



Safety Plan for

Kartsport Bay of Plenty Fagan's Valley Raceway Alley Road Te Puke



Issue **# 10**

Date **1/11/2016**

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SAFETY PLAN PUBLICATION APPROVAL and AMENDMENT RECORD

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DISTRIBUTION LIST OF SAFETY MANUAL

- [KartSport Bay of Plenty](#) Club President
- All KartSport New Zealand Race Officials domiciled in [Tauranga](#) as listed below.
- Control Tower
- Technical Room
- [KartSport Bay of Plenty](#) Club Rooms (Public Copy)
- [KartSport Bay of Plenty](#) Club Secretary
- [KartSport Bay of Plenty](#) Risk Management Officer
- KartSport New Zealand Administration and Development Manager
- KartSport New Zealand Track and Safety Inspector

Key Officers of [KartSport Bay of Plenty](#)

		Mobile Number
President:	Alistair Rea	027 458 4555
Vice President:	Grant Newlove	027 889 3000
Club Secretary:	Helen Webb	027 706 5577
Race Secretary:	Catherine Membery	021 190 7000
Club Risk Management Officer:	Alistair Rea	027 458 4555

KartSport New Zealand Officials

Race Officials:	Sue Sanders	07 308 8989
	John Terry	07 542 4611
	Eddie Donnelly	027 475 5318
Technical Officers:	Lincoln Taylor	07 570 2300
	Warwick Parkes	07 571 6693
	Phil Green	07 570 3213
Machine Examiners:	Phil Green	07 570 3213
	Lincoln Taylor	07 570 2300
	Warwick Parkes	07 571 6693
	John Terry	07 542 4611
	Peter Benner	07 573 4601
	Anthony Simock	

Vintage Machine Examiners: Lance Fisher

Key Officers of KartSport New Zealand

President:	Graeme Moore	027 472 3631
Vice President:	Nick Buxeda	021 040 4866
Competitions Manager:	John Lennox	021 599 952
Medical Officer:	Dr Clare Fisher	021 225 6308

National Steward:	Colin Harris	021 0241 7784
National Technical Officer:	Warrick Parkes	027 739 6705
Area RO Co-ordinator:	Sue Sanders	07 308 8989
National Track & Safety Inspector:	Lance Hickey	027 224 7589
Development & Administration Manager & National Secretary:	Robert Hutton	027 674 0635

INTRODUCTION

PURPOSE

To implement procedures in relation to the safe effective management of practice, racing and general use of the facilities at [Fagan's Valley Raceway, Alley Road, Te Puke](#).

REASON

The intention is to formulate a safety plan designed specifically for [Fagan's Valley Raceway](#), combining all aspects such as physical location, structural facilities, personnel and available services.

To fully comply with the relevant KartSport New Zealand (Sanctioning Body) Regulations, Codes and Rules, CIK/FIA Regulations where applicable, relevant matters related to the Health and Safety at Work Act 2015 (HSWA), and specific requirements of [KartSport Bay of Plenty](#). This Plan proactively identifies and manages health and safety risks and makes sure information about health and safety is shared and that people using the facilities are informed in matters that could affect their health and safety.

The Plan has been developed to assist Affiliated Clubs to get their health and safety processes on the right track. The Plan guides Affiliated Clubs to:

- identify health and safety hazards and risks, and take steps to prevent these from happening.
- make sure health and safety is led by the Club Committee, is part of how the Club and competitors use the facility, and is reviewed regularly.
- engage those using the facility in health and safety matters that affect them.
- report and monitor health and safety performance and regularly review incidents.

The obligations, duties and rights contained in the HSWA make it clear that everyone has a role to play in ensuring health and safety.

In the Act there is reference made to Volunteer Associations which is a group of volunteers working together for a community purpose, who do not employ a person under contract. The Act then goes on to say Volunteer Associations do not have health and safety duties under HSWA. Although this may apply to some individuals and or Clubs we cannot get away from the fact the sport of karting is dangerous and comes with risks and hazards to those involved directly or indirectly.

