

INCIDENT PACK

A comprehensive guide with supporting paperwork for Stewards and other Officials who are involved with documenting, investigating and reporting on an incident leading to *fatal, serious or potentially serious injury*

Contents

A quick guide and checklist for any incident leading to fatal, serious or potentially serious injury



Official's Notes – Please read & familiarize yourself with the process & consideration when dealing with a major incident.

No.	Contents	(✓)*
1	Incident Management Process A guide to assist Steward's & Officials in the handling of serious incidents.	<input checked="" type="checkbox"/>
2	Incident Report Form	<input type="checkbox"/>
3	Vehicle Report Forms Supply of Vehicle Report Forms. Remind the Chief Scrutineer that no dismantling is to be carried out unless done so with the agreement of the Coroner's Officer or appointed Vehicle Examiner.	<input type="checkbox"/>
4	Statements & Sketch of Scene & Sheets for Additional Contacts They may be filled out by the witness or transcribed from a verbal statement by a third party. A sketch showing the relative locations of the incident site and the witness is always useful. <i>Note: Post Chief or marshal's reports are acceptable as presented.</i>	<input type="checkbox"/>
5	Time Log This form to be used if alternative form of log not already in use.	<input type="checkbox"/>
6	Photos / Video Footage Record Details must be recorded of any of the above materials being held.	<input type="checkbox"/>
7	Guide to the MSA Supply this to any Coroner's Officer, Police Officer, EHO etc. that you feel may find it useful.	<input type="checkbox"/>
8	Guide on how to deal with Law Enforcement Agencies (EHO or HSE)	<input type="checkbox"/>
9	Guide on how to deal with Media	<input type="checkbox"/>
10	Post Incident Support	<input type="checkbox"/>

* Denotes forms to be completed and sent to MSA with Steward's Reports.



Notes for Officials

for any incident leading to fatal, serious or potentially serious injury

We all hope that we will never have to deal with such an incident, but they inevitably do happen. As with anything else in life, planning and preparation will help you in dealing with a situation, which is never going to be easy and may also be distressing.

This pack has been provided both to help you prepare, as well as to help you deal with the situation should it arise. Please take the time to familiarise yourself with the content of this pack and to regularly read through it as a “refresher”.

Remember that at all times you will be working as a team with the Clerk of Course and any other officials who may have a relevant input & role in the investigation. In the event of a fatality the enforcing authority has control of the situation, but remember that they may have no experience, or knowledge, of motorsport. They will generally welcome your assistance and support, working as a team will help all parties involved.

Officials’ duties (as detailed in the MSA Yearbook)

Clerk of the course

- G5.1 The Clerk of the Course has overall responsibility for the general conduct and control of an event in accordance with the Regulations, Programme and Organising Permit.
- G5.2.8 Ensure that every accident or incident involving a competing vehicle is reported to the Stewards of the Meeting and the Chief Scrutineer and that the Chief Medical Officer is informed if any Competitor is injured. The Competitor’s Medical Certificate / Licence should be returned to the MSA if the Chief Medical Officer considers it appropriate.

Stewards

- G2.3.3 Stewards must initiate investigations into any incident or breach of Regulations they observe or is reported to them.
- G2.4.2 Subject to G2.5 in the case of force majeure or for safety reasons, instruct the Clerk of the Course to postpone, abandon or stop an event or part of an event (except as provided for in Q5.4. Any such instruction must be formally recorded.
- G2.5 The Stewards of a Meeting have another major function, to prevent unnecessary danger, and the MSA Steward has overriding authority in matters of safety save where the MSA has appointed a Safety Delegate, in which case the Safety Delegate shall have overriding authority in matters of safety.

Immediate response

If you become aware that you have a serious incident, the priority is to firstly deal with the medical response and then to preserve the scene. In some cases very small details may help in establishing the cause of an incident and/or exactly what happened. It is therefore essential to cordon off the area as soon as possible; many clues can easily be lost by people trampling over an area. It may be that a vehicle has to be cut – or in

some way manipulated – to release a casualty, this is an accepted fact. In principle the vehicle should be disturbed as little as possible, but the priority is clearly for the casualty. It is also important that you ensure the surrounding area is checked for displaced parts, scuff marks etc.

If the incident is confirmed as a fatality, attendance by the police will be required who in turn will inform the Coroner's Officer (Procurator Fiscal in Scotland). Please confirm that this has been done and obtain details of the person informed from the police.

You will also need to inform the MSA (see contact details at end), the owner of the circuit or venue or the landowner.

Record of events

At race meetings & rally events, Race or Rally Control will be maintaining an event log, which specifies the time of the incident, when the rescue unit was summoned etc. This is unlikely to be the case at other events such as sprints, hill climbs etc., so as soon as you are aware that you may have a fatality, ensure the organisers start and subsequently maintain a time log. A template for this is included in the pack (*Section 5*).

Gathering information

Obtaining witness statements at the earliest opportunity is important but please be sensitive to individuals who have been deeply affected by the incident. Marshals, rescue crew, other competitors and those involved with motorsport should be able to provide clear & concise statements and should be approached as soon as possible once they have dealt with their immediate duties. There are blank witness statements in the pack (*Section 4*), however, a Post Chief's report or witness statement in another format is acceptable but should be signed. Having the contact details of witnesses will also allow for a follow-up at a later date.

Remember there may be spectators, rescue teams and others who are able to offer video or photographic evidence of the incident in addition to providing written statements. If you are lucky enough to find a person with photographic or video evidence (including in-car / dash cam footage), we have usually found that they will be agreeable to providing a copy. There is a sheet included in this pack (*Section 6*) for listing the details of any photo and/or video evidence. Please utilise this under such circumstances. Asking spectators in the general area if they have photo or video evidence, or if they saw the incident will usually produce the best results. Asking over the PA, for instance, will usually result in 200-300 spectators who "saw what happened" coming forward, when in reality the number who truly saw what happened will probably be less than 20! There are sheets provided in this pack for people providing written statements. Please ensure that all of the details are filled out and that each page is signed and dated. If a statement cannot be obtained then taking names and addresses will help for future reference.

Check with competitors to establish if there is any 'in car' footage which is available.

Sketch of the scene

Equally important is a reasonable quality sketch of the scene (*Section 4*) with reasonable dimensions. Witnesses may provide a sketch alongside their statements which show the path of vehicles and any other significant factors.

