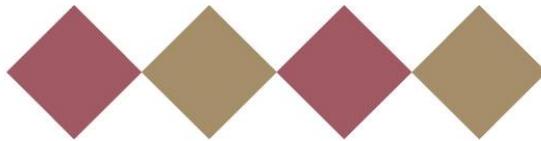


**SAFETY OF RACEGOERS  
POLICY DOCUMENT**



# MARKET RASEN

A Jockey Club Racecourse

**May 2018**

**CONTENTS**

1. General Policy Statement
2. Structure and Systems
3. Arrangements for Monitoring the Policy
4. Organisation and Structure for Implementing the Policy
5. Roles and Responsibilities
6. Appendices

# **MARKET RASEN RACECOURSE POLICY FOR RACEGOER SAFETY**

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## **1. GENERAL POLICY STATEMENT**

Market Rasen Racecourse consider the safety of racegoers and other visitors to the course to be of paramount importance.

Market Rasen Racecourse shall take such care in all circumstances is reasonable to see that all racegoers and other visitors to Market Rasen Racecourse are reasonably safe in using Market Rasen Racecourse for the purpose of attending and spectating of racing in races and other events.

All those working at Market Rasen Racecourse shall take reasonable care not only of their own health and safety but also that of other employees, contractors, racegoers and other visitors who may be affected by their acts or omissions. Further details are set out in the Health & Safety at Work General Safety Policy. A copy of this document will be kept in the Course Office and is available to all inspecting officers, permanent and casual staff, contractors and sub-contractors who are all expected to comply with the policy.

Market Rasen Racecourse shall comply with the terms and conditions of the General Safety Certificate issued by the relevant Local Authority.

## **2. STRUCTURES AND SYSTEMS**

Market Rasen Racecourse shall put in place and keep under review:

- An organisational structure for implementing safety (appendix A)
- Operational and contingency plans for dealing with major incidents and evacuation procedures
- Crowd management procedures
- Inspection and safety reviews
- Communication methods with racegoers and relevant external bodies and agencies
- Fire precautions
- Medical facilities
- Security measures
- Relevant licenses for the sale of alcohol
- Public liability insurance
- Systems for briefing and debriefing all Safety Stewards and the emergency services
- Systems for joint exercises with the emergency services to test the emergency procedures
- Systems to communicate with the emergency services when special circumstances arise, to discuss any special arrangements which might need to be made
- Procedures for the safe movement of horses and members of the public

**MARKET RASEN RACECOURSE  
POLICY FOR RACEGOER SAFETY**

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**3. ARRANGEMENTS FOR MONITORING THE POLICY**

It is ultimately the responsibility of the **Racecourse General Manager**, through the **Operations Executive, Safety Officer** and all staff to monitor the implementation and effects of this policy and revise where appropriate.

Staff and contractors shall draw to the attention of the **Racecourse General Manager** any matters which they consider to be unsatisfactory within this policy.

**MARKET RASEN RACECOURSE  
POLICY FOR RACEGOER SAFETY**

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#### **4. ORGANISATION AND STRUCTURE FOR IMPLEMENTATION OF POLICY**

##### **4.1 Crowd Management**

Market Rasen Racecourse recognise that the movement of racegoers gives rise to a number of safety implications.

Market Rasen Racecourse shall liaise with the issuing local authority on the methods and control mechanisms relating to the access and egress of racegoers and identify those parts of the racecourse into which racegoers should be admitted, together with strategic positions which shall be manned to ensure the safety of the racegoers and other visitors to Market Rasen Racecourse.

Market Rasen Racecourse shall produce and review a Crowd Management Plan. This shall include mechanisms to assist with the prediction and safe handling of crowd problems. Market Rasen Racecourse shall also draft procedures for the emergency evacuation of racegoers. These procedures shall be tested from time to time.

Market Rasen Racecourse will deploy sufficient staff to ensure orderly queues and to prevent people from entering the racecourse whilst under the influence of excessive alcohol or in possession of unauthorised objects.

##### **4.2 Inspection and Safety Review**

Annual, periodic, pre-race day and race day inspections and reviews will be carried out in accordance with the General Safety Certificate.

##### **4.3 Communications with Racegoers and Other Visitors**

Market Rasen Racecourse recognise that the communication with racegoers and other visitors is key to the safe running of races and associated events. Matters relating to the safety policy shall be communicated directly and without undue delay to racegoers. The means available are:

- Public Address System
- Big Screens and CCTV
- Loud Hailers
- Safety Stewards
- Raceday Staff
- Racecards

##### **4.4 Fire Precautions**

An automatic fire detection system is fitted in the main grandstand, and the weighing room to provide warning of fire. The system is activated by manual call points, smoke and heat detectors. The alarm is given by an audible siren. The system will be maintained in accordance with the manufacturer's instructions, and tested in accordance with the safety certificate.

