

MAJOR INCIDENT PROCEDURE

1. A 'Major Incident' is regarded as being any incident occurring which requires assistance from personnel and/or facilities not available within the venue, examples are a fatal or potentially fatal accident, collapse of a spectating structure with injuries, a severe fire, an aircraft crash within the confines of the venue.
2. Responsibility for declaring a 'Major Incident' is with the Clerk of the Course.
3. Procedure: The Clerk of the Course makes their assessment and if appropriate declares a 'Major Incident'. The procedures detailed in **Appendix 1** are followed.
4. The following are to be informed by telephone:

Note: A telephone is available in Race Control, number is 01295 688035
The venue is Shenington Airfield, near Banbury, postcode OX15 6NZ

Organisation	Department/details	Telephone Number
Police	Banbury	01295 252525 or dial 999
A&E Horton General Hospital - Banbury	First check with the paramedic or ambulance staff, inform A&E of likely casualties	01295 229417 (direct) 01295 275500
John Radcliffe Hospital	Headley Way, Headington, Oxford OX3 9DU	01865 741166
Cherwell District Council	Emergency Accident Reports	01295 252535 (hotline or web)
Motorsport UK	Office Hours: 09:30 – 17:30 hrs Full details by start of next working day	01753 765000 (Tel) 01753 682938 (Fax) <i>If life-threatening or a Spectator is injured, then immediately phone: Safety 07525 237403 and Media 07936 371099</i>
Shenington Glider Club	Must be informed of air movements, e.g., Air Ambulance (when landed and powering up). Tell paramedics that chopper should contact club on 129.975 MHz (and/or 130.100 MHz AM)	01295 680008 (Office) 01295 688121 (Club House)

Incident Pack here: <https://motorsportuk.s3.eu-west-2.amazonaws.com/wp-content/uploads/2019/12/24141601/2021-05-06-motorsport-uk-incident-pack-v6.0.pdf>

Appendix 1 to Major Incident Procedures

- 1 All competition activity is stopped, and competitors directed to stop in the Café corner area before the 'Pits In' or other suitable location. (Remember they need to be held as potential witnesses). Motorsports UK Steward to be informed who will use the Motorsport UK Incident Pack forms.
- 2 The Chief Medical Officer (normally the on-duty paramedic) deployed to the scene to take on assessment triage role.
- 3 Request via Chief Scrutineer that a scrutineer is dispatched to the scene, and to the other karts where held to check for damage etc. Also, to seek witnesses from the other drivers and request any relevant on-board camera footage. Scrutineer to note if possible, make/model/type of PPE on casualty, noting these will usually stay with casualty to hospital. If available check and if necessary, remove MSUK helmet label.
- 4 Request Timing to supply a grid sheet or results to the point of stoppage, start to make decision on whether race to be continued when incident is over, or abandoned.
- 5 If possible, take photographs of the scene (being discreet) before vehicles are moved.
- 6 Civil Services (Police, Fire, Ambulance) as required summoned by telephone.
- 7 Telephone at Race Control staffed and secured from public use. Radio contact with incident scene established. Radio silence to be maintained except for vital messages relating to the incident.
- 8 Route from venue entrance to incident site cleared to permit free passage of emergency vehicles and marshals positioned to give directions.
- 9 Personnel despatched to entrance to direct incoming services to incident site, and secure entrance.
- 10 Personnel deployed to secure incident scene from the public, erecting screens if appropriate.
- 11 Person delegated by Clerk of the Course to maintain written record of all telephone calls and radio messages. Secretary of the Meeting to be requested to provide copies of all relevant forms including the SRs of the meetings, signing on sheets, entry forms, results sheets etc.
- 12 Ensure medical staff available at Medical Centre as deployed by Chief Medical Officer (Paramedic) and post personnel to ensure free passage for incoming injured persons and prevent unauthorised access.
- 13 Delegate suitable person to handle press inquiries, preferably Club Chairman or Secretary if available who should refer everyone to the Motorsport UK Media representative following contact on 07936 371099.
- 14 On arrival the Coroner's Officer (Police Representative) may take control of the incident in which case the Clerk of the Course co-operates in providing personnel and equipment. Control reverts to the Clerk of the Course once the incident has been dealt with.
- 15 Ensure personnel at the site inform next of kin if present, or otherwise contact next of kin as soon as possible. The information should be on the entry form. The Police if involved should do this if, the next of kin are not at site.
- 16 In conjunction with the Coroner's Officer (Police representative), or whilst waiting for them to arrive, the Clerk of the Course will detail a representative to obtain names and addresses, occupation and home and business telephone numbers of all witnesses to the incident, competitors (take competition number), spectators, marshals, and observers. Take similar particulars from the Scrutineer who checked the kart(s). Take similar particulars from the Paramedic, Doctor or Ambulance staff who examined any persons involved in the incident.
- 17 Take incident descriptions from witnesses in conjunction with the Motorsport UK Steward and the Coroner's Officer or Police. Save any relevant CCTV footage of USB.
- 18 After consultation with the Police, take photographs of the scene and the karts or vehicles involved. Make a diagram of the scene with detailed measurements prior to the karts or vehicles being removed. The kart/vehicle owner or their representative (pit-crew) should be present. Ask the Coroner's Officer if they wish the kart/vehicle to be held for evidence. In any case hold the kart/vehicle in parc ferme until the driver/injured person's situation is available and cover it up. **DO NOT DISMANTLE.**
- 19 Review the evidence before the witnesses leave the circuit. Check to ensure that all details make sense and note position of witnesses e.g., on the track or in spectator enclosure. See if any video or social media evidence is available. Use the Motorsport UK Incident Pack and forms therein for the Steward.
- 20 Retain all information securely for at least 4 years or until person is 21 years old (hard copies and digital).
- 21 Complete a RIDDOR form and send/email to the Health and Safety Executive, Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG. Fax: 0845 3009924 (www.hse.gov.uk / riddor@natbrit.com) copy to the Land Owner and Club Secretary or by website as per latest regulations.