A sketch by an Official, who is investigating the incident which shows the vehicles as they came to rest, is important and will accompany any photographs. Remember to include permanent and easily identifiable features to provide a “fix”. Skid marks and a note of where separated vehicle parts were found are also important. Please make sure all sketches are named, signed and dated in the spaces provided.

Taking photographs

It is good practice to always have a digital camera to hand, if not, then most people now carry smart phones with good quality cameras. Photographic evidence of the scene is very important. Use the sheet provided in this pack (*Section 6*) to note the details of any photographic evidence obtained, either by you or by others. You should forward the media to the Motor Sports Association. It is a wise precaution to use registered post or a receipted courier such as DHL for sending electronic media. It is also a good idea to keep copies of any documentation sent.

The more pictures you take at the scene, the better chance a few of them will come out well. Begin by taking general photographs of the entire scene so as to give an overall view of the accident scene. Take wide shots from several angles, including reference points (e.g. track furniture) which will help to pinpoint the exact location. Ensure that the photographs display the weather conditions at the time of the incident. Photograph all vehicles involved in the incident and show their proximity to each other. Get close-ups of all vehicles from different angles, specifically areas of damage, any signs of damage to the venue, any marks on the ground or barriers and photographs of any debris, also showing its proximity to the scene. Photographs showing persons located at the scene may also help to identify or place witnesses.

Post-incident scrutineering

In the event of a fatality, the vehicle(s) must not be moved until authorised by the Police or Coroner’s Officer (Procurator Fiscal in Scotland). It is likely that arrangements will be made for a vehicle examiner to inspect the vehicle(s) either at the scene, or when the vehicle is in secure storage. Offer to the Police / Coroner’s Officer / Procurator Fiscal the services of an MSA representative to assist the examiner. Many examiners will not have any experience of viewing competition cars and will be unfamiliar with their particular features. Most examiners welcome this assistance, which can be easily arranged by the MSA.

In some cases the Coroner’s Officer / Procurator Fiscal will arrange storage of the vehicle. Alternatively they may agree a location. If it is the Steward who impounds the vehicle then, if at all possible, it should be secured in a locked building, rather than being left under a tarpaulin in a locked yard. Please make note of where the vehicles are held and who is responsible for the keys.

The relevant (car or kart) post-accident report sheet(s), copies of which are included in this pack (*Section 3*), should be filled out accordingly. It is important that details of the

casualty's protective clothing/equipment are noted, as well as details, including the condition, of the helmet.

In the immediate aftermath of the incident, please ensure that you obtain details of the scrutineer(s) who checked the car prior to the event, as well as those who will carry out post-accident checks. This should include relevant qualifications.

Relevant documentation

Please obtain any scrutineer, medical and rescue reports relating to the incident. It is also important to locate copies of any appropriate documentation relating to the injured/deceased i.e. entry forms, signing-on sheets, competition licence, etc.

The Incident Report Form (Section 2) allows you to record the details of key persons who are involved in the incident.

Enforcement agencies

Mention is to be made of the possible arrival on scene of a Local Authority EHO (Environmental Health Officer). This does not always happen, but in some areas the Local Authority run an out-of-hours service and an EHO may arrive. Your venue owner is likely to know whether this is the case or not. If such a person arrives, please offer assistance, friendly co-operation usually helps everyone involved.

It is possible that the Police may seize documents and photographic evidence. If this happens then please make sure you get a receipt detailing the name and number of the Police Officer responsible as well as details of exactly what has been seized.

Some Police Officers and EHOs will have no idea of the structure of MSA-authorized motorsport. We have included within the pack a document which sets out in simple terms how things are organised and the relationships between all parties involved within the MSA. Please do not hesitate to pass over contact details for the MSA if required, or even if you just think they will be useful.

It is possible that the Local Authority EHO may carry out a detailed investigation. As part of such an investigation they may wish to interview persons involved in, or who have witnessed the incident. Those not familiar with these processes may find this a daunting prospect, and therefore we have enclosed a copy of some notes that have been drawn up to give an insight into what is involved.

Contacting the MSA

It is important that the MSA be aware at as early an opportunity as possible that an incident has occurred. This can be done by contacting the following:

KATE ADAMSON Safety Director 07525 237403

If you are unlucky enough to get an answer service, please leave a simple message requesting an urgent call back made to concerning a potentially serious incident at on

This will be enough to alert us to the subject of your call.

Responding to the media

You may receive enquiries from the Press. A simple “no comment” is generally not helpful. Equally it is not appropriate to release details of the casualty’s identity or other details. Please contact the MSA Head of Communications, Tim Swietochowski at the soonest opportunity on 07912 045050.

If you wish to give a response, the suggested text is:

“A serious incident has taken place during a event being held at, which has resulted in serious injuries being sustained by a driver/ official/ spectator/ number of persons. The event was authorised by the Royal Automobile Club Motor Sports Association who have instigated a full investigation into the circumstances of the incident. Further details can be obtained from Tim Swietochowski, Head of Communications for the MSA, who may be contacted on 07912 045050.”

Please inform Tim if the media have approached for information so that he can expect their call.

Conclusion

Remember that this is a team effort. It is essential that the MSA Steward, the Club Stewards and the Clerk of Course work as a team and that in turn, this team works as a team with the Police or any other parties involved in the investigation. The organisers should ensure that the next of kin have been informed, and that if family and/or friends are present, somebody is delegated to look after them. It is no easy job to look after relatives, but generally there is somebody on “the team” who is instinctively better at these tasks than most, so utilise these skills. Nothing is worse than a relative knowing a family member has been seriously hurt or killed and simply being told the address of the hospital and then left to sort themselves out. There may also be officials or others who need support. Together with the organisers, try and ensure that these people’s needs are recognised.

In the event that it is a foreign casualty involved, please find out and make a note of next of kin and/or any person present with them in the UK. In the event of a fatality, arrangements to inform the relevant Embassy or Consulate should generally be taken care of by the Coroner’s Officer, but be aware that this will need to happen.

