



# **SAFETY RISK ASSESSMENT AND MANAGEMENT PLAN**

## **1 Vehicles**

Vehicles fall into three categories:

- Recreational where the owner or their delegate confirms the requirements of the vehicle.
- Competition (which includes vehicles for non-timed events)
- Service (including first intervention/emergency response vehicles eg ambulance)

### **COMPETITION:**

#### **Vehicles**

- Owner or their delegate must complete and sign the vehicle safety check form when it is required by the Event Entry Process. Any vehicle may be subjected to a spot check by scrutineers at any time.
- Vehicle subjected to scrutiny will be labelled as having passed by the official (scrutineer). NO vehicle may participate in any part of an event unless it has this label.
- If required vehicle/s must also pass the noise test to be allowed to compete.
- Further details are contained within the RACERS Operations Manual.

## **2 Safety Briefing**

A briefing will be provided to Participants (PAX) prior to every event. The briefing may be (in part) presented by recorded media. It will include the following topics:

- Expectations of PAX behaviour
- Race/ Track Etiquette
- Incident Management procedures
- Whole of Track conditions to be observed
- As appropriate, radio calls, lights and expected action
- Start procedures

All PAXs will be required to demonstrate that they are a current holder of a valid RACERS Licence as required by the activity and agree to abide by the RACERS Code of Conduct.

Where necessary, at the conclusion of the briefing each PAX will receive a stamp on their wristband to indicate their attendance at the session.

## **3 Incident Management**

### **3.1 Command**

The designated authority to command in relation to a safety incident will clearly rest with the Incident Manager.

In the event of a major incident in which the Police or Fire Services are involved, Command is handed to the senior police officer, or fire, on their arrival, with the Incident Manager providing a handover to the respective agency.

In the event of an incident requiring local intervention and medical evacuation the Incident Manager will oversee/initiate emergency medical procedures and liaise with respective State Ambulance Service to have the patient/s evacuated.

## **3.2 Control**

Control involves the overall direction of response activities in an emergency situation. This role shall rest with the Event Manager. In their absence their nominated appointee shall assume the role.

Where the respective state emergency services (Police/ Fire/Ambulance) attend an incident, control will be handed over to them for the duration of the incident.

## **3.3 Recovery and Re-commencement of Event**

Every effort will be made to return any disruption to normal in the shortest possible time using the most appropriate resources available for recovery.

The Incident Manager and Event Staff shall be mindful of any possible investigation of any incident by the Police Service. Every effort shall be made to preserve the scene of any serious incident for investigation and to document by photograph and/or statement, the relevant details.

## **4 Post Incident- Safety Plan**

The Incident Manager will in advance draw up an event specific safety plan for the activity if the General Safety Plan is deemed inappropriate. This plan will contain:

- The Emergency Services Contact Details
- Communications Plan
- Equipment and resource list.

## **5 Incident Response**

Incidents generally would be expected to fall into the following categories:

- A crash involving vehicle to vehicle
- A crash vehicle to barrier contact
- Injury to a competitor on-site
- Fire (vehicle or grass)
- Injury to a staff member or member of the public on-site

Notification of incidents will come from marshals in the case of Trackside Incidents and members of the public or staff for other incidents.

### **5.1 On Track Incident**

#### **5.1.1 Actions by those first on scene**

The priorities of those who first arrive at the scene are:

- Protect themselves from injury
- Ensure safety of other attendees on-scene
- Take immediate steps to protect the occupants
- Initiate fire suppression if needed
- Call for back-up via Race Control if required
- Commence life-saving treatment as required (if qualified and trained to do so)
- Request Fire & Rescue crew backup if required

### **5.1.2 Actions by On Track Control**

These instructions are multi-purpose and the response will be dictated by:

- The event being conducted
- Available appropriate resources and equipment.

