3 <sup>rd</sup> review) 26 <sup>th</sup> April 2021 (issued) 20 <sup>th</sup> May 2021 (amended) <b>18<sup>th</sup> June 2021 (amended)</b>

Date of reviews:	<b>20<sup>th</sup> June 2021</b>
Signed by:	<b>Gaynor Heath - Chairman</b>

Likelihood Severity	5: Probable	4: Likely	3: Possible	2: Unlikely	1: Rare
5: Catastrophic	25	20	15	10	5
4: Major	20	16	12	8	4
3: Moderate	15	12	9	6	3
2: Minor	10	8	6	4	2
1: Insignificant	5	4	3	2	1

KEY
High Risk – Do not proceed
Medium Risk – Seek to reduce risk, ensure all controls are implemented
Low Risk – Proceed and monitor for changes



## The National Association for School and Youth Group Karting

**Risk Reference:** COV001

**Risk Area:** Arrival at race meeting

**Overview of Controls:**

- Only those individuals signed on by team leaders prior to the event will be allowed access to the event (no exceptions) – No spectators will be allowed
- No children under 12 years old unless driving in the event
- All attendees to wear issued wrist band numbered against a track and trace list
- All attendees must wear a face covering in all areas, NO medical exemptions allowed
- Park all vehicles in a manner to allow social distancing
- If social distancing is not practical / possible adequate personal protective equipment is advised
- Respect for others safety should always be shown
- Teams are encouraged to bring basic first aid kit for self-help on minor issues
- Team leaders must maintain a list of all attendees associated with the team to be maintained for tracing purposes, inclusive of contact information and vehicle registration details
- Absolutely no bikes, scooters or similar at any time

**Additional Controls:**

- Circuits will be requested to keep gates locked until the time detailed with in the NatSKA final instructions
- Controls in place to check attendees against the pre-event registration list and wrist band issued
- Spot checks on attendees provided throughout the day
- Social distance signs to be displayed by all teams and in key areas



## The National Association for School and Youth Group Karting

**Risk Reference:** COV002

**Risk Area:** Controlled Areas

### Overview of Controls:

The following areas are fully controlled and must not be entered at any point unless invited by an official and suitable PPE must be worn, a suitable face covering is mandatory in all areas (not limited to controlled areas) without exception:

1. Race Control
2. Scrutineering area (Parc Ferme)
3. Timing
4. The Circuit
5. Grid

Medical rooms/vehicles only to be accessed by medical staff and patients.

Access to the grid is limited to a driver and one helper per kart, unless Kart needs two helpers in this instance both must hold a current grid pass, drivers must put their helmets on prior to entering the grid, all helpers must wear suitable PPE.

It is the team leaders responsibility to ensure the relevant grid passes have been requested prior to an event.

At the discretion of the Grid marshal, the opening of the grid may be delayed until the last minute to avoid drivers waiting for extended periods of time whilst wearing helmets. The timing of the closure of the grid is at the sole discretion of the Grid marshal.

The requirement to show a grid pass may be removed at the discretion of the Grid marshal.

All one-way systems must be followed unless directed by an official

### Additional Controls:

The NatSKA handbook lists rules and these must be strictly adhered to.



## The National Association for School and Youth Group Karting

**Risk Reference: COV003**

**Risk Area: Race Control**

**Overview of Controls:**

- If anyone is unable to attend meeting after electronically signing on they are to contact Race Control/Competition Secretary by email or phone.
- All reports and queries to be advised by phone/digital. Details will be given on the day.
- Only invited officials/team leaders/drivers are allowed in Race Control and PPE must be worn and hand sanitizer used on entry and exit.
- No signature cards or upgrade cards will be signed in accordance with current regulations. Results may be presented in place of signatures.
- All protests/appeals/judicial actions including technical will be done electronically via WhatsApp group if possible. Our MSUK Clerks / Steward and NatSKA team leaders or Club Stewards can request a face to face hearing. This will be a socially distanced judicial hearing to take place with PPE either outside or within a ventilated room.
- Only one person will operate each microphone for the P.A system
- All report, results, penalties will be published on race day to the WhatsApp group

**Additional Controls:**

The NatSKA handbook lists rules and these must be strictly adhered to.