Post incident support

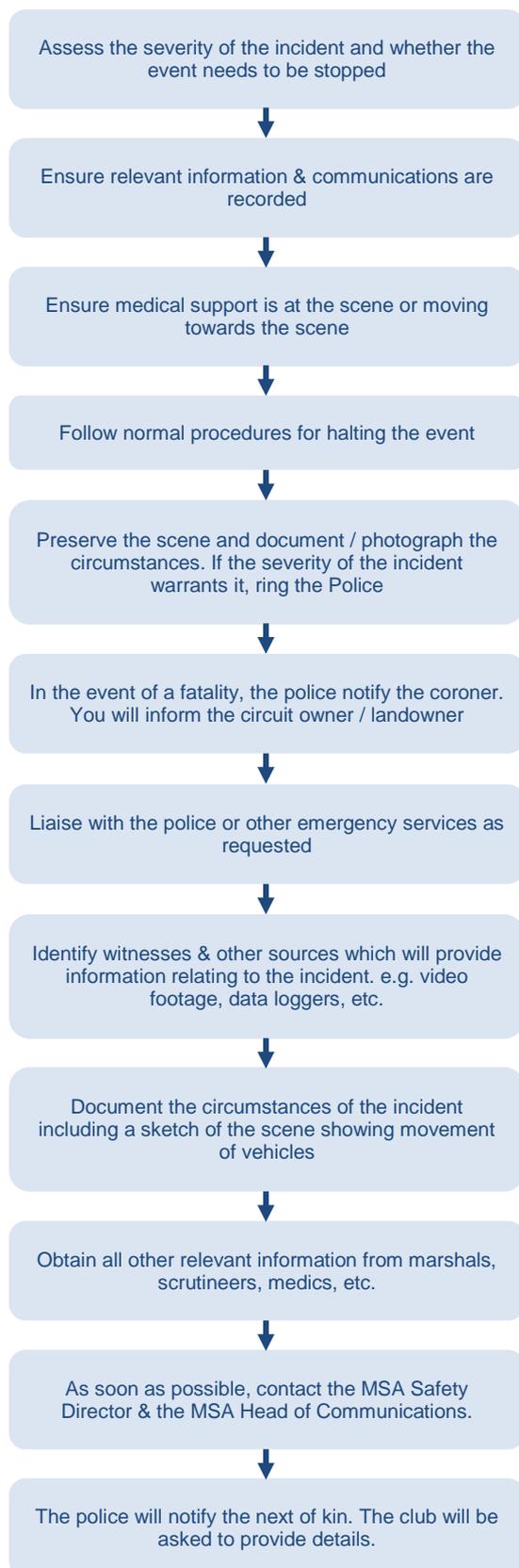
The Motor Sports Association acknowledges that there may be occasions when its members could be involved with traumatic incidents, as competitors or in carrying out their duties as officials. To ensure that appropriate support is provided to these members, the MSA has set up an arrangement with a service provider, who are able to provide critical incident support and a nationwide counselling service (*Section 10*).

Incident Management Process

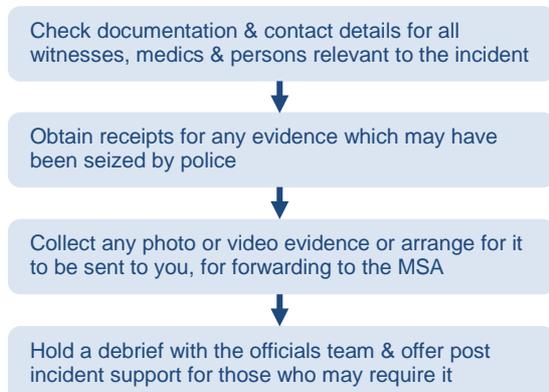
The guide has been produced to assist Officials in how to handle serious incidents



When a serious incident occurs



Prior to leaving the event



After the incident

- Do not discuss the circumstances of the incident except for the purpose of obtaining information
- Cooperate fully with emergency services or any enforcement agency
- Do not disclose any information on social media or to a third party other than enforcement agencies
- All media queries should be diverted to the MSA Head of Communications.

Taking witness statements

When taking witness statements, you should do so as quickly as possible after the event. Try to seek the information in a chronological order.

When speaking to a witness:

- Make sure you use open questions which allow the witness give their version of events, do not ask leading questions
- Where possible take individual statements from the witnesses so their account cannot be led by others

What to cover:

- Details of all competitors involved at the time before the leave
- Ask those closest to comment on what they saw and heard. If possible ask them to provide a brief witness statement - keep it factual
- If this cannot be achieved on the day follow up verbally within 48 hours to ask for the statement/views
- Speak to others nearby that may have seen something
- Be sure to get names, addresses and phone numbers as tracking them down later may be difficult

In summary:

- Get a note of and follow up on absolutely everybody that may be relevant, no matter how minor
- Do it ASAP – memory fades and over time people may become more reluctant to say with any certainty what happened

Documents required by the MSA post event:

- Incident Report
- Vehicle Report Form
- Witness Statements & Sketch of Scene
- Time Log
- Photographic or Video Evidence
- Contact details of enforcement agency staff e.g. Police, Coroner, EHO
- Details of Weather Conditions
- Completed Sign on sheets
- Medical & Rescue Team Reports

Information supplied on this form will be processed in accordance with the MSA Privacy Policy which can be found at www.msauk.org/Data-Protection
 Officials completing this form should be aware that the contents should not be shared outside of the Steward's event submission process.

Incident report form

for any incident leading to fatal, serious or potentially serious injury



General information

Date of incident:		Time of incident:	
Type of event:*	Autotest / Autocross / Rallycross / Cross-Country / Circuit Race / Rally / Sprint / Hill Climb / Drag Race / Trial / Kart Race / Other		
Status:			
Organising club:			
Venue:			
MSA permit no.:		Track licence no:	
Weather conditions:			
Vehicle(s) involved:			

Casualty details

Name:		DOB:	
Address:			
Licence no.:			
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other		

* Delete as applicable

Next of kin details

Name:	
Relationship:	
Address:	
Telephone:	
Email address:	

Contact for casualty on event (if different to next of kin)

Name:	
Telephone:	

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Treatment and injury summary

Name of doctor or medic: Contact address: Telephone:	
Treatment administered:	
Injury summary:	
Any other comments:	

Hospital details (where relevant)

Hospital:	
Contact name:	
Address:	
Telephone:	

Is casualty detained overnight in hospital? YES NO

Police attendance Been notified? YES NO

Time notified: Attending? YES NO

Name of officer:	
Contact address:	
Telephone:	

Coroner/PF Officer Been notified? YES NO

Time notified: Attending? YES NO

Name:	
Contact address:	
Telephone:	

