

## **Off Road Motorcycle Facilities – Signing On Documentation**

**A sample signing on document for Off Road Motorcycle Activities is attached. This is designed for non-competitive activities only.**

**The purpose of the document is to ensure that participants are aware of the risks associated with the activities, along with key rules. The document is then signed by the participant to confirm that they acknowledge the risks and agree to the rules. In the event of a serious incident or claim, the document demonstrates that the participant took part with knowledge of the risks.**

**All participants must be encouraged to read the document carefully before signing. To promote this, it is recommended that the text portion of the document be enlarged to A3 size and displayed in and around the signing on area.**

**Where a participant is under the age of eighteen, their parent or legal guardian is required to also provide their signature on the signing on document. This is to verify that they too understand and accept the terms contained on the document. If the parent or legal guardian will not be present, they need to provide the organiser with a letter that specifies that they have delegated their authority to another responsible adult that is named in the letter.**

**The document may be amended to include specific rules or terms as necessary. However, all rules must also be communicated through written and verbal briefings.**



### Sample Pre-Activity Inspection Form – Off Road Motorcycle Facility

This document provides an example of the content to be checked prior to the facility being used. The list of items to be checked is not exhaustive and may need to be amended to reflect specific activities or layout of individual venues.

Location		Date	
Inspected By		Weather Conditions	
Track maintenance / changes since previous inspection			

General Facility	Acceptable?		Comments
	Yes	No	
Toilets clean and in appropriate condition	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate fresh water available for all persons	<input type="checkbox"/>	<input type="checkbox"/>	
Spectator fencing in place and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
Warning signs on display	<input type="checkbox"/>	<input type="checkbox"/>	

Track Arrangements	Acceptable?		Comments
	Yes	No	
Track surface adequately groomed	<input type="checkbox"/>	<input type="checkbox"/>	
Track clear of obvious rocks / debris	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate rider catch fencing in position (where necessary)	<input type="checkbox"/>	<input type="checkbox"/>	
Sections of track with opposing traffic direction adequately separated / fenced	<input type="checkbox"/>	<input type="checkbox"/>	
Edge of track clear of fixed obstacles / fixed obstacles protected (as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	

Marshal Arrangements	Acceptable?		Comments
	Yes	No	
Adequate number of trained marshals available	<input type="checkbox"/>	<input type="checkbox"/>	
Marshal posts equipped with flags, personal protective equipment and fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	
Marshal positions suitably protected against motorbikes	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Preparedness	Acceptable?		Comments
	Yes	No	
Fire extinguishers in position and charged	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kits in position and stocked	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency plan document available	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency services pre-warned of event	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Actions taken to address concerns identified</b>



ACU Discipline Moto Cross Practice Track  
 Event Location On Track Hazards

Assessment undertaken by A N Other  
 Signed A N Other  
 Date 23<sup>rd</sup> March 2007

Date for review March 2008

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p>What could cause harm or ill health?</p> <ul style="list-style-type: none"> <li>o Review previous accidents and near misses.</li> <li>o Review best practice guidance and rules.</li> <li>o Consider activities on and off the track.</li> <li>o Ask other peoples opinion.</li> <li>o Consider the different people at risk.</li> </ul>	<p>Identify the different people at risk e.g.</p> <ul style="list-style-type: none"> <li>o Marshals</li> <li>o Spectators</li> <li>o Participants</li> <li>o Special needs</li> </ul>	<p>List the precautions that are already in place. Consider whether these are actually effective and applied consistently.</p>	<p>What further precautions need to be taken to make things acceptably safe?</p>	<p>Who is responsible for taking the action?                      What should be the deadline?</p>	<p>Once action has been taken, sign and date this column.</p>
<p><b>On Track Activities</b>                      Elevated risk arising from mixing of different types of bike (quad, sidecar etc) and /or riders of differing ages and abilities.</p>	<p>All riders</p>	<p>Separate sessions are held for:</p> <ul style="list-style-type: none"> <li>• Different types of bike (quad, solo, sidecar)</li> <li>• Different age categories of participants and bike size</li> <li>• Novices and experts</li> </ul> <p>Maximum numbers of riders on track limited to 25.                      The activity is non-competitive i.e. no racing.                      The track is of good width (minimum 9m).                      Marshals instructed to take action where riders are bunched up.                      Riders are grouped according to bike type, bike size, age and ability. Thus ensuring compatible performance and handling characteristics of machines.                      Reckless riding results in riders being asked to leave the facility.</p>	<p>Introduce formal method for grouping riders according to ability – possibly through assessment process and rider membership scheme.</p>	<p>AN Other                      To be reviewed by May 2007</p>	
<p><b>On Track Activities</b>                      Bike coming into contact with another bike during practice sessions. Potential for serious injury.</p>	<p>All riders</p>	<p>The track is designed to minimise any blind areas of track.                      Marshals are positioned on all obstacles where onward visibility is a problem to riders.                      Flag system in use and all marshals trained in when and how to use flags.                      Riders are grouped according to bike type and size.</p>	<p>No further action required.</p>		
<p><b>On Track Activities</b>                      Potential for a fallen or stopped rider to be hit by following machines.</p>	<p>All riders</p>		<p>Introduce a safety briefing to riders explaining flag systems.</p>	<p>AN Other                      Action to be taken by end of Feb 2007.</p>	<p><i>A N Other</i>                      6th Feb 2007</p>



