



TRAINING GUIDELINES

Issue #1 – November 2019



VERSION HISTORY

Version	Date	Description
1.0	November 2019	Creation of document.
1.1	February 2021	Address Update



TABLE OF CONTENTS

- 1. Overview..... 4
- 2. Operating Codes 4
 - 2.1 RTA Permit 4
 - 2.2 Insurance..... 4
 - 2.3 Discrimination 4
 - 2.4 Safeguarding 4
 - 2.5 Communication 5
 - 2.6 Medical Requirements 5
 - 2.7 Risk Management 5
- 3. Participants..... 6
 - 3.1 Number of Participants 6
 - 3.2 Vehicles 6
 - 3.3 Clothing 6
- 4. Circuit 6



1. Overview

NORA Motorsport is a trading name of NORA 92 Limited. For the purposes of this document any reference to NORA can refer to NORA Motorsport or NORA 92 Limited.

No discrimination is intended where references are made to specific gender within NORA's Code of Practice and Regulations

These guidelines are intended to assist trainers working under the authority of NORA when dealing with closed group training events where a training permit has been issued under Statutory Instrument 1995 No. 1371 of the Road Traffic Act by NORA 92 Ltd.

The contents of this document are copyright and may not be copied without prior permission of NORA.

2. Operating Codes

All attendees must either be the holders of a NORA annual licence or complete the training indemnity form, available from NORA. All attendees must complete the 'signing on' form to keep a record of all persons attending the training course.

All persons carrying out training duties must always be licenced by NORA or be supervised by a licenced trainer for training and assessment purposes.

2.1 RTA Permit

For all training events an RTA exemption permit must be in place, these can be issued on an annual basis for a single venue or on an event basis for one off venues. The costs for a training permit are

- Annual – £200.00
- Individual - £20.00

2.2 Insurance

Insurance will be in place for training session at a level of:

- Public Liability - £20,000,000
- Products Liability - £10,000,000
- Employers Liability - £10,000,000
- Professional Indemnity - £5,000,000
- Legal Cover – Included
- Landowner Indemnity – Included
- Persona Accident (Staff) – Included

Session costs:

- Per participant - £3.50

2.3 Discrimination

All trainers must work within the guidelines of the Equality Act 2010. These guidelines can be found by using the following URL link:

- <https://www.gov.uk/guidance/equality-act-2010-guidance>

2.4 Safeguarding

Trainers must work within the guidelines of the NORA Safeguarding Policy and follow the advice of the CPSU wherever feasible. Details of the CPSU can be found using the following URL link:

- <https://thecpsu.org.uk/>

NORA recommend that trainers sign up to receive the CPSU newsletter from the above site.

All participants or officials under the age of 18 must have a person with parental responsibility on site and at all time and this person must sign the declarations on behalf of the participant.



2.5 Communication

All venues must have outside communication for emergency purposes, this can be via landline telephone, mobile telephone or radio communication to a location nearby with outside communication possibilities. The plan for communicating emergencies must be notified on the risk plan.

2.6 Medical Requirements

Each trainer must be qualified to a minimum of First Aid at Work level and have available a suitably stocked first aid kit appropriate for the type of injury that may be sustained. More information about first-aiders can be found from the following URL link:

- <http://www.hse.gov.uk/firstaid/first-aider.htm>

UK Life Medics are NORA's preferred provider, to find out about training courses visit <https://www.uklifemedics.com/> or contact aimie@uklifemedics.com



2.7 Risk Management

Every trainer must carry out a risk check list that takes into account the trainers duty of care to ALL persons visiting the venue. The following should be taken into consideration.

- Site access conditions
- Site facilities for the number of participants
- Safety for non participants
- Suitable administration facility considering weather conditions
- Suitability of circuit conditions
- Communication plan
- Clearly defined and suitable circuit for level of participants
- First aid considerations and first aid kit
- Fire management

More information on Risk Management can be obtained from the Health and Safety Executive at: www.hse.gov.uk/risk/

All persons not participating on the circuit or waiting for a session in the staging area, must be regarded as members of the public and must remain in permitted areas only

Areas prohibited to the public must be clearly communicated to all persons on site.



3. Participants

3.1 Number of Participants

Each trainer should not deal with more than 15 participants in any one session.

3.2 Vehicles

All vehicles that are privately owned are the full responsibility of the owner or person with parental responsibility, They take full responsibility to ensure that the machines are fit for purpose and correctly maintained.

A visual check for any obvious defects should be made by the trainer who must also ensure the suitability of the machine for the level (and size) of the participant.

All machinery owned and managed by the trainer must be suitable for the participant and undergo strict maintenance procedures. All maintenance of machinery must be logged and kept as a record for each machine.

3.3 Clothing

All participants must wear a suitably tested and marked safety helmet, the acceptable standards at the time of print are:

- British Standards Institution BS 6658-A
- British Standards Institution BS 6658-B
- UN ECE Regulation 22 ECE 22-05
- Snell Memorial Foundation Snell M2005 or M2010 (individual approval only) M2005

Trainers should check the fit of a participants helmet and ensure that it is correctly fastened.

Other clothing that must be worn by all participants is:

- Safety eye protection with splinter resistant lenses, not sunglasses.
- Boots that cover the ankle. Any lace ends must be placed inside the boot or secured.
- Shirts with sleeves that cover the full arm.
- Trousers that cover the full leg.
- Gloves

4. Circuit

The circuit used must comply with the NORA circuit guidelines, where applicable, for the specific discipline being coached.

In all circumstances the following should be considered when using a venue for training purposes

- Consideration should be given to the safety of participants from collision by another vehicle in case of a fall
- Consideration should be given to the safety of the participant should he loose control and leave the circuit at any point
- The circuit should not be of a difficulty that exceeds the level of competence of the participant
- The circuit should not be of a design that does not suit the size of machinery in use
- Non participants must be kept a safe distance from the circuit
- The circuit must be clear of all debris, a visual inspection of the circuit must be carried out