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Details of involved and impounded vehicle(s)

Competition no.:		Registration no.:	
Make & model:			
Driver:			

Post-accident report enclosed: YES NO

Competition no.:		Registration no.:	
Make & model:			
Driver:			

Post-accident report enclosed: YES NO

Competition no.:		Registration no.:	
Make & model:			
Driver:			

Post-accident report enclosed: YES NO

Competition no.:		Registration no.:	
Make & model:			
Driver:			

Post-accident report enclosed: YES NO

Location where vehicle(s) is/are impounded:	
Person responsible for safekeeping of vehicle(s):	
Telephone:	
Email address:	

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Details of other parties involved

Name	Contact no.	Involvement & capacity at meeting

Details of any witnesses

Name	Contact no.	Capacity at meeting	Statement attached ()

Details of Environmental Health Officer

Been notified: YES NO In attendance: YES NO

Name:	
Local authority:	
Job title:	
Contact address:	
Telephone:	

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Details of MSA Steward / Official completing this form

MSA Steward:			
Licence no.:			
Signed:		Date:	
		Time:	

Please ensure that this form is returned to the MSA with the relevant Steward's Report

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Post-accident report (car)

for any incident leading to fatal, serious or potentially serious injury

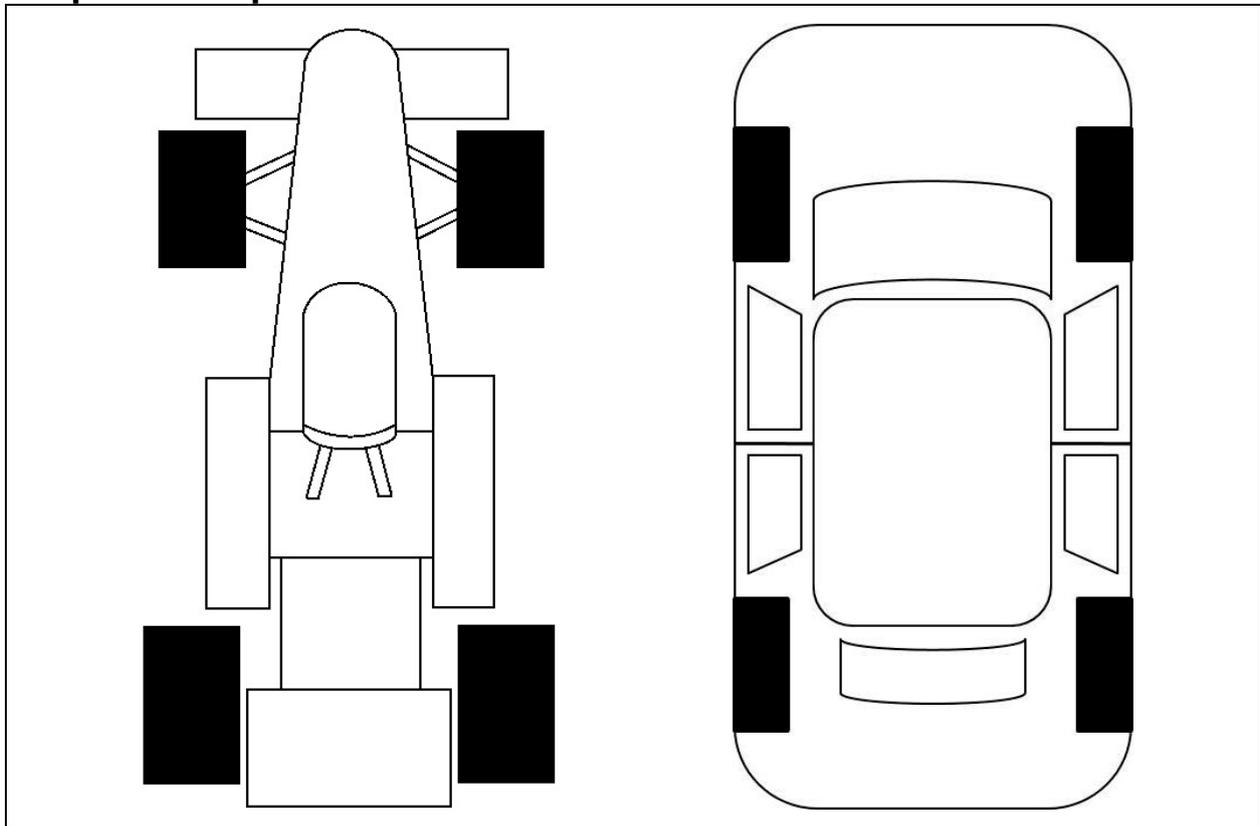


General information

Date of Incident:		Approx. Time:	
Type of Event:*	Autotest / Autocross / Rallycross / Cross-Country / Circuit Race / Rally / Sprint / Hill Climb / Drag Race / Trial / Other		
Organising Club:			
Venue:			
Session:		Class:	
Competitor's Name:			
Co-drivers Name:			
Competition No.:			

* Indicate as applicable

Inspection report



Indicate which areas and/or parts are damaged (number each)

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Vehicle Information

Make:		Model:	
Year of Manufacture:		MSA Passport No.: (if applicable)	

Item	Comment			
ROPS:	Homologated?	Yes / No	Homol. No.:	
Suspension:	LHF:		RHF:	
	LHR:		RHR:	
Wheels/Tyres:	LHF:		RHF:	
	LHR:		RHR:	
Steering:				
Throttle:				
Bodywork:				
Fire Extinguisher:	Make:		Type:	Manual / Automatic
	Condition:		Activated?	Yes / No

Competitor's Equipment

<i>Driver's equipment:</i>				
Helmet:	Make / Model:		Standard:	
	Condition:			
	MSA Sticker No.:			
FHR device:	Make / Model:		Standard:	
	Condition:			
	MSA Sticker No.:			
Overalls:	Make / Model:		Standard:	
	Condition:			
Gloves:				
Shoes:				
Seat (& mount):	Homologated?	Yes / No	Expiry Date:	
	Make / Model:			
	Condition:			
Harness:	Homologated?	Yes / No	Expiry Date:	
	Make / Model:			
	Condition:			

