



Covid 19 Method Statement for Competitive Events, Practice & Training Sessions Governing Body Details

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Background

The COVID-19 pandemic has posed, and continues to pose, an unprecedented threat to the UK, which has experienced widespread transmission of the virus. As a responsible governing body, NORA Motorsport stopped all activity for almost three months and only lifted the restriction in line with developing government guidelines.

The absence of an effective treatment or a vaccine still has a massive bearing on the way forward for our sports and we must do everything in our power to mitigate the threat of the spread of the virus creating a second spike now that the VIRUS is in decline and lockdown restrictions start to be relaxed and lifted. NORA motorsport recognises the need for industry, including Sport and Leisure, to move towards getting events up and running. During all of our sanctioned events we are promoting the implication of all reasonably practicable precautions in stopping the spread of the virus. Everybody must stay alert and play their part in continuing to be able to run events. We must take a zero-tolerance stance on those that ignore the threat and make sure that they are aware of the need to follow guidance.

Description

This statement is an outline of the method of management to be adopted by organisers in opening venues for competition, practice & training purposes. As much as is possible, all activity in connection with the event should be conducted in the open air and 2m social distancing be maintained wherever possible. Face coverings are to be worn by people aged 12 and over whilst not in their immediate pit area where they are only in contact with persons from their own household or 'bubble'. People are not to congregate in groups of more than 6. This statement will outline the extended measures put in to place to ensure that the health of all is protected to the highest standard possible whilst maintaining the safety and integrity of everyday practices at the site. The standard Rules and Regulations of NORA Motorsport will always remain in force. Wherever possible

it is encouraged that riders book in to the events in advance and complete all forms and payments online, if this is not possible forms should be E Mailed to attendees so that they can be completed in advance of the event. As an absolute last resort, paperwork may be completed on the day. Particular attention needs to be given to areas of administration, queue lines need to be formed with 2m gaps marked out.

Notification

It is imperative that Government guidelines are always adhered to and notification should be given in advance any event to the following

- Local authority for your area.
 - Local Police.
 - Local hospital, checking that an ambulance could be dispatched in the event of an accident.
- Attendee demographic
- During sign up for the session, a statement will be issued encouraging persons believed to be of higher risk of contracting Covid-19 not to attend the event.
 - Competitor numbers will be regulated to the amount whereby social distancing can be maintained in the paddock.
 - Competitors will only be allowed to attend the event with people from the same household.
 - Competitors will be able to mix with attendees from one other household to a maximum of ten people and under the proviso that there are no more than 5 from either household.
 - Spectators will not be permitted.
 - Anyone who has been in contact with a person who has shown symptoms of Coronavirus, has tested positive for, or is currently awaiting the results of a Coronavirus test should stay at home and follow the latest Government guidelines.
 - Anyone that resides with someone or is considered to be in the group of vulnerable persons, then they should stay at home and follow the latest Government guidelines.
 - If anyone in a competitors party has any of the symptoms of Coronavirus i.e. a new and continuous cough, a sore throat, loss of sense of smell or taste or a temperature above 37.5°C then they should stay at home and follow the latest Government guidelines.

Booking in

- Wherever possible it is encouraged that riders book for an event in advance and complete all forms and payments online.
- If this is not possible, forms should be E Mailed to attendees so that can be completed in advance of the day.

- As a last resort, attendees may fill forms on the day but must either be issued with a pen that they keep or ideally supply their own pen.
- For day forms a receptacle (such as a document tray) should be provided for them to deposit the completed forms, excessive handling of documents must be avoided and hand sanitiser provided.
- Where booking in is conducted at an event then a queuing system must be set up whereby 2m social distancing can be maintained at all times.

Staff Signing On

- Staff should be booked prior to the event and a list of staff completed on the usual sign on sheets.
- A person should be in charge of checking staff in by noting their attendance on the sheet, individual signatures are not required. The person in charge of staff accreditation must make sure that all staff are aware of the declaration as printed on the sheet.

