

The purpose of this document is to guide Supply Chain colleagues through the process of recording incidents onto Highways England Airsweb.

Please note: It is important that the data entered is factual, accurate, and relevant. These reports may be disclosed as part of regulatory monitoring, legal or coronial proceedings. Furthermore, the detail of these reports may inform Safety Alerts, and/or be escalated to the Board and members of senior management.

Data must be reported in accordance with Highways England instruction to Supply Chain via the most recent IAN 128 (currently IAN 128/15C in conjunction with CHE 428/18)

IAN's are accessed via webpage: <http://www.standardsforhighways.co.uk/ha/standards/ians/>

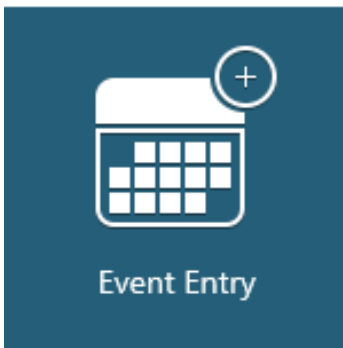
Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.

Airsweb link: <https://highwaysengland.airswb.net/Default.aspx>

Before you start please ensure that you have login details for Airsweb 5. If you require login details or are experiencing any technical issues with completing this information on Airsweb then please contact the Airsweb Supply chain inbox via: Airswebsupplychain@highwaysengland.co.uk

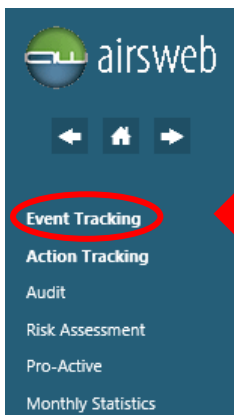
Highways England Airswab Supply Chain Guidance - Step by Step – recording an incident

1. Access AirsWeb by selecting an appropriate link and **'Login'**
2. To enter an event access:



Select **'Event Entry'** from the tiles in the main screen

or



Select **'Event Tracking'** from the left hand side navigation menu

Then select **Enter** from the bar at the top of the main screen

3. In the first event entry screen ensure that the correct project is displayed in the dropdown.

Event Tracking




Please ensure all fields denoted by * are completed.

| | | | | | |
|----------------------|----------------------|----------------------|---|----------------------|--|
| Site/Project * | <input type="text"/> | | | | |
| Event Type * | <input type="text"/> | | | | |
| Date/Time of Event * | <input type="text"/> | <input type="text"/> | : | <input type="text"/> | <input type="text"/> |
| Date/Time Reported : | 2018-08-24 | <input type="text"/> | : | 11 | 54 <small>If time unknown, please leave blank.</small> |

Next **Reset**


- In the Event Type box select the most significant category from the dropdown (as displayed in the list below):


| | |
|-------------------|-------------------------------------|
| Event Type * : | Personal Illness or Injury |
| Time of Event * : | Environmental |
| Time Reported : | Asset Security or Personal Security |
| | Infrastructure Asset |
| | Near Miss |

- Enter the **exact date** (from the calendar ) and **exact time** of the incident
Please note – if you are unsure of the exact time of the incident upon reporting, provide an estimated time. Ensure that as soon as the correct time is known that you update the record with this information.
- Once this has been completed click **next**.
- Under kind of event select what happened from the dropdown (please see [Appendix A](#) for a full list of available categories)

Kind of Event * :

- Complete the incident form. Mandatory fields are marked with *, however complete as many of the fields as you can to the best of your knowledge.

Providing detailed information will assist Highways England build valuable trend analysis which will help us in turn protect our employees and supply chain colleagues (e.g. completing the coordinates section by clicking on the map ) will help us identify possible hotspots)


| | |
|--|---|
| Last Name * : | <input type="text"/> |
| First Name * : | <input type="text"/> |
| Lookup Employer Name : | <input type="text"/> |
| Employer Name : | <input type="text"/> |
| Business E-Mail Address : | <input type="text"/> |
| Details of Event | |
| Date/Time of Event : | 2018-08-08T00:00 |
| Date/Time Reported : | 2018-08-24T13:34 |
| Time into Shift : | <input type="text" value=""/> hour(s) <input type="text" value=""/> minute(s) |
| Shift Start Date and Time : | <input type="text"/> <input type="text"/> |
| Site/Project * : | Office: BEDFORD HEIGHTS - Bedford |
| Location : | RCC CCTV observation on network |
| Sub Location : | <input type="text"/> |
| Specific Location (include RCC Log no if relevant) : | <input type="text"/> |
| Coordinates : | <input type="text"/> <input type="text"/>  |
| Details of actual job being done at the time * : | <input type="text"/> |


Please note in accordance with GDPR personal information will not be visible and will be blanked out

9. Enter the description of the incident in **‘Describe the facts of what happened’**. Omit any personal information such as names, vehicle registration numbers and gender (referring to a person as Injured Party, Individual or they).

