The purpose of this document is to guide Supply Chain colleagues through the process of recording incursions 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 GG 128 within the DMRB:
https://www.standardsforhighways.co.uk/dmrb/search?q=GG%20128&pageNumber=1

Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.
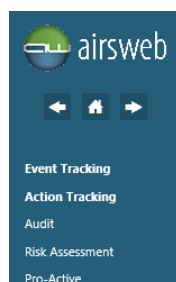
Airsweb link: https://highwaysengland.airsweb.net/Default.aspx
If you are having any technical issues with completing this information on Airsweb then please contact the Airsweb Supply Chain inbox via: Airswebsupplychain@highwaysengland.co.uk

Highways England Airsweb Supply Chain Guidance - Step by Step – recording an incursion

The official definition of an incursion into roadworks is "an intentional or unintentional unauthorised entry into temporary traffic management by members of the public or emergency services". In other words, an incursion is when an unauthorised vehicle or a member of the public enters the roadworks without authorisation.

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.

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

5. Enter the **exact date (**from the calendar 📅) and **exact time** of the incursion
Please note – if you are unsure of the exact time of the incursion upon reporting, provide an estimated time. Ensure that as soon as the correct time is known that you update the record with this information.

6. Once this has been completed click **next**.

7. Under kind of event select what happened from the dropdown (please see Appendix A for a full list of available categories)

8. Complete the incursion 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 to build valuable trend analysis which will help us, in turn, protect our employees and supply chain colleagues.

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

9. Please now enter the exact location of the incursion utilising the fields, as shown below

To enter coordinates – select the map icon above. Once you have selected this, the following screen will pop up:
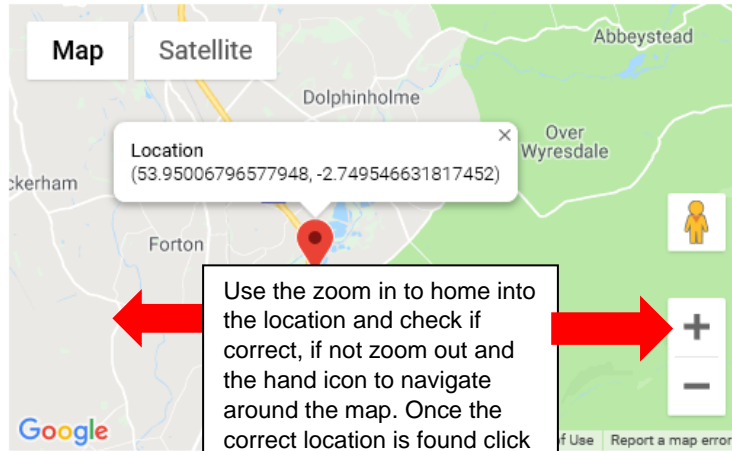
Once you see this screen, key the location into the top bar as below and select the arrow next to it

Use the zoom in to home into the location and check if correct, if not zoom out and the hand icon to navigate around the map. Once the correct location is found click on it and then **click done**

Please note: this is the exact location of the incursion

10. Enter the description of the incursion 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 * :	
Immediate Actions Taken :	
Names of Witnesses (Last Name, First Name) :	
:	
Additional Witnesses :	
Security Category :	☐ Assault ☐ Break-in to Motor Vehicle ☐ Disturbance ☐ False Alarm Activation ☐ Insecure Building Found ☐ Intruder in Building ☐ Substance Abuse ☐ Suspicious Person ☐ Theft ☐ Threatening Behaviour ☐ Vandalism/Malicious Damage
Assailant Person Type :	
Weapon used :	
Police Report Filed :	
Police Report Details :	

Core Vehicle Reporting

Was there a vehicle involved in this event? :	

11. Under "Supplier Incursion assigned to" select **your** Organisation from the drop down

12. Under Contract/Activity type select the **contract** that you are working on from the list below with the Supply Chain prefix (please do not select a Highways England option)

