

HEALTH & SAFETY PLANNING FOR OFF ROAD FOUR WHEEL DRIVE MOTORSPORT EVENTS GUIDANCE FOR UK MEMBER CLUBS

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INTRODUCTION

Motor sport is an exciting leisure activity providing enjoyment for competitors, spectators and organisers alike. This guidance has been produced by the Association of Land Rover Clubs Ltd (ALRC) to provide clear advice to Member Clubs involved in organising off road four wheel drive motor sport events. It has been written because motor sport covers many different disciplines and current advice to organisers about motor sport safety is understandably very general.

The most recent advice issued by the Health and Safety Executive (HSE) is HSG112 "*Health and Safety at Motor Sport Events*", which was published in 1999. It provides a guide for employers and organisers and covers planning for safety, employee and volunteer health and safety, spectator safety, emergency planning, competitor and vehicle safety and provides a reference to relevant legislation and associated advice. For Off Road Four Wheel Drive Motorsport, there is a need to develop, from HSG 112, guidance for which is relevant, proportionate and realistic. A key factor in this

branch of motorsport is that safety planning falls on volunteer organisers who run events as a leisure activity and not as part of a business for profit or as a work related activity.

Any form of motorsport presents risks. Many club organisers and competitors will be familiar with the regulations which govern the design and safety of competition vehicles, the role of officials at events, the use by competitors and officials of personal safety equipment and of the requirements on event organisers for the provision of fire control and first aid. Less familiar, however, is the concept of safety planning which involves organisers in pre-event planning by undertaking a risk assessment, putting into place a safety plan and when necessary preparing a major incident plan. This guidance addresses these issues and using the principles and examples set out, is intended to assist volunteer club organisers to produce risk assessments and appropriate safety plans for a particular venue and event.

2.0 Background

2.1 Organisation of Off Road Four Wheel Drive Motorsport in UK

In the UK the **Royal Automobile Club Motor Sports Association** is the National governing body for four wheel motorsport and has drawn up a National set of Regulations which are amended from time to time to reflect changes in safety thinking, developments in the sport and new materials and methods. The MSA General Regulations set out how it exercises its powers. These include administrative powers to recognise Motor Sport Clubs in membership of the MSA and thus able to organise motorsport events. In addition, the MSA have a common set of regulations, (which apply to all motorsport disciplines under MSA control), for organisers and competitors with the roles of the various officials and their duties being clearly defined. For each branch of four wheel motorsport there is then a set of specific regulations with Part P being the Specific Regulations for Off Road events. General, Common and Specific Regulations are all published together annually, in the MSA Competitors' Yearbook, commonly known as the "Blue Book".

The specific regulations for Off Road cover requirements for organisation of events, officials and their roles, the various types of ORFWD events, technical requirements including safety requirements and materials specifications for vehicle related safety equipment.

The Association of Land Rover Clubs is a national single marque club dedicated to the products of Land Rover Ltd. and the former Rover Group. The ALRC is a recognised member of the MSA and is a club able to hold events in its own name. The ALRC insists that all motor sport competitions are run to the exacting standards of both the MSA and the ALRC's own regulations, which aim to ensure fairness in competition, maintain the highest levels of safety and ensure that this form of motorsport remains an amateur one. The ALRC publishes its own handbook known as the "Green Book" which includes its own set of regulations for the various types of off-road competitions currently organised within the ALRC. These Regulations have been developed over many years as ORFWD motorsport has evolved and are complementary with the MSA regulations.

2.2 Types of competitive and non-competitive event

It is not considered necessary to go into the full details of the various types of ORFWD events run within ALRC. For a full description, the reader should refer to the chapter in this book. Broadly, events can be split into competitive and non-competitive events, the later being principally Concours D'Elegance events, driver training days and off-road promotional event days involving member clubs in facilitating an off road driving opportunity for day visitors.

