

Banbury Gliding Club Ltd

Operations Manual

Part 2 - Accident and Incident Procedures

Part 1 - General Procedures

Part 3 - BGC Membership & Charges

Banbury Gliding Club Limited
Registered in England, no 1412717



Authorisation and Distribution

Authorisation

This Operations Manual provides advice, information and guidance to all those responsible for the safe operation of Banbury Gliding Club Ltd. It is to be used as a base document for all Club operations.

P Fincham
Chairman
April 2018

Distribution:

Chairman (Master Copy)
Committee Members
Chief Flying Instructor
Safety Officer
Child Protection Officer
Clubhouse Noticeboard
Coach

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PART 2 ACCIDENT AND INCIDENT PROCEDURES

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Blank Event Log / Report Form	Emergencies Folder in Office
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Accidents/Incidents – Checklists

DO NOT ALLOW THE SITUATION TO DEVELOP TO WHERE A FURTHER ACCIDENT OCCURS!

1. Initial Assessment

Do you need to summon emergency services?

- If yes, dial 999 immediately.

The Emergency Services will almost certainly require the following information:

- a. Name and contact telephone number of person reporting the accident.
- b. Exact accident location and how to get there.
- c. Are there any dangerous substances or power cables involved? Has the aircraft hit anything containing toxic chemicals?
- d. Number of casualties and the estimate of degree of seriousness.

Fatality? Serious Injury? Substantial Damage?

Definitions:

2. **Major Accident:** Occurrence associated directly with aircraft operations resulting in death or serious injury to a person, or substantial damage to an aircraft.

- a. Serious Injury:

- Requiring a stay in hospital of more than 48 hours.
- Fracture (except a simple fracture of fingers, toes or nose).
- Lacerations causing nerve, muscle, tendon damage or severe haemorrhage.
- Injury to an internal organ.

- b. Substantial Damage: adversely affects structural strength, performance or flight characteristics and would normally require major repair or replacement of the affected component.

If **YES** to any of these, **go to Major Accident Checklist** on page 4.

3. **Minor Accident/Incident:** Occurrence not falling under the definitions of a major accident, but where an actual or potential hazard is identified **go to Minor Accident/Incident Checklist** on page 6.

4. Major Accident Checklist

Immediate Actions by Duty Pilot / Duty Tug Pilot / Duty Instructor

- Firmly control the situation and take all necessary action to prevent a further Accident.
- Assess the extent of help required if possible. Use the radio to contact accident aircraft/tug/other gliders to ascertain injuries/location etc.
- In the event of injury; is there a doctor/first aider on site? If not, help if possible pending the arrival of a qualified person. See to injured people very cautiously!!
- Get a responsible person to telephone the Emergency Services on 999

Where is the accident?

If Hinton Airfield: NN13 5NS, 2 miles west of Farthinghoe on west side of A422
Brackley to Banbury road.

Describe the accident, state number of casualties. Is anyone trapped?

What kind of help is needed? Fire, Cutting gear?

Four-wheel drive ambulance required, could a helicopter land?
(Tell them - you might not be asked)

Dangerous / Toxic substances involved?

Power cables involved?

- Appoint a responsible person to deal directly with the safe recovery of other aircraft airborne at the site.
- Send responsible persons to act as marshals as follows:

If accident is on the airfield:

At entrance to airfield Instruct marshals to **refuse entry to all** except emergency vehicles.

Direct emergency vehicles to accident site. (The purpose being to keep the (very persistent) media and sightseers away).

To all enquiries from media, make no comment and refer to CFI or Club Safety Officer.

If accident is off the airfield:

If possible, position 2 people on the main road nearest accident site to act as guides for emergency vehicles.

- Arrange relief marshals as necessary.
- Notify the following ASAP, passing essential details:

Air Accident Investigation Branch 01252 512299, email; investigations@aaib.gov.uk.

BGA Office email office@gliding.co.uk or phone 0116 289 2956

Local Police (even if a 999 call has already been made) 101

CFI	Dave Bullock	07901 553341
Club Safety officer	Tim Wheeler	01295 711546 or 07901 004049
Chairman	Peter Fincham	01908 321551 or 07956 403054

- Arrange for accident site to be cordoned off and detail a club member to keep secure until police arrive.
- If serious / fatal injury is suspected, find the next of kin details (List in Emergency Folder). Provide the details to the police officer at the scene.

