

COVID-19 protocol for operating racing events at Knockhill Racing Circuit

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Revision history

- 1: 02/07/20 – Final amendments / Publication
- 2: 12/08/20 – Scottish Government requirements
- 3: 28/05/21 – Updated Motorsport UK guidance
- 4: 22/07/21 – Updated to reflect level 0 guidance

INTRODUCTION

Motorsport UK as the authorising governing body of 4 wheeled motorsport in the UK have published guidance regarding **operating circuit racing under** the COVID-19 restrictions, which can be downloaded via the link below;

<https://www.motorsportuk.org/covid-19/>

Motorsport UK urges that venues and event organisers take a conservative approach towards their interpretation of the guidelines set out in order to protect competitors, teams, marshals, officials and volunteers.

It is important and prudent at this time to adopt appropriate and practical precautions to protect the NHS and save lives.

This document should be read in conjunction with the published Motorsport UK guidelines and the information given is intended to provide a framework to allow circuit racing to **operate** at Knockhill Racing Circuit in compliance with the published guidelines. It is written on the assumption that admission to all working areas will be restricted to competitors, officials, staff and event personnel only (hereinafter referred to as "Sporting personnel"), and the information contained hereinafter covers these restricted areas of the venue, as shown on Drawing 1 in the Appendix (Area 4 plus the track and run-off areas). Sporting personnel must remain within these defined working areas whilst attending the Event.

The information and instructions given may be overruled and/or supplemented by:

- Legal requirements from both the UK and Scottish Governments
- Instructions and regulations put in place by the local authority
- Instructions and regulations put in place by Motorsport UK and any subsequent revisions to the published guidelines.
- Instructions and regulations put in place by the event Organising Club.
- Additional Instructions and regulations put in place by Knockhill Racing Circuit Ltd.

The Motorsport UK guidelines emphasise the following responsibilities for event and venue organisers to implement and execute:

- Application of Motorsport UK guidelines
- Facilitating physical distancing
- Monitor and control number of event attendees
- Size of areas
- Marshalling arrangements
- Incident management
- Community engagement
- Remote roles/actions
- Event equipment/hygiene
- Guideline compliance

CONTROL OF NUMBER OF ATTENDEES, SOCIAL DISTANCING, CONTACT TRACING AND DOCUMENTATION

In order to control the number of Sporting personnel within the working areas and ensure social distancing and contact tracing the following procedures will be implemented;

All Sporting personnel to be nominated prior to the event and all nominated attendees must complete and electronically return to the organisers a Health declaration (see appendices) a minimum of 24 hours and maximum of 7 days prior to the event commencing.

Entry to the working areas of the venue will only be permitted via the Paddock Entrance where names will be checked against the previously submitted list of nominated attendees.

Competitors will be restricted to the driver plus a maximum of 3 nominated team members only (per driver) to ensure minimal numbers of personnel on site. Each competitor and their nominated team members are considered as a single "Competition Bubble". Physical distancing must be maintained to avoid any two "Competition Bubbles" coming into contact.

Officials / Event staff will be restricted to the following (ref. TRACK OPERATION below):

- 1 COVID-19 Officer responsible for compliance with this Protocol during the event
- A maximum of 3 Clerks of the Course
- 2 Race Control radio controllers
- 3 Stewards (1 Motorsport UK plus 2 Club appointed)
- 1 Secretary of the Meeting
- Licenced Rescue personnel (maximum 3 per vehicle)
- Recovery personnel (maximum 2 per vehicle)
- 2 Licenced Timekeepers, 1 Technician (preferably licenced) plus 1 Assistant
- A minimum of 2 Doctors (preferably 3)
- Medical Centre staff / Paramedics / Technicians sufficient to operate 2 Ambulances
- Sufficient Scrutineers to ensure regulatory compliance with regards to the entry level whilst able to maintain physical distancing
- Fire crew (maximum of 3 per vehicle)
- Sufficient Track & Paddock Marshals to ensure regulatory compliance with regards to the entry level whilst able to maintain physical distancing plus 1 Chief Marshal
- Intervention marshals (maximum 2 per vehicle)
- 1 Safety Car driver & Observer
- Minimal Championship / Series officials (e.g. Co-ordinators, Technical Advisors & Clerks)
- Minimal media / photographers / videographers
- Minimal circuit staff / caterers / security etc. to ensure the safe operation of the event