Competitive events

These take the form of either un-timed or timed events. Un-timed events are known as trials and are basically an un-timed test of a driver's skill in negotiating a set course over challenging ground without penalty. The driver with lowest score at the end of a series of tests wins the event. Speeds involved are generally very low and so the risks to competitors and spectators are also low. Three levels of trial are organised, Tyro trials for young drivers and novices in road going vehicles, Road Taxed Vehicle trials for drivers of road going vehicles and Cross Country Vehicle Trials designed to test drivers of modified vehicles equipped with roll-over cages and other safety features against more severe terrain.

Timed events require the addition of personal safety equipment including helmets and suitable clothing, and certain vehicle safety related equipment, competitors can take part in timed trials where the test is against the clock as well as the ground. The ultimate form of timed competition is known as a competitive safari and involves competitors individually competing over a set course against the clock having been set off individually with a timed interval between competitors. This is a true speed event and the risks associated with it are higher as potential vehicle rollovers or contact with spectators present a much greater risk of personal injury. Similarly the vehicles are more stressed and component failure is more common. Two other timed events exist – the winch recovery event involving the use of a winch equipped vehicle to move an object over a set course in a safe manner and team recovery which involves two drivers in two vehicles competing over a timed set course, which cannot be driven without one of the vehicles assisting the other through difficult terrain by means of one or more rope recoveries.

Two other types of timed off-road event exist but these have not been organised by ALRC Clubs. These are the Hill Rally type of event which is broadly similar to stage rallying but over more challenging terrain and the recent emergence of a new type of event called a challenge event. Currently this form of event is developing and currently takes the form of vehicles equipped with highly modified suspension and traction aids such as locking differentials (which are currently banned within ALRC competition) and very powerful winches competing with each other over extreme terrain which cannot easily be driven without the use of winch and other self recovery aids. It should be noted that the Blue Book definition of Challenge event allows a wider interpretation and as this discipline develops then other forms of this event will doubtless evolve.

3.0 Risk Assessment

A risk assessment is nothing more than a careful examination of what might cause harm to people attending an event. This assessment generates a list of potential causes of harm or hazards. A **hazard** is anything which can cause harm whereas **risk** is the chance, high or low, that someone will be harmed by the hazard.

Organisers should therefore undertake the following five steps to produce a risk assessment;

- **Look for hazards**

In looking for hazards there is no need to be overcomplicated. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people. The checklist provided at Appendix 1 will assist with this process.

- **Decide who might be harmed and how**

In deciding who might be harmed, consider each of the hazards identified and decide whether there will be inexperienced competitors, young competitors or inexperienced people at the event who may not be familiar with the type of event.

- **Consider the risks and decide whether proposed precautions are adequate or whether more should be done**

In evaluating risks consider just how likely it is that a hazard could cause harm. Be realistic about whether or not the hazard is significant. This will determine whether you need to take precautions and what those might be. Precautions might be as simple as erecting a warning sign or taping off an area of land you wish to keep everyone away from during the event or ensuring that anyone using equipment knows how to use it and has some personal protective equipment. Consider how you will communicate the risk to persons on site and aim whenever possible to be proactive such as, for example, informing persons on site via marshals and officials briefings and competitor briefings or via event paperwork or the event programme. The aim is to reduce risk and make it as small as possible and hence control it.

- **Record the assessment and findings**

Record the findings. Although not essential, a written record will show a proper check has been made, that the assessment has identified who might be affected, the significant hazards have been identified and dealt with and the precautions taken are reasonable in the circumstances with the remaining risk being low.

Another advantage of a written record is that once an assessment has been carried out for a particular site it can be retained and used for future events at that same venue.

- **Review if things change**

Review assessments. Sooner or later things do change either physically on site or as a result of a change in the form of the scale of the event or type of competition. Again, a review only needs to be carried out when there has been a significant change.

Please refer to Appendix 1 for a sample checklist and see Appendix 2 for a sample risk assessment and safety and major incident plan.

4.0 SAFETY PLANNING CHECKLIST

4.1 Safety Planning is part of the Risk Assessment and will be slightly different for each event, to assist organisers, a checklist of potential hazards is set out at Appendix One

5.0 MAJOR INCIDENT PLAN

A major incident is one where the available resources on site are insufficient to cope. Thus, for a Trial, a broken leg could well be a major incident, as it would probably be necessary to call in an outside ambulance.