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Co-driver's equipment: (if applicable)			
Helmet:	Make / Model:		Standard:
	Condition:		
	MSA Sticker No.:		
FHR device:	Make / Model:		Standard:
	Condition:		
	MSA Sticker No.:		
Overalls:	Make / Model:		Standard:
	Condition:		
Gloves:			
Shoes:			
Seat (& mount):	Homologated?	Yes / No	Expiry Date:
	Make / Model:		
	Condition:		
Harness:	Homologated?	Yes / No	Expiry Date:
	Make / Model:		
	Condition:		

Other Observations

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Details of person who inspected the vehicle at pre-event scrutineering

Scrutineer:		Licence no.:	
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Details of person completing this form

Scrutineer:		Licence no.:	
Signed:		Date:	
		Time:	

Please ensure that this form is returned to the MSA with the relevant Steward's Report

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Post-accident report (kart)

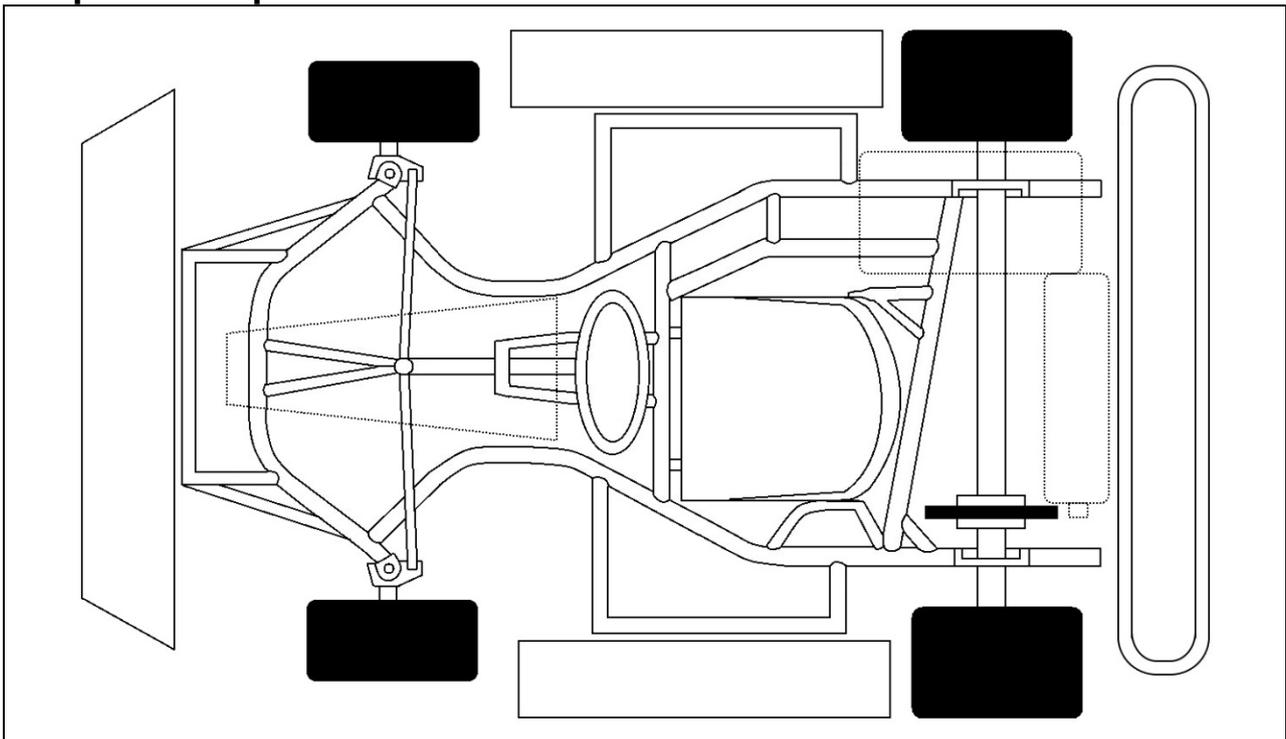
for any incident leading to fatal, serious or potentially serious injury



General information

Date of Incident:		Approx. Time:	
Organising Club:			
Venue:			
Session:		Class:	
Competitor's Name:		Comp. No.:	

Inspection report



Indicate which areas and/or parts are damaged (number each)

Vehicle Information

Item	Comment
Chassis:	
Steering:	
Throttle:	
Brakes:	

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Wheels/tyres:	LHF:		RHF:	
	LHR:		RHR:	
Seat and mounts:				
Bumpers:				
Bodywork:				
Fuel system:				
Engine:				
Transmission:				
Cooling system:				

Competitors Equipment

Helmet:	Make / Model:		Standard:	
	Condition:			
	MSA Sticker			
Overalls:	Make / Model:			
	Condition:			
Gloves:				
Shoes:				
Rib protector:	Present?	Yes / No	Make:	
Neck Brace:	Present?	Yes / No	Make:	

Other observations:

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Details of person who inspected the vehicle at pre-event scrutineering

Scrutineer:		Licence no.:	
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Details of person completing this form

Scrutineer:		Licence no.:	
Signed:		Date:	
		Time:	

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Incident sketch

for any incident leading to fatal, serious or potentially serious injury



The sketch should detail:

- *Movement of vehicles & resting positions*
- *Location of any significant markings i.e. skid marks, barrier impact.*
- *Location of any debris*
- *Location of driver if not in vehicle*
- *Location and identification of marshals*

Name:			
Signed:		Date:	
		Time:	

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- *Location of any debris*
- *Location of driver if not in vehicle*
- *Location and identification of marshals*

Name:			
Signed:		Date:	
		Time:	

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- *Location of driver if not in vehicle*
- *Location and identification of marshals*

Name:			
Signed:		Date:	
		Time:	

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- *Location of any significant markings i.e. skid marks, barrier impact.*
- *Location of any debris*
- *Location of driver if not in vehicle*
- *Location and identification of marshals*

Name:			
Signed:		Date:	
		Time:	

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Contact details

anyone involved in or witnessing a fatal,
 serious, or potentially leading, to a serious injury



Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

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Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Name:*	Mr / Mrs / Miss / Ms / other.....	
Address:		
Telephone:		
Email address:		
Attending as:*	Competitor / Marshal / Official / Employee / Spectator / Other	

Please ensure that this form is returned to the MSA with the relevant Steward's Report

Information supplied on this form will be processed in accordance with the MSA Privacy Policy which can be found at www.msauk.org/Data-Protection
 Officials completing this form should be aware that the contents should not be shared outside of the Steward's event submission process.

