

The purpose of this document is to guide Supply Chain colleagues through the process of recording a Service Strike 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>

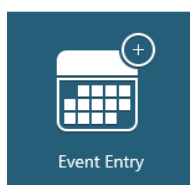
Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.

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

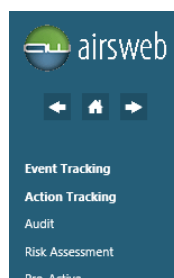
Highways England Airsweb Supply Chain Guidance - Step by Step – recording a Service Strike.

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 the most significant category from the dropdown (as displayed in the list below):

Event Type *:


Date/Time of Event *:

Date/Time Reported:

Next Reset

- Personal Illness or Injury
- Environmental
- Asset Security or Personal Security
- Infrastructure Asset
- Near Miss
- Undesired Circumstance
- Facilities Management



Please refer to [Appendix C](#) to ensure the Event Type and Event Subtype is correct for the incident being reported.

5. 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.
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 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 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.

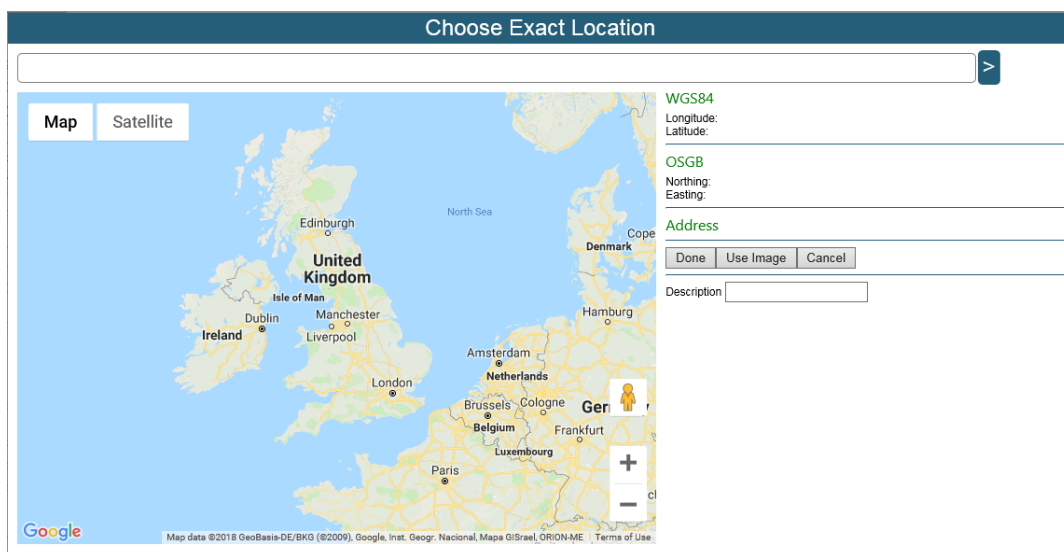
Event Type :	Near Miss
Kind of Event * :	<input type="text" value="Near Miss"/>
Person Reporting	
Last Name * :	<input type="text"/>
First Name * :	<input type="text"/>
Lookup Employer Name :	<input type="text"/> 
Employer Name :	<input type="text"/>
Business E-Mail Address :	<input type="text"/>
Details of Event	
Date/Time of Event :	2018-09-04T02:02
Date/Time Reported :	2018-09-17T10:09
Time into Shift :	<input type="text" value="0"/> hour(s) <input type="text" value="0"/> minute(s)
Shift Start Date and Time :	<input type="text"/>  <input type="text" value="00:00"/>

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

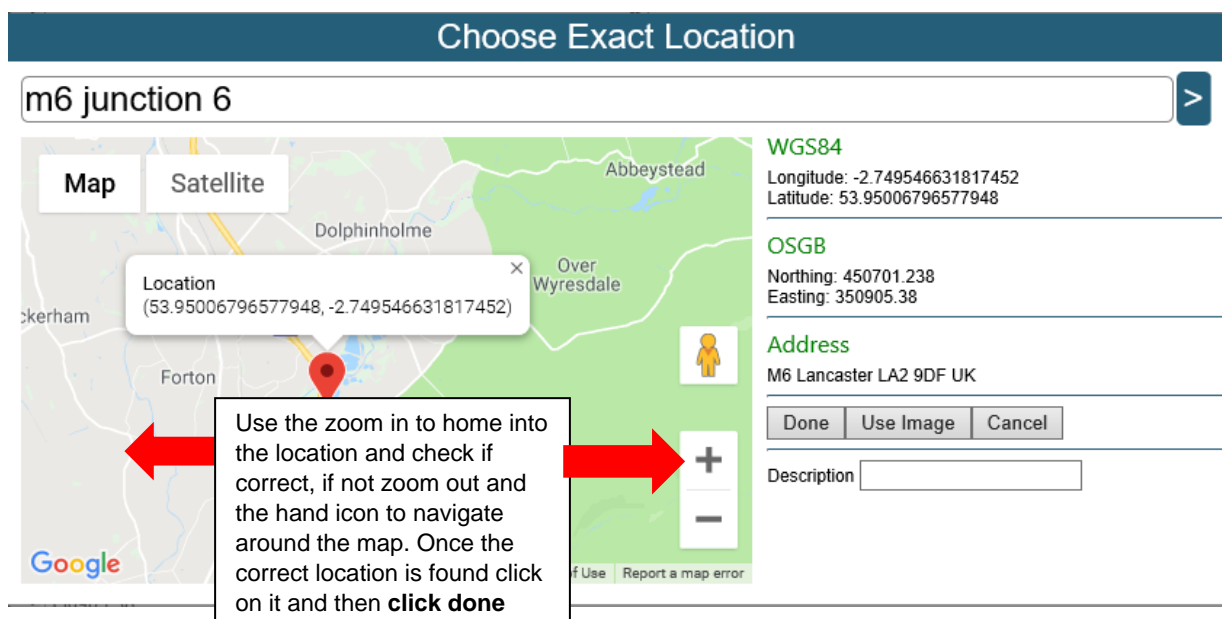
9. Please now enter the exact location of **the incident** utilising the fields, as shown below

