



Safety Committee Meeting Minutes

Sunday 18th February 2024

Present:

NASA Officials

Name	NASA Role	Attended?
Warren Beatty	Director of Safety	Yes
Jason Baker	Secretary of Safety & NASA Safety Officer	Yes
Steph Grasby	NASA Safety Officer	Yes
Arran Warburton	NASA Safety Officer	Apologies
Ricky Houlihan	NASA Director	Yes

Safety Committee League Representatives

Name	League	Attended?
Sheryl Buxton	East Midlands	Yes
Sam King	Gloucestershire	Apologies
Duncan Rae	South Wales	Yes
Dougie Atkins	Southern	Yes
Bryn Lewis	West Midland	Yes
Steph Grasby	M.A.P	Yes
David Mansfield	North Western	Yes
<i>No Name Submitted</i>	North Yorkshire	-
Paul Hussey	Yorkshire	Yes
Dave Robbins	East Anglian	Yes
Martin Gould	Shropshire	Yes
Jason Baker	C.G.T.R.O	Yes
John Berry	Kent	Yes
Paul Rowland	Dales	Yes
Keith Graham	Northern Ireland	On Zoom
Matt Scourfield	Wiltshire	Yes
Ricky Houlihan	Southern Ireland	Yes
Darren Young	Fenland	Yes
Sam Tomson	Scottish League	On Zoom
Total Leagues Representation		17/19

Visitors

Name	Club	Name	Club
Bill Martin (Zoom)	Causeway	Spencer Mills	Ludlow
David Palmer	North Wales	Jake Hemsley	Invicta Kent
Georgia Beatty	North Western (Joint SO)	Simon Fitzpatrick	Radford
Emma Clark	Cambridge	Barry Holloway	NASA Chairman
Julie Hawthorn-Fernihough	NASA Director	Dave Robbins	NASA Vice Chairman
Martyn Tinker	North Yorkshire Chairman	Sharon Barker	Chairman's Secretary

(1) Apologies:

Name	Role / League	Name	Club
Arran Warburton	NASA Senior Safety Officer		



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(2) Minutes of Previous Meeting – 12th October 2023:

Steph Grasby opened the meeting and thanked everyone for coming the minutes of the previous meeting was read out to the room. Ricky Houlihan proposed, Bryn Lewis seconded, minutes accepted.

(3) Correspondence:

a. Scarborough – Junior F600s:

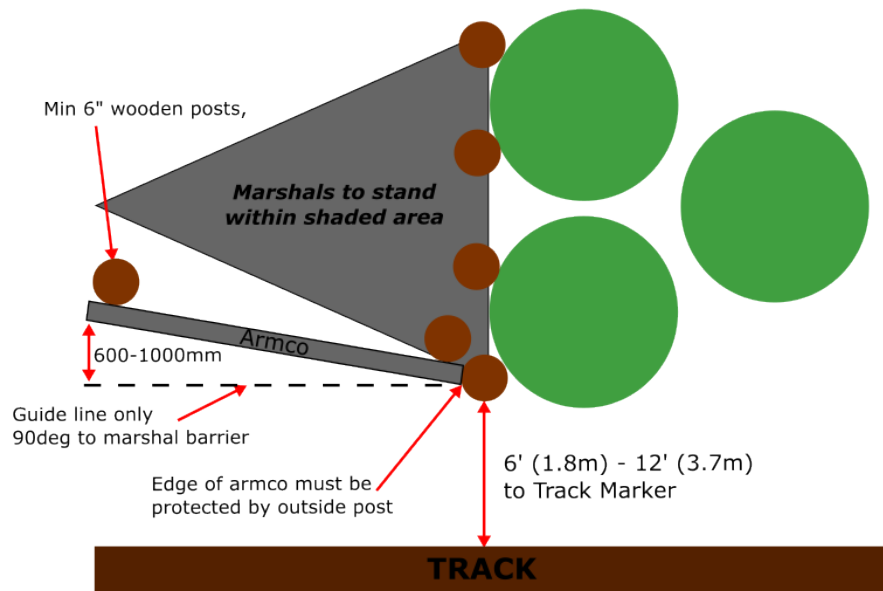
Email from Scarborough querying Juniors racing specials and F600s. Board and Safety Team discussed, run separately if there's enough. Can a junior go straight into the F600? Yes, provided they are 14.

(4) Marshals Referrals:

a. Marshals Protection Barrier:

Drawing shown on screen, those that have trialed feel it works well. Approved for use in 2024. This barrier is optional and not enforced. If anyone wishes to trial a different method, a deviation request will be required.