The Clerk of the Course has the responsibility to initiate the Major Incident Plan.

The Plan should contain the following where appropriate:

- The name (or duty) of the individual who will take direct charge of the site of the incident (this will probably be a Deputy C of C, or Chief Marshal or Event Safety Officer, leaving the Clerk of the Course to deal with the overall position.
- Mobile phone numbers of all senior officials, so that radio channels can be kept clear (Confidential information should not go over open radio channels)
- Full details and address of a designated Rendezvous Point(s), for Police, Ambulance and Fire which should be at or adjacent to a premises with a postal address located as close as possible to the site at which the C of C or nominated official can meet the blue light services either with the casualty if they can be moved or to take ambulance/paramedics on site if the casualty cannot be moved.
- Access points onto site which can be marshalled to facilitate a clear route for access/egress of emergency vehicles. If available, a method of calling Air Ambulance, and location of suitable landing site(s) with clear details available to advise emergency services of location

- Location of a camera for taking photographs of incident scene
- Location of secure premises for impounding vehicle
- Location of suitable accommodation for possibly distressed relatives or team, and also suitable premises for taking witness statements
- Name of person who will deal with Press enquiries, and statement of policy in respect of Press
- Name (or designated duty) of person responsible for keeping a minute by minute log of the incident in order to maintain continuity of evidence.

6.0 Volunteer Training and Development and communication of this guidance

6.1 The ALRC Council recognise the desirability of all volunteer officials engaged in safety planning to be trained and/or at least have access to relevant safety guidance. ALRC Council will arrange for a presentation of this guidance note to take place at a General Meeting during 2005/6 and for the guidance to be reproduced within the next edition of ALRC "Green Book" which is the ALRC handbook issued to clubs for distribution to all members of Member clubs.

6.2 Member clubs are encouraged to organise training sessions for club members to develop knowledge and awareness of safety planning for events.

7.0 Review of this guidance

7.1 The Association of Land Rover Clubs will keep this guidance under review and from time to time may amend parts of it to reflect experience and/or any changes in legislation affecting four wheel drive off road motorsport.

7.2 In recognition of the importance of developing safety planning within Member Clubs, the ALRC Council will appoint an ALRC Safety Advisor to assist member clubs and to act as point of reference for the Motor Sports Association and others involved in this branch of motorsport.

This guidance note has been produced by the Council of the Association of Land Rover Clubs Ltd and may be subject to further change due to legislation or as a result of experience within Member Clubs of the Association of Land Rover Clubs.

It is intended that this guidance will form an "aide memoire" for organisers and assist Clubs in preparing event specific plans, particularly for inter-club and national events organised by member clubs, such as the annual ALRC National Rally and other Inter-club Bank Holiday events.

Using the templates provided it should be possible for volunteer organisers to develop their risk management skills to produce Event Safety Plans and Major Incident Plans for Off Road Four wheel Drive Motorsport events.

Acknowledgements

ALRC Council wishes to record its grateful thanks to the organising committees of ALRC 2000 and ALRC 2003 and to the Southern Rover Owners Club Ltd and others for permission to use Risk Assessments, Safety Plans and Major Incident Plans as examples in this guidance.

This guidance was approved by ALRC Council at its meeting held on 14th August 2004

It may be freely used by other branches of motorsport to assist in event health and safety planning