Photo and video evidence

for any incident leading to fatal, serious or potentially serious injury



Please clearly label any cameras, sets of photographs, discs, USBs etc. that are to be sent in to the MSA and then reference them accordingly on this form with all of the relevant details present.

[Labelling can be in simple numerical form (1, 2, 3...) or any other sensible form that you may deem appropriate.]

Label details:		When taken:	
Name:			
Address:			
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Email address:			

Label details:		When taken:	
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Telephone:			
Email address:			

Please ensure that this form is returned to the MSA with the relevant Steward's Report

MSA motor sport

a guide to the authorisation and organisation of motor sport events in the U.K.



The world-wide authorising body for motorsport is the Federation Internationale de L'Automobile (FIA) which devolves its authority in each country through a national body, known as an ASN. The ASN in the UK is the Royal Automobile Club Motor Sports Association Ltd. (MSA). Each ASN is responsible for motorsport activities in its own country with international events organised in compliance with the regulations of the FIA and national events in compliance with its own regulations. National regulations may differ in detail but follow the principles of the FIA regulations.

It should be noted that whilst this structure is in place and covers motorsport right across the spectrum from Formula One to kart racing, there is a significant amount of motorsport which takes place world-wide outside the authority of the FIA and its designated ASN's.

In the UK there are in excess of 700 motor clubs who are affiliated to the MSA, each of which pays an annual affiliation fee and undertakes to organise events in accordance with the regulations and requirements of the MSA. These Regulations are documented in The MSA Yearbook.

A club wishing to organise an event must first apply to the MSA for an Organising Permit, submitting draft event regulations with their application. If running a road rally they also need to apply for authorisation under the Road Traffic Act.

For kart, race and speed events the venue to be used must be inspected by the MSA and if found satisfactory a Track Licence will be issued. For stage rallies, the stage layout diagrams must be submitted to the MSA where they are checked against regulations and when approved a copy is held on file and a copy supplied to the MSA Steward, where one is appointed (most, but not all stage rallies have an MSA Steward appointed).

There are a number of key officials appointed to any event regardless of its type or status:

- The Secretary of the Meeting primarily deals with paperwork matters.
- The Clerk of Course has overall responsibility for the organisation and management of the event. It is their responsibility to ensure that the event is run in accordance with the regulations and in an acceptably safe manner. For some disciplines Clerks of Course are licensed by the MSA and are required to undertake training before a licence is issued. Licences are graded with a structured progression according to the status of event.
- The Chief Scrutineer is responsible for checking vehicles prior to their participating in the event. This check is intended within the facilities and time available (nominally 6 minutes per vehicle) to compare the car to the relevant regulations and to consider items of basic safety such as the integrity of the structure, steering, braking and suspension systems, the presence and satisfactory condition of safety equipment such as seats, safety harnesses, roll cages etc. In most disciplines, scrutineers have to be MSA licensed and, as with Clerks of Course, are required to undergo training prior to being granted a licence and in order to maintain that licence must attend other courses and maintain a minimum level of activity.
- The Chief Timekeeper is responsible for the timing of the event, where this is required, and is trained and licensed on the same principles as Clerks of Course and scrutineers.

A number of unlicensed officials have responsibilities, such as the Chief Marshal who recruits marshals and allocates them to positions. Many marshals are accredited and a considerable

amount of training is undertaken by all marshals. The chief marshal may well appoint other chiefs to work under his authority and to be responsible for defined areas of operation.

For all race, kart, speed and stage rally events requirements are laid down for the attendance of ambulances, qualified first aid staff and medical officers. The medical officers may be doctors registered with the GMC or paramedics registered with the HCPC. The number of medical officers is defined for each type of event. For all race, stage rally and higher status speed events there is also a requirement for one or more (depending on the event) MSA approved rescue units to be in attendance, this being crewed by MSA licensed personnel who have to undergo training prior to being licensed and then maintain a level of activity and participate in ongoing training and assessment sessions to maintain their licence.

For stage rallies, particularly for multi-venue events, a Stage Commander will be in charge of the stage, reporting to the Clerk of Course and undertaking the Clerks duties on the stage. For single venue stage rallies it is less likely that there will be a stage commander. In order to maintain communications on stage rallies, approved radio operators are stationed around the stage thus ensuring the Clerk of Course /stage commander are kept fully informed, that these officials can instruct other officials, rescue units and medical officers may be summoned to an incident etc.

Competitors wishing to participate in race, stage rally, kart and speed events are required to hold an MSA Competition Licence of the appropriate grade and status. In order to obtain such a licence, which is issued annually against application, competitors must be medically fit. In some cases a medical examination is required, otherwise in common with life assurance practice a system of self-certification is used. In all disciplines a graded structure of licence is imposed so that competitors have to prove their competence in lower status events before being allowed to move on to higher status events. For some disciplines there is a mandatory training course prior to issue of licence, in others participating in such training courses is encouraged.

For all but a limited number of events the MSA appoints a Steward to each event. The MSA appointed steward serves as chairman of a panel of stewards, there also being two stewards appointed by the organising club. The stewards are there to deal with judicial matters arising out of the meeting and to carry out an “auditing function” to ensure that the organisers are running the event in compliance with the MSA Regulations and requirements. The MSA Steward checks the competition course prior to allowing the competition to commence.

A master insurance policy is arranged by the MSA which provides organisers, venue owners, promoters, the MSA and competitors protection against third party claims. Inter competitor claims are specifically excluded by this policy. The fundamental condition of this policy is that events be organised in accordance with the Regulations and requirements of the MSA.

The MSA Regulations have been developed over many years and draw on the experience of not only the MSA but also world-wide experience of the FIA. The Motor Sports Council approves all MSA Regulations which are formulated and reviewed with the assistance of MSA employed executives by a number of specialist committees and advisory panels. Each of these groups comprises of a number of suitably experienced and qualified personnel. Included in the committees and advisory panels advising the Motor Sports Council are Race Committee, Rallies Committee, Safety Advisory Panel, Medical Advisory Panel, Technical Advisory Panel, Kart Sporting Committee, etc., etc. Regulations exist primarily to ensure that competitors compete on a “level playing field” and that they do so safely for many of the regulations are imposed as part of the MSA risk management structure.