Marshal Barriers - Marshal Protection Barrier



(5) Scrutineers Referrals:

a. Specials Suspension Top Clamp:

The safety team have made a referral to the Scrutineers committee to discuss the positioning of the top clamp, there have been two known instances in 2023 where a drivers helmet has struck the top clamp during a roll. Although a harness tightness can be questioned, we can't control that, but NASA (Scrutineers) can control the engineering of the vehicle. Moving the clamp could alter the geometry of the suspension, maybe a shroud? We aren't the best people to answer, so we've referred to scrutineers. Room happy. As yet, no response.

b. Helmet Height Spot Checking:

This was referred in the early to middle of last year, requesting more spot checks through holding bays as felt some drivers are still sat too high in the vehicle. As yet, no response.



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(6) Chairmen's Referrals:

a. Paramedic Requirements:

Safety Officers had voted only indicatively, the ruling was passed to the Chairmen with them to take a further vote and pass to the Board. Vote by the Chairmen to reject the proposed ruling for 2024, Chairmen passed results onto the Board. Chairmen felt that there was no effect of having a second paramedic, felt that it was down to the organiser to assess and organise a second paramedic if they feel appropriate. Concern if they had more than expected and breached the 300 cars, this is why the wording of the rule was as such. If there was a second paramedic, it could still stop racing if the first paramedic requires the only ambulance, depends on set up but fair point.

b. Driver's Briefing:

Sent too late to Chairmen for review so not approved, changes made per Chairmen's requests. Chairmen would like to be able to pin this up in the signing on unit rather than reading out every time at drivers talk, still have a drivers briefing but point to this document being available to view. Room happy, Steph read out the in-review briefing. Border Counties conducted the briefing over the main PA. At a major meeting, can post on the event whatsapp that seem to be being used. Barry questioned why the document came from Safety Team and not the board? Jason advised that he has compiled the document for the last few years, just down to being on both marshals and safety committee, this is a document that has historically had input from all committees with. Once the chairmen had approved it was intended to go to the Board, just not got there yet. Jason sent more so as an individual as highlighted above, not necessarily as a safety document, hence it has not got a safety doc reference. Barry happy, believed it was from the Safety Team.

(7) 2024 Safety Team:

a. Delegated Roles & Responsibilities:

Warren went through the delegated roles of the Safety Team as below. Room happy with responsibilities.

Topic	Responsible
Medical	Arran
Photographers	Warren
Concussion Policy	Arran
Reserved Pit Parking	Warren (assisted by Dave)
Camping	Warren (assisted by Emma)
Safety Communications	Georgia
Facebook	Georgia
Newsletters	Georgia
Martyn's Law	Jason
Accident Investigations	Jason
Safety Application	Jason
Driver Radio Communication Trial	Jason
Event Permits	Pat
Safeguarding	Steph
Grandstands	Steph
Junior Driver Test	Steph



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b. Delegated Leagues/Clubs

The following indicates which Safety Team member is responsible for the Track Inspection and liaising with leagues on Safety throughout the country. Agreed that we will do a track inspection every two years to reduce expenses, however if a club/league has a BAS/UK or Nationals they will require an inspection. Ricky asked for more involvement with him being Ireland based. Emma will be shadowing Jason and Dave will be shadowing Warren.

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

(8) 2024 Documentation Review:

Jason explained that although the 2024 Track Construction Regulations and Blank Track Plan have been circulated, however the remainder of the paperwork had not due to needing to move house but address unknown. Jason will circulate this week however will need to inform of new address in the near future.

All documentation gone through, minor changes to most documents to make data gathering easier.

a. Blank Track Plan:

Includes option to include Disabled Camping, comment made that not all clubs have disabled camping, nor is a requirement. Agreed, the option is there to identify if there is a designated area.

b. Track Construction Regulations:

Jason has become aware of an error on the Type 2 generic drawing, incorrect measurement from ground to bottom of the armco although worded ruling is correct. Jason will correct and reissue with remaining documentation.

c. Serious Incident Checklist:

Updated to make more related to Autograss. Emphasis on supporting the Safety Officer, contact details available for support if required. Suggestion to include BAS TV, room agreed. Jason will add "live stream" as supporting documentation to the list.

d. Concussion Policy:

Currently being worked on, Safety Team will send to the Safety Officers for review. Chairmen raised concern at the idea of a concussion policy requiring enforcing by clubs/NASA, how are we going to enforce? The idea of the policy is to put the onus on drivers to ensure they are following medical advice, the only other way would be receiving medical documentation and having a spreadsheet available to all clubs which obviously wouldn't be appropriate. At the minute, with no policy, the liability can lie with NASA, by creating the policy it moves the liability to the driver to ensure they do not race against medical advice.

(9) Safeguarding:

There has been a new NASA Safeguarding policy developed, alongside a role description and referral form. A clubs must have a Safeguarding Officer and they should be DBS checked. Most in the room already had in place, or someone they could ask to do.