APPENDIX 1

CHECKLIST OF POTENTIAL HAZARDS FOR RISK ASSESSMENT

- **Identify the hazards**
- **Competition Site Hazards** – deep water, electricity pylons, presence of farm or other machinery, animals, electricity sub-stations, fuel stores including LPG tanks, chemical or foodstuff stores, standing crops, stored harvested crops such as hay, presence of barns and other areas to be treated as out of bounds, location of any cesspools or septic tanks and discharge systems, footpaths or other byways/highways on the site, potentially conflicting uses on site and whether these can be controlled – e.g. horse riding, stock in fields. Any natural or man made feature which presents a potential danger – quarry face or workings, mine shafts, steep drops, deep water, munitions on military land, old machinery or abandoned vehicles on site.
- **Competition site suitability** – is the site suitable for the proposed event i.e. is the ground too challenging for a Tyro trial or a drivers day with severe cross slopes? Are there areas of the site where mineral or quarry working means that ground conditions will be unsafe with loose ground? If the site is to be used for a major event are there sufficient access points to enable an incident to be dealt with if an entrance is blocked? Are there any restrictions on the ground such as a SSSI which preclude it's use without danger to protected species?
- **Camping associated with the event** – (*will the ALRC Camping code be complied with – caravan/unit spacing etc.?*)
- **If a weekend event, will anyone working be on site e.g. water tanker driver – beer tent staff, entertainers, trade stand staff** – (*ensure that contractors have health and safety policy covering the work activity and that tents/marquees have fire certification and are provided with fire exits etc.*).
- **Organisational capacity** – *does the club have sufficient organisers to run the proposed event in a competent manner without undue risks – e.g. for a competitive safari will there be sufficient marshals available to adequately cover the course so as to provide safety/spectator cover and control along the whole length of the course? Will all the main officials posts be covered with competent individuals with deputies available?*
- **Competitor eligibility** (*Checks of Competition licences or other driver eligibility in order to avoid compromising insurance arrangements*)
- **Vehicle eligibility** - are competing vehicles in compliance with the technical and safety regulations? (*Scrutineering Checks*)
- **Are all hazards which require action dealt with ?** (*Protect if possible with warning notices prior to the hazard or tape off "out of bounds areas" or appoint a marshal to control access for example to a refuelling area or the pits area*)
- **Are the Officials and anyone else who needs to be aware of possible hazards before, during and after the event?** (*Briefing of Senior Officials, who in turn brief all the other officials via marshals briefing and competitor briefing and notices if appropriate in event programme or on entry forms*)
- **Be clear about how communications are to be provided and maintained during the event** – (*Have a radio/ marshalling plan which marshals are familiar with*).
- **Be clear about how the event is to be run** – (*For example at a Competitive Safari determine whether or not there will be live recovery and if so will radio requirements and MSA requirements all be met, are marshals trained and competent to undertake live recovery?*)
- **Is appropriate first aid and fire cover available for the type of event being run?**
- **Are all appropriate personnel, and equipment in position when the event is ready to start** (*Communications up and running, back up of important officials, signing on sheets complete, appropriate first aid cover and fire precautions and other emergency vehicles in place – essentially ready to run a safe event*)
- **Control over hazards from vehicles and vehicle movement "off the course"** - *Are there any potential hazards in the competitors' parking area, line-up collecting areas or Service areas? Is it necessary to deploy marshals to control spectators, to exclude spectators from area(s) possibly fence or tape off areas and/or erect "no entry" or other warning signs). Also important to ensure sufficient fire cover at such locations.*
- **Are there any potential hazards in spectator areas, if so are any potentially dangerous?** (*Plan spectator marshalling, tape off "no-go" areas, perhaps issue spectator guides, ensure sufficient marshals to control spectator movement for example across a competitive safari*)

course with a properly marshalled crossing point. Ensure start and finish areas are double taped and signed to prevent spectator access onto the course)

- **Ensure emergency vehicles are able to rapidly deploy under full control** - (Location of Rescue units, fire extinguishers, communications)
- **Know the on site emergency capabilities and be prepared to call in blue light service assistance if necessary** - (Have and be able to implement a Major Incident Plan and be clear who will do this)

2. Consider the significant risks

- **How will the risk be controlled?** *What physical measures can be taken to reduce the risk? Consider the nature of the risk is it high or low? If a high risk is identified consider whether a proactive approach is required to control the hazard. For example a high risk of personal injury from competing vehicles is likely to require active marshalling to achieve either total exclusion of spectators from a particular area, or control over spectators to secure and maintain a separation distance between course and the spectator viewing area or for a lower risks then passive exclusion by means of warning signs and/or tape may be sufficient.*
- **Who will control the risk during the event?** *Will the hazard be marshalled to control the risk? Who will brief and make the marshals aware? Is training required to control the risk or will a few words of advice be sufficient. If the risk is lower who will ensure that the necessary warning signs are put up?*

APPENDIX 2

EXAMPLE RISK ASSESSMENT, SAFETY PLAN AND MAJOR INCIDENT PLAN PRODUCED FOR A COMPETITIVE SAFARI OFF ROAD EVENT

RISK ASSESSMENT, SAFETY PLAN AND INFORMATION GUIDE

- Statement of Intent.
- Risk Assessment.
- Safety Plan.
- Who's Who.
- Reaction to Incidents.
- Contact details for Outside Assistance .
- Flag Signals.
- Duties in the event of a fire.