On observation or notification of incident & subsequent assessment the Incident Manager will;

Respond to requests from Senior Observer on-scene

- Medical response as required
- Fire rescue as required
- Recovery as required
- Ensure safety of the emergency rescue crews by keeping the event controlled with Whole of Track condition via radio calls or lights
- If the medical teams are utilised in patient care ensure clearance from medical team before restarting the event
- Ensure all emergency response vehicles are re-stocked/manned before restart.

### **5.2 Off Track Incident**

- Provided by Medical staff as set out in the Venue Medical Plan

## **6 Incident Control**

### **6.1 Incident Manager**

The Incident Manager is in overall control of:

- Crash Scene Management
- Medical
- Fire Rescue
- Recovery

### **6.2 Event Manager**

The Event Manager will co-ordinate the incident from On Track Control and ensures that all staff comply with requests from the Incident Manager.

Prior to the event the Event Manager will designate the person responsible for calling external emergency service agencies if and when required (Police/Ambulance/Fire Rescue).

This will only be required.

- 1) Medical Incident- when State Ambulance is not in attendance
- 2) Fire Incident- when track resources are over extended by the incident (Eg. evolving or expanding fire).

At most events the Event Manager will also be the Traffic Manager – see the RACERS Manual for more details.

**THE CALL FOR STATE OWENED SERVICES WILL COME FROM THE EVENT MANAGER.**

## 6.3 Injury Code

The person assigned to the task of contacting emergency services will complete the Incident Reporting Form provided by the Incident Manager and repeat it accurately to the emergency services.

The following injury code will be adopted for the purpose of internal communication between the Incident Manager and Race Control (not for external services).

The codes for patient injuries are as follows:

**Code 1:** Requires immediate transport to hospital. This is a life critical person who requires urgent A & E intervention. Medical resources are to be dispatched to the incident immediately with a simultaneous call to assert at least “Clampdown” to the drivers.

**Code 2:** This person requires immediate transport to hospital. Serious Patient who requires A & E hospital treatment

**Code 3:** This person will be transported to the track’s medical centre for observation and treatment for non-life threatening injuries

**Code Green:** This person is conscious, coherent, standing and has minor bleeding or injuries and may continue without medical support.

## 6.4 Incident reporting and Investigation

It is the responsibility of the Event Manager and Incident Manager to ensure that the accident or incident report forms are filled out completely and correctly.

Any driver involved in an incident must be assessed by Medical and Cleared OK prior to re-joining the event. Incidents will be investigated by the Event Manager and, if required, appropriate action taken.

## 6.5 Inappropriate behaviour

If any inappropriate behaviour especially on track, is noted it is to be reported to the Event Manager immediately.

The Event Manager or their delegate is responsible for taking immediate action to resolve this behaviour.

## 7 General Roles

### 7.1 Incident Manager

#### During Event

- Ensure communications plan is effective
- Identify and resolve any safety issues that may be present
- Provide advice to management & Event Manager and any major issues that need urgent attention
- Provide a report to the Event Manager at end of event
- In the case of incident or PAX illness, provide emergency medical management within RACERS Medical Protocols until hand over to emergency response agency.

## **In a major incident requiring outside intervention**

- Manage the acute phase of an incident until the arrival of emergency services
- Treat patients according to injuries
- Liaise with Event Manager and RACERS management
- Ensure, in consultation with the CMO that, if deemed necessary, critical incident stress management has been arranged.
- Document Incident
- Follow-up condition of any patients or involved parties
- Ensure operational debrief is undertaken

### **7.2 Event Manager**

- Direct event staff to ensure the smooth running of the meeting
- Run event as per minute to minute
- Ensure documentation is completed
- Ensure communication from race control is clear, concise and timely
- Maintain program flow
- Resolve issues that arise as a result of the program
- Ensure event staff welfare
- Manage incidents in co-operation with the Incident Manager and management
- Provide written and verbal reports as required

### **8 Contacts** *(Specific to each venue)*

<b>Contact</b>	<b>Number</b>
Ambulance	<b>000</b>
Local Hospital or GP	TBA
Police	<b>000</b>
Fire Services	<b>000</b>
Venue Operator	TBA
Event Provider CEO	TBA