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(10) GDPR:

New GDPR policy has been created to bring inline with legislation and incorporate more such as the UK/BAS committees that may not have been covered previously. This policy covers NASA, Leagues and Clubs.

(11) Insurance:

Warren is overseeing insurance, had a productive meeting on Monday, the lady we'll be dealing with seems very switched on. Process shouldn't be changing. If you have an incident, drop Warren a call instead of Margaret. Any likelihood of excess being reduced? Once the stone reviews have been completed, we'll send the report to the Board and hopefully to the insurance with a view to trying to start reducing. If we reduce the excess, we risk an increase in the premium. Are they willing to do private insurance for individual drivers on the side of the main insurance?

Action: Warren to query private driver insurance with Tysers.

(12) Accident Investigations:

Two incidents last year, both Class Nines. The first was spoken about with the helmet striking the suspension top clamp, causing damage to the helmet. The second was unable to be investigated due to poor quality imagery to conduct. Safety Officers are reminded that if we investigate an incident, we will talk to the Safety Officer and potentially other officials, this is not to catch anyone out, but to see if there is a potential to reduce the risk of reoccurrence.

(13) Event Permits:

Jason prepared a document before the meeting highlighting who Pat has received event permits from and whom has submitted their track plans. There are known issues with the NASA website and Pat not receiving all applications so please check. A copy of this document (*Updated after the meeting to give up to date information*) will be attached to these minutes. Please do not submit an RT12 for reserve dates, otherwise you will be charged for them. Apply when you decide you need to use the date.

(14) Track Plans:

All track plans need to go through the safety officer, some haven't seen before being sent. We've also had some that are poor standard and need to be approved. We will work with the Safety Officers if they need support.

(15) Safety App Demonstration:

App shown on screen, very much a working project at the minute. Jason explained that due to the nature of the app being a bit "backwards" in development, there isn't too much to show with just the Track Inspection form on for demonstration. We will not be rolling out for the start of the season, hoping to roll out in May, we will sort training for Safety Officers on Zoom. Concern from the Chairmen that this app isn't ready as they were told it would be. We intended to trial at mens nationals but delays getting approval and payment have created big delays. Chairmen raised concern at the fact the app currently only works on windows devices when they were told it would be available on everything including android and apple. Was never going to work on apple, we hoped it would work on android, we are trying to get working on windows first and developing through. Safety Officers in the room happy, if tablets needed one was found at £65.00 online so not a massive cost and most preferred the idea of a tablet to phone for documentation, but not a laptop. Chairmen raised concern on the back of this, how is it going to work when developed for the rest of the sport? The proposal was never put forward for the rest of the sport, just for the Safety Officers, it has been explained before that we will start with Safety and can then look at other departments who have asked to be included but need to get this one working first. The Safety Officers are happy with Windows, a full NASA app would obviously need to be more compatible, but that will come at a greater cost that wasn't justified for the safety team to prove the concept, a tablet was the preferred option by Safety Officers to phones. Safety Officers in the room happy. Will paperwork continue to be available? Yes, we appreciate some people will take



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more time than other to get used to the app, and there may be teething issues so paperwork will still be available. Suggested to have N/A as an option on the track inspection form, as only a YES or NO option.

Conclusion: Jason will update at the next meeting, with another demonstration of the app.

Conclusion: Jason will request N/A options.

(16) Helmets:

Research ongoing. Some of the markings in the handbook are closed face for car usage. Working on confirmation of what is most suitable. So, motocross aren't to be used? Yes they can, we believe these are better suited, we just need to work on ensuring the list of approved helmet types is appropriate.

(17) Photographers:

Permitted area map shown on screen, recently had a very positive meeting with photographers. Looking at having purple hi-vis for photographers with the NASA logo and an identification number. Room happy. Is this for all meetings? Yes, the concern is that some photographers aren't familiar enough with the safety regs and this would help alleviate this. Discussing with Callie about having a photographers licence. What's the benefit? We are reviewing the viability of the suggestion made by the photographers. Can't stand between the crash barrier and spectator area. Marshals have raised concern about the amount on the start line, reminded max one photographer on the startline.

(18) Welding Tents:

Warren has asked Tysers, they've never been asked before, the conversations are ongoing. For 2024 you will need your own insurance, area should be segregated by heras fencing and ideally a screen, there must be a fire extinguisher as well.

(19) Stone Reviews / Winter Catch Ups:

Winter meetings have been going well, just one more left, thank you for all who have attended. We do suggest having some spare 2x2 wooden posts and a roll of debris netting, costs about £50 for 50m just incase any issues concerns. A blanket cover was first considered but we quickly realised this wouldn't work due to the nature of every venue being different. Room all very happy with the meetings and felt worked well.

