

INCIDENT AND VOLUNTARY REPORTING

ASA REF: -	03/2019	DATE OF ISSUE: -	27 th September 2019	EFFECTIVE DATE: -	27 th September 2019
AERODROME MANUAL / AOI REF(s): -		AOI 09 - Incident Reporting and Investigation			

Following the introduction of the anonymous and voluntary safety reporting system a positive number of reports have been received.

However, whilst reviewing the reports a trend has been identified of incidents being reported via this system that should be reported to the Airfield Operations Supervisor immediately, in line with the procedures defined in AOI 9, section 3, para 3.

This is to ensure that any accidents or safety occurrences are brought to the Airport's attention immediately and a response made to address any safety issues. The following is a reminder of the processes to be followed.

Reporting procedure for Accidents and Safety Occurrences:

If you are involved in an accident and safety occurrences it **must** be reported without delay to the Airfield Operations Supervisor on 07880 787 543 or Operations (Fire) Control on 01332 852973.

If it's an emergency call ext. 3333 (or external 01332 818555).

The scene of the accident or safety occurrence should be isolated, and the vehicles, plant and equipment involved in the accident or safety occurrence should not normally be moved until the Airfield Operations Supervisor is in attendance. However, if in the judgement of the EMA representative present or the Officer in Charge of the Fire Service their removal is necessary in the interests of safety or to affect a rescue, this may be done. The scene should be digitally photographed before being disturbed.

An accident is defined as:

- An event that causes any damage to an aircraft, no matter how small.
- An event causing an injury to a person that is reportable under the terms of RIDDOR.
- An event that causes damage to a vehicle, equipment, plant or building that requires remedial action before such can be bought back into use.

A safety occurrence is defined as:

- An event that causes a minor injury to a person that is not reportable under the terms of RIDDOR.
- An event that causes minor damage to a vehicle, equipment, plant or building that does not require remedial action before such can be bought back into use.
- An event, situation or condition with a potential to cause injury, harm, damage or loss (categorised as errors, hazards or near misses).

Voluntary and Anonymous Reporting:

This system is to be used if you see a potential hazard, observe an unsafe working practice or notice any other safety related issue or concern whilst you are operating around the airfield, please report it so it can be investigated further.

There are 2 ways to report:

1. Scan the QR code
2. Visit <https://www.eastmidlandsairport.com/about-us/operational-documents/> and click on the link for 'Anonymous & Voluntary Safety Occurrence Reporting'.



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Originator: -	Compliance Manger – Operations and Safety	Confirmed By: -	Head of Compliance and Business Resilience
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