Fire fighting equipment, of an appropriate type is provided in all areas of the racecourse.

All safety stewards, security officers and members of staff shall receive training in appropriate fire prevention and control.

## **MARKET RASEN RACECOURSE POLICY FOR RACEGOER SAFETY**

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### **4.5 Medical Provision**

Market Rasen Racecourses provide a First Aid Room in accordance with the requirements of the General Safety Certificate. This is situated adjacent to the main clock tower entrance with additional facilities within the weighing room; Communication with the medical staff at the First Aid room is via radio.

For every race day Market Rasen Racecourse shall make the following arrangements:

- 1) Liaise with St John Ambulance to ensure that a sufficient number of properly trained First Aid personnel are present.
- 2) Arrange for the attendance of a Crowd Doctor, trained and experienced in immediate care. The Crowd Doctor shall be at the racecourse prior to the racegoers being admitted and remain in position until stood down by the Safety Officer.
- 3) Where the number of racegoers is expected to exceed 5,000, Market Rasen Racecourses shall arrange for the attendance of an Accident and Emergency ambulance, manned by two Ambulance Personnel, one of whom must be a paramedic. Market Rasen Racecourse shall consult the Ambulance Service on the need to provide additional cover for any specified race day.

### **4.6 Market Rasen Racecourse Contingency Plans**

Market Rasen Racecourse have drawn up contingency plans to deal with emergencies and major incidents which might occur during a race day.

The **Operations Executive and Safety Officer** shall keep the plans under review and revise them in light of experience and in consultation with the emergency services. The plans shall be tested by special exercises which shall be undertaken from time to time.

**MARKET RASEN RACECOURSE  
POLICY FOR RACEGOER SAFETY**

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**5. ROLES AND RESPONSIBILITIES ON RACE DAYS**

**5.1 Statement of Intent between Market Rasen Racecourse and Lincolnshire Police**

- a) A Statement of Intent is agreed annually, indicating the responsibility of the two parties. In essence it is acknowledged that the responsibility for Crowd Safety rests with Market Rasen Racecourse, together with the system for implementing safety. Copies of the Statement of Intent are appended at B.
- b) The Police will share responsibility for the crowd management, crime prevention and principal protection within the event site and associated parking areas. External areas including the public highway, remain a police responsibility.
- c) Where there is a serious concern for public safety within the racecourse, and the Senior Police Officer present decides by virtue of his/her duty to preserve life and protect property that it is necessary for him/her to take overall control of public safety, he/she will assume responsibility together with primacy of control for public safety. Where possible, the transfer of authority will only occur on written authority following consultation with the **Racecourse General Manager** and the **Operations Executive**, although the right to assume such control will be delegated to the Senior Police Officer present in cases of urgency.

**5.2 Racecourse General Manager**

- a) The **Racecourse General Manager** has ultimate responsibility for the safety, crowd control and security within Market Rasen Racecourse. They will ensure that a close liaison between Market Rasen Racecourse and the Police is maintained.
- b) In the event of a major incident, they will take control as they see fit until such time as that control is passed to the Police. They are authorised **by the Board of Directors** to make the decision to evacuate, which will normally be upon the advice of the Police.
- c) The decision to evacuate all or part of the racecourse will rest with the **Racecourse General Manager**, or in their absence the **Safety Officer**, based upon advice from the Police. If a full evacuation becomes necessary, the abandonment of the event will be announced.
- d) The **Racecourse General Manager** keeps the **Board of Directors** informed of relevant developments concerning incidents as appropriate.

**5.3 Operations Executive**

- a) **The Operations Executive** is responsible for planning and organising the deployment of the Police, crowd safety stewards, other security personnel and race day staff across the racecourse to achieve the required level of security, safety and stewarding. The Racecourse **Security Officer** is responsible for the briefing and deployment of these personnel on race days. The **Operations Executive** is also responsible for the operational deployment of the Emergency Services, especially medical services, across the racecourse, except for those specific officials under the control of the **Clerk of the Course**. They are responsible to the **Racecourse General Manager** for the correct implementation of these plans and for keeping them informed at all times.
- b) On behalf of the **Racecourse General Manager**, the **Operations Executive** will liaise with the Issuing Authority, the Police, the Fire Authority, East of England NHS Ambulance Service, St John Ambulance and any other body in relation to safety at the racecourse. The **Operations Executive** will ensure that all representatives of Market Rasen

## **MARKET RASEN RACECOURSE POLICY FOR RACEGOER SAFETY**

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Racecourse engaged in safety operations are aware of Market Rasen Racecourse safety policy outlined in this document. The **Operations Executive** will as far as possible, attend all race days and direct staff engaged in racecourse safety operations.