(20) Martyn's Law:

Jason has had no update as yet, we are working on the basis that the law will be passed Q2 to Q3 this year and it will come into effect pretty sharpish after. Jason has sought some clarification and changes to the wording such as not requiring every official at an event to have sat counter-terrorism training. Room happy. Are we definitely going to have to comply with this? Yes, the "standard" level is 100-799 capacity, "enhanced" is 800 plus capacity (not expected numbers). We are hoping that once the wording of the law is ironed out and becomes clearer that the NASA Safety Team can do a lot of the background work and bring to the Safety Officers for review. Each venue will need to register with the body responsible for monitoring this law, we've sought advise whether NASA can submit this, similar to the RT12 process.

Conclusion: Jason will update at the next meeting.

(21) Breathalysing:

Voluntary breathalysing is now permitted again, £5 may be charged. Reminder to ensure equipment is calibrated, needs to be six monthly. Where you have a two-day meeting, always good to carry a spare battery. Is there a time restriction when a voluntary test can be done? Yes, up to one hour before scheduled one hour before. What's to stop someone being breathalysed after someone has finished racing? Warren to take back to the Board.



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a. Waiting 20minutes when in Holding Bays:

This will mainly affect any smaller meetings where they can't provide a 20min window. Where does the 20min number come from? Can damage the breathalysing equipment. Some feeling that if they are randomly selected, they should miss their race.

Conclusion: For further discussion at the next meeting.

b. Removal of a Licence:

Still under discussion, will update in due course.

c. Demonstration:

The room felt a demonstration was not required, when you are putting the tube onto the equipment, ensure you do not touch the part of the tube where they will be giving the sample, utilise the wrapping to avoid cross contamination of a tube. Do you have to wear gloves? No, that was the COVID rules. Can also get the drivers to put the tube on the equipment.

(22) Camping & Reserved Pit Parking Regulations:

Warren, Dave and Emma have been working through. We've only just had the camping permit through to be able to validate the camping regs. Currently we are not conforming to our existing permit, we are not strict enough enforcing our own regulations, which opens us up to liability, mainly around space of areas and roadways. Dave and Emma have both raised concern with the Reserved Pit Parking and how little space there is. Room felt more onus should be put onto the members/visitors, especially at major meetings where it's a near impossible task to enforce when you open the gates. Need more education to those camping, more reminders. Main focus needs to be on roadways. Tents should be segregated. Current RPP is 5m wide plus 3m.

Action: All clubs to familiarise themselves with the camping regs, once released, and ensure compliance. If we are audited when applying for a renewal of our licence, they can reject the application and remove the ability to camp at meetings with immediate effect.

(23) Grandstands:

Believe only grandstand being planned is South Wales who are preparing a risk assessment for use. If anyone is having at their event, please contact us with the risk assessment. What about Scunthorpe? Safety Team looking into, slightly different as it is a fixed structure.

(24) Junior Driver Test:

New procedure for this year, as covered in the handbook. Room happy. Ensure any non-Safety Officers doing the test are aware of the changes. Changes will be publicised on the NASA Safety Facebook page. Do we need to re-test all juniors? No, just new. A Safety Officer has the right to retest a junior if they don't believe they are safe. Need to ensure that those conducting the test are well versed and confident to fail a junior if appropriate.

(25) Medical:

Arran not in the meeting, small progress during the winter. Since our last meeting, we've had some comments from Safety Officers and members alike expressing concern where the ambulance isn't suitable for use. Ensure your ambulance has tinted windows to avoid people seeing into and that the ambulance is acceptably clean and hygienic.

(26) Securing Vehicles to Plant:

We've been made aware that this rule has been removed from the handbook, reminder that vehicles should be strapped onto a forklift / telehandler or similar equipment. This is in the Risk Assessment but not currently in the members handbook. Wiltshire have manufactured a grid for a special to sit on as best practice due to the difference in weight.



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(27) Any Other Business:

a. Go Pro on helmet peak.

The NASA Marshals Team have asked just before this meeting to discuss go-pros being used on the peak of a helmet after a photo was sent to them. We discussed this last year, there should not be a go-pro or any equipment on a helmet where it can be in line of sight.

Conclusion: Room agreed, no go-pros permitted on the peak of a helmet.

(28) Confirmation of 2024 Meetings:

Sunday 18th February – Walsall

Thursday 11th April – 20.00 on Zoom

Thursday 13th June – 20.00 on Zoom

Monday 12th August - 20.00 on Zoom

Thursday 12th September – 20.00 on Zoom

Thursday 10th October – 20.00 on Zoom

NASA Safety Team Contact Information

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