Map of site

(This has been omitted from this guidance to reduce file size.) It is important to have a map of sufficiently detailed scale to enable all the main features of the site to be clear from the map and the relationship of the site to adjoining roads and access points to be obvious.

STATEMENT OF INTENT

It is the intention of *name of club* to run a safe and enjoyable event. The organizing team has made every effort, to make all areas of the event competitor and spectators friendly.

The organizing team wishes you an enjoyable, and above all a safe, day's motor sport.

RISK ASSESSMENT

HAZARD	OUTCOME	ACTION
Danger to spectators, officials & competitors from moving vehicles in competitive stage	Serious personal injury / fatality.	Display warning signs and tape critical areas. Marshals & competitors to be briefed before event commences. First Aid on site.
Danger to spectators, officials & competitors from vehicles off the competitive stage.	Serious personal injury.	Display warning signs. Maximum speed limit of 5mph. First Aid on site.
Danger to spectators, officials &	Serious personal injury.	Marshals to be briefed, only assigned

competitors during vehicle recovery.		marshals to undertake recovery. Marshals to clear area before commencement of recovery. First Aid on site.
Injury to competitors due to driver error	Serious personal injury / fatality.	Drivers briefing. All competitors to wear seatbelts and helmets in accordance with MSA regs. All vehicles to pass MSA scrutineering First Aid on site.
Injury due to tripping and falling	Minor personal injury.	Warning notices clearly displayed. First Aid on site.
Fire	Injury to person or damage to environment.	Fire extinguishers to be carried by all competitive vehicles and marshals. Fire extinguishers to be placed at areas of higher risk e.g. re-fuelling area. First Aid on site.
Environmental spillage in pit area	Ground contamination	All competitors to put a sheet down to catch spillages whilst working on vehicles.
Environmental spillage due to mechanical breakdown or accident on course	Ground contamination	Shovels available to contain fluids and remove contaminated soil.

SAFETY PLAN

- **No live recovery will be undertaken during this event.**
- Only designated Rescue / Recovery vehicles will be allowed to recover vehicles on the course, **when the course is closed.** No other units will be permitted to operate on the Course.
- **RESCUE, MEDICAL AND RECOVERY VEHICLES MUST ONLY ENTER THE COURSE UNDER THE DIRECT AND EXPLICIT INSTRUCTIONS OF THE CLERK OF COURSE.**
- The event will be stopped by the CLERK OF COURSE and the start / finish informed by control immediately that a medical unit is being dispatched onto the course.
- Following any incident involving personal injury, ensure that an accident report form is completed and returned to Control.
- ALL SAFETY MATTERS MUST BE CO-ORDINATED VIA THE RADIO CONTROLLER
- All retirements must leave the course at nearest exit, and return to pit on the off course roads slowly. Start / Finish to be informed upon their arrival at the pits.
- Mobile phone reception is good across the site.
- Radio coverage on PMR446 is good across the site.

WHO'S WHO?

EVENT MANAGER
CHIEF CLERK OF THE COURSE
SECRETARY OF THE MEETING
STEWARD
SAFETY OFFICER
FIRST AID
RESULTS CO-ORDINATOR
CHIEF TIMEKEEPER
CHIEF SCRUTINEER
ASSISTANT SCRUTINEER
RADIO CONTROL

Name & Phone number

REACTION TO INCIDENTS

Person taken ill on site or Injuries not specified

- Control:** 1. Notify Steward/ Medical Officer.
2. Dispatch First Aid to scene if required.
- Medical:** 1. Respond to control's instructions/directions.
- Record:** 1. Written report to be completed.
- Minor Injuries:** 1. To be referred to First Aid Cover.