Any activity contains an element of risk, motorsport is no different. It is the policy of the MSA to operate on the basis of continual review and development in order to ensure that the risks inherent in motorsport are adequately managed to the highest possible level.

www.msauk.org

Notes on investigations

that may be carried out by Local Authority Environmental Health Officers or HSE Inspectors



In some cases when an incident occurs that results in personal injury, death, or that clearly could result in such consequences, it is possible that the incident will be investigated by the Police or the relevant Local Authority or Health & Safety Executive.

As part of these investigations the Police Officer, Environmental Health Officer (EHO) or HSE Inspector conducting the investigation may wish to interview any persons involved in the incident, or witnessing the incident.

The MSA cannot influence you in these circumstances; however, we can provide you with general advice as to your rights before, during or after any interview. You should always contact the Safety Director at the MSA for further guidance.

An EHO / HSE Inspector may choose to interview persons under either the Police and Criminal Evidence Act 1984 or Section 20 of the Health and Safety at Work Act 1974. As an alternative to a formal interview an EHO / HSE Inspector may choose to conduct an informal interview. Notes of advice on each of these interviews follow and we trust that these will assist you.

If further explanation or clarification is required, then please do not hesitate to contact us.

INTERVIEWS UNDER CAUTION

Question:	What is an interview under caution?
Answer:	<p>It is an interview carried out by the police/Health and Safety Executive Inspector (HSE) or Environmental Health Officer (EHO) under the guidance set out in the Police and Criminal Evidence Act 1984 (PACE). The person being interviewed will be “cautioned” (as in “the Bill”, when somebody is arrested) that what they say may be used in evidence.</p> <p>This type of interview is carried out where the police/HSE/EHO believe that an organisation or an individual (not necessarily the person being interviewed) has committed an offence. If an interview is arranged, you should be advised in advance if it will be conducted under caution. This allows the opportunity to arrange legal advice. If you are not advised in advance, then you can request the opportunity to obtain legal advice and the interview cannot proceed until this is arranged.</p>
Question:	Will I be arrested?
Answer:	<p>No – It will be made clear at the time you are cautioned that you are not under arrest and you are free to leave at any time.</p> <p>You will also have the right to consult a solicitor in advance of the interview and to have a solicitor present during the interview. It is important that you do this. A solicitor can be provided free of charge at the police station, if you have not consulted one in advance.</p> <p>At the start of the interview you will be told why you are being interviewed.</p>
Question:	Do I have to attend an interview under caution?
Answer:	<p>No – It is a voluntary interview (unless you have been arrested for an offence). The HSE/EHO have no powers of arrest.</p>
Question:	Where will the interview take place?
Answer:	<p>Interviews under caution are normally carried out at a police station or at the offices of the HSE/Local Authority Environmental Health Department.</p> <p>The interview will usually be tape-recorded and so the room needs to be fitted with the appropriate equipment. Some HSE/EHO’s have portable equipment so interviews can be held at more convenient/practical locations.</p>
Question:	Do I have to answer the questions?
Answer:	<p>No – You have an absolute right to silence and your solicitor will advise you fully of this right.</p> <p>You also have the right to communicate with anybody outside the interview room at any time during the interview (to clarify details, etc.).</p>
Question:	Can I be asked questions about other things during the interview?
Answer:	<p>Yes- The police officer/HMI/EHO can ask you questions about anything that is relevant to their investigation. However, you do have the right to remain silent, if you are not happy about answering the question.</p>

Question:	What happens after the interview?
Answer:	At the end of the interview, one of the tapes (master tape) will be removed and sealed in front of you. Everybody present will be asked to sign the seal. The second tape (working tape) will be used by the interviewing body to make transcripts. You will be entitled to receive a copy of the transcript and you or your solicitor should ask for one. The MSA would be grateful if you would send us a copy of the transcript. The interviewer will let you know what the next step in the investigation will be.

INTERVIEWS UNDER SECTION 20 OF THE HEALTH AND SAFETY AT WORK ETC. ACT 1974

Question:	Does the HSE/local authority have the right to question me?
Answer:	Yes – Under section 20 of the Health and Safety at Work etc. Act 1974, the HSE Inspectors (HSE) and local authority Environmental Health Officers (EHO) have the right to question people following an accident.

Question:	Can I refuse to answer his questions?
Answer:	No – You can't refuse to answer his questions and you must answer questions truthfully. However, before you are interviewed you have the right to consult a solicitor and you can have a person of your choice (including a solicitor) sitting in on the interview.

Question:	Where will the interview be held?
Answer:	The interview can be held at the offices of the HSE or local authority, or at your office or home. The HSE/EHO should discuss the location of the interview in advance with you and try to fit it in with your routine.

Question:	What will happen during the interview?
Answer:	The HSE or EHO will tell you why he/she is interviewing and what information they are looking for and that they intend to take a statement from you. Having been given the opportunity to check the statement is what you have said, you will be asked to sign it as being true. You should check the statement and make any amendments to it before signing it. This statement may be used as evidence in any later court case and so you should ask for a copy. The MSA would be grateful if you would send us a copy of the statement.

Question:	Can I be arrested?
Answer:	No – The HMI/EHO have no powers of arrest.

Question:	What happens if I don't want to answer a question?
Answer:	You must answer the questions put to you truthfully, but anything you say cannot be used against you. What you say can however be used against your colleagues or the MSA (if they have committed an offence).

Question:	Do I only have to answer questions relating to the accident?
Answer:	<p>No – The HSE or EHO has the right to ask questions on anything that is relevant to his or her investigations. This may include questions on a number of other subjects.</p> <p>HSE and EHO's also have the power to seize documents, take measurements and photographs. You should keep copies and ask for a receipt for anything that is handed over to a HMI/EHO. The MSA would be grateful if you could send us a copy of the receipt.</p>

INFORMAL INTERVIEWS – “NOTEBOOK INTERVIEWS”

Question:	What is an informal interview?
Answer:	<p>Following an incident the police, Health and Safety Executive Inspector (HSE) or local authority Environmental Health Officer (EHO) may ask you questions about the incident. This will not be done in any formal way (more of a general chat), however, he/she will ask you for your details and these along with your answers will be written in their book.</p> <p>The book in which the answers are written can be used in court as evidence against individuals or organisations.</p>

