



NASA Safety Meeting Minutes

**Minutes of Safety meeting held on
Sunday 19th February @ 11.30am,
Meeting at Holiday Inn, M6 Jct 7, Walsall, B43 7BG**

Present:

<u>NASA Official</u>	<u>Official Role</u>	<u>Attended?</u>
Ray Wyeth	Director of Safety	No - Apologies
Warren Beatty	Director of Safety	Yes
Jason Baker	Safety Secretary & Senior Safety Officer	Yes
Steph Grasby	Senior NASA Safety Officer	Yes
Arran Warburton	Senior NASA Safety Officer	Yes

League Safety Officers

<u>Safety Officer</u>	<u>League</u>	<u>Attended?</u>
Richard Marrant	East Midlands Gloucestershire	No - Apologies
Duncan Rae	South Wales	Yes
Dougie Atkins	Southern West Midland	Yes
Steph Grasby	M.A.P	Yes
Dave Palmer	North Western North Yorkshire	No – Apologies
Paul Hussey	Yorkshire	Yes
Arran Warburton	East Anglian	Yes
Martin Gould	Shropshire	No - Apologies
Jason Baker	C.G.T.R.O	Yes
John Derry	Kent	Yes
Paul Rowland	Dales Northern Ireland	Yes
Ethan Dudley	Wiltshire	No - Apologies
Michael O'Mahony	Southern Ireland	No - Apologies
Tony Wilson	Fenland	Yes
Samantha Thomson	Scottish League	No - Apologies

Visitors:

Name (League/Club)

Kev Faulkner (North Shropshire), Sheryl Buxton (Pennine), Scott Jones (Forest of Dean), Craig Bagley (Cwmdu), Ryan Jones (Cwmdu), Spencer Mills (Ludlow), Bryn Lewis (Border Counties), Gethin Lewis (Border Counties), Simon Fitzpatrick (Radford), Ally Fitzpatrick (Radford), Paul Hussey (Scarborough), Paul Rowland (Yorkshire Dales), Matt Scourfield (Yate & Sodbury), Tracey Victory (Athelstan), Georgia Beatty (North Wales)

(1) Apologies:

Name (League/Club)

Richard Marrant (East Midlands), Dave Palmer (North Western), Ian Stevenson (Central Scotland), Ethan Dudley (Wiltshire), Martin Gould (Shropshire)



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(2) Welcome:

Warren welcomed everyone to the room and thanked everyone for attending. Everyone introduced themselves.

(3) Correspondence:

None

(4) Confirmation of 2023 Safety Team:

Warren confirmed the delegated areas for the NASA Safety Team. Ray will continue to be involved in Safety as well as leading Scrutineering. Alongside the track inspections and assisting clubs, the three NASA Senior Safety Officers have also been delegated additional areas of responsibility. Jason is responsible for documentation management and accident investigation, Steph is responsible for breathalysing and Arran is responsible for first aid.

Delegated Areas:

Ray	Warren	Jason	Steph	Arran
East Anglian	CGTRO	North Yorkshire	MAP	South Wales
Kent	Scottish	Yorkshire	Gloucestershire	East Midlands
Southern	North Western	Dales	Wiltshire	Fenland
	Shropshire	Scottish	West Midlands	
	Northern Ireland			
	Southern Ireland			

(5) Confirmation of 2023 Rule Changes:

Room reminded of rule changes for 2023, all are highlighted by an icon in the left hand margin of the Track Construction Regs or in the members handbook. Question as to why the top rope strainer has changed from 12mm to 12-16mm? Confirmed the rule, nor drawing has changed, this was the case in 2022.

(6) 2023 Paperwork:

The 2023 Track Construction regs have been sent out, the full safety package with other docs will be sent out very soon.

TCR-23 Track Construction Regs – one drawing showing the armco overlap and direction of travel is incorrect, to be corrected.

TIF-23 Track Inspection Form – one additional question ref restriction of personnel on startline, rule references updated.