Therefore, KartSport New Zealand has taken a position that all those involved in karting will take a responsible position and make the sport and associate activities safe. Therefore, Affiliated Clubs and KartSport New Zealand must ensure, so far is reasonably practicable, the health and safety of all those involved in karting and using the Club's facilities.

For volunteers they must take responsible care of their own safety and take care not to do anything which could harm another person. They are required to follow safety instructions and must comply with this Health and Safety Plan, the obligations under HSWA and its regulations and KartSport New Zealand Regulations, Codes, Rules and Specifications.

RISK MANAGEMENT OFFICER (RMO)

Every Club must have an appointed Risk Management Officer (RMO). This person will be the Risk Management Champion at each Club. If, for whatever reason a Club does not have an appointed RMO then the Club President will assume the responsibilities of the RMO. The role of the RMO is:

- To guide the Club and promote Risk Management and Good Health and Safety Practises within the Club.
- To make sure the Club Committee is responsible for ensuring that the Club is meeting its health and safety responsibilities.
- To ensure the Club understands and manages its key risks.

PUBLIC/MEDIA COMMENT

When a non-life threatening incident has occurred, the only person who may make any comment regarding the incident, events surrounding it or injuries (if any) to members of the public or the media, is the Chief Steward.

In the case of a fatality or life threatening injury, whether it be to a competitor, pit crew, official or spectator the only comments on the incident will be from KartSport New Zealand.

The KartSport New Zealand policy on this matter is attached as Appendix A.

INCIDENT IDENTIFICATION

An incident may involve one or more karts, and is not necessarily confined to the race track. Incidents could also occur in the pits, pit lane, or anywhere within the Affiliated Club's property boundaries.

An incident can be identified as an event where a person's well-being is put at risk. This could involve drivers, mechanics, officials or spectators being put at risk by either a kart or other external or natural causes.

An accident or incident may occur outside competition days and/or during working bees. This document sets out how Safety will be managed, reported, reviewed and hazards prevented.

IDENTIFYING HAZARDS, REVIEWING ACCIDENTS, CORRECTIVE ACTION, REPORTING ACCIDENTS, INCIDENTS & NEAR MISSES

Being systematic about health and safety is a requirement of the HSWA. The wording of the HSWA suggests:

- health and safety responsibilities are part of everyone's responsibilities.
- Club Committees must be committed to health and safety and there is a written policy and it is followed.
- health and safety is part of everyday thinking and practice in the Club.
- hazards are actively identified.
- hazard controls are in place and reviewed regularly.
- accidents are reported and there is an investigation and analysis after every incident to prevent future incidents.
- visitors are made aware of hazards on site provision is made for their safety.
- contractors' health and safety performance is managed.
- emergency procedures are developed and regularly tested.

The **Hazard Identification Form** on the next Page should be regularly reviewed and updated:

Hazard identification

Hazard	Significant		Practicable to eliminate		Practicable to isolate		All practicable steps to minimise		Controls required (including existing)	Person responsible	Date to be completed by	Completed (date/initials)
	Yes	No	Yes	No	Yes	No	Yes	No				

AREAS OF RISK

KartSport racing can be a dangerous sport and, with this, come a variety of risks. Notwithstanding the risk to the competitors, officials or spectators at the time of an incident, it is important to identify any risks present, which will affect the personnel attending to the incident.

THE MOST IMPORTANT FACTOR IN ANY SITUATION IS TO ENSURE THAT EVERYONE INVOLVED ALWAYS PUTS THEIR OWN SAFETY FIRST

This means

- Don't put yourself in any situation where your own safety is in danger.
- Don't be a hero.
- Always have the correct protection available, and use it correctly.
- Always take that split second to assess the situation, in relation to your own safety before proceeding.
- Ensure that you have gained all the available knowledge regarding hazards.
- Be aware of the equipment, location (surroundings), nature of the possible types of incident that could occur in your area and the actions you can take to minimise any risk to yourself or co-workers.
- Make yourself available to undertake any training sessions provided. Ensure you have read and understand procedures set down in this manual

Hazard Board

Hazards identified in this Plan are best communicated by way of a Hazard Board.

