

The purpose of this document is to guide Supply Chain colleagues through the process of recording observations 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/dmrp/search?q=GG%20128&pageNumber=1>

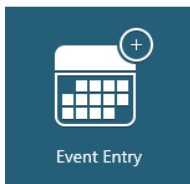
Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.

Airsweb link: <https://highwaysengland.airswb.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

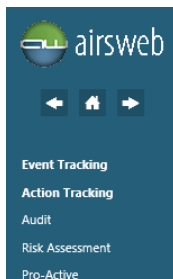
Highways England Airsweb Supply Chain Guidance - Step by Step – recording an observation

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  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

Enter Search Graphs Reports Export Summary

Please ensure all fields denoted by * are completed.

Site/Project * :

Event Type * :

Date/Time of Event * : :

Date/Time Reported : 2018-08-24 : : If time unknown, please leave blank.

Next Reset

4. In the Event Type box select '**Undesired Circumstance**' from the dropdown (as displayed in the list below):

Enter Search Graphs Reports Export Summary

Please ensure all fields denoted by * are completed.


Site/Project * :

Event Type * :

Date/Time of Event * : :

Date/Time Reported : 2020-05-12 : : If time unknown, please leave blank.

Next Reset

5. Enter the **exact date** (from the calendar ) and **exact time** of the observation
Please note – if you are unsure of the exact time of the observation 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)

Kind of Event * : ▼

8. Complete the observation 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 ensure all fields denoted by * are completed.

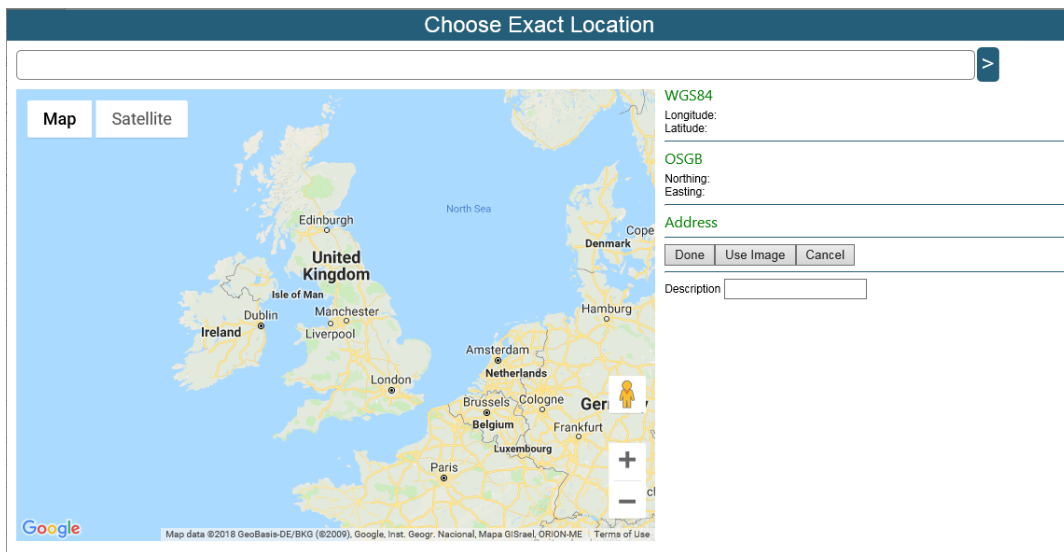
Event Type :	Near Miss
Kind of Event * :	<input type="text" value=""/> ▼
Person Reporting	
Last Name * :	<input type="text" value=""/>
First Name * :	<input type="text" value=""/>
Lookup Employer Name :	<input type="text" value=""/> X
Employer Name :	<input type="text" value=""/>
Business E-Mail Address :	<input type="text" value=""/>
Details of Event	
Date/Time of Event :	2018-09-04T02:02
Date/Time Reported :	2018-09-17T10:09
Time into Shift :	<input type="text" value=""/> hour(s) <input type="text" value=""/> minute(s)
Shift Start Date and Time :	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