No person who has any health concerns or any symptoms such as fever, cough, etc. before leaving home should travel to the event and must remain at home. Anyone who has been in contact with anyone showing symptoms of COVID-19 within the 10 days preceding the event (except as a healthcare professional) should not attend.

Anyone becoming ill or starting to exhibit COVID-19 symptoms at the Event shall immediately notify the Secretary of the Meeting by telephone / SMS accordingly including identification of those others who they have come into contact with at the Event. The Secretary of the Meeting will inform the Chief Medical Officer who will take whatever action is deemed necessary, which may include placing the person(s) into an onsite isolation centre staffed by medical personnel in full protective gear (FFP2 masks etc.) or requiring the person(s) to immediately leave the venue, return home, self-isolate and request a coronavirus test online at www.NHSinform.scot/test-and-protect or by telephoning 0800 028 2816.

All Sporting personnel must be in possession of the Personal Protective Equipment (PPE) needed for the duration of the Event and must maintain physical distancing at all times, unless specifically approved (i.e. Rescue / Recovery / Intervention vehicle occupants and medical staff) where extended PPE must be worn.

MASKS must be worn by all people ~~at all times within the areas restricted to Sporting Personnel as shown on Drawing 1 in the Appendix (Area 4)~~, whilst in the Pitlane, Assembly Area and all buildings & enclosed spaces, unless the nose and mouth are covered by appropriate safety equipment as required in the General Regulations (i.e full face crash helmet). **Masks must also be worn in the Paddock when unable to maintain a minimum of 1m physical distancing and are recommended at all other times.**

HANDS must be washed frequently and thoroughly.

HAND GEL must be used if it is impossible to wash hands and when entering and leaving any room.

GLOVES, GLASSES AND VISORS are to be used by the cleaning staff and those in the Medical Centre who may be in contact with COVID-19 cases.

Vehicles must be sanitised at the beginning and end of each day and must only be occupied by the same nominated individuals during the day.

Competitors will be located at greater distances from each other than usual in the Paddock, leaving at least a **1** metre clear gap between set-ups. To achieve this it may be required to utilise multiple Paddock areas (Paddocks 1, 2, 4 & 5 if required). ~~A member of circuit staff wearing appropriate PPE may be required to facilitate this as competitors arrive.~~ Only working vehicles (competition car, tow vehicle / transporters, authorised officials / staff vehicles) will be permitted access to the Paddocks. Private cars must be parked in the **areas specified on the event documentation.**

Catering provision will be subject to government guidelines and Knockhill Racing Circuit policy. All personnel should be encouraged to supply their own food. If food is to be provided for marshals / officials this should be in the form of lunch boxes to be collected from the Wullie Brown Marshals Centre during the break. No communal water dispensers or coffee machines, no food dispensers. Individual bottles or cans only.

COVID-19 OFFICER: A COVID-19 Officer must be appointed in advance of the event in accordance with the Motorsport UK Guidance (available at <https://www.motorsportuk.org/covid-19/>). They are responsible for observing compliance with all COVID-19 regulations and guidelines applicable to the event and reporting their findings to Motorsport UK. Any observed breaches of this Protocol document and/or other COVID-19 related guidelines should immediately be reported to the Senior Clerk of the Course and Motorsport UK Steward, who will take any appropriate action to rectify the problem within their powers under the Motorsport UK General Regulations. The COVID-19 Officer is required to undertake a COVID-19 risk assessment prior to each event as detailed in the Appendix.