Each track/facility will have a Hazard Board, located on or near the Out Grid, visible to all those who are about to enter the racing confines. The Board must be positioned so it can be easily referred to and read out at Drivers Briefings.

The Hazard Board for [KartSport Bay of Plenty](#) is positioned [in the Clubrooms beside drinks fridge and kitchen area](#).

Hazard Board Signage

This facility contains particular hazards listed below:		
HAZARD	DESCRIPTION	METHOD OF CONTROL

COMMUNICATIONS BETWEEN POSTS

When communicating during a meeting or at the time of an incident, it is important to know what to call each post, so there is no misunderstanding. The following definitions of post have been adopted for the purpose of running a meeting and controlling services during an incident. They are referred to throughout this manual, by these titles.

- a) Race Secretary Located [in the Control Tower](#).
- b) Flag Points Where the Flag Marshals are positioned to signal drivers
- c) First Aid Post Where the Rescue Vehicle and First Aid personnel are positioned. Location is [on the inside of the track opposite the grandstand](#). Ambulance location is at the top gate opposite the end of the main straight
- d) Our Grid Located [along the side of the straight leading into the sweeper](#).

ESTABLISH POSTS

The following posts will be established:

This section will establish each posts location and purpose.

- a) Race Secretary Located [in the Control Tower](#). This post has full visual coverage of the whole circuit and pit area.
- b) Flag Points As marked on the attached map. There are **5 (five)** posts located around the circuit in strategic positions, plus the starters post. Each is numbered. They are marked on the attached plan by a number.
- c) First Aid Post As marked on the attached map. Minimum of one adult holding a current First Aid Certificate.
- d) Extinguishers As marked on the attached map. **5 points**.
- e) Scrutineering [Located at the Technical shed building at the entrance to the pit chute](#). Karts need to be inspected for compliance by the Scrutineer after an incident.
- f) Kart Recovery Kart recovery is the responsibility of the competitor and his or her pit crew but under the control of the Clerk of Course/Race Director. Pit crew are not permitted onto the racing confines while a race is in progress.
The safe parking area for the Kart Recovery Vehicle/trailer is noted on the track map.

FLAG POINTS

All Flag Points will be under the control of the Chief Flag Marshal or, if not appointed the Chief Steward.

- a) Ensure sufficient and appropriately trained staff are available for the meeting. See also note at bottom of this page
- b) Ensure that all equipment supplied and positioned at the Flag Point is in good working order.
- c) Brief all Flag Marshals on their role in relation to Safety Services.

Flag Marshals

The role of the Flag Marshal is: to signal drivers, ensure the track is clean of any rubbish/stones, bits of karts and oil/fuel spillage's, and report any damage to the surface of the track to the Chief Flag Marshal or, if not appointed, the Clerk of the Course/Race Director.

At the time of an incident, your prime job is to caution drivers by displaying the appropriate warning flags, and if required report the incident to the Clerk of the Course/Race Director.

You may be instructed to attend to the scene of the incident to give assistance, if you are not occupied in cautioning drivers. **DO NOT STOP CAUTIONING DRIVERS** to attend to an incident.

After each race, make a quick check of the circuit in your area to ensure it is safe to continue racing. Sweep any gravel off the racing surface. Report any maintenance.

Note

At a Club Event the Flag Marshals in most cases are provided by the competitors. At Drivers' Briefing the Clerk of the Course/Race Director will brief all competitors and support crew on the use of the flags and their responsibility.

At bigger Events a separate briefing is to be conducted by the Chief Flag Marshal or if not appointed, the Clerk of the Course/Race Director of all Flag Marshals on the use of the flags and their responsibility.

Flag Points
Official Notice Board
Hazards Board
Scrutineering Area
Pit Out Grid
In Grid
Scales
First aid/Ambulance
Race Secretary
Starter
Fire Extinguisher points
Safe areas (if any), in addition to Flag Points, where Race Officials only can safely stand.