Question:	What should I do if they start asking me questions?
Answer:	<p>You can answer their questions, but anything you say can be used against you or the MSA later in court.</p> <p>Alternatively, you can tell them politely, but firmly that you do not wish to answer any questions.</p> <p>The MSA would be grateful if you could contact us if you are questioned or interviewed by the police or the enforcing authorities.</p>

Question:	Can I refuse to answer questions?
Answer:	<p>Yes – You are free to refuse to give any informal interview with the police or enforcing authorities.</p> <p>You are advised to seek independent legal advice before agreeing to speak to the police/HMI/EHO.</p>

Question:	If I refuse to answer their questions, will I be arrested or charged?
Answer:	<p>No – Unless you have committed an offence, the police have no powers to arrest you. The HSE Inspector or EHO do not have the power to arrest people at any time.</p>

MSA Media Guide

a guide on how to deal with the media



You are likely to receive enquiries from the Media and from multiple sources; local newspaper, radio station, television news broadcaster and online media sources. A simple “no comment” is generally not helpful. Equally it is not appropriate to release details of the casualty’s identity, the nature of the incident or other details. Please contact the MSA Head of Communications, Tim Swietochowski at the soonest opportunity on 07912 045050.

If you wish to give a response, the suggested text is:

“A serious incident has taken place during a event being held at, which has resulted in serious injuries being sustained by a driver/ official/ spectator/ number of persons. The event was authorised by the Royal Automobile Club Motor Sports Association who have instigated a full investigation into the circumstances of the incident. Further details can be obtained from Tim Swietochowski, Head of Communications for the MSA, who may be contacted on 07912 045050.”

Please inform Tim if the media have approached for information so that he can expect their call.

Post Incident Support

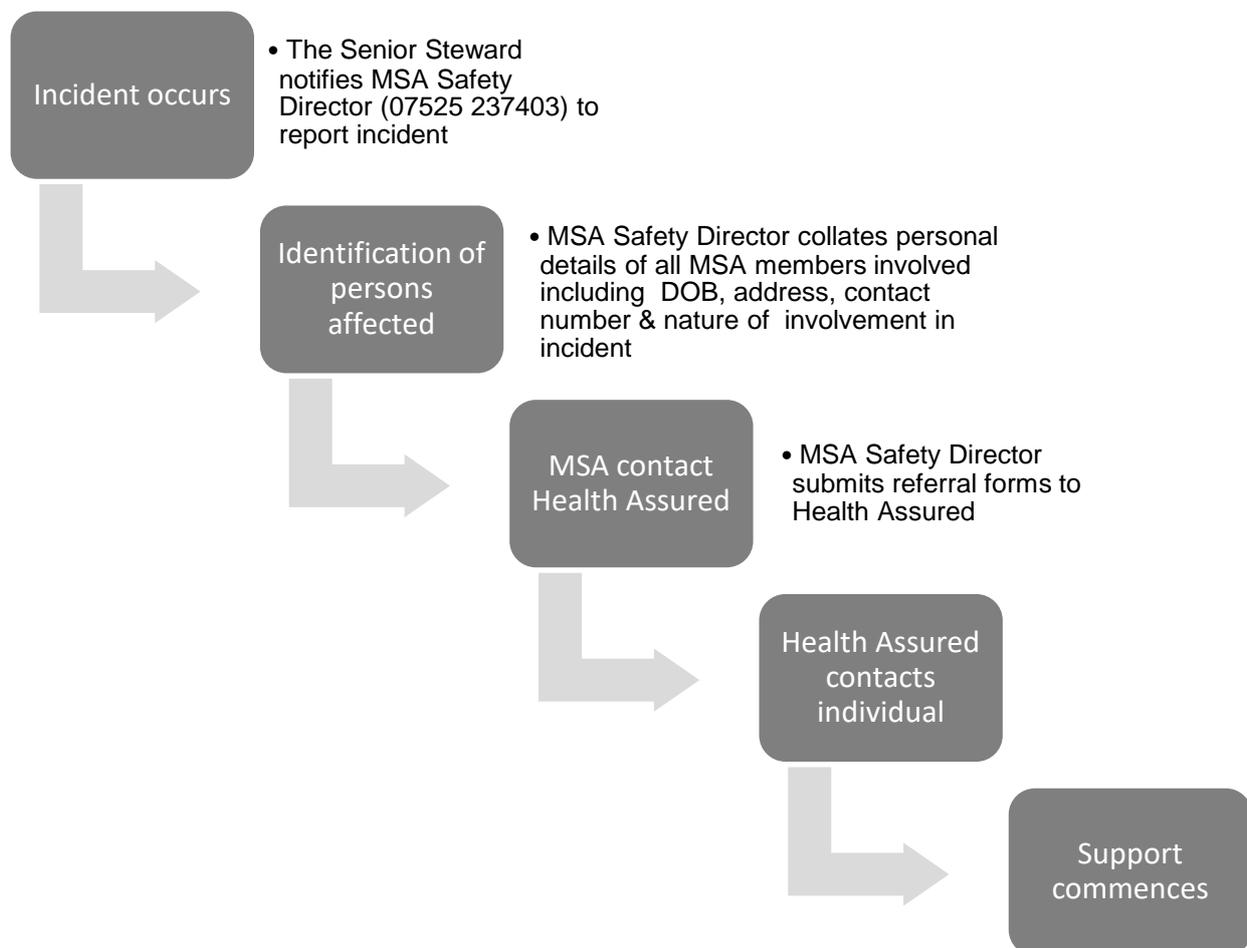
for MSA Competitors & Officials



The Motor Sports Association acknowledges that there may be occasions when its members could be involved with traumatic incidents, as competitors or in carrying out their duties as officials. To ensure that appropriate support is provided to these members, the MSA has set up an arrangement with a service provider, *Health Assured*, who are able to provide critical incident support and a nationwide counselling service.

Access to *Health Assured* services will be co-ordinated by the MSA who will liaise with event organisers to ascertain details of persons involved in dealing with serious incidents* and ensure that support services are put in place as rapidly as possible. This cover is provided to all signed on competitors and officials at MSA permitted events (including those with a certificate of exemption) with the exception of medical personnel.

The process for arranging critical incident support & counselling services is as follows:



There is no obligation on MSA members to initially accept the support offered to them, however, they may at a later date decide that they do require the services offered and should contact the MSA Safety Director.

*A serious incident is defined as one that involves death or serious injury involving dismemberment or disembowelment