Competitor Signing On

- Competitors should be booked in prior to the event and a list of competitors completed on the usual sign on sheets or one adapted for use during the pandemic.
- Persons checking in competitors must satisfy themselves that the competitor is the holder of either a NORA annual licence or one event membership and note the number on the form.
- Staff may note the attendance of a competitor on the sign on sheet and individual signatures are not required.
- Electronic booking in may be used if competitors are supplied with a suitable QR or barcode which will register their attendance at the event.
- If no evidence of either a licence or membership can be provided, as a last resort a one event licence form can be completed, if a pen is to be shared it must be wiped down with a disinfectant wipe between use.
- The handling of cash is discouraged and must be used as a last resort. Invited Guests
- The organisers may invite a limited number of guests such as event sponsors
- All guests parties must be from a maximum of two households with no more than 5 people form each.
- Organisers much make sure that all invited guests are appraised of the current provisions made at the site.
- All guest parties must leave full contact details for the party head with the organiser.

Track and Test

- All parties attending the site must leave contact details for track and test.
- All competitors' details will be stored through their licence and booking information.

- All officials must leave contact details on the officials booking in sheet.
- Invited guests must leave full contact details for the leader of the party.
- Should the organiser be notified of a person at the event subsequently being tested positive for the virus, the authorities and all other attendees must be notified.

Transponders

- If transponders are to be distributed to competitors, the minimum of handling of the transponders and money must be considered. A system must put in place to minimise the risk of the transfer of the virus. Hand sanitiser wipes should be available to wipe down transponders before handover and after return.
- Transponder deposits should be placed in individual envelopes, stored and handed back to the competitor upon return of the device. Gloves must be worn by staff members when handling transponders and deposit envelopes. Use of facilities
- Any paperwork and check in to be completed by attendees must be done outside of buildings, if required a temporary cover will be erected as protection from the elements.
- Attendees waiting to complete any paperwork will be required to queue, ensuring that a 2m gap is maintained between each party, the distances shall be marked using line paint or similar marking on the ground.
- All briefings to be conducted outside of any building with the 2m separation implemented, competitors should show up individually or with one parent in the case of a youth rider.

Access to facilities

- Toilet facilities provided must be maintained at all times and set out so that any queuing can observe the 2m distancing.
- There should be sufficient toilet facilities available for the expected number of attendees.
- Hand washing facilities will be available within the toilet area, disposable paper towels will be used.
- Signs will be erected instructing people to wash their hands thoroughly and to use and dispose of the paper towels in the receptacle provided.
- Toilet facilities should be sprayed with disinfectant and wiped down on a two-hourly basis during event times. Supply of catering facilities
- Catering facilities may be provided at the venue.
- Catering suppliers MUST provide and abide by their own submitted Method Statement and Risk Assessment
- Caterers must supply waste bins and remove and dispose of any waste in a responsible manner.

- Disposable cups may be provided and must be discarded after use. Supply of Retail Facilities
- Retail facilities may be provided at the venue.
- Retail suppliers MUST provide and abide by their own submitted Method Statement and Risk Assessment
- The statement must cover how social distancing and hygiene will be managed Site cleansing
- Following administration and briefing, all surfaces will be cleaned and disinfected.
- Toilets will be inspected, maintained and disinfected two-hourly during event times.
- Rubbish bins will be emptied in to one container after each event.
- Competitors will be told to take away their own rubbish.

Staff protection

- All staff will be briefed on this method of operation and will be able to use gloves and masks provided if they so choose.
- 2m social distancing will be implemented wherever feasible, this may not always be possible in which case provision for PPE must be made.
- Soaps and disinfectants will be readily available for the cleansing of all surfaces on site.
- Government guidelines must be followed at all times and if at any time it is considered that the venue is becoming a COVID risk then the venue should be closed.
- Marshals should observe the 2m distancing and be provided with masks and gloves.
- Face coverings should be worn at all times when there is a likelihood to come in to contact with persons from outside your immediate bubble.