COMPLIANCE

The Chief Steward or his/her appointee will.

- Ensure the complex complies with the Track and Complex Rating Criteria as attached as Appendix 2
- Ensure sufficient and appropriate personnel are available for the meeting
 - **Three** KartSport New Zealand Race Officials (Minimum)
NOTE: Minimum number must be as agreed with the National Steward.
 - **One** KartSport New Zealand Technical Officer (Minimum)
 - **One** KartSport New Zealand Machine Examiners (Minimum)
 - Pit Marshall
 - Race Control staff
 - Flag Marshals
 - First Aid Personnel
 - Starter
- Ensure there is radio/telephone communication between all Officials
- Ensure that the safety of spectators is maintained.
- Ensure that entry and exits are clear for continued flow.
- Ensure a clear passageway for all emergency and maintenance vehicles.
- Ensure that there is no interference or hazard to or by spectators at the scene of an incident
- If an incident involves spectators, to seal off the area and create a clear working space for emergency services.

MEDICAL SERVICES

Each event MUST have:

As a minimum of one adult holding a current First Aid Certificate to provide First Aid for members of the public, drivers, Officials and pit crews. Also to assist other medical staff as required at the time of an incident. Requirements vary on the level of the event. Consult **Rule Q6** headed **FIRST AID** of the KartSport New Zealand Manual.

Contacts for arranging this coverage are:

Les McLaren
Corporate Paramedical Services
35 Andrew Place
Tauranga

Phone 07 576 7326

If requesting an Ambulance for an event or on race day:

St Johns Te Puke

111

ACTION PLAN AT THE TIME OF AN INCIDENT

Until otherwise established, every incident will be treated as serious.

It may be that NOT ALL the following steps will be required, but this will be determined by the Clerk of the Course/Race Director on advice from the appropriate services.

It may also be that some of these steps may occur simultaneously.

ACTIONS REQUIRED AT THE TIME OF AN INCIDENT

- Any person observing an incident, reports same to Clerk of the Course/Race Director.
- On becoming aware of an incident in their sector, flag points display appropriate yellow flags and report if applicable to the Clerk of the Course/Race Director.
- The Clerk of the Course/Race Director decides on action/s to be taken and, if necessary, stops the race and dispatches the appropriate services.
- If the incident is of a serious nature and/or the race has been stopped, the Clerk of the Course/Race Director dispatches the ambulance to return the driver/s to the medical centre for a thorough check up. The ambulance officer arranges evacuation to hospital if required, and advises the Clerk of the Course/Race Director accordingly.
- Other services dispatched as required. kart recovery, maintenance crew, spectator marshals.
- The Clerk of the Course/Race Director will carry out an investigation if there has been an injury, or the kart has rolled or suffered significant damage.
- If there has been an injury all Race Officials of the event are advised.

PROCEDURES CONTINGENCY PLAN

Outside Agencies

In the event of a major incident involving fire or injury, emergency services available on site may not be sufficient to adequately handle the task, and additional medical or fire fighting/rescue services may be required.

It is the responsibility of the Chief Steward or appointee, to call for such assistance as maybe required.

If outside agencies are called in, an official is to proceed to the main gate to direct the emergency service to the scene of the incident.

Additionally in the event of a fatality, there is a statutory requirement for the Police to be involved. (See also Appendix A).

POLICE

Phone 07 573 9147 or 111

As most race meetings take place at weekends, it should be noted that the nearest Te Puke Police Station is not normally manned at weekends. Therefore, all responses will be handled through Tauranga Central. Delays in response times could be experienced dependent on Police workloads at the time.

MEDICAL

Phone 07 578 7099 or 111

If having an ambulance on site is a requirement of the Permit and should it be necessary to transport an injured person to hospital using the course ambulance, it should be noted that the meeting must be delayed until a replacement ambulance is available. Time to Tauranga Hospital by ambulance is approximately 30 minutes.

FIRE

Phone 07 578 7099 or 111

In the event of the NZ Fire Service being required to assist with fire or rescue, the appliance would normally be despatched from Te Puke. Response time would be 10-15 minutes.