| | |
|--|---|
| Describe the facts of what happened * : | <input type="text"/> |
| Immediate Actions Taken : | <input type="text"/> |
| Names of Witnesses (Last Name, First Name) : | <input type="text"/> , <input type="text"/> |
| Additional Witnesses : | <input type="text"/> |
| Security Category : | <input type="checkbox"/> Assault <input type="checkbox"/> Break-in to Motor Vehicle <input type="checkbox"/> Disturbance <input type="checkbox"/> False Alarm Activation <input type="checkbox"/> Insecure Building Found <input type="checkbox"/> Intruder in Building <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Suspicious Person <input type="checkbox"/> Theft <input type="checkbox"/> Threatening Behaviour <input type="checkbox"/> Vandalism/Malicious Damage |
| Assailant Person Type : | <input type="text"/> |
| Weapon used : | <input type="text"/> |
| Police Report Filed : | <input type="text"/> |
| Police Report Details : | <input type="text"/> |
| Core Vehicle Reporting | |
| Was there a vehicle involved in this event? : | <input type="text"/> |

10. Complete the event Sub Type: This is where the incident category relating to the selected Event Type is to be included (eg. for Personal Injury - RIDDOR, for Near Miss - HiPo etc.) A list of drop down options under the correlating Event Type can be found in [Appendix B](#).
11. Once you have completed as much information as you are able to then please click **‘add’**. This will now have created a record like the one shown below: *Please note: the blue cross is used to censor sensitive information and/or unique identifying numbers – this will not be present on your system.*

System Event ID 

System Event ID  Created Please click below to reload the record.

[Reload record](#)

[Click here to e-mail notification of event](#)

Appendix A: Kind of event dropdown list

| Kind of event dropdown list |
|--|
| Accommodation issues |
| Asset, vehicle or plant failure, damage, or unsafe condition |
| Attacked by an animal |
| CCTV Failure |
| Chamber or drainage collapse |
| Collision with fixed or stationary object or material |
| Control Works Failure |
| Disturbance of natural site |
| Drowned or asphyxiated |
| Environment - ecology |
| Environment - heritage / archaeology |
| Environment - land contamination |
| Environment - nuisance (noise, light, odour, vibration, dust, steam) |
| Environment - spill, leak or uncontrolled discharge |
| Environment - waste and materials |
| Environment - water |
| Explosion |
| Faint or collapse |
| Fall, slide, or accumulation of debris or material |
| Fell from a height |
| Fell, slipped, or tripped on same level |
| Fire |
| Hit by a moving or falling object |
| Hit by a moving vehicle or plant |
| Incursion due to breakdown |
| Incursion of Rolling Road Block (TOS) |
| Incursion to seek information or benefit |
| Incursion unintentional - confused or follow in |
| Incursion unintentional as result of accident |
| Injured while handling lifting or carrying |
| Intentional illegal access to site |
| Intimidating behaviour |
| Live Carriageway Crossing |
| Live Carriageway Working |
| Loss or theft of goods or assets |
| Lower Limb Disorder |
| Onset of illness to person |
| Person contact with electricity |
| Person exposed to harmful substance |
| Physical assault |
| Procedural - HE Contractor |
| Procedural - Non HE Contractor |
| Procedural - On Road |
| Procedural - RCC |
| Radio or Telephony Comms Failure |
| RCC Control Office Base System Failure |
| RCC Safety Stand Down |
| Security threat disruption |
| Service strike electricity |
| Service strike gas |
| Service strike other cables or pipelines |
| Service strike water |
| Signal Setting or Signal Fault |
| Stress-related symptoms |
| Structure, trench, or scaffold collapse |
| Unplanned Event disrupting business continuity |
| Verbal abuse or insult |

Appendix B: Event Subtype dropdown list

| Event Type | Event Subtype |
|----------------------------|--|
| Personal Illness or Injury | Riddor Fatality |
| | Riddor - Specified Injury |
| | Riddor > 7 Days |
| | 4 to 7 Day Injury |
| | 1 to 3 Day Injury |
| | Fatality Non Riddor |
| | Riddor Member of the public hospital adm |
| | Taken medically ill |
| | No Lost Time Injury |
| | Riddor Disease |

| Event Type | Event Subtype |
|---------------|--|
| Environmental | Permit Breach |
| | Enforcement action by regulatory body |
| | Breach of existing license / permit conditions |
| | Breach of legislation |
| | Prosecution by regulatory body |
| | Impact on project programme / costs |
| | Failure to meet planning commitment |
| | Reputational damage |

| Event Type | Event Subtype |
|-------------------------------------|------------------------------|
| Asset Security or Personal Security | Alarm Event |
| | Crime |
| | Drugs Found |
| | Law Enforcement Contact |
| | Peace Disturbance |
| | Property Damage - Incidental |
| | Suspicious Activity |
| | Theft of goods or assets |
| | Trespass |
| | Vehicle Repossession |
| | Incursion |
| | Verbal abuse or intimidation |
| | Assault |

| Event Type | Event Subtype |
|----------------------|---------------------------------|
| Infrastructure Asset | Fire |
| | Service Strike |
| | Property, vehicle, plant damage |
| | Riddor Dangerous Occurrence |
| | Failure of Infrastructure Asset |

| Event Type | Event Subtype |
|------------|---|
| Near Miss | High Potential Riddor chance avoidance |
| | High Potential Riddor intervention by person |
| | High Potential non-Riddor chance avoidance |
| | High Potential non -Riddor intervention by person |
| | Minor or low potential impact |