Motocross Practice Track – Sample Risk Assessment

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p><b>On Track Activities</b> Out of control riders could leave the track and hit spectators or riders on opposing section of track.</p>	All riders Spectators	Track is designed with at least 10m of run off area. Chestnut fencing introduced on corners where spectators less than 10m from track. Safety fencing is inspected prior to practice days. Further work required to separate back straight from table top.	Erect chestnut fencing between back straight and table top according to Off Road Facilities guidance document.	AN Other Action to be taken by end Feb 2007	<i>AGF Blake</i> 17 Feb 2007
<p><b>On Track Activities</b> Novice riders struggle with jump on bottom corner – high rate of incidents here.</p>	Riders (particularly novices)	Track design and width according to Off Road Guidelines.	Decrease angle of jump or provide alternative route for novices.	Track grader By end March 2007	
<p><b>On Track Activities</b> Poor track condition elevates potential for incident. Large stones on track could cause rider to fall or be flicked up into face.</p>	Riders, spectators and marshals.	Track is graded before each practice session and large stones removed. Documented inspection of track performed and signed off by operator before session opens.	No further action required.		
<p><b>On Track Activities</b> Potential for injury to riders from general motocross riding activities.</p>	Riders	All riders required to wear the following protective equipment – AGU stamped helmet, goggles, overalls, gloves, and boots. All riders are issued with a copy of the rules that set out the minimum requirements for bikes and safety equipment. Safety briefings provided for all riders prior to going onto the track.	No further action required.		
<p><b>Marshal Safety</b> Potential for marshal posts to be hit by bikes – particularly on table top.</p>	Riders and marshals.	Marshal locations are carefully positioned to minimise risk of being hit by bikes so far as possible. All marshals attend half day course and are closely supervised until appropriate competence is demonstrated. Marshal safety briefings provided prior to practice activities commencing. Hi visibility jackets / vests provided to all marshals and required to be worn.	Extra protection needed for marshal post on table top – e.g. straw bales.	Track grader. By end Feb 2007	<i>Bales provided.</i> <i>Blake</i> 17 Feb 2007
<p><b>Marshal Safety</b> Potential for harm from weather conditions – e.g. wind, rain, cold, heat. In addition to direct effects of adverse weather – it is also likely to distract marshals from doing a good job.</p>	Marshals	Marshals advised on suitable clothing in advance of practice session. Waterproof and insulated jackets provided. Spare gloves available. Bottled water available for marshals to take to their positions.	Consider having high factor sun protection cream available for sunny weather.	AN Other By end May 2007	





Motocross Practice Track – Sample Risk Assessment

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p><b>Spectator Safety</b> Spectators gaining access to the track during general operation.</p>	Spectators and riders	<p>Spectator areas have been defined and are clearly signed. There is no requirement to cross the track to gain access to these areas. Chestnut paling fences used to prevent spectators gaining access to the track. Warning signs on display alerting spectators to risk of motorsport.</p>	None required.		
<p><b>Spectator Safety</b> Parents of riders on junior track tend to rush onto the track to help fallen children. Potential to be hit by following riders.</p>	Spectators and riders	<p>Where parents provide trackside supervision, they must attend safety briefing, be issued with hi-viz vest and sign on. Dedicated marshal also present on track.</p>			
<p><b>Spectator Safety</b> Potential for slip and trip injuries as spectators access viewing area due to overgrown undergrowth.</p>	Spectators	<p>No formal measures – area allowed to become overgrown.</p>	<p>Vegetation to be cut back. Condition to be monitored as part of track inspection.</p>	<p>Track Manager By end March 2007</p>	<p>Completed 16/3 ACF/DHare</p>
<p><b>Medical Arrangements</b> Delays in treatment (or incorrect treatment) to an injured rider could result in condition deteriorating rapidly.</p>	Riders	<p>An appointed first aider is present on both tracks whenever practice activities take place. The local A&amp;E is less than 3 miles from the track and a good response time has always been encountered in the past. Clear instructions have been provided to enable A&amp;E personnel to locate the track. Emergency procedures have been developed and are understood by all marshals. All areas of the track can be accessed by county ambulance.</p>			
<p><b>Paddock Areas</b> Bike movements in paddock areas could result in collision with pedestrians.</p>	All pedestrians in paddock.	<p>Riding in paddock areas is strictly prohibited. This requirement is displayed on signs and contained upon the signing on form.</p>	No further action required.		
<p><b>Fire Risk</b> Potential for fire – particularly during re-fuelling activities.</p>	All personnel	<p>All riders are required to bring their own extinguisher to site. Dedicated refuelling area in place. This is at the far end of the paddock – well away from other vehicles and people. Fire extinguishers provided in this area and no-smoking signs displayed. Rules regarding refuelling and fire extinguishers are communicated to all participants within rules.</p>	No further action required.		



Motocross Practice Track – Sample Risk Assessment

Identify Hazards	Who is at Risk?	Existing Controls	Further Action	Who & When	Sign Off
<p><b>Track Security</b> Potential for trespassers to gain access to the track out of hours and ride track. Damage to property is likely, although also potential for trespassers to fall and suffer injury.</p>	Trespassers	No history of this problem. Site remote. Entrance to site-gated and locked using closed shackles padlock.	None required.		
<p><b>Jet wash area</b> Potential for oil to be washed off bikes during jet wash and enter neighbouring stream via surface water drains.</p>	Pollution Incident	None	Approach Environment Agency for guidance.	AN Other By end March 2007	
<p><b>Track Grading</b> Potential for JCB to overturn or injure other persons in the area.</p>	Plant Operator	JCB only driven by B Jones who works in construction industry and has operator license. JCB inspected annually by engineering insurer.	None required.		



# Track Name Safety Board



1. TRACK grid reference:  
Latitude:  
Longitude:
2. Transport links to the track:
3. TRACK full address & postcode:
4. First aid emergency contact numbers:
5. Local hospitals:
6. Best phone signal area:
7. Helicopter landing preferred area:
8. Flag signal to stop all practise:
9. Track Personnel instructions to assist others asap:
10. Rider briefing information before going on the track:



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