CHANGES TO PROCEDURES/CONTENTS OF THIS SAFETY PLAN

Any changes to procedures or to the contents/wording of the manual must be noted on the Publication Amendment Record. All pages must have a Page Number, Issue Number and Date of Issue. All changes must be approved by the National Track and Safety Inspector. The Safety Plan is not valid until the Amendment Record is signed and stamped by the National Track and Safety Inspector.

When the changed sections are issued, it is the responsibility of the Manual holders to insert the new issues into their Manuals and note the information on the Publication Amendment Record.

REVIEW DATES

This Safety Plan will be reviewed approximately every 12 months in conjunction with the regular Track and Complex Rating inspection.

This Plan can also be reviewed and updated at any time should the Club Risk Management Officer and/or the Club Committee feel the current Plan is deficient and needs improvement.

Any such changes **MUST** have the prior approval of the National Track and Safety Inspector and such approved changes must be circulated to all relevant persons (See Distribution List - page 4).

CHECKLIST FOR THE CHIEF STEWARD OF ANY EVENT

Prior to attending the event read any Supplementary Regulations.

Equipment to take:

- Current KartSport Manual and Race Official's Handbook (which should have been kept up to date with any amendments). Paper or electronic copy;
- Race Official's identification;
- Notice of Infringement Book;
- Protest (PNR) forms;
- Report forms;
- Writing and recording material;
- Race Official's numbered stamp
- Copy of Permit and Supplementary Rules;
- Flags and number board

Check the location of the venue and ensure that you allow adequate time for travelling and carrying out duties required prior to the start of the event.

On arrival at the venue introduce yourself to the other Race Officials, Event Convenor, Race Secretary, Scrutineers, Technical Officers, Starter, Judges of Facts and Pit Marshall and ensure you note the names of these Officials and.

- Sight the Permit at the venue if applicable;
- Sight the Venue Track & Complex Licence;
- Sight that the Supplementary Rules are posted on the Official Notice Board and check there has been no changes,
- Sight the hazards Board
- Sight that a Programme Order (with times) is posted on the official notice board.
- Check location of safety manual and that it is up to date. Note that any safety items that are to be bought into the meeting are on sight and in place.
- Inspect entry forms, declarations and any other administrative forms. Check that they are being correctly checked and processed.
- Ensure scrutineering is being carried out.
- Attend where possible any briefings held.
- Inspect the venue with the other Race Officials and the Convenor immediately prior to the start of the event noting barriers, marshals, safety equipment, communications, first aid/ medical facilities, timing/results system and any particular hazards.
- Advise the Convenor of the event of any additions or alterations required before competition may commence. (Competition includes practice/tuning runs).
- Test radio communications working with all stations.

If everything is in order, authorise the start of the event.

During the running of the event, evaluate the competence of the Officials.

Ensure that the organisers are kept aware of your whereabouts at all times.

In the event of an accident or emergency, evaluate the efficiency of the recovery and medical services, and if necessary communicate apparent deficiencies to the Convenor of the event. If injury is involved, ensure that the investigation is carried out fully.

Ensure that the event is run within the time prescribed on the Permit.

At the conclusion of the event, discuss any problems and suggested improvement with the other Race Officials and event Convenor.

Accept and deal with Protests with a minimum of delay.

Prepare your event report and forward to the Area Race Officials Co-ordinator within 7 days of the event.

Forward a copy of any Accident Reports direct to the KartSport New Zealand Office.

CLUB RULES & PROCEDURES FOR PRACTICE & TESTING

The following are the [KartSport Bay of Plenty](#) Club Rules and Procedures regarding Practice and Testing.

NOTES:

- Must not be in conflict with respective KartSport New Zealand Rules.
- Must note how and to whom accidents and incidents will be managed and reported.

[KartSport Bay of Plenty Club Rules & Procedures:](#)

Due to the current design of the Te Puke track and specifically the pit chute entry and exit points from the track, the KartSport New Zealand Executive require the Pit Shute entry procedure which follows to be read out at **every** driver's briefing until further notice.