Investigation

Investigation Findings :	
Who has responsibility for the Cause? :	
Supplier Incident assigned to * :	
Contract/Activity Type * :	Highways England: Attending a Training Course

Highways England: Attending a Training Course
Highways England: Commute to work
Highways England: Driving for Work
Highways England: Office based activity (Including home working and meetings)
Highways England: RCC/ROC
Highways England: Traffic Officer
Highways England: Working away from Office (exc home working)
Highways England: Working on off Network Projects
Highways England: Working on the Strategic Road Network (SRN)
Supply Chain: AD (All other Asset Delivery)
Supply Chain: All Major Projects Works
Supply Chain: ASC (Asset Support Contract)
Supply Chain: Category Management - Pavement
Supply Chain: CDF
Supply Chain: CWF
Supply Chain: DBFO
Supply Chain: M&R (Maintenance & Response)
Supply Chain: NRTS
Supply Chain: Other Operations Contracts
Supply Chain: Technology
Supply Chain: Toll

Please note: if a contract type is not covered then please contact the Airsweb Supply Chain inbox

13. Complete the event Sub Type: This is where the incursion 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.

14. 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 ~~5×7~~

System Event ID ~~5×7~~ 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	Event type(s)		
Incursion; Intentional – Because of breakdown	Personal Illness or Injury	Near Miss	Undesired Circumstances
Incursion; Intentional - Breach of Rolling Road Block (TOS)	Personal Illness or Injury	Near Miss	Undesired Circumstances
Incursion; Intentional - To seek benefit	Personal Illness or Injury	Near Miss	Undesired Circumstances
Incursion; Intentional – To seek information	Personal Illness or Injury	Near Miss	Undesired Circumstances
Incursion; Unintentional - Driver confused	Personal Illness or Injury	Near Miss	Undesired Circumstances
Incursion; Unintentional - Follow in	Personal Illness or Injury	Near Miss	Undesired Circumstances
Incursion; Unintentional - Result of accident	Personal Illness or Injury	Near Miss	Undesired Circumstances

Incursion Category	Examples of Incursions
Incursion; Intentional – To seek benefit	Road is closed, driver not willing to use division route
	Queue jumping
	Breach of road closure by member of public (child needs toilet / illness) other than a rolling road block
	Emergency services going through under blue lights / criminal act
	Wilful disregard of road closure by residents to get home / work
	Aggressive individuals who just want to cause trouble
	Abnormal load movements
	Theft from site
	Taking a short cut
	Jumping a red light or Red X
	Taking Tacho breaks
Incursion; Intentional – Because of breakdown	Fuel / mechanical failure (actual or anticipated)
	As a result of a puncture (debris for example)
	Safe area to park (not live lane)
Incursion; Intentional – To seek information	To ask for directions / lost (poor signage / satnav / inquisitive driver)
	Request for help (emergency services etc)
	Delivery drivers looking for site
Incursion; Intentional - Breach of Rolling Road Block (TOS)	Breach of rolling road block
Incursion; Unintentional – Driver confused	Satnav confusion
	Missed / poor / confused signage

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	Drive into works access point instead of merging onto motorway
	Foreign drivers / tourists / elderly / young (new) drivers
	Entering works believing that it is still open
	Intoxication
	Tunnel Vision
	Poorly placed works access points (top of slip road)
Incursion; Unintentional – Follow in	Follow in (other vehicles / work vehicles / plant) as a result of visibility
	Tail gating
Incursion; Unintentional – Result of an accident	Forced off the road as a result of debris / vehicle
	Following an accident (spin off / pushed)
	Witness
	Medical staff offering assistance following an incident
	Avoid an incident in front

Appendix B Event Sub Type Lists

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
	No Lost Time Injury
	Non-RIDDOR – Specified Injury

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

Event Type	Event Subtype
Undesired Circumstance	Pro-Active Intervention
	Observation