



Woodthorpe Kart Club – Incident Plan

Location: Woodthorpe Kart Club, Alford, Lincolnshire, LN13 0DD

Club Type: Independent Kart Club

Last Reviewed:

Purpose

This plan outlines the procedures to follow in the event of any incident at Woodthorpe Kart Club. Its goal is to ensure a quick, safe, and coordinated response to protect all participants, spectators, and officials.

Scope

Applies to all club activities held on-site at Woodthorpe Kart Club, including practice days, race meetings, and social events.

Incident Types

Medical- Driver injury, marshal injury, spectator collapse

Mechanical- Fire, oil or fuel spill

Track Incident- Collision, off-track excursion, barrier damage

Behavioral- Aggressive conduct, intoxication, abuse

Immediate Response Procedures

Clerk of the course

Stop or neutralize the session if necessary.

Dispatch First Aid / Rescue team.

Inform Safety Officer.

First Aid Team

Attend the scene immediately.

Assess injuries and provide treatment.

If required, request 999 for ambulance support.

Race control

Record a written and timed record of all call and radio Messages.

Have access to all details ready

Collect Incident written reports from all involved

Chief Marshall

Make sure all marshall follow instructions

Clear track

Open all emergency entrances

Direct emergency response

Recover karts only when the area is declared safe.

Inspect the track surface for damage or contamination.

Restart or Cancel Session

Decision made by Clerk off the course, Race Control and Safety Officer.

Off-Track Incident

Ensure personal safety first.

Inform Race Control, Safeguarding officer & Safety Officer immediately.

Contact emergency services if required.

Record details (names, times, actions taken).

Keep the area clear for responders.

Gather any witness statements

Emergency Contact Information Service Contact

Emergency Services (Ambulance, Fire, Police)- 999
Nearest Hospital (A&E) Grimsby- 01472 874111
Alternative Hospital Boston Pilgrim Hospital – 01205 364801
SP Paramedic services- 07795252638
Safety Officer- Dayle Hartley 07515649174
Club Secretary - Kayleigh Moore 07871892909
Safeguarding officer- Claire Lee 0779118795
Clerk of the course- Adrian Fraser-07543562376 Chris Lidgett- 07506309137
Chief Marshal- Ben Croakin 07710991811
Race Control- Kayleigh Moore & Claire Lee

Post-Incident Actions

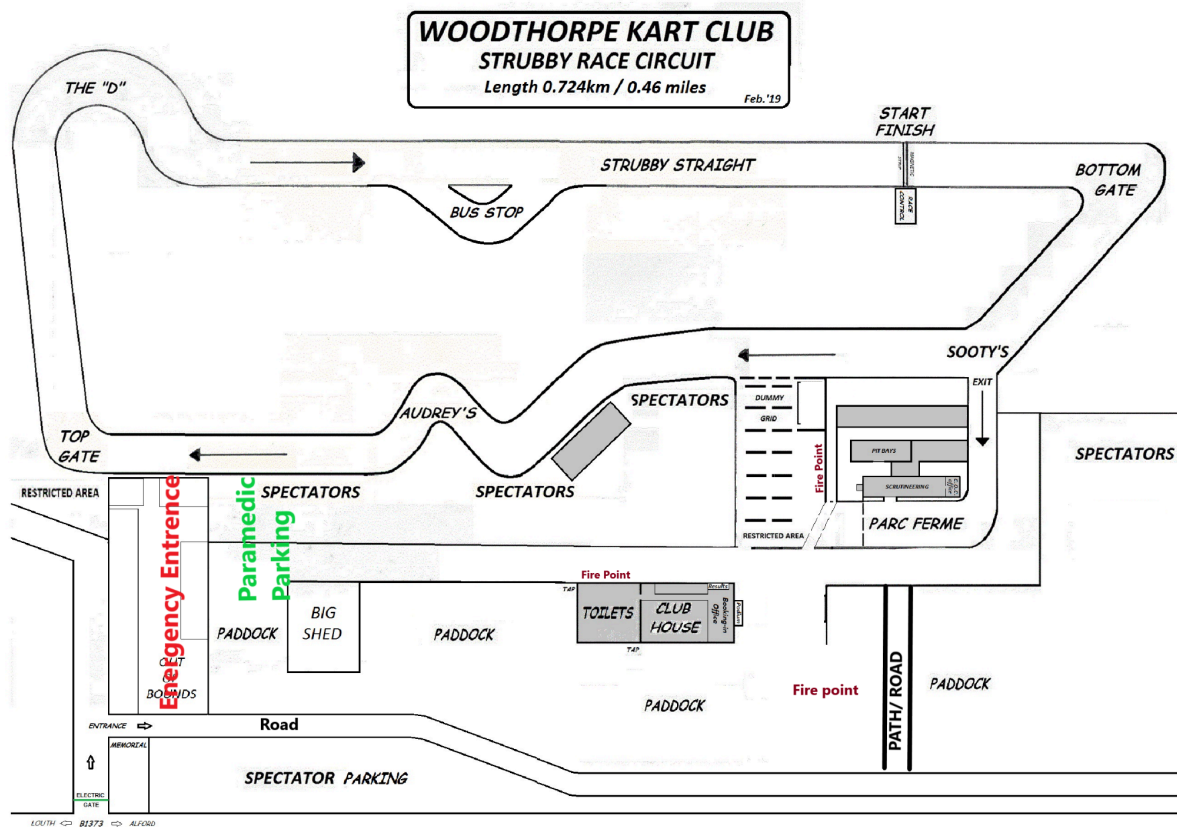
Complete Incident Report Form within 24 hours.
Preserve evidence (photos, witness statements).
Notify club management and insurers if applicable.
Conduct debrief
Review lessons learned and update this plan if needed.

Training and Preparedness

All marshals and officials must be briefed before each event.
All safety equipment (fire extinguishers, radios, first aid kits) to be inspected before each event.

Review and Approval

This Incident Plan will be reviewed annually or after any significant incident.





WOODTHORPE KART CLUB



Woodthorpe kart club Incident Report Form

Date:

Time:

Event:

Location:

Type of Incident:

Persons Involved:

Witnesses:

Description of Incident:

Timed log:

Injuries:

Evidence collected:

Police involvement:

Action Taken :

Follow-Up Required:

Signatures:

Clerk of the course _____.

Secretary _____.

Safeguarding officer _____.

Chairman _____.

Health and Safety officer _____.