SIGNING ON / SAFETY SCRUTINEERING / NOISE TESTING / BRIEFINGS / EQUIPMENT / OFFICIALS ALLOCATION

SIGNING ON: In accordance with the Motorsport UK Guidance signing on for both Competitors and Officials will be completed electronically in advance of the event (see appendices, completed forms to be returned a minimum of 24 hours prior to the event commencing). Therefore there is no requirement for either Competitors or Officials to visit Race Control and no requirement to physically inspect licences. The organisers will ensure that they hold licence numbers for all Competitors and Officials (as appropriate) which may be verified electronically by the Motorsport UK Steward at his discretion.

SAFETY SCRUTINEERING: In accordance with the Motorsport UK Guidance vehicle safety scrutineering and drivers equipment checks will be completed by self-declaration electronic form (see appendices, completed forms to be returned a minimum of 24 hours prior to the event), so there is no requirement for on-site safety inspections. At the discretion of the Chief Scrutineer competitors may be required to submit photographic / video evidence as requested and the Scrutineers may carry out random visual inspections during the event.

NOISE TESTING is no longer mandatory but may be carried out if physical distancing can be maintained. Given that Knockhill is not a noise sensitive venue it is not mandatory to static test every competing car, however this is desirable if can be achieved whilst maintaining 1m physical distancing, and should take place at the entrance to the Assembly Area as cars arrive. Drive-by noise monitoring should also take place with any cars reported as being excessively loud being shown the Black/Orange flag on instruction of the Clerk of the Course to undergo a static noise test.

BRIEFINGS for both Competitors and Marshals will be in written PDF document form and distributed electronically in advance of the event. All competitors must confirm receipt (by replying and returning the documents referred to in the Appendix) to indicate that they have read the briefing notes. Questions may be directed to the Clerk of the Course / Chief Marshal via email / SMS / telephone or other electronic means. A video / interactive online briefing may also be scheduled prior to the event. Should an additional Drivers Briefing be required during the event this will be communicated via email and announced over the Paddock PA system.

OFFICIALS ALLOCATION will be distributed to all concerned electronically within 24 hours prior to the event commencing. Officials should proceed directly to their allocated positions on arrival at the venue respecting physical distancing. Marshals may only access their posts via the Paddock, Pitlane and Track, and must not utilise any public areas. Marshals parking is only permitted in an allocated area, on the Rallycross Track in a place of safety or behind Post 4 in a place of safety. **Sharing of vehicles is not permitted unless the occupants are co-inhabitants and arrive at the venue in the same vehicle.**

EQUIPMENT (radios / flags etc.) will be sanitised prior to issue and will be pre-positioned by the Circuit staff in each marshals hut prior to the event commencing. Other officials (i.e. those in mobile intervention vehicles, off circuit officials etc.) should collect their equipment (radios etc.) from the Wullie Brown Marshals Centre one person at a time where sanitised equipment will have already been laid out. The door should remain open at all times. At the conclusion of the event equipment should be sanitised by the user and left in the same location as it was collected (i.e. marshals huts / Wullie Brown Marshals Centre) for later collection by the Circuit staff who will be wearing gloves and other appropriate PPE.

TRACK OPERATION

In accordance with Motorsport UK Guidance there will be **an adequate number of marshals** allocated to each marshals post section **sufficient for the safe operation of the event. ~~1 marshal will be allocated as Post Chief and will handle the communications radio and approach any stranded cars, while the other will be a flag marshal.~~** Additional auxiliary marshals posts may be defined to enable marshals easier access to assess incidents if required. In all cases **1** metre physical distancing must be maintained at all times whilst remaining behind the protection of debris fencing if provided.

To allow for the possibility of marshals withdrawing prior to or during the event due to suspected COVID-19 symptoms or contact with COVID-19 infected people it is possible to operate the track without manning Posts 5 & 10, and other Posts could be single manned at the discretion of the Clerk of the Course and agreement of the Stewards.

Post 1 should always be staffed by 2 senior marshals as this post is responsible for display of Clerk of the Course flags, and the start procedure. Preferably (but not essentially) one of these marshals should hold a Clerk of the Course licence.