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

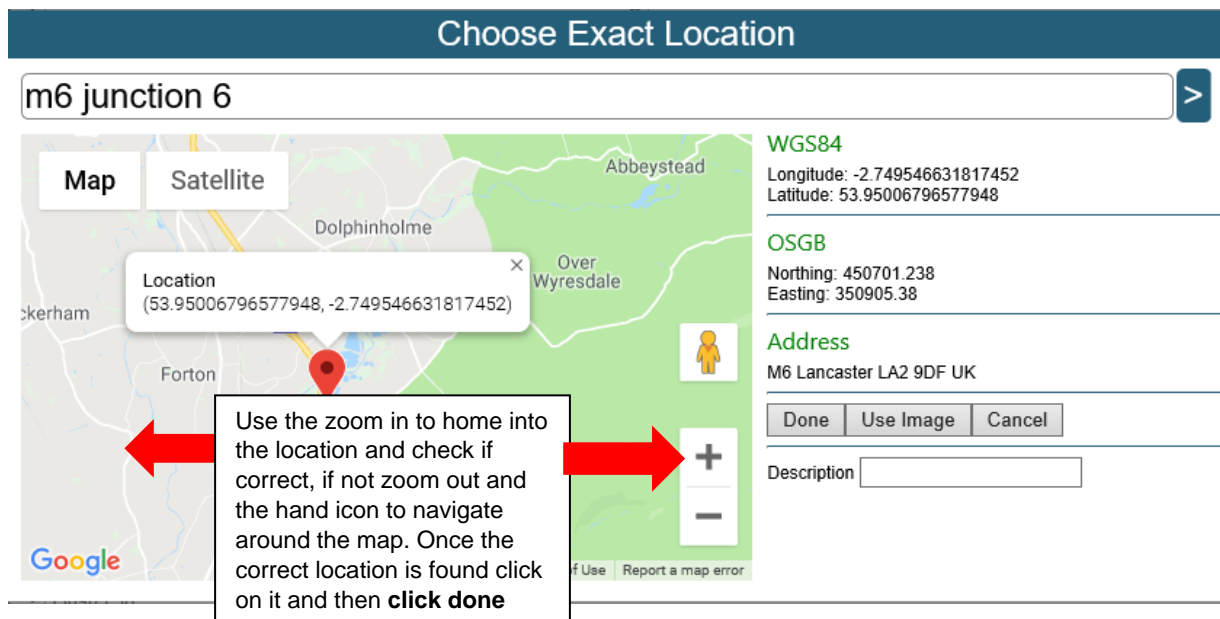
9. Please now enter the exact location of the incident utilising the fields, as shown below

Site/Project *	Office: PICCADILLY GATE - Manchester	
Location :	<input type="text"/>	
Sub Location :	<input type="text"/>	
Specific Location (include RCC Log no if relevant) :	<input type="text"/>	
Coordinates * :	<input type="text"/>	<input type="text"/>

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



Please note: this is the exact location of the incident

10. 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"/>
	<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"/>

11. Under “Supplier Incident 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 Findings :	<input type="text"/>
Who has responsibility for the Cause? :	<input type="text"/>
Supplier Incident assigned to * :	<input type="text"/>
Contract/Activity Type * :	<ul style="list-style-type: none"> 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 by selecting '**Observation**' from the drop down.
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 5867 