AIF-22 Accident / Incident Form – No changes

AIC-22 Accident Investigation Checklist – No changes

SIC-23 Serious Incident Checklist – No major changes, just updated to make relatable to our sport as it was copy and pasted from insurance company last year.

RDI-22 Race Day Incident Form – No changes, reminder this document **must** be completed for every meeting, even if no accidents.

DCR-22 Request to Deviate Form – No changes

GRA-23 Generic Risk Assessment – Warren and Jason have a meeting scheduled for Wednesday, this will be sent to the country with the safety package ASAP.

SOR-23 Role of a Safety Officer – Few changes referencing paperwork.

Action: Safety Team aim to send out all paperwork no later than 28th Feb.



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(7) 2023 Track Plans:

Due to technical issues, all track plans must be sent again – please send track plans to Jason.Baker@national-autograss.co.uk ASAP. The RT12 cannot be authorised without an approved track plan, this will mean no event permit for meetings. Reminder that if you have a meeting where the track layout changes e.g. a major two day meeting, a second track plan must be supplied for review. This doesn't need to be immediately but must be sent prior to the meeting.

(8) Breathalysing:

Steph will be looking after breathalysing and all related queries. Please note that the machines now need calibration every six months. They also appear to have a limit on number of tests, they now count down. This limit shouldn't affect many people. Reminder limit is 9 for anyone 18 or over, under 18s is zero tolerance.

(9) First Aid:

Arran is heavily involved in discussions with leading paramedics and first aid suppliers, looking to create a standard guidance for first aid suppliers. There are concerns that there can be miscommunication as to who is leading an incident, when we should be considered assisted removal from a vehicle. Also, in discussion with first aid suppliers, looking to see if we can create a package where we can lower rates for clubs first aid. Evesham & Cambridge are using the same first aid suppliers for both nationals to help create consistency. Discussion on the various suppliers used, be good to get more information from clubs to build up information. Room reminded that a new rule for this year is that a second paramedic is recommended where any meeting is expecting 300 drivers.

Action: Jason will email the country asking for rates, supplier information etc

Rule 4.5.3: When a race meeting is expected to have over 300 attending competitors, it is recommended that a second paramedic or equivalent should be in attendance.

(10) Helmet Testing:

We are now using "The Helmet Testing Company" to test helmets. The cost for testing is down to the competitors, but discussion held as to how to get the helmet to testing. If we give back to the driver with instruction to get it tested before use, people may not then proceed to get the testing done. Sticker? Tag? Note in scrutineers remarks of handbook? Safety Officer to confiscate and send away? Testing company will test and all correspondence will go to Warren Beatty so NASA has copy of all results and certificates. Should we have a briefing sheet to help provide guidance? We should have confiscation form. If a helmet is considered potentially damaged after the first heat, can they use for the rest of the day? No – if concerns it needs removing from use immediately.

Action: Safety Team to create a briefing sheet which will be available to all Safety Officers and drivers.

Action: Safety Team to prepare confiscation sheet.

(11) Holding Areas:

As of 2023, there are only x4 officials plus x1 person on the start button allowed after the holding bays. This is due to various issues last year of a high number of people around the start line. Does this include holding bays? No, we need to be reducing the number of people in the holding bays but people may make repairs to vehicles in the holding bays, or adult with a junior. No parents or non authorised personnel forward of the holding bays. For this year, it is no longer permitted to make changes to vehicles on the start line, such as changing tyre pressures.

Rule 4.4.14: A restricted space incorporating the start line, forward of the holding lanes, may only be occupied by a maximum of four designated signed on officials plus the official starter.

Rule 5.3.20: ... No person may make any adjustment to any vehicle forward of the holding bays, such as adjusting tyre pressures. Where any adjustment is made or attempted, that driver may be disqualified.