## The National Association for School and Youth Group Karting

**Risk Reference: COV004**

**Risk Area: Scrutineering**

### Overview of Controls:

#### Scrutineering

- NatSKA to supply PPE to officials and hand sanitizer on entry and exit to Parc Ferme
- Any communication will be via Chief Scrutineer by phone if necessary. Numbers will be posted at the gates to Parc Ferme
- Paperwork digital and signatures verbal wherever possible.
- Consolidated Scrutineering signing on forms to be electronically accessible by the scrutineer once team leaders have submitted online
- No scrutineering labels to be used.
- Licences to be confirmed by License Director
- 10% of Karts will be physically inspected within scrutineering at the start of the event, The Chief scrutineer will decide which karts will be inspected.
- No scrutineers to make physical contact with drivers, helmets, suits etc.
- No helmet stickers will be issued, for new helmets a photo of the snell label needs to be provided before the meeting
- The number of scrutineers will be at the chief Scrutineer's discretion, social distancing guidelines apply
- Sound test methods may be changed as deemed appropriate by the environmental scrutineer
- Drivers entering Parc Ferme from track must:
  1. Stay in karts until instructed to get out
  2. Keep helmets and gloves on until they have left Parc Ferme
  3. Remain socially distanced from officials and other drivers
  4. Exit with their helper when instructed
- No more than one helper will be allowed into Parc Ferme when their kart number is called out and face covering and gloves must be worn. Hand sanitizers must be used on entry and exit. Helpers must not gather around the gates because of social distancing
- Weighing of karts will be at the Scrutineer's discretion. On the weighbridge, social distancing must be respected and drivers must go where directed.
- Post-race eligibility checks to be visual, picture or video
- Entrants may be requested to strip karts in a controlled area for visual eligibility checks
- No tools should be shared between competitors
- In Parc Ferme drivers will be told where to go and number of drivers in a session may need to be reduced for social distancing purposes dependant on Venue

### Additional Controls:

The NatSKA handbook lists rules and these must be strictly adhered to.



## The National Association for School and Youth Group Karting

**Risk Reference: COV005**

**Risk Area: Race Officials**

### Overview of Controls:

#### Clerk

- Safety Track walk alone, giving Steward verbal feedback
- Paperwork digital and signatures verbal wherever possible
- Paddock safety briefing to be conducted in writing prior to the event, If required a Novice driver briefing will take place prior to practise on the dummy grid in a socially distanced manner.

#### Marshals

- Paid marshals may **not** be used at posts, marshal posts will be allocated by the competition secretary to the NatSKA teams ahead of the event, changeover will only be allowed at the lunch break and all items must be sanitised by the marshal leaving the post. It is advised that a single marshal covers a post for the allocated time period, if multiple marshals cover a post they should be from the same bubble (note a team is not classed as a bubble), **Marshals can remove their face mask whilst on post**
- Reports by observers / marshals to be verbal or written with a digital picture of the report sent to race control
- Observers attending an incident to control the site, must not deal with driver other than at a distance with hand signals / 'thumbs up' procedure
- Hand sanitise if moving karts. Sanitiser is available to collect from race control if required
- No Novice Marshalls will be allowed (requirement suspended until 1<sup>st</sup> Sept 2021)
- On posts such as start and finish no items such as flags and numbers should be shared, workload should be agreed between marshals to enable this

#### PPE Disposal

- Individuals are responsible for their own PPE equipment and should be placed in a sealed bag. No PPE must be disposed of on circuit

### Additional Controls:

The NatSKA handbook lists rules and these must be strictly adhered to.