In accordance with Motorsport UK Guidance track marshals should only approach a stranded vehicle if requested by the Clerk of the Course, and then be face on and at a safe distance, to observe the OK (thumbs up) from the driver and request intervention in the case of no presented indication. Marshals should not attend an incident except to control the site. If a stranded car(s) require assistance this will be deployed by the Clerk of the Course in accordance with the General Regulations. The session may either be stopped with use of the red flag or neutralised with the Safety Car as deemed appropriate by the Clerk of the Course in accordance with the General Regulations. Should assistance be required marshals should inform Race Control whether "RECOVERY" or "MEDICAL" assistance is required.

Preferably 2 Rescue Units will be located around the circuit (one at Turn 2 on the Rallycross track at Leslies and one at Turn 9 in the Hairpin Tri-Oval) on standby to attend any medical incidents on circuit. Should 2 Rescue Units not be available then a minimum of 1 Rescue Unit with 3 licenced crew members will be on standby located at Turn 9 Tri-Oval. When not deployed Rescue Crew members should maintain physical distancing of a minimum **1** metre which may entail standing outside of the vehicle. For this reason Rescue Units will not follow the race start or be rotated during the day.

There will be a minimum of 1 specialist marshal intervention vehicle located in the Pitlane, crewed by a maximum of 2 people wearing extended PPE and equipped with brushes, absorbent material and fire extinguishers which can be deployed to clear up any on track incidents. **~~This crew together with the marshals on Post 1 and the Chief Marshal will also fulfil the duties of Pitlane / Grid marshals.~~**

There will be a minimum of 1 fire tender (in addition to the specialist marshal intervention vehicle) located in the Pitlane, crewed by a maximum of **3** people wearing extended PPE which can be deployed to attend any reported fires.

There will be a 2 Medical Cars, one located at the Medical Centre (MEDIC 1) and one at Turn 9 Hairpin Tri-Oval (MEDIC 2), which can be used to transport the Chief Medical Officer (MEDIC 1) and 2nd Doctor (MEDIC 2) and their medical equipment to any incidents. Should a 3rd or additional Doctors be present then they will be allocated as the Chief Medical Officer deems appropriate.

There will be a minimum of 1 recovery vehicle (preferably 3) located in the Pitlane, at Turn 2 (Leslies) and Turn 9 (Hairpin Tri-Oval), each crewed by a maximum of 2 people wearing extended PPE which can be deployed to attend any incidents.

There will be 1 Safety Car ~~which may be~~ crewed by a maximum of 2 people ~~only by the driver~~ in radio contact with Race Control. This will be located in the Tri-Oval at Turn 9 and may also be utilised to lead competing cars from the Paddock Assembly Area to the Grid and to control any Rolling Starts.

There will be a minimum of 2 Ambulances located at the Medical Centre, primarily used for patient transfer rather than medical intervention. Rescue Vehicles are not to be used for patient transportation.

There will be 1 Course Car located in the Pitlane which should only be used by the Senior Clerk of the Course to inspect the circuit prior to commencement of track activity who will then report his findings to the Stewards ~~via telephone~~. In exceptional circumstances the Course Car can be used by the Senior Clerk of the Course to attend a serious on track incident after the session has been stopped i.e. to inspect infrastructure damage or to fulfil serious incident reporting requirements.

RACE CONTROL: Admittance to the Control Room will only be granted to the Senior Clerk of the Course (who will be responsible for running the operational element of the event), Judicial Clerk of the Course (who will investigate all judicial matters reported to him either by Competitor protest or the Senior Clerk of the Course), ~~The Secretary of the Meeting, essential Championship Officials~~ and the Radio Controllers. Physical distancing of a minimum 1 metre should be maintained at all times. Judicial investigations will be carried out ~~by electronic means~~ in accordance with Motorsport UK Guidelines ~~(telephone / video calls with evidence exchanged via email)~~ respecting 1m physical distancing and all decisions will be announced verbally to the relevant competitors and published to an online notice board.