It is important that relatives of any person involved in an accident should be informed without delay, but it is equally important that this should be done by an appropriately experienced person and that somebody is in place to give the relative all necessary assistance. The police have trained family liaison officers and if at all possible it is the police who should inform the relatives face to face. This is particularly important in the event of serious or fatal injuries. Only in extremely exceptional circumstances should a relative be informed by the club by telephone.

- If any aspect of the accident is likely to attract media interest, inform the BGA Office as soon as possible.
- Make a written note of essential details on a BGA Accident / Incident Report form (Blanks in Emergencies Folder)

Follow-up Actions

- Start an Event Diary recording, in as much detail as possible, events and times. Make sketches to assist investigators; include wind direction, take-off run and aircraft location (Blanks in Emergencies Folder).
- Note the names and phone numbers if possible of pilots and witnesses. Ask them to make written statements on a BGA Statement of Witness Form (Blanks in Emergencies Folder).
- Record any unusual circumstances, which might be relevant to the accident.
- Enter details on an electronic BGA Accident/Incident Report (copy on laptop). Safety Officer or CFI to email or post paper copy to BGA within 24 hrs.

DO NOT MOVE ANY WRECKAGE, UNLESS TO HELP INJURED PEOPLE, WITHOUT THE PERMISSION OF THE AIBB AND THE POLICE.

If the accident is fatal:

- Bodies may only be moved under the supervision of the police or emergency services.
- Request the police to notify the next of kin. Try to identify a friend to accompany the police to the next of kin.

Review

Go back over this checklist and make sure nothing has been left out. Gather together all paperwork and hand to the CFI or Safety Officer at the first available opportunity. Forward the electronic copy of the BGA Accident / Incident Report

Minor Accident/Incident Checklist

Initial Actions

- Firmly control the situation and take all necessary action to prevent a further Accident/Incident.
- Appoint a responsible person to deal directly with the safe recovery of other aircraft airborne at the site.
- Make a written note of essential details on a BGA Accident / Incident Report form (Blanks in Emergencies Folder).

- Notify the following ASAP, passing essential details:

CFI	Dave Bullock	07901 553341
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- Record any unusual circumstances, which might be relevant to the accident.
- Enter details on an electronic BGA Accident/Incident Report (copy on laptop and clubhouse computer). Safety Officer or CFI to email or post paper copy to BGA within 24 hrs.

Review

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Local Information and Contact Phone Numbers

Airfield Address: Hinton in the Hedges Airfield, Brackley, Northamptonshire,
NN13 5NS

Airfield Telephone Number: Club Mobile: 07981 103159

Latitude and Longitude: 52 01.598 N 001 11.961 W
(Map Ref: 152 455.03 236.77)

Directions to Airfield: Entrance to airfield is 2 miles west of Farthinghoe on the
West Side of the A422 Brackley to Banbury road.

Hazards to Air Ambulance: Aircraft, gliders and parachutists in the area.

Club Contact Telephone Numbers:

CFI	Dave Bullock	07901 553341
Club Safety officer	Tim Wheeler	01295 711546 or 07901 004049
Chairman	Peter Fincham	01908 321551 or 07956 403054

Local Police: 101 Call even if 999 call has already been made.

Air Accident Investigation Branch: 01252 512299 email; investigations@aaib.gov.uk.

During normal working hours this is a direct line. You will speak to an Operations Officer who will take all the details from you and if the accident is fatal allocate an investigator who will be with you as soon as possible. This may or may not be a member of the BGA Fatal Accident Investigation Team.

Outside working hours (after 1700 hrs and at weekends) this number is diverted to a Duty Clerk at the Department for Transport (DfT). He should take all the details and pass them on to the AAIB Duty Officer who is available to him always by phone. The procedure will then be as above. However, there have been instances when the DfT Duty Clerk has not taken the correct action. If this happens and, after a fatality, an Investigator does not very soon contact you, then you should attempt to contact the BGA Senior Accident Adviser and ask him to deal urgently with the DfT.

