

MSA AIDE-MEMOIRE - SERIOUS / FATAL ACCIDENTS

The following aide-memoire has been developed to assist you in collating the necessary information regarding a fatal accident, or an accident where serious injury has been sustained, which has the potential to later become fatal.

Please use this as a living document which you can amend according to changing needs / regulations / legislation as appropriate in your particular discipline or at a particular venue.

Regard the document much as you would a lifeboat – nice to have it, but you don't want to use it. Feedback from officials and marshals after subsequent major incidents have indicated that it is a very useful tool and it has helped people involved to collect the right information even sometimes in traumatic circumstances.

MSA Steward Name: Licence Number:

Date: Time: hrs

Venue: Event Name: MSA Permit Number:

	ACTIONS	DATE / TIME (24hr clock)	TICK ✓
1	Request Coroners Officer.		
2	Signed statements by witnesses - officials and public. Names, addresses and telephone numbers.		
3	Photos - close ups, skidmarks, general scene etc. Details of any photographers who caught the incident. Check if any videos of the incident were made by photographers/spectators.		
4	Sketch map of the area showing any collisions and final positions of all vehicles involved. Time and date and sign.		
5	Drivers/spectators/officials - names, addresses, 'phone numbers of all involved. Include MSA Licence numbers where appropriate (competitors/officials). If injured party is foreign, advise embassy or consulate.		
6	Scrutineers Report. Signed, quote qualifications, name, address and telephone numbers.		
7	Medical Report. Signed, quote qualifications, name, address and telephone numbers.		
8	Rescue Team Report Signed, quote qualifications, name, address and 'phone numbers		
9	Accident Report on appropriate MSA form(s). Signed by Clerk of the Course and/or MSA Steward (Senior Club Steward if no MSA Steward present). Include full details of the injured party's protective equipment. Scrutineers verdict on helmet.		
10	Event Log giving actions and times, signed by the Clerk of the Course to include Radio Controller log (where appropriate).		
11	Entry Form, signing-on sheet and competition licence relating to injured party.		
12	Impound car, detail location and keeper of keys.		
13	Ambulance details. Hospital to which injured / deceased were taken.		
14	Fire Extinguishers. If used, ensure one of the above reports states types, numbers used and their effectiveness.		
15	Inform Landowner / MSA / Health and Safety Executive.		