Incident within Course - Minor Incident (e.g. vehicle stopped on course)

- Marshal:** 1. Display on course **YELLOW** flag
2. Inform control of exact location and nature of incident, vehicle number, and responds to instructions.
- Control:** 1. Inform Clerk of Course
2. Radio Start / Finish (for their information)
No requirement for other units to respond at this stage.

Serious Incident (possibly with injury) (e.g. roll-over or crash, course blocked)

- Marshal:** 1. Display on course **YELLOW** Flag.
2. Inform control of exact location and nature of incident, vehicle number, and respond to instructions. (i.e. display **Red Flag** if course blocked).
3. Keep spectators away.
- Control:** 1. Inform Clerk of Course.
2. Place First Aid on standby.
3. Radio Start /Finish, and instruct as to course status.
4. Dispatch First Aid to location if required.
- Vehicle:** 1. Car to be re-scrutineered before recommencing competition.
- Record:** 1. Accident report to be completed by CoC.

OUTSIDE ASSISTANCE

Site Entrance Details:

Nearest A&E Department:

Directions:

Police:

Electricity Pylon Damage- contact details for local Electricity Company

FLAG SIGNALS

- YELLOW** NO Overtaking, slow sufficiently to ensure full control.
- RED** Indicates event has been stopped.
Drivers are required to return slowly to the pits.

DUTIES IN THE EVENT OF A FIRE

In the event of a serious fire within the course area all persons will assemble in car park / pit area.

Marshal:

- *Identify exact location of fire and inform, control with details.*
- *Prepare to Red flag course (upon instruction from control)*
- *Direct all spectators to the pit area.*
- *Once satisfied all persons clear, return to control area and report to controller.*

Control:

- Upon receiving notification of a fire within the course, notify Clerk of Course.
- Radio start / finish to hold all starters.

Medical:

- Report to control area, and await instructions.

APPENDIX 3**EXAMPLE OF RADIO PLAN FOR A COMPETITIVE SAFARI****Radio Operations Manual**

Thank you for volunteering to marshal today.

Call Signs

Viking Control	Radio Controller
Pilot 1	Event Manager
Pilot 2	Clerk of the Course
Pilot 3	Safety Officer
Pilot 4	Scrutineer
Pilot 5	Timekeeper
Pilot 6	Recovery

Viking 1	Marshal Point 1	Viking 7	Marshal Point 7
Viking 2	Marshal Point 2	Viking 8	Marshal Point 8
Viking 3	Marshal Point 3	Viking 9	Marshal Point 9
Viking 4	Marshal Point 4	Viking 10	Marshal Point 10
Viking 5	Marshal Point 5	Viking 11	Marshal Point 11
Viking 6	Marshal Point 6	Viking 12	Marshal Point 12

Before the Course becomes Live Control will initiate a Radio Check to confirm that you are in position and to confirm reception. Please respond as follows;

1. Unreadable, 2. Very noisy, barely readable, 3. Noisy but readable, 4 .Good but slightly noisy, 5. Loud and clear.

REPORTING PROCEDURE

Should you be advised of, or witness an incident you may include one of the following words in your initial call to control:-

(a) SAFETY (b) URGENT (c) PRIORITY (d) RELEVANT

(a) The types of situations which would merit these priorities are:

For messages concerning course safety, e.g. car overdue, arrowing, spectator marshalling which are generally problems where a slight delay in action can be tolerated.

(b) For situations requiring immediate action, e.g. car known to be in difficulty, suspected injuries, stopping further traffic entering the course.

(c) For CONFIRMED situations involving injury - Medical/Rescue services required.

(d) For messages which have a bearing on the current 'on air' conversation i.e. submission of relevant information.

Use common sense - DO NOT overrate the urgency of your message unnecessarily.

Be sure to have as much information as is to hand before you make your call to control. This will prevent any unnecessary delays and assist in the speedy conclusion of the incident.