~~The Secretary of the Meeting will be located in the front office. The door between the Control Room and front office should remain open at all times to assist ventilation and aid verbal communication.~~ Competitors are to be discouraged from attending Race Control in person ~~(excepting trophy collection as detailed below)~~ but should instead raise all queries electronically. In all cases a one-way system will be operational around Race Control with the main staircase being "up only". Any visitors should remain at the external door (one at a time) and should exit via the side staircase into the Pitlane adjacent to the Wullie Brown Marshals Centre. All competitors must supply the organisers with their mobile telephone number and email address prior to the event and have remote internet access available at all times during the event for accessing event information and sharing any evidence required under the judicial process.

The Secretary of the Meeting ~~or Organisers representative~~ may be responsible for sanitising and setting out trophies which can be collected by the recipients following each race. They should not be handed over but should simply be collected by the drivers or team representative, ensuring physical distancing of minimum 1 metre at all times. ~~There will be no formal podium ceremonies or presentations.~~ Any driver interviews should only be carried out by the ~~circuit~~ appointed media officer / commentator ~~wearing PPE with mask, visor and gloves~~, and using a long-arm microphone, or using a boom pole over 1 metre long.

No timesheets or bulletins will be issued as hard-copy but will instead be posted electronically to the online notice board ~~in the case of bulletins and via the Timekeeping Company website in the case of timesheets / results.~~

Timing will be by transponder only and is the responsibility of the Timekeepers. Access to the Timing Room is restricted to only the ~~appointed Timekeepers~~ and Technician. Physical distancing of 1m must be maintained. Additionally 1 Timekeeping Assistant will be responsible for dealing with competitor timing queries, which must be carried out respecting 1m physical distancing.

There will be a minimum number of marshals allocated to the Paddock Assembly Area to oversee the area, indicate to competitors where they should park (Motorsport UK recommend use of marked bays to aid this process) and operate the Paddock PA microphone. Access to the Paddock Assembly Area and Pitlane may be restricted depending on the number of competitors entered in order to maintain 1m physical distancing in these areas.

STEWARDS: Under the Motorsport UK Guidance the roles of the Stewards at a 'club level' race event is minimal. The Stewards have a duty to ensure regulatory compliance and safe operation and will be in communication with the Senior Clerk of the Course & COVID-19 Officer via electronic means throughout the event. The Motorsport UK Steward is also responsible for preparing and submitting an electronic event report to Motorsport UK. The Stewards are a panel of 3 but physical distancing guidelines must be maintained. Except in cases of appeals against a Clerk of the Course decision there is not actually much for the Event Stewards to do at a 'club level' race event. Under the Motorsport UK Guidance any such appeals ~~will be held by digital means respecting 1m physical distancing~~ so provision needs to be made for the Stewards to have **suitably sized** office space with internet access. It is recommended that the Scotsman Business Centre be utilised for any appeal hearings as this room is large enough to maintain physical distancing whilst enabling easy transfer of electronic data and verbal discussion. At other times the Motorsport UK Steward could utilise either the Scotsman Business Centre or SMRC portacabin office and the Event Stewards could be selected from suitably experienced members of the Knockhill staff who have other (non Sporting) duties to perform on site, provided they are available throughout the event if required.

SCRUTINEERING: With no requirement for pre-event safety inspections the number of Scrutineers in attendance can be reduced. It is recommended that **a minimum of 3** Scrutineers be appointed and must respect physical distancing at all times. One should be located in the Pitlane to observe the track activity and carry out any noise testing as requested by Race Control.

In accordance with Motorsport UK Guidance visual eligibility checks are preferable to avoid contact with vehicles. External checks should take place with the driver in the vehicle and internal checks with the driver out, and sufficiently clear. Only vehicles selected for eligibility checks should be directed to the Scrutineering bay. All other vehicles should be directed straight back to the Paddock. The Scrutineers are responsible for selecting cars as they enter Parc Fermé. It is recommended that the first 3 overall finishers and/or class winners are selected and the drivers directed (separately) to Race Control for media interview and trophy collection as detailed earlier. Other cars may be selected at the discretion of the Scrutineers or request from Race Control.