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(12) Accident Investigation:

Jason will be leading accident investigation this year, we need to be looking into some of these accidents more to see if we can prevent more accidents. Example used of a helmet coming off a drivers head, an investigation conducted allowed a clearer picture of how this occurred with results from this. Method of Jason being notified to start an investigation is to be sorted, but certainly if there is an insurance claim and an investigation is possible. If any club has any incident that they would like investigating and have pictures or videos, they are encouraged to contact Jason to conduct the investigation. We have had a number of spinal injuries that are only becoming more common, we need more investigation work to reduce this risk.

(13) Reserved Pit Parking:

Discussion held, concerns with hosts sorting a plan which is approved by the Safety Team and then changes being made at the eleventh hour or incorrect at the meeting. We will be looking to have a zoom meeting with 2022 hosts that used Reserved Pit Parking as well as all UKAC/BAS/MAP/National hosts to better organised these rulings. Potential for penalising if hosts do not comply with the rules.

Action: Safety Team to conduct meeting as listed. Confirm result of meeting at the following Safety meeting.

(14) Construction Deviations:

Room reminded that we allowed retrospective deviation request forms for 2022 however all clubs **must** have a completed and approved form for **any** deviation to the Track Construction Regulations. All clubs need to assess their venues as we're aware of a couple of clubs who did not submit a deviation request for items last year. These clubs we know about will be contacted in due course. Also, a reminder that you **must** have an approved deviation form **before commencing construction** on any item that requires. The Safety Team had to ask a couple of clubs to deconstruct items last year as they hadn't got an approved deviation and we weren't happy with the construction to approve. Some hosts haven't had their approved DCR-22's back, Jason to resend.

(15) Drug Procedure:

Reverting back to swab rather than urine, the urine test is felt to be too sensitive and picking up on components in energy drinks rather than the type of drug use we are aiming to eliminate from the sport. A new disclaimer has been written up and Warren is working with Hampton Knight on continuous improvement within the process. Disclaimer will read: *I hereby certify that I have provided evidence of my prescribed medicines to the Hampton Knight representative and can confirm that I have only taken those medicines in the correct dosage as advised by my doctor. I have taken no other non-prescribed medicines or illegal drugs and accept that should it be shown when my sample is tested that I have consumed an illegal drug or prescribed medicines over the recommended dosage then the penalty on first conviction will increase from a two-year ban to five years.* What is classed as evidence? Repeat prescription, prescription box, NHS app. Suggestion to create a brief alongside above disclaimer, room agree. Suggestion to put on Facebook to make all members aware, room agree. If a person has the evidence of medicine and provides a non-negative result, they may continue to race that day however if the test results from the lab come back as exceeding the prescribed dosage, that person would face further disciplinary action.

Action: Warren to compile list of evidence required.

Action: Safety Team to create briefing to go on NASA Facebook page and to send to Country.

(16) Race Day Briefing:

Changes to the Race Day briefing read out to the room. Please see Appendix 1.



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(17) Any Other Business:

a. Stones:

Warren and a few others will be trialling mudflaps this year in an effect to reduce stone incidents. Reminder that stone incidents should be reported on the RDI-22 form.

b. Online Paperwork:

The Safety Team will be starting work shortly on the create of an application to complete safety documentations electronically rather than by paper. Intention is for app on phone that can work offline .. complete forms, save and then “submit” when you get home, this will work around the fact some venues do not have internet access. Works will be starting in April, Warren and Jason will lead with the Safety Team trialling this year with a view to rolling out to the country for 2024. Safety Team will keep country up to date at meetings through the year.

c. Junior HANS devices:

Should the use of a HANS device be compulsory? Cost implications for some people who are already struggling to stay in the sport. Recommended?

Action: Safety Team to take away for further consideration.

d. Authorised Plant Operators:

The word “authorised” has been used to avoid conflict of the terminology of competent. Can a 16 or 17 year old operate plant? They are able to get a competency qualification. Current rules states that under 18s must be supervised by a competent over 18 year old, however most of the plant referred to only has one seat so this wouldn’t be feasible.

Action: Safety Team to take back and review.

