

# Safety Alert

## Further updates to our incident Reporting System - Airsweb

6 August 2019

In April we alerted you of the first stage of updates applied to Airsweb, following your feedback. We are now delighted to inform you of the next stage of enhancements to the system. The initial enhancements were focused on improvements for the user. This phase of enhancements are focused on improving reporting and analytics.



### Improved Accuracy:

- New mandatory fields – to ensure we are consistently capturing the data we need for improved analysis.
- All Airsweb User accounts for Supply Chain colleagues linked to their Organisation – for improved accuracy in the data we collect.
- Mandatory 'Activity Field' to capture the contract type for Supply Chain and the activity being carried out for Highways England Employees:

#### Highways England (Actual Activity)

- Driving for work
- Traffic Officer
- RCC/ROC
- Working on the Strategic Road Network (SRN)
- Office based activity (Including home working and meetings)
- Attending a Training course
- Working away from Office (exc home working)
- Working on off Network Projects
- Commute to Work

#### Supply Chain (Contract/Delivery Method)

- M&R (Maintenance and Response)
- AD (All other Asset Delivery)
- ASC (Asset Support Contract)
- CDF
- CWF
- DBFO
- Category Management - Pavement
- Technology
- NRTS
- Toll
- Other Operations Contracts
- All Major Projects works

*\* Please note if there are other types of equivalent works/activities that we have not covered, that you believe should be included, then please contact us*

The Highways England Airsweb guidance has been updated to reflect these changes. For internal staff please access the guidance [here](#) and for Supply Chain colleagues the guidance is located on the [Safety Hub](#).