This procedure is to be followed by all karts entering the pit chute from the clockwise track direction at KartSport Bay of Plenty

- 1) At the conclusion of any testing/practice session, time trial or race.
 - When the chequered flag is displayed, complete a slow-down lap.
 - On the slow down lap when entering the main straight **immediately** and safely move over to the left hand edge of the track and remain there.
 - Do not pass other karts, form up line astern.
 - Reduce speed to a safe pit chute entry speed without excessive braking.
 - **Fully extend your right arm** to warn other drivers behind you and keep your arm extended until you commence the turn into the pit chute entrance.
 - **DO NOT move to the right prior to entering the pit chute.**
- 2) Withdrawal from competition.
 - When entering the main straight **immediately** and safely move over to the left hand edge of the track and remain there.
 - Reduce speed to a safe pit chute entry speed without excessive braking.
 - **Fully extend your right arm** to warn other drivers behind you and keep your arm extended until you commence the turn into the pit chute entrance.
 - **DO NOT move to the right prior to entering the pit chute.**

- Reference Rules J1.3 and J1.4

The pit marshal and other official personnel **must** either be behind the securely chute pit track gate or in a safe area clear of the pit chute apron entry point from the track during all practice or racing, etc.

The use of the chequered flag for the conclusion of practice/testing, tuning runs or races **must only** be displayed from the Start/Finish line tower.

CHECKLIST FOR THE CONVENOR OF ANY EVENT

The following is a Check List of Health and Safety related items for the Convenor of all competition events held at [KartSport Bay of Plenty's, Fagan's Valley Raceway](#):

Equipment to take:

- Current KartSport Rule Book and Steward's Handbook (which should have been kept up to date with any amendments);
- Steward's identification;
- Notice of Infringement Book;
- Protest forms;
- Report forms;
- Writing and recording material;
- Steward's numbered stamp
- Copy of Permit and Supplementary Regulations;
- Flags and notice board

Check the location of the venue and ensure that you allow adequate time for travelling and carrying out duties required prior to the start of the event.

On arrival at the venue introduce yourself to the other Stewards, Meeting Convenor, Race Secretary, Scrutineers, Technical Officers, Starter and Pit Steward and ensure you note the names of these officials and.

- Sight the Permit at the venue if applicable;
- Sight the Venue Track & Complex Licence;
- Sight that the Supplementary Regulations are posted on the notice board and check there has been no changes,
- Sight that a Programme Order (with times) is posted on the official notice board.
- Check location of safety manual and that it is up to date. Note that any safety items that are to be brought into the meeting, are on site and in place.
- Inspect entry forms, declarations and any other administrative forms. Check that they are being correctly checked and processed.
- Ensure scrutineering is being carried out.
- Attend where possible any briefings held.
- Inspect the venue with the other Stewards immediately prior to the start of the event noting barriers, marshals, safety equipment, communications, first aid/ medical facilities, timing/results system and any particular hazards.
- Advise the Convenor of the event of any additions or alterations required before competition may commence. (Competition includes practice/tuning runs).

If everything is in order, authorise the start of the event.

During the running of the event, evaluate the competence of the officials.

Ensure that the organisers are kept aware of your whereabouts at all times.

In the event of an accident or emergency, evaluate the efficiency of the recovery and medical services, and if necessary communicate apparent deficiencies to the Convenor of the event. If injury is involved, ensure that the investigation is carried out fully.

Ensure that the event is run within the time prescribed on the Permit.

At the conclusion of the event, discuss any problems and suggested improvement with the other stewards and meeting Convenor.

Accept and deal with Protests with a minimum of delay.

Prepare your meeting report and forward to the National Steward within 7 days of the event.

CHECKLIST & SAFETY PLAN FOR PEOPLE MANAGING WORKING BEES ON BEHALF OF THE CLUB

The following is a list of steps to follow to assist those managing Working Bees at [KartSport Bay of Plenty's Fagan's Valley Raceway](#):

Risks

1. Someone assisting hurts them self with equipment.
2. Unskilled person uses equipment they are not familiar with.
3. Kids playing in and around those mowing lawns and weed eating.