- c) The **Operations Executive** will have overall responsibility for deploying any members of maintenance staff, including the Integral engineer, racecourse electrician and handy man, to attend to any repair or other work required to be carried out prior to the end of racing, in order to ensure the safety of all racegoers, contractors and other staff.
- d) The **Operations Executive** will assume the role of Assistant Safety Officer on all Racedays (see para 5.4).
- e) The **Safety Officer** will ensure that the necessary checks, inspections and maintenance are carried out in accordance with the General Safety Certificate. Before and during race meetings the **Operations Executive and Safety Officer** will carry out general "walking" inspections of the racecourse.
- f) The **Operations Executive** will ensure that all contractors and their personnel working at the racecourse during a specified race day are aware of Newmarket Racecourses emergency procedures.
- g) The **Operations Executive** is to liaise with and issue standing orders to the Police on planning and organisational issues. They are also to represent Market Rasen Racecourse in all dealings with the issuing authority on crowd safety issues.
- h) In the event of a major incident or potential incident, the **Operations Executive** is to liaise with the **Racecourse Safety Officer**. The **Operations Executive** will normally take command of the incident on the ground until such time as the **Racecourse General Manager** arrives and has been sufficiently briefed to take over, or in the event of a serious incident, when the Police take over.
- i) The **Operations Executive** has overall responsibility for crowd management during racing, together with all other safety matters.

### **5.4 Racecourse Safety Officer**

- a) The **Operations Executive** will assume the role of Assistant Safety Officer on all race days, and on the direction of the **Racecourse General Manager**, will assume the role of Safety Officer at such times as may from time to time be deemed necessary.
- b) The **Racecourse Safety Officer** on each race day will brief the Police, security staff and safety stewards to ensure they have a full understanding of:
  - Staff command and control
  - Communication methods between all parties
  - Respective roles and responsibilities
  - Security issues and search procedures where necessary
  - Evacuation procedures
  - First Aid facilities
  - Crowd control
  - All other safety requirements

She will record and maintain records of all briefings given, which will be signed off by the Senior Police Officer, and security/safety steward supervisors. Any special arrangements for a particular race day will be also recorded.

## **MARKET RASEN RACECOURSE POLICY FOR RACEGOER SAFETY**

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- c) The **Racecourse Safety Officer** will maintain communications between the Police, security and safety stewards at all times, and is responsible for keeping the **Operations Executive** informed of all relevant matters at all times.
- d) The **Racecourse Safety Officer** will respond to any request by a member of racecourse staff or contractor for him to attend an incident or potential incident.

### **5.5 Joint Operations Executive and Safety Officer Responsibilities**

- a) The **Operations Executive** and **Safety Officer** will be responsible for the detailed implementation of the Crowd Safety Plan. This includes:
  - Evacuation procedures
  - Maintaining escape routes, especially passages, gangways, steps, doors and gateways
  - Monitoring all potential flash points and containing any outbreaks of violence or bad behaviour
  - Monitoring the levels of alcohol consumption across the bars at the racecourse
  - Monitoring traffic into and out of the racecourse car parks, and ensuring any congestion is managed, liaising if necessary with the Police
  - Monitoring the caterers' responsibility to ensure that levels of alcohol consumption are kept within reasonable bounds and closing bars if necessary, although noting that this might move the problem elsewhere

### **5.6 Clerk of the Course**

- a) The **Clerk of the Course** is responsible for running the racing on each day, including looking after and liaising with the Stewards who are responsible on behalf of the Jockey Club for racing.
- b) The **Clerk of the Course** is also responsible for Racing Officials and the Ground Staff but, in the event of a major incident, command of these groups will pass to the **Racecourse General Manager** or the Senior Police Officer present if he/she has assumed overall control (see 5.1.c). The **Clerk of the Course** is also responsible for the operational deployment of and issue of standing orders to the medical and veterinary officers allocated to him for the proper conduct of racing. The **Clerk of the Course** is to keep the **Operations Executive** and the **Safety Officer** informed of any incidents on the racecourse which may have a bearing on their operations.

