



# NASA Safety Meeting Minutes

## Minutes of Safety meeting held on Friday 5<sup>th</sup> May 2023, Meeting held on Zoom

### **Present:**

<u>NASA Official</u>	<u>Official Role</u>	<u>Attended?</u>
Warren Beatty	Director of Safety	Yes – Left at 20.00
Ray Wyeth	Director of Safety	No
Jason Baker	Safety Secretary & Senior Safety Officer	Yes
Steph Grasby	Senior Safety Officer	Yes
Arran Warburton	Senior Safety Officer	Yes
Pat Patrick	Director	Yes – Left at 20.00
Ricky Houlihan	Director	Yes – Left at 20.00

### **League Safety Officers**

<u>Safety Officer</u>	<u>League</u>	<u>Attended?</u>
Richard Morrart	East Midlands	Yes
Robert Brehony	Gloucestershire	No
Duncan Rea	South Wales	No
Lynn Atyeo	Southern	No
Bryn Lewis	West Midland	No
Steph Grasby	M.A.P	Yes
Craig Stamp	North Western	No
Derek Matthews	North Yorkshire	No
Paul Hussey	Yorkshire	No
Pat Richards	East Anglian	No
Martin Gould	Shropshire	Yes
Jason Baker	C.G.T.R.O	Yes
John Berry	Kent	No
Graham Foster-Vigors	Dales	No
	Northern Ireland	No
Ethan Dudley	Wiltshire	No
Cian O'Mahony	Southern Ireland	No
Tony Wilson	Fenland	No
Sam Tomsons	Scottish League	No

### **Visitors:**

Sheryl Buxton (Pennine), Bill Martin (Causeway), Paul Rowland (Yorkshire Dales), Sean Quinn (Causeway), Jodie Paskell (Hereford), Kev Faulkner (North Shropshire)

### **(1) Apologies:**

Rob Brehony (Gloucestershire), Sam Henderson (Scottish), Matt Scourfield (Yate & Sodbury)



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## (2) Welcome:

Warren opened the meeting and thanked those attending. No agenda has been sent out for this meeting as it has been called as an urgent meeting to discuss the recent pressing Safety questions we have had. "Normal" agenda topics such as general updates will be covered in the next meeting.

## (3) Under 18s Signing On:

Discussion on the recent rule change for above. Proposed safety communication explaining the reasons behind the changes, Q&A and information on template letter approved without amendment. Template letter shown to the room intended to last the season so no need to do one each weekend, keep in back of licence, felt that we should be able to list more than one person, document changed to permit up to three delegated persons on one letter. Note that ultimately, the person who signs on the minor, whether parent or delegated person (in parents absence) is responsible for the them. Does the person signing them on need to be a member? Yes, as required by the signing on sheet. Does the parent have to be a member? Not if not attending the meetings, but must do if signing on their child. Should the letter be sent to the NASA Licence Secretary for the minor? Discussed, room disagreed, this would put a lot of work on the licence secretaries to little avail. Concerns of fraudulently signed letters. Signature on the letter must match the parents signature in the minors licence, room agreed. What about a child that maybe doesn't know that what they perceive to be their father is actually their step father? Discussion, as difficult as this situation is, there is no way around this, this needs to be a conversation with the parent and child. Note that a step parent may have parental responsibility if so given by the Courts. Does a club need to keep a copy of the letter? Know, this may well go against GDPR. A club just needs to have seen the letter to ensure the person delegated is the person signing on the minor.

**Conclusion:** Safety Communication approved.

**Conclusion:** Template letter approved with amendments.

**Action:** Safety Team to submit to the Board for approval. Intention is to push through to have published on Monday so people can be prepared for the BAS / UKAC next weekend.

## (4) Breathalysing Query:

Safety Team have had a query asking whether an under 18 can conduct the breathalysing test (tester) as the club has had a couple of volunteers but they are 16. Safety Team disagreed with this due to Safeguarding issues and the real potential to put them in a vulnerable position dealing with a potentially verbally abusive person. Room agreed. Safety Team are happy for the 16 year olds to assist, ie complete paperwork and learn the process. Room agreed.

## (5) Safeguarding:

Last meeting we discussed this and stated that a DBS would be "ideal" for Club Safeguarding officers. We have had a couple of people contacting the Safety Team with concerns that DBS isn't mandatory. The role of the Safeguarding Officer within the club is not to deal with any incident, but to direct them to either Steph Grasby or Chris Allanson. Current Safeguarding policy lists two Directors which are no longer on the Board. Safeguarding policy in review. Looking into Safety Team being DBS checked and safeguarding trained. The legal requirements under Safeguarding are met by NASA as the Governing Body.

**Conclusion:** Safeguarding Policy in review and a full Job Description of role will be prepared for 2024.



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## (6) Open Face Helmets:

Scrutineers have recommended to the Board that open face helmets are banned from 1<sup>st</sup> August 2023. Unfortunately not had anything from the scrutineers on the topic and Ray not in the meeting. Discussion held, room want context and reasons for the Scrutineers trying to push this through, do they know of an incident that we aren't? What data do they have? Other concerns surrounding helmets used in the sport, banning open face could open us up to liability without doing to proper research into helmets. Disagree with 1<sup>st</sup> August, should be start of next season, not aware of any incident or immediate concerns that validate the proposed timescale from the Scrutineers.

**Conclusion:** Room agreed the proposal from the Scrutineers is rejected. The room asked the Safety Team to review helmet legibility and come back to the Safety Officers with the result of the research and provide new approved helmet type list for 2024.

**NOTE:** While the proposal was rejected in the room, it must be noted that a quorum of League Safety Officers was not available in the room to take a formal vote.

## (7) Accident/Incident Form:

Chairmen have been continuously discussing and we heard from a couple of Safety Officers last year on the amount of paperwork required now. The only additional race day form is the accident form. Jason has been reviewing those submitted this year, 16 submitted in total, however only 1 was actually required. This form only needs to be completed if there is an incident (personal injury or vehicle damage) which gives rise to a potential insurance claim. A note to this effect will be added to the form for 2024 under the title.

## (8) First Aid:

Clarified from concerns of Chairmen that Arran's research and work with medical team is not to dictate a supplier, but to increase consistency within the sports medical coverage. The Safety Team are aware of some medical staff do not normally covering this type of event and as such are have not been following best practice for initial checks and extrication.

## (5) Confirmation of Next Meeting/s:

To Be Confirmed.

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

SAFETY SECRETARY:	Jason Baker:	<b>Tel:</b> 07375 419106 <b>Email:</b> Jason.Baker@national-autograss.co.uk <b>Post:</b> 19 Acorn Close, Balderton, Newark, Notts, NG24 3AX
DIRECTOR OF SAFETY:	Warren Beatty:	<b>Tel:</b> 07833 712908 <b>Email:</b> Warren.Beatty@national-autograss.co.uk

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