



Serious Incident Procedure:

- ❖ ***Stop The Race***
- ❖ ***Prevent Further Incidents***
- ❖ ***Clear Area Whilst Emergency Staff Are On Site***
- ❖ ***Ensure A Team of Experienced Officials Assist***
- ❖ ***Ensure Relatives On Site Are kept Informed At All Times***
 - ❖ ***Ensure Relatives On Site Are Chaperoned***
- ❖ ***Isolate The Area And Keep Intact Until All Information Obtained***
 - ❖ ***Impound Bike And Helmet***
 - ❖ ***In Event of Fatality Inform The Police***
 - ❖ ***Gather Witness Statements***
 - ❖ ***Photograph Area***
 - ❖ ***Contact Offroad Motorsport UK Officials***
- ❖ ***It Is The Decision Of The Chief Clerk Whether To Continue With The Programme Of Racing Or Not.***

Offroad Motorsport UK
(Trading name of YMSA Ltd)
Head Office:- P O Box 735, Chesterfield, S43 9DT
Tele: 07747 808 366

Claims and Series Incident Procedure

Serious Incident

In the case of serious incidents, these need to be reported to Offroad Motorsport UK immediately on the numbers below.

Christine Heathcote – 07595 701 470
John Holden – 07973 779 051
Colin Hambridge – 07747 808 366
and
Dawn Luby – Towergate Insurance – 07979 240 927

A serious incident is considered to be one of the below:-

- **Fatal or Life Threatening Injuries**
- **Head Injuries, Spinal Injuries, Amputation or Multiple Fractures**
- **Severe Burns and or Scarring**
- **Loss of Sight and or Hearing**
- **Serious Injury to a Spectator**

The Incident should be reported to one of the above immediately by the Organisers of the Event.

If the insured required further initial specialist advice, or there is a risk of police or HSE involvement or prosecution, Towergate Insurance will arrange for the nominated solicitor to provide immediate advice over the telephone.

Non-Urgent Incidents

All other incidents that do not require immediate action should be reported to the Office at the earliest convenient time. On receipt, the office will notify Towergate Insurance in writing (preferably by email). Towergate Insurance will acknowledge receipt of the claim and advise the insurance broker of the reference number. Towergate Insurance will then pass the file to the nominated loss adjuster to handle the claim. A sample claim form has been made available. This is not an insurance requirement and should not be used if it duplicates existing paperwork.

Investigation Guidelines

By conducting an early investigation of an incident, the necessary information and documentation can be gathered quickly. This is of enormous benefit to the insurers and motorsports in general, through having all the evidence to hand to effectively deal with claims or threatened prosecution.

To give effect to the above, it is essential that the information as detailed upon the enclosed checklist is collated by one of the following:

The Clerk of The Course
Circuit Owner
Steward
Governing Body
Event Organiser
Vendor or Operator.

MotorSports Incident Investigation – Information Checklist

It is Important that any information provided is based upon matters of fact and not matters of opinion.

Information Required	<input type="checkbox"/>	Comments
Obtain independent witness names, addresses And telephone numbers	<input type="checkbox"/>	
Identify the injured party.	<input type="checkbox"/>	
Type and make of vehicle involved.	<input type="checkbox"/>	
Seek and obtain any video and photographic Evidence (ie Media, Crowd etc).	<input type="checkbox"/>	
Take immediate photographs of the following:		
Vehicle involved in the incident	<input type="checkbox"/>	
Incident scene and location.	<input type="checkbox"/>	
Provide the following documents:-		
Stewards Report	<input type="checkbox"/>	
Marshal Report (together with their contact details)	<input type="checkbox"/>	
Any other witness reports	<input type="checkbox"/>	
Medical Report	<input type="checkbox"/>	
Scrutineer's Report	<input type="checkbox"/>	
Signing On Sheet	<input type="checkbox"/>	
Copy of Lap Scoring Sheet	<input type="checkbox"/>	
Parental Indemnity Form	<input type="checkbox"/>	
Circuit Hire Form	<input type="checkbox"/>	
Risk Assessment Form	<input type="checkbox"/>	

Provide the following (where available)

Event Regulations

Event Programme

Track Plan

Copy of Permit

Track Licence / Certificate

Briefing summary document

RIDDOR Report Form (F2508)

Motor Sports Insurance Report Form

Please also refer to the 'Motor Sports – Claims and Serious Incidents Procedure'.

Insurance Policy Number:

Name of Person Completing Form:

Contact Telephone Number/s:

Organisation Details

Name of Organisation:

Address:
.....
.....

Details of Injured Party

Name: Date of Birth:

Address: Contact No:
.....
.....

Was the Injured person a:-

Competitor Participant Marshal / Official
Spectator Other (detail)

If property – what was damaged?

Please provide details of vehicles involved.

Accident Details

Date of Accident Time of Accident

Location of Accident

Describe what happened. Use additional space on the reverse of this form if necessary. Please also ensure that the information described within the 'Motor Sports Incident Investigation – Information Checklist' has been obtained.

Events Leading up to the Accident

What activity was taking place immediately prior to the accident?

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At what stage did the accident occur during the activity?

Please describe the weather conditions.

Please describe the circuit conditions.

Following the Accident.

Describe apparent injuries

.....

What treatment was provided

.....

Was an ambulance called ? Yes No

Was medical treatment refused ? Yes No

Did the person continue what they were doing? Yes No

Please provide relevant details

Has the accident report sheet been completed ? Yes No

Has a RIDDOR Report been sent to the authorities ? Yes No

If no to either, why not ?

Witness Details

Please list names, occupation and contact details of any witnesses:

Name	Occupation	Address	Contact Number
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To be signed and dated by person completing the form.

Signed Position

Print Name Date

Checklist

Have you secured the area and taken photographic evidence

Obtained witness details including name, address, date of birth and contact numbers

Stewards Report

Marshal Report (if applicable)

Medical Records

Lap Scoring or Timing Sheet

Scrutineer Report

Signing on Sheet

Track Records / Circuit Hire Form (if applicable)

Track Plan

Risk Assessment Form.