Annex A – Vehicle Incursion Reporting Template

This form should be completed each time a vehicle incursion is witnessed. The information gained from this form will be used by Highways England to identify ways to eliminate vehicle incursions into your workplace. Please complete this form as fully as possible and hand it to your supervisor.

Name of road or contract

Your name
(This information will not be kept or used by Highways England)

Date of incursion

Time of incursion

Exact location of incursion

Weather Conditions

Type of Incursion: [Reference point G]
- Intentional to seek benefit
- Intentional because of breakdown
- Intentional to seek information
- Unintentional – Driver confused
- Unintentional – Follow in
- Unintentional – Result of an accident

Please give any further details, including type of vehicle
(use reverse of this form if required)

Registration of vehicle
(if known)

Were the Police notified
Yes [Reference point J]
No

If yes, please give incident number

Did the driver give any verbal abuse or threaten
Yes [Reference point K]
No

Physical abuse

Thank you for completing this form, the information you have provided will help us stop vehicle incursions in the future and improve your workplace safety
On behalf of another supplier.

All area service providers and major project principal contractors should have access to Airsweb to allow the reporting of incursions on their projects / contracts. Where a user is reporting on behalf of another supplier (not subcontractor) then use this to record their details.

User Details.
This screen should be self-populating based on the information given on registration. These details should be the details of the Airsweb user and not necessarily the details of the individual who completed the incursion reporting form [Reference point B].
Supplier Reference ID:
You are encouraged to include a reference to your own records in case of any follow up that may be required.

Incident Date & Time: [Reference point C & D]
Please record the data and time from reference point C & D in the incursion report template here. Whilst Highways England accepts that the exact time is not always recorded or taken at the time of the event, we do expect that a rough estimate is inserted rather than leaving it to the default 00:00 as we use this as an element for which to understand any timeline trends.

Contract: [Reference point A]
For most people, this will be one option but if not, please select relevant contract project.

Remedial Action:
Please insert in here any remedial action taken at the time of the event. For example, Police called; Airlock checked; taper reinstated.

Incident Description: [Reference point H]
Whilst we encourage as much information as possible to be included, it is acknowledged that little information other than basic details is often supplied. However, simply typing “incursion into works” or similar where this information is available is discouraged as we do review each incursion description to try to identify the types of incursions undertaken.

Where did the incident occur: [Reference point E]
Location Type:
Road Number:
Road Direction:
Hatris Road Link:
Exact Location:
The long-term aim of Highways England is to produce a heat map, therefore we require the location of the event. Whilst both Hatris road link and co-ordinates are acceptable, Hatris road link is preferred as it’s the most common.
Incident Type: Please record the incident type for the incursion in accordance with the following definitions below

**Incident Type:**

- **Injury Incident:** Where a member of the public enters our works and causes an injury to a worker then this event should be recorded as an injury incident. Because it resulted in an injury the normal rules around reports and timescales under IAN128/15Ar apply and we would expect a full report within 14 working days (unless agreed) and a first alert report within 3 days.

- **Damage Loss Event:** Where a member of the public enters our works and strikes and damages either a works vehicle (property Damage) or infrastructure assets such as street furniture (equipment damage) then a general green claim report form or similar should be completed.

- **Near Miss:** Where an incursion poses a risk to workers (e.g. a worker has to jump out of the way of an oncoming vehicle) then this is classed as a High Potential Near Miss and the rules around reports and timescales under IAN128/15Ar apply.

- **Hazard:** Where an incursion occurs and there are no worker present or at risk of injury from the moving vehicle / NMU etc then this is classed as a Hazard for statistical purposes and no report is required.
Fourth Screen – Works
There are no mandatory fields on this screen and none of the fields are used as part of the trend analysis therefore we do not require any field completing for an incursion.
Fifth Screen – Site & Traffic

None of the below fields are mandatory and none are used as part of the overall trend analysis that is undertaken on incursions. If the incursion report submitted by the site operatives includes weather then please feel free to use this screen to record this if necessary.

Weather Conditions: [Reference point F] If felt necessary please record the weather conditions from reference point F in the incursion report temple here.
Sixth Screen – Police

If the Police have been called in response to the incursion then please complete all known filed in the following screen. If there were no police involvement then please select no.
Seventh Screen – TO

It is unlikely that a traffic officer would be called to an incursion so this would almost always be no. However a breach in a rolling road block would be classed as an incursion and in these circumstance where the RRB was being controlled by a Traffic Officer please complete the boxes as necessary.
Vehicles Was a vehicle involved (excluding crash cushions) [Reference point H & I]

Unless the incursion was from a member of the public on foot or on a NMU e.g. Bicycle or Horse then please answer yes to the first question and complete the Following fields;

Vehicle Involvement: in nearly all cases this would be ‘Driven by a member of the Public into the works’

Type of vehicle: Please select from the drop down menu e.g. Car, HGV etc

What was the vehicle registration mark: Please provide if known as per reference point I in the report template

Was the driver at work when the accident happened: it is accepted this would more than likely be unknown to the person who reported it but because it is a mandatory field please either choose yes or no depending on the best guess e.g. if it is a HGV or taxi that entered site then please put yes for all others no would be acceptable.

As the remaining fields are not mandatory then please leave blank unless there is relevance to completing them.
Ninth Screen

An IPV strike would not be an incursion therefore this screen would almost always be No
Tenth and Final Screen

Primary Cause: [Reference point G]  
Please select from the 6 causes as per reference point G in the report template.

Circumstances - Causal:  
As a required field please select relevant immediate cause as a minimum.

Investigation Findings:  
As a required field we expect there to be a very brief explanation of what if anything has changed as a result of the incursion. If no preventative measures were identified as a result of the investigation then simply reference the reason why.

Potential Severity:  
Please select potential severity from the amended severity Matrix.

Actual Severity:  
Please select actual severity from the amended severity Matrix.
### Amended Severity Matrix

<table>
<thead>
<tr>
<th>Severity</th>
<th>Incursion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Fatality or major injury or HSE reportable lost time injury of more than seven days to a worker or HSE reportable injury to an individual not at work i.e. fatality or major injury or resulting in third party attending hospital.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Where a public vehicle enters site and makes contact with a worker causing minor injuries resulting in lost time injury of up to six days or medical attention required from a doctor or nurse.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Any incursion that results in damage to plant and equipment including damage to the offending vehicle.</td>
</tr>
<tr>
<td>Level 4</td>
<td>Near Miss – Where an incursion occurs and workers are in close proximity but are not stuck by the moving vehicle.</td>
</tr>
<tr>
<td>Level 5</td>
<td>Hazard - Where an incursion occurs and there are no workers present in the vicinity or at risk of injury from the moving vehicle / NMU</td>
</tr>
</tbody>
</table>