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 * :	<div></div>		
Immediate Actions Taken :	<div></div>		
Names of Witnesses (Last Name, First Name) :	<div></div>	/	<div></div>
:	<div></div>	/	<div></div>
Additional Witnesses :	<div></div>		
Security Category :	<input type="checkbox"/> Assault <input type="checkbox"/> Insecure Building Found <input type="checkbox"/> Theft	<input type="checkbox"/> Break-in to Motor Vehicle <input type="checkbox"/> Intruder in Building <input type="checkbox"/> Threatening Behaviour	<input type="checkbox"/> Disturbance <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Vandalism/Malicious Damage <input type="checkbox"/> False Alarm Activation <input type="checkbox"/> Suspicious Person
Assailant Person Type :	<div></div>		
Weapon used :	<div></div>		
Police Report Filed :	<div></div>		
Police Report Details :	<div></div>		

Core Vehicle Reporting

Was there a vehicle involved in this event? :

[Add](#) [Reset](#) [Spell Check](#)

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 :	<div></div>
Who has responsibility for the Cause? :	<div></div>
Supplier Incident assigned to * :	<div></div>
Contract/Activity Type * :	<div> 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: MSR (Maintenance & Response) Supply Chain: NRTS Supply Chain: Other Operations Contracts Supply Chain: Technology Supply Chain: Toll </div>

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 incident category relating to the selected Event Type is to be included (eg. for Infrastructure Asset – Service Strike, 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 

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 for Utility Strike recording

Kind of Event	Event Type(s)	
Service strike CCTV	Personal Illness or Injury	Infrastructure Asset
Service strike electricity	Personal Illness or Injury	Infrastructure Asset
Service strike gas	Personal Illness or Injury	Infrastructure Asset
Service strike other cables or pipelines	Personal Illness or Injury	Infrastructure Asset
Service strike water	Personal Illness or Injury	Infrastructure Asset

Appendix B: Event Subtype dropdown list

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

Event Type	Event Subtype
Infrastructure Asset	Fire
	Service Strike
	Property, vehicle, plant damage
	RIDDOR Dangerous Occurrence
	Failure of Infrastructure Asset
	Structural Damage

Event Type	Event Subtype
Undesired Circumstance	Pro-Active Intervention
	Observation

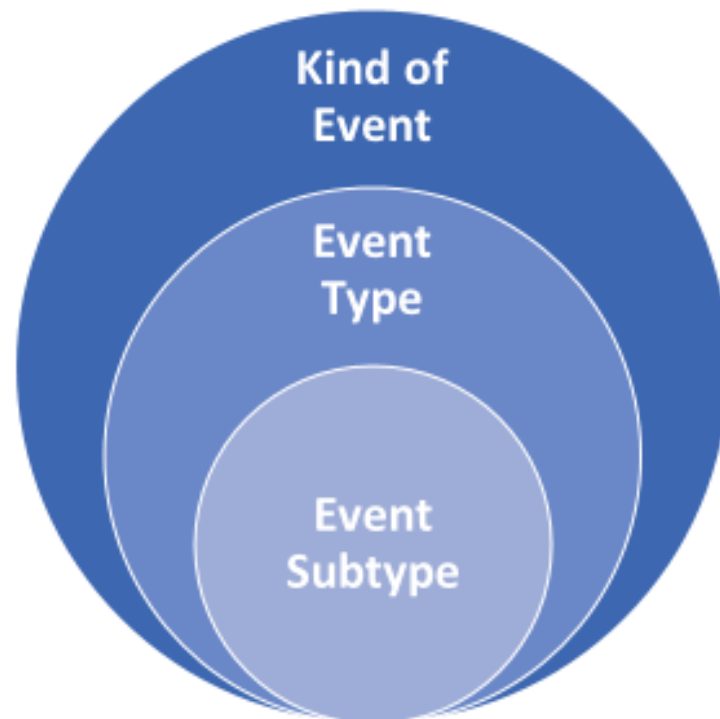
Appendix C: Selecting the correct Event Type/Event Subtype based on incident definitions