IT IS IMPORTANT TO PASS ON INFORMATION AS GIVEN - WITHOUT PERSONAL COMMENT OR EMBELLISHMENT

INCIDENT PROCEDURE

Whilst dealing with the incident the Control will announce to the radio network that it is accepting SAFETY and above status messages only.

This means that any messages under SAFETY status must not be transmitted until the SAFETY status has been downgraded.

If the call should escalate or be superseded by an URGENT message then control will increase the minimum status to URGENT. Similarly should a PRIORITY call be received, that status then becomes the network minimum.

If a SAFETY, URGENT or PRIORITY call is made, it could be that on listening to the details of the incident, you have relevant information which will help.

In this instance you may use RELEVANT in order to pass your message i.e.

All other stations with no involvement should remain silent until told that the emergency is over, or until called.

As soon as the incident has been dealt with the Control will downgrade the level of restriction applied to the radio network.

The restriction will be reduced level by level until all calls are exhausted at which point normal transmission will be resumed.

REMEMBER

- ALWAYS** Use the call sign of the station you are calling followed by your own when opening a transmission.
- ALWAYS** Say OVER at the end of each transmission.
- ALWAYS** Take your finger off the PTT (Press To Talk) button when you have finished speaking.
- ALWAYS** Be as brief as possible.
- ALWAYS** Make sure you get the message right. If necessary write it down first.
- ALWAYS** Remember, safety is the first consideration, information is secondary.
- ALWAYS** Know where your microphone is, and make sure that the PTT cannot be accidentally operated.
- ALWAYS** Leave a short gap between each transmission so that a station with an urgent call can 'get in'.
- ALWAYS** If you feel unable to handle a situation pass the microphone to someone who is, if possible.
- NEVER** Call when someone is already talking - you will only cause interference.
- NEVER** Use bad language.
- NEVER** Use radios for 'chat' when event is running.
- NEVER** Add to, embellish and/or use unnecessary voice inflections to messages given to be relayed
- NEVER** Panic. Keep calm.

This Plan also incorporated the club logo and the Motorsport is Dangerous triangle

A site map showing the course route including direction of competitor travel and the location of each marshalling point was also provided but has been omitted from this guidance to reduce file size. Again this map should be to a large scale so that all involved can readily identify the relationship between the course and adjoining geographical features surrounding the site.

AIDE-MEMOIRE - SERIOUS / FATAL ACCIDENTS

The following aide-memoire has been developed to assist you in collating the necessary information regarding a fatal accident, or an accident where serious injury has been sustained, which has the potential to later become fatal. Please use this as a living document which you can amend according to changing needs / regulations / legislation as appropriate in your particular discipline or at a particular venue.

	ACTIONS	DATE / TIME (24hr clock)	TICK
1	Request Coroners Officer.		
2	Signed statements by witnesses - officials and public. Names, addresses and telephone numbers.		
3	Photos - close ups, skid marks, general scene etc. Details of any photographers who caught the incident. Check if any videos of the incident were made by photographers/spectators.		
4	Sketch map of the area showing any collisions and final positions of all vehicles involved. Time and date and sign.		
5	Drivers/spectators/officials - names, addresses, 'phone numbers of all involved. Include MSA Licence numbers where appropriate (competitors/officials). If injured party is foreign, advise embassy or consulate.		
6	Scrutineers Report. Signed, quote qualifications, name, address and telephone numbers.		
7	Medical Report. Signed, quote qualifications, name, address and telephone numbers.		
8	Rescue Team Report Signed, quote qualifications, name, address and 'phone numbers		
9	Accident Report on MSA form. Signed by Clerk of the Course. Include full details of the injured party's protective equipment. Scrutineer's verdict on helmet.		
10	Race Log giving actions and times, signed by the Clerk of the Course.		
11	Entry Form, signing-on sheet and competition licence relating to injured party.		
12	Impound car, detail location and keeper of keys.		
13	Ambulance details. Hospital to which injured / deceased were taken.		
14	Fire Extinguishers. If used, ensure one of the above reports states types, numbers used and their effectiveness.		
15	Inform Landowner / MSA / Health and Safety Executive.		