Rule 4.4.13: No person under the age of 16 will be allowed to officiate/marshal on the track or start line area. Ap person between the age of 16 and 18 will be allowed to officiate/marshal, as long as he/she is accompanied by an experienced person over 18 years old, and with the specific approval of the Chief Track Marshal of the day. A person between the age of 12 and 15 holding a NASA licence may officiate in areas other than the track or start line as long as he/she is accompanied by an experienced person over 18 years old.

e. RT12 (Event Permit Application):

Some in the room expressed concern that they had applied for the RT12 form but had not received back yet? Nor any confirmation or receipt from NASA. Event permit will not be released until Pat has had approval from the Safety Team that the track plans are in place, suitable and happy to approve.

Action: Jason will find out who NASA have received RT12 applications from and confirm.

f. Members Handbook:

Can we have the members handbook online as we don’t have? The members handbook is what you receive each year. We can ask for it to be on the website, but your licence is your members handbook.

Action: Jason to email Callie Cooper.

(18) Confirmation of Next Meeting/s:

To be confirmed, will be over Zoom.

If anyone has any questions or wants to discuss anything Safety related, please feel free to contact a member of the Safety Team using the below contact details overleaf.



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2023 NASA SAFETY TEAM

DIRECTOR OF SAFETY:	Warren Beatty:	Tel: 07833 712908 Email: Warren.Beatty@national-autograss.co.uk
DIRECTOR OF SAFETY:	Ray Wyeth:	Tel: 07824 377197 Email: Ray.Wyeth@national-autograss.co.uk
SAFETY SECRETARY & SENIOR SAFETY OFFICER	Jason Baker:	Tel: 07375 419106 Email: Jason.Baker@national-autograss.co.uk Post: 19 Acorn Close, Balderton, Newark, Notts, NG24 3AX
SENIOR SAFETY OFFICER:	Steph Grasby	Tel: 07786 245704 Email: stephfg@icloud.com
SENIOR SAFETY OFFICER:	Arran Warburton	Tel: 07956 432244 Email: arranspencerw@gmail.com

Please send all correspondence to Jason Baker, Safety Secretary using the above contact details.



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Appendix 1 – Race Day Briefing



RACE DAY BRIEFING

2023-01

- Autograss racing is a non-contact motorsport. Contact will not be tolerated!
- You must ensure you are signed on for every car that you intend to drive.
- If officiating, you must be signed on the officials' signing on sheet.
- Remember, any signed on person may be called at any time for a random breathalyser and/or drug test.
- All safety equipment such as seat belts, goggles and arm restraints must be worn and fitted in the correct manner. Failure to do so will result in being excluded from the race.
- No chocking of cars on the start line is permitted.
- If you move prior to the bungee this will be considered a jump start and you will be black flagged. If you jump, stop and are clearly last off the line in acknowledgement of the jump, you may not be black flagged.
- Only designated start line officials are allowed beyond the holding bays to the start line.
- No person is allowed to make any adjustment to any vehicle once it is on the start line (such as tyre pressure). The driver of that vehicle may be disqualified from the race.
- Disturbing 2 track markers on the same corner is a green flag offence. 3 is a black flag offence.
- Taking down a single track marker and gaining an advantage is a black flag offence.
- Any driver deemed to have impeded another driver leaving the start line where the vehicle is forced to change direction or pace may be black flagged and the race re-run.
- Abusive and/or aggressive behaviour in any way to any other person will not be tolerated and will be subject to the NASA disciplinary procedures.
- Any complaints MUST be put in writing and handed to the Chairman (or nominated person) accompanied by your licence, which will be endorsed and returned. Only the person making the complaint may attend, unless under 18, who must be accompanied by ONE adult.
- Any person involved in an accident/incident, whether a driver, spectator or official must report the incident to the Safety Officer of the meeting.
- If any person that feels there is a safeguarding issue that they feel needs to be raised, please request the NASA safeguarding email address from Club officials.