### **5.7 Jockey Club Catering**

- a) The **General Manager of JCC** and the **Racecourse General Manager** of Market Rasen Racecourse are jointly responsible for the licensing of the racecourse.
- b) The **General Manager of JCC** is to ensure that a thorough system of control is placed upon the sale of alcohol. Bar staff must not sell drinks to individuals who are clearly drunk or under age (Challenge 25 policy), nor must they sell by the can, case or crate. If the bar staff have a problem, they must relay that problem to their supervisor, who in turn should inform the **General Manager of JCC**. If Necessary, the **General Manager of JCC** should inform either the **Safety Officer** or the **Operations Executive** of any problem as he/she sees fit.
- c) The **General Manager of JCC** is responsible for ensuring that the race day operational policy between Market Rasen Racecourse and **JCC** is adhered to and implemented at all times.

## **MARKET RASEN RACECOURSE POLICY FOR RACEGOER SAFETY**

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### **5.8 Media Relations**

- a) The **Racecourse General Manager** controls all the media relations supported by the Communications Manager

### **5.9 Security and Safety Stewards**

The basic duties of safety stewards are to enforce Market Rasen Racecourse safety policy, the requirements of the General Safety Certificate and all racecourse regulations.

- a) Safety Stewards are responsible for controlling and directing racegoers and assisting in the safe operation of the event.
- b) Safety Stewards shall:
- Control and direct racegoers in their area
  - Ensure that exits are kept clear of obstructions
  - Monitor racegoers for signs of distress or overcrowding and, in either event, report the occurrence to their supervisor and direct movement to safe areas, to ease congestion.
  - Remain vigilant for any potential or actual hazard/incident
  - Know the location of and are able to operate effectively the fire fighting equipment in their area
  - Know the location of the First Aid Post(s)
  - Know the action to be taken in the event of an emergency
  - Comply promptly with any instruction , given in an emergency, by any Police Officer or member of Newmarket Racecourses Senior Management
  - Observe the crowd at all times and not the event
  - Remain on duty until stood down by the **Racecourse Safety Officer**
  - Seek advice of their supervisor if they are uncertain of any procedures

### **5.10 Command and Control**

A chart showing command and control arrangements for Market Rasen Racecourse is attached at Appendix A.

**MARKET RASEN RACECOURSE  
POLICY FOR RACEGOER SAFETY**

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*This document defines the roles and the responsibilities of the key players during racing at both Market Rasen Racecourse. By signing below, they acknowledge their individual roles and responsibilities and those of the individuals or groups for which they are responsible. This document should be read with individual job descriptions or contracts.*

\_\_\_\_\_  
Racecourse Chairman

\_\_\_\_\_  
Operations Executive

\_\_\_\_\_  
Racecourse General Manager

\_\_\_\_\_  
JCC General Manager

\_\_\_\_\_  
Safety Officer

\_\_\_\_\_  
Clerk of the Course

\_\_\_\_\_  
SFC

\_\_\_\_\_  
1st Security Solutions

**6. APPENDICES**

A Race Day Safety Management Structure

**MARKET RASEN RACECOURSE  
POLICY FOR RACEGOER SAFETY**

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B Statements of Intent between Lincolnshire Police and Market Rasen Racecourse.

**Lincolnshire  
CONSTABULARY  
Market Rasen  
RACECOURSE**

*DOCUMENT FOR USE WHEN THE POLICE COMMANDER DECIDES TO TAKE OVERALL CONTROL OF ALL SAFETY AND PUBLIC ORDER ASPECT AT THE RACECOURSE IN ACCORDANCE WITH PARAGRAPH 2.3 OF THE MEMORANDUM OF UNDERSTANDING.*

I, \_\_\_\_\_, in the name of the Chief Constable hereby take control of all safety and public order aspects at the Market Rasen Racecourse as a result of the following incident/event:-

Signed .....Print Name

Time .....Dated .....

I, \_\_\_\_\_, in the name of the Chief Constable hereby transfer responsibility for all matters of safety and public order back to the General Manager of Market Rasen Racecourse.

Signed ..... Print Name

Time ..... Dated .....

I, \_\_\_\_\_, in the name of the Chief Constable hereby transfer responsibility for all matters of safety and public order back to the General Manager of Market Rasen

Signed ..... Print Name

Time ..... Dated .....

**MARKET RASEN RACECOURSE  
POLICY FOR RACEGOER SAFETY**

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C Job Description of Safety Officer, Safety Steward Supervisor, Security Steward Supervisor, Head and Deputy Head of Security