Event Type	Definition	Event Subtype	Definition
Infrastructure Asset	Utility strikes reporting includes the unintentional damage or disturbance of a live or redundant cable, pipe or duct above or below ground.	Service Strike	A strike where there was no credible threat to cause harm
		RIDDOR Dangerous Occurrence	A strike which reasonably may have resulted in harm
Near Miss	An activity has been undertaken but halted before a utility strike occurs	High Potential (4 types)	No strike, reasonably may have resulted in harm
		Minor or low potential impact	No strike, no credible threat to cause harm
Undesired Circumstance	An activity was halted before it commenced due to reasonable risk of a utility strike	Observation	A safety system was tested and succeeded
		Pro-active Intervention	Human intervention

How Airsweb Events are Recorded



Everything is in Relation to the Kind of Event



What is being reported?

Utility Strike, Incursion, Slip, trip, fall etc.

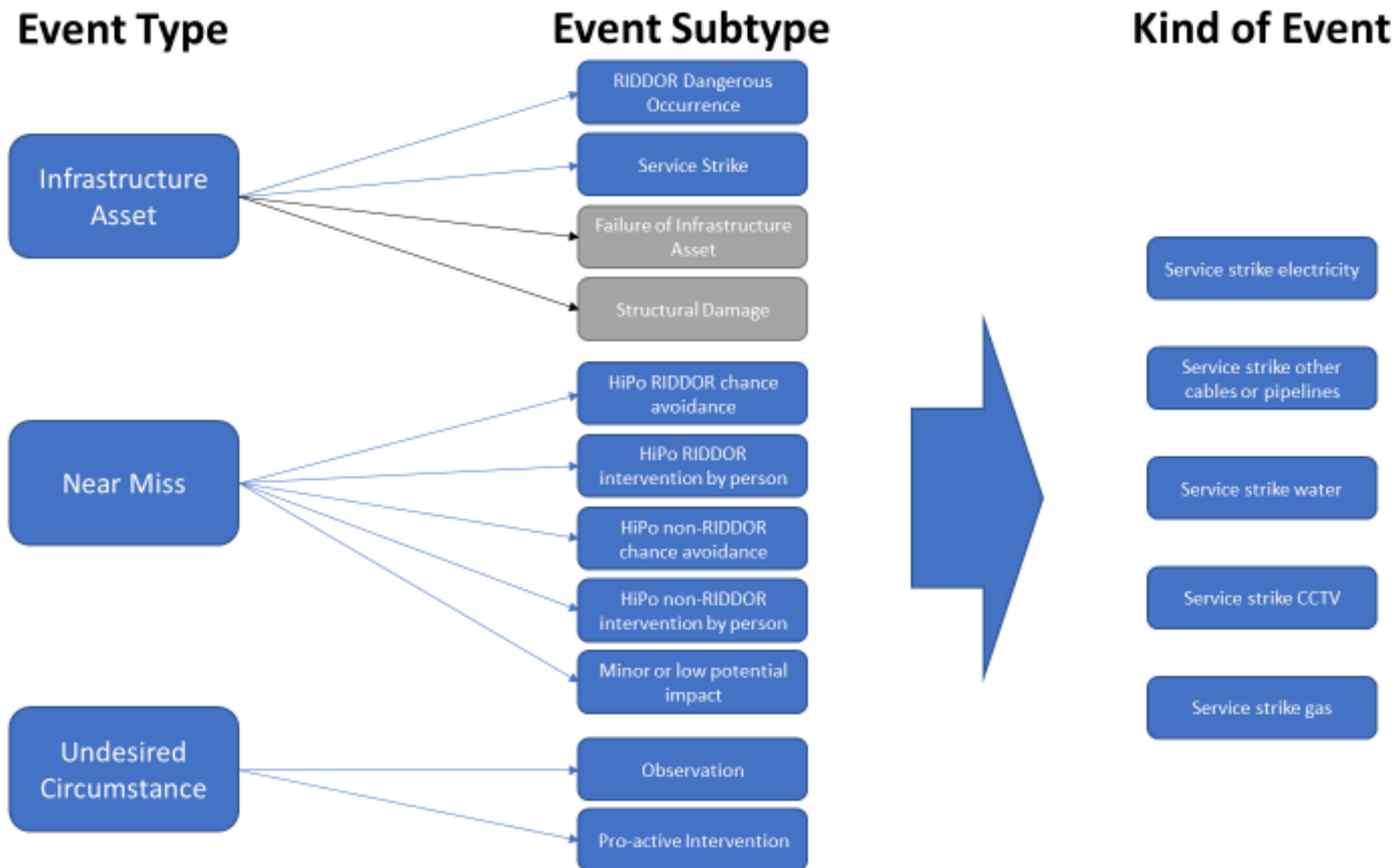
To what extent did it occur?

Near Miss, Personal Injury, Infrastructure Asset etc.

How severe was it?

Minor to low impact, RIDDOR, Observation etc.

Non-Personal Injury Utility Strikes



Personal Injury from Utility Strikes