BGA Office: 0116 2289 2956 email office@gliding.co.uk

BGA Senior Accident Advisor:

Sqn Ldr Chris Heame 01780 482593 or 07850 744927 (Mobile)
Or 01400-266156 (Office)

London Air Traffic Control Centre – Watch Supervisor: 01489-616001

Example Procedures

Essential features of each emergency procedure are as follows:

Case A - In the event of an accident on or near the airfield, resulting in serious injury or serious damage to an aircraft:

- a. Dial 999 and request the following appropriate Emergency Services:
Ambulance
Fire brigade
Police
- b. Direct First Aiders and emergency equipment straight to the scene of the accident.
- c. Ensure the Duty Instructor is aware of the accident. Someone, normally the Duty Tug Pilot, must take charge and direct proceedings until the Duty Instructor can assume responsibility.
- d. Start an Event Log of proceedings.
- e. Nominate someone to monitor the Club Mobile Phone.
- f. Station a marshal at the main entrance to direct emergency services to the scene of the accident without hazarding landing aircraft and to deter sightseers.
- g. Stop further launching and ensure that a landing area is kept clear for aircraft already airborne.
- h. Inform the Air Accident Investigation Branch (AAIB).
- i. Contact the BGA via the BGA office. If out of hours, contact the BGA Senior Accident Advisor.
- j. Contact the CFI, Safety Officer and Chairman
- k. Do not move injured people unless there is further danger eg. fire. Wait for medical care.
- l. Ensure that it is safe to approach any injured persons before attempting to remove them from danger.
- m. Brief Club members not to provide details to Press, TV or Radio. State that a press release will be prepared by a Club official.
- n. Station a responsible person at the wreckage and do not permit anything to be removed until authorized by the AAIB.
- o. Start gathering information, ultimately to complete a BGA Accident / Incident Report Form.
- p. Assist the Emergency Services and the AAIB as they request.

Case B – Glider or Aircraft reported crashed

When a report is received from a reliable source (ie. Police or Emergency Services), collect as much information as possible from the reporting authority in order to identify the aircraft or its pilot(s).

Questions should include:

- a. Is it a glider or an aero plane?
- b. Registration or Tail Letters?
- c. Colour scheme?
- d. Aircraft type?

- e. What action has been taken so far e.g. Ambulance, etc?
- f. Pilot's identification?
- g. Location of accident to include O.S. Grid Ref. or Lat / Long.
- h. Access to accident location.
- i. Contact names and telephone numbers of local police.
- j. Names and addresses of eye witnesses.
- k. Name of police officer in charge of the incident.

Note. If the aircraft is positively identified as belonging to the Club or having taken off from Hinton, then the procedures identified at Case A should be followed as far as practicable. If the aircraft identification is not recognised, then advice should be given as to the best direction for the Emergency Services to proceed to ascertain the home airfield of the crashed machine, based on the information available.

Case C - Aircraft missing

Ensure the aircraft is genuinely missing. Check log sheets, search hangar and trailer park and make enquiries. If aircraft still missing:

- a. Inform Duty Instructor.
- b. Telephone the Watch Supervisor at London Air Traffic Control Centre (LATCC). Explain the problem, ask if they have received any reports, seek and follow the supervisor's advice.
- c. If the aircraft returns or a report is received that explains its whereabouts, inform the Watch Supervisor at LATCC immediately.
- d. If a crash is reported and the aircraft identified, proceed as for Case B.

Case D - Personnel Injury with no associated aircraft damage

- a. If medical treatment is required, call an Ambulance.
- b. If the injury is serious, notify the CFI, Safety Officer and Chairman.
- c. If the injured person is taken to hospital, ensure next of kin are notified, either by requesting a friend to make contact or by asking the police to notify them.
- d. Ensure accident is properly reported using the HSE's RIDDOR procedure (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995)

Media Statement

The following information can reasonably be released in the event of a serious accident with a view maintaining good relationships with the Press and the Media. In the case of a serious accident a 'Press Officer' should be appointed to deal with enquires and to conduct any interviews. This person would normally be the Chairman, CFI or Safety Officer. Interviewing of Club members by the Press should be discouraged. If the Press do wish to interview anyone, it should be emphasised that their opinions are not necessarily the opinions of the Club, the British Gliding Association or the accident investigators.

Sample Statement

On (day) at approximately (time) a (type) glider crashed whilst on a (local/training/cross country) flight.

The (pilot/pupil/Instructor) who is/are a member of Banbury Gliding Club have sustained Injuries the extent of which is presently unknown. They/He/She has been taken to a local hospital for medical checks.

The accident is currently under investigation by the British Gliding Association with the Air Accident Investigation Branch, the Civil Aviation Authority and the local Police.

At the present time there is no indication of the cause of the accident, but a full statement will be released in due course.

The next of kin of the pilot(s) have not yet been informed. Their/His/Her name cannot be released until we have contacted the next of kin

Event Report

Date:	Page:
Message No:	
Message From / To:	
Message Content:	
Action Taken:	
Signed:	Name:

Witness Report Form

Name:
Profession or Club Position Held:
Address:
Telephone:
Email:
Flying Experience:
Statement: (Please print or type)