Signage

- Signage must be displayed reminding participants to follow the Government guidance with regards to washing hands, social distancing and the wearing of face coverings.
- Toilets to have signage detailing the current Government advice with regards to social distancing and hand washing.
- 2m distancing signage must be displayed where queues may be likely.

Closed Cockpit Competition

- Where a driver and co-driver are from separate households, face coverings must be worn when inside the vehicle
- All openable vehicle windows must be left open at all times during competition. Waiting Areas

- Holding pens, staging and waiting areas for bike events should be created larger than is normal for an event, each rider must have a minimum space to allow a 1m gap between competitors waiting for their race.
- The holding area should be opened when the preceding race has left the start line.
- Adult riders must attend the holding area alone, no other persons other than event officials may enter the holding zone.
- Youth competitors may enter the holding area with one adult guardian if necessary. Adults must stay alongside their own competitor and social distancing must be observed. Face coverings are to be worn by guardians within the holding area.
- For closed cockpit events where a co-driver is required it is recommended that the co-driver remains outside of the vehicle for as long as possible.

Start Line Areas

- The minimum number of staff should be used to control the start line area as possible.
- Riders should go to the start line as late as possible to be ready for the start of their race and to avoid time spent waiting on the start line.
- Only 1 parent of the Auto and 65cc classes may be permitted to the start line ahead of the riders coming under starters orders and must wear face coverings.
- No assistance will be provided to riders once on the start line, if start devices are to be used that must be set by the competitor.
- For closed cockpit events where a co-driver is to be used they should access the vehicle immediately prior to being called to the start line for their session, they should be held in staging for the minimum amount of time.

Track Side Assistants

- The bare minimum of parent helpers required for the Auto and 65cc races is recommended.
- Parent helpers must wear face coverings whilst trackside.

Post Race Collection Areas

- There should be a sufficiently sized area for bike riders to dismount following a race whereby social distancing can be maintained. Riders should be encouraged not to linger in the area following a race.
- The no riding in the paddock rule should remain in force.

Riders should be encouraged to keep their crash helmets on until back at their respective pits area.

Post Event Presentations

- Trophy presentation ceremonies are to be discouraged due to the difficulty with maintaining social distancing.

- If trophies are to be awarded, they should be collected from the administration area with the 2m distancing in place. Hygiene procedures must be followed.

Amendments and Addition Information

- Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to being enforced
- Any additional information should be attached as an appendix to this method statement.
- A copy of this method statement should be given to all employees and be available for attendees.
- The person in charge should ensure that all staff sign the Method Statement Record.

Appendix A

Method Statement Record for Staff.

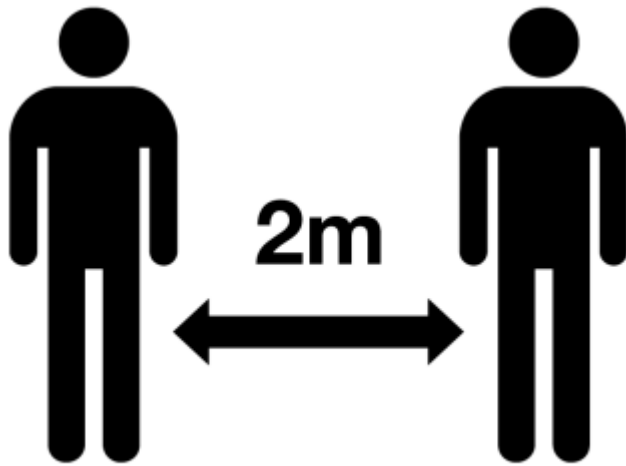
The recording of an official on the signing on sheet will reflect their acceptance of this method statement, it is the responsibility of the chief official to ensure that all staff are made aware of the contents of the Method Statement and Risk Assessment ahead of the event.

Appendix B

Effective hand washing



Social Distancing



**Please
maintain a
safe distance
at all times**

Stay Alert



Face Coverings



Face coverings are Mandatory

A face covering **MUST** be worn at all times
by persons 12 and over
when you are not at your immediate
pit area

Remember

HANDS, FACE, SPACE