Access to the Scrutineering Bay is restricted to Scrutineers and invited competitors / team personnel only. The doors of the Scrutineering bay must remain open while people are inside. Scrutineers must wear masks, gloves and safety goggles in accordance with Motorsport UK guidance whilst carrying out inspections of the interior of cars, handling components and/or when unable to maintain 1 metre physical distancing. All measuring equipment and scales must only be handled by the appointed Scrutineer wearing gloves and be disinfected at the end of the event. A laptop will be used to record information, and the user must sanitise hands before and after each sessional use.

APPENDICES

RISK ASSESSMENT:

CRITERIA	EVIDENCE AND COMMENTS
VENUE Has consideration been given to entry and exit points of venue / areas of potential mass gathering?	Advance notification only and ticketless to reduce time spent at the Paddock entrance. Sporting personnel also arriving and departing at staggered intervals relating to the event timetable.
HYGIENE PRACTICES AND INFORMATION Has the venue made additional provisions such as sanitisation stations, PPE and signage?	PPE supplied to all event staff, signage on entry and throughout the venue to re-enforce social distancing requirements. Hand gel supplied at entrance and in all buildings.
DOCUMENT CHECKS, SIGNING ON AND BRIEFINGS Explain how document checks, signing on and briefings will be held.	All pre-event and electronic using Motorsport UK forms. Briefings distributed electronically and with use of video files. Organising Club have a copy of Competitor licences on file.
RACE CONTROL/RACE ADMIN Explain how such space will be staffed including list of personnel and room configuration.	Restricted and socially distanced as detailed in the event Operations Protocol document.
PADDOCK/SERVICE/REFUEL Explain how social distancing and / or social gatherings will be respected.	As detailed in the Operations Protocol document, Paddock is laid out to respect social distancing between competitors.
JUDICIAL MATTERS Explain how judicial matters will be managed on site.	Electronic via telephone, video link and email, with decisions announced verbally and published on the event online notice board.
MARSHALLING/INCIDENTS' RESPONSE Explain how events will be marshalled and incidents responded to safely.	In accordance with the Motorsport UK COVID-19 guidelines relating to Race events as detailed in the Operations Protocol document.

DECLARATIONS: All Sporting personnel must complete a declaration stating that they are not experiencing any symptoms of COVID-19 and have not done so for 10 days prior to the event and have not knowingly been in contact with anyone showing symptoms within 10 days of the event, except as a healthcare professional. Links to Sporting personnel pre-event declarations including indemnity, medical fitness declaration and scrutineering declaration are available on the Motorsport UK website; <https://www.motorsportuk.org/covid-19/> There are separate forms for competitors, officials and members of the media, and these are updated regularly so should be downloaded prior to each event.

REFERENCED / ASSOCIATED DOCUMENTS:

FIA Guidelines for mitigation planning and risk analysis relating to the Return to Motorsport in the context of the COVID-19 pandemic; <https://www.fia.com/fia-return-motor-sport-guidelines>

Motorsport UK "COVID-19" Guidelines; <https://www.motorsportuk.org/covid-19/>

Scottish Government Coronavirus Guidelines; <https://www.gov.scot/coronavirus-covid-19/>

Motorsport UK General Regulations; <https://www.motorsportuk.org/wp-content/uploads/2019/11/2021-05-11-motorsport-uk-yearbook-2021.pdf>

HSE, Managing Health and Safety at Motorsport Events; <https://www.hse.gov.uk/pubns/priced/hsg112.pdf>

Drawing No. 1; Site plan of Knockhill Racing Circuit. The protocols referred to in this document are applicable to Area 4 shown in Yellow which is restricted to Sporting personnel together with the Track and adjoining run-off and marshalling areas;