All hired circuits requested to

- Regular cleaning of the hand washing facilities and check soap and sanitiser levels
- Supplies of soap, hand sanitiser and paper towels available on request
- Restrictions on the number of people using toilet facilities at any one time e.g. notice on entrances
- Notice instructing washing of hands after using the facilities
- Enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets are to be avoided wherever possible, but where in use these are cleaned and emptied more frequently





## The National Association for School and Youth Group Karting

**Risk Reference: COV006**

**Risk Area: Participants**

### Overview of Controls:

#### Participants

- All awnings must be open throughout the day (No closed awnings and NO awning sides to be attached **unless the sides are part of the physical structure supporting the roof, for the avoidance of doubt pop up awning sides are NOT part of the structure** )
- Contact with Organisers and officials to be remote (ideally digital)/ distanced
- Shared Karts must be sanitised between drivers
- 'Thumbs up/OK' procedure for minor incidents to be adopted by drivers.
- No signing of License upgrade cards (Official results will be sufficient, penalties will void a result signature).
- No Novice Marshalls will be allowed (requirement suspended until 1<sup>st</sup> Sept 2021)
- Any kart recovered from the circuit should be sanitised by the driver prior to reuse

#### PPE Disposal

- Individuals are responsible for their own PPE equipment and should be placed in a sealed bag. No PPE must be disposed of on circuit

#### Adherence to the policy

- Failure to follow the Covid Policy will be classified as failing to obey the instructions of an official and dealt with in line with handbook, this includes the penalty of exclusion from an event
- Persistent failure to follow the Covid policy may result in a penalty for the whole team in line with section B12-1 and appendix A code N of the NatSKA handbook
- Any persons not signed on by a team leader prior to the race meeting will be asked to leave if they are found to be in attendance
- Electronic confirmation that a team will comply with the Covid Policy is required from each team's governing body prior to entries been accepted
- **Each team leader will allocate a Covid team contact and inform the NatSKA Covid officer, this team contact must monitor the teams covid control compliance throughout a race meeting and will be the first point contact for the NatSKA Covid officer in the event of Covid control issues within a team**

#### Paddock Area

- Any shared tools need to be sanitized before and after use
- Spectator areas will be closed, no spectators are permitted
- Everyone present at the circuit must respect social distancing

#### Transport to and from track

- Team Leaders to risk assess and abide by government and governing body of school rules

### Additional Controls:

The NatSKA handbook lists rules and these must be strictly adhered to.

All hired circuits requested to

- Regular cleaning of the hand washing facilities and check soap and sanitiser levels
- Supplies of soap, hand sanitiser and paper towels available on request
- Restrictions on the number of people using toilet facilities at any one time e.g. notice on entrances
- Notice instructing washing of hands after using the facilities
- Enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets are to be avoided wherever possible, but where in use these are cleaned and emptied more frequently than normal procedures dictate



## The National Association for School and Youth Group Karting

**Risk Reference: COV007**

**Risk Area: Timing**

**Overview of Controls:**

- Transponder allocation
- All transponders will be sanitised
- Placed into a bag for each team leaders to collect from designated area, area to be advised on the day
- A laminated printout of the transponder to driver allocation to be placed within each team's transponder bag
- Team leaders to be invited to collect when socially distancing measures can take place
- Lap scoring will take place only in the event of transponder failure and will be limited to one person
- Timing will be the judge of fact in relation to results unless Lap scoring is used
- Results not to be printed out
- All results to be posted electronically as soon as possible

In the event of a failure of the timing system lap scoring may be used, followed by the collective views of the time keeper, Clerk, Start / finish marshal, circuit observers will be taken to agree the results.

**Additional Controls:**

The NatSKA handbook lists rules and these must be strictly adhered to.



## The National Association for School and Youth Group Karting

**Risk Reference: COV008**

**Risk Area: Post Event**

**Overview of Controls:**

- Trophy presentations, at the discretion of NatSKA presentation may take place if it can be performed in a socially distanced manner alternatively trophies to be collected outside race control (announced via the PA)
- All transponders should be returned by the team leader in a bag
- Marshal equipment returned to outside race control and placed in bags provided
- Radio's and headsets to be returned and placed within the storage box

**PPE Disposal**

- Individuals are responsible for their own PPE equipment and should be placed in a sealed bag. No PPE must be disposed of on circuit

**Additional Controls:**

The NatSKA handbook lists rules and these must be strictly adhered to.