System Event ID 5867 ted 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)
Animal - Attacked by bird	Undesired Circumstances
Animal - Attacked by insect	Undesired Circumstances
Animal - Attacked by mammal	Undesired Circumstances
Animal - On network (deceased)	Undesired Circumstances
Animal - On network (live)	Undesired Circumstances
Asset failure, damage, or unsafe condition	Undesired Circumstances
CCTV Failure	Undesired Circumstances
Chamber or drainage collapse	Undesired Circumstances
Collision with fixed or stationary object or material - In Vehicle	Undesired Circumstances
Collision with fixed or stationary object or material - Not in Vehicle	Undesired Circumstances
Communications - Airwave issues	Undesired Circumstances
Communications - Bluetooth / mobile issues	Undesired Circumstances
Cone Strike	Undesired Circumstances
Control Works Failure	Undesired Circumstances
Drowned or asphyxiated	Undesired Circumstances
Environment - Disturbance of natural site	Undesired Circumstance
Explosion	Undesired Circumstances
Fall, slide, or accumulation of debris or material	Undesired Circumstances
Fell from a height	Undesired Circumstances
Fell, slipped, or tripped on same level	Undesired Circumstances
Fire	Undesired Circumstances
Hard Shoulder Misuse	Undesired Circumstances
Health - Faint or collapse - Medical	Undesired Circumstances
Health - Faint or collapse - Work Related	Undesired Circumstances
Health - Onset of illness to person	Undesired Circumstances
Health - Stress-related symptoms	Undesired Circumstances
Hit by a moving or falling object	Undesired Circumstances
Hit by a moving vehicle or plant	Undesired Circumstances
Incursion; Intentional – Because of breakdown	Undesired Circumstances
Incursion; Intentional - Breach of Rolling Road Block (TOS)	Undesired Circumstances
Incursion; Intentional - To seek benefit	Undesired Circumstances
Incursion; Intentional – To seek information	Undesired Circumstances
Incursion; Unintentional - Driver confused	Undesired Circumstances
Incursion; Unintentional - Follow in	Undesired Circumstances
Incursion; Unintentional - Result of accident	Undesired Circumstances
Injured while handling - Lifting or Carrying	Undesired Circumstances
Injured while handling - Pushing or Pulling	Undesired Circumstances
Intentional illegal access to site	Undesired Circumstances
IPV Strike	Undesired Circumstances
Live Carriageway Crossing	Undesired Circumstances
Live Carriageway Working	Undesired Circumstances
Live lane broken down vehicles	Undesired Circumstances

Kind of Event	Event Type(s)
Loss or theft of goods or assets	Undesired Circumstances
Lower Limb Disorder	Undesired Circumstances
Person contact with electricity	Undesired Circumstances
Person exposed to harmful substance	Undesired Circumstances
Personal Security - Intimidating behaviour	Undesired Circumstances
Personal Security - Physical assault	Undesired Circumstances
Personal Security - Racial Abuse	Undesired Circumstances
Personal Security - Verbal abuse or insult	Undesired Circumstances
Plant failure, damage, or unsafe condition	Undesired Circumstances
Potential exposure to Asbestos	Undesired Circumstances
Pothole issue	Undesired Circumstances
Procedural - HE Contractor	Undesired Circumstances
Procedural - HE Employee	Undesired Circumstances
Procedural - Non HE Contractor	Undesired Circumstances
Procedural - On Road	Undesired Circumstances
Procedural - RCC/ROC	Undesired Circumstances
Radio or Telephony Comms Failure	Undesired Circumstances
RCC/ROC Control Office Base System Failure	Undesired Circumstances
RCC/ROC Safety Stand Down	Undesired Circumstances
Red X Non-Compliance	Undesired Circumstances
Road Traffic Collision	Undesired Circumstances
Security threat - IT	Undesired Circumstances
Security threat - Personal	Undesired Circumstances
Security threat - Premises	Undesired Circumstances
Security threat disruption	Undesired Circumstances
Signal Fault/Unable to be Set	Undesired Circumstances
Signal not set - Requested	Undesired Circumstances
Signal not set - Unrequested	Undesired Circumstances
Signal Set incorrectly	Undesired Circumstances
Signal Setting or Signal Fault	Undesired Circumstances
Simulator training issues	Undesired Circumstances
Structure, trench, or scaffold collapse	Undesired Circumstances
Unauthorised Access to a Confined Space	Undesired Circumstances
Unplanned Event disrupting business continuity	Undesired Circumstances
Vegetation- no place of safety to stand	Undesired Circumstances
Vegetation- unable to undertake work activity	Undesired Circumstances
Vehicle failure, damage, or unsafe condition	Undesired Circumstances
Environment - ecology	Undesired Circumstance
Environment - heritage / archaeology	Undesired Circumstance
Environment - land contamination	Undesired Circumstance
Environment - nuisance (noise, light, odour, vibration, dust, steam)	Undesired Circumstance
Environment - spill, leak or uncontrolled discharge	Undesired Circumstance
Environment - waste and materials	Undesired Circumstance
Environment - water	Undesired Circumstance