Mitigation

1. Induction for those involved in working bee.
2. Sign in sheet which would also capture skills and experience.
3. Allocate tasks based on skills and experience (Right person for the job)
4. Maintain an accident and incident register.
5. Be clear about the tasks and order at which they will be undertaken and where kids can play to minimise risks.
6. Safety Gear.

APPENDIX A

Dealing with a Fatal or Serious Accident that may Later Result in Death

These notes are mainly intended as guidance for an accident that occurs at a KartSport New Zealand event and including a KartSport New Zealand licenced raceway.

In the case of a fatal accident, the Police become involved.

In this case, the Chief Steward's duties, working in close unity with the other Race Officials of the event, are:

- 1) Contact all witnesses and the Scrutineer and advise them that they are likely to be required to attend an official Inquiry to be held as soon as possible.
- 2) Proceed to ensure that a plan of the whole area is drawn up using the sketches previously made, showing points of impact and all other relevant details, with measurements wherever possible.
- 3) Immediately impound or secure (whichever is most appropriate in the circumstances) any vehicles involved in the accident;
- 4) If death has occurred, immediately inform the Police;
- 5) **Ensure the National President and/or the Administration and Development Manager of KartSport New Zealand are informed ASAP. You must inform them of the name of the Senior Investigating Police Officer.**
- 6) Take steps in conjunction with the Race Officials to set up an official Inquiry into the accident.
- 7) Request from the Scrutineer a written report on the kart/s involved.
- 8) Prepare a report summarising all the information obtained:
 - a) Unless the Chief Steward is a direct witness of the accident, he/she should not attempt to describe the accident, except in general terms sufficient to convey to the Inquiry a general statement on the type of accident investigated;
 - b) It would not be within the province of the Chief Steward to allocate or assess responsibility for the accident. The sole purpose in relation to the accident is to obtain all possible data, collate it in a systematic form and present a report to the Inquiry;

- c) Where personal injury either to competitors or Officials of the meeting or the public is concerned, the fullest details of names and addresses, extent of injuries and any possible repercussions, should be included in the report.
- 9) Obtain from the Race Secretary of the event the entry forms of all competitors involved and also any relevant Scrutineering Forms for all the competing vehicles involved.
- 10) Obtain from the competitors involved in the incident their Competition Licences.
- 11) Ensure that all reports are in the hands of the National Steward so he/she can dispatch to KartSport New Zealand within 48 hours of the accident. These reports should include details of all actions/reports that the Chief Steward, Race Officials, Scrutineer and Race Secretary have taken.
- 11) **At no point should statements be made to the media or on social media by any KartSport New Zealand Officials or Club Administrators. Any media statements will be made by either the National President and/or the Administration and Development Manager of KartSport New Zealand.**
- 12) The Police will be wanting as much information as possible to prepare their file for the Coroner, and it is suggested that the Chief Steward and the Race Official(s) talk to the Police Officer in charge, to give them as much information as is required, also to provide copies (not the originals), of all documentary evidence in connection with the accident which may be held by any of these people. The Police will then obtain statements from various witnesses. They will not provide copies of these statements for the purposes of the Inquiry, but they will usually allow the Chief Steward or the Race Official(s) to look at the statements they have obtained.

It is good policy to inform the Police of the procedures involved in our own Inquiry, telling them what has been done up to this point, and what is going to be done. It is also likely that the Police will take control of any karts and safety apparel involved in the accident, but they are usually quite happy for Scrutineers or some such people to go and inspect the vehicle. It should always be remembered that enquires made by the Police on behalf of the Coroner take priority over KartSport New Zealand investigations. It is therefore important that inquiries made by the Race Officials should proceed in parallel with and never impede those being undertaken by the Police.

APPENDIX B

Track and Complex Schedules

Following is a copy of the Track Licence with additional provisions and extensions.

[Copy of the current Track & Complex Rating Certificate\(s\) for this venue.](#)