

BGA POST- ACCIDENT GUIDE

AUGUST 2019

**MAJOR ACCIDENTS:
IMMEDIATE ACTIONS ARE LISTED ON PAGES 4 - 5**



**BRITISH
GLIDING
ASSOCIATION**

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1. Introduction

KEY ACTIONS ARE ON PAGES 4 & 5

This document provides the people in charge in the immediate aftermath of a serious accident with information on how to handle the immediate tasks - calling the emergency services and police, taking care of the injured, avoiding a secondary accident, informing the AAIB, club officers, and the BGA, and preparing for the investigation that will follow.

Clubs should use this as a template for their own guide. Items in italics are either explanatory items (which should be removed from the club's own final version) or are items that should be personalised. The completed, personalised guide and spare witness report forms should be kept in a sealed envelope in a readily available place – in the club house and launch point are suggested locations.

2. The (Insert) Gliding Club – Local Information

Airfield Address

<enter your club's full postal address here, including postcode>

Airfield Telephone Number

<enter a club telephone number (or an alternative) that will be manned during the immediate aftermath of an accident>

Latitude and Longitude

<enter the lat / long for your airfield – ideally, this should be the lat / long of the access point to your airfield >

Directions to Airfield/Accident site

Write here a concise but clear set of directions which can be read out over the phone to the emergency services. Include the position of the airfield in relation to easily identifiable local landmarks. Indicate here how to communicate an off-airfield accident location to the emergency services, if you have asked them for guidance.

Information for Air Ambulance

Include here a description of any hazards likely to affect an air ambulance with particular reference to power or telephone cables, sloping / soft ground etc. Include the airfield operating frequency and call sign.

Other information

<Enter any other useful information pertinent to the club operations here>

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Map of Area

<Enter here a map of your area. Keep this on a separate, self-contained page, so that it can be easily faxed or photographed & sent to the emergency or other services, as required. You should also keep a copy of the map in an easily accessible file on a club computer so that it can also be sent as an Email attachment (if so, enter the file location and name here), adding a shortcut on the computer's desktop is strongly advised.

Useful maps and directions can be downloaded from various websites including www.maps.google.com, www.streetmap.co.uk, etc. These can be accessed from a Postcode, Name or Latitude and Longitude co-ordinates.>

3. MAJOR ACCIDENTS: IMMEDIATE ACTIONS

KEY ACTIONS

<input checked="" type="checkbox"/>	Tick each box as the actions are completed
<input type="checkbox"/>	Firmly take control and ensure no further accidents occur.
<input type="checkbox"/>	Direct a responsible person to telephone the emergency services and advise: <ul style="list-style-type: none"> Name and contact telephone (use a number you can keep free) and an alternative (if possible) Exact accident location (see notes on page 2) Number of casualties and whether apparently fatal or serious injury Are any dangerous substances or power cables involved? If the aircraft is fitted with a FES or ballistic parachute
<input type="checkbox"/>	Attend to injured people - cautiously! Do not move injured occupants unless necessary to save life because of other threats e.g. fire and bleeding. Be aware that movement may cause spinal injury. Ensure someone stays with the injured person until professional help arrives. Try to keep them conscious
<input type="checkbox"/>	Detail a responsible person to manage the recovery of airborne aircraft.
<input type="checkbox"/>	Send a responsible person to the airfield gate to direct the Emergency Services and to control entry. If there are multiple gates, you need someone at each gate.
Notify the following ASAP, passing essential details:	
<input type="checkbox"/>	Air Accident Investigation Branch (AAIB)* Tel: 01252 512299
<input type="checkbox"/>	Local Police (even if 999 call already made), Tel: <enter here>
<input type="checkbox"/>	Club Chairman <enter name> Tel: <enter here>
<input type="checkbox"/>	Club Safety Officer <enter name> Tel: <enter here>
<input type="checkbox"/>	Club CFI <enter name> Tel: <enter here>
<input type="checkbox"/>	BGA Office Tel: 0116 289 2956
<input type="checkbox"/>	Detail a responsible person to redirect any media enquiries to the chairman or the most senior club official who knows of the accident.
<input type="checkbox"/>	Appoint a person to maintain a detailed event log (see page 7).

The permission of the AAIB must be obtained before the aircraft is moved or otherwise interfered with except for the purpose of rescue.

*It is only necessary to report an accident to the AAIB if it occurred between embarkation of an aircraft with the intention of flight, and disembarkation.

For fatal accidents the AAIB should allocate an investigator immediately. If you are not quickly contacted by an investigator you should seek assistance from the BGA Senior Accident Investigator, Chris Heames Tel: 07850 744927

Major Accidents – Immediate Follow-Up Actions

(see page 6 for a witness form)

KEY ACTIONS

<input checked="" type="checkbox"/>	Tick each box as the actions are completed
<input type="checkbox"/>	Secure the accident scene. Unless it is necessary to attend to injured persons or to prevent further accidents, do not move any wreckage until authorised by the AAIB or the BGA accident investigator. Turn off any webcams that the club has in use.
<input type="checkbox"/>	Note the names and contact details of all witnesses and ask them to make written statements. Brief a person to photograph the accident scene.
<input type="checkbox"/>	Brief the Chairman, CFI, and Safety Officer.
<input type="checkbox"/>	If an investigator is expected, consider arranging for lighting at the scene.
<input type="checkbox"/>	For fatal and serious injury accidents, when possible, obtain and secure the glider C of A / ARC and log book and the pilot's medical certificate, flying licence or certificate and log book, and obtain details of the next of kin.
Review	
<input type="checkbox"/>	Review the actions taken and ensure nothing essential has been omitted.
<input type="checkbox"/>	Gather all paperwork and hand it to the Investigator, Club Chairman or Safety Officer.

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Major Accidents – Witness Report Form

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

Continue on a separate page if required

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Major Accidents – Event/Message Log

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

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

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Major Accidents – Press Statement

The information below can reasonably be released to the Media in the event of a serious accident, with a view to establishing or maintaining a good relationship with representatives of the Press and other Media, ensuring, so far as is possible, accurate reporting of accidents.

In the event of a serious accident, a "Press Officer" should be appointed by the Club, who will deal with all enquiries and conduct any interviews.

Interviewing of Club Members by reporters should be actively discouraged in a polite but firm way. If reporters do interview members or witnesses, it should be emphasised that their opinions are not necessarily the opinions of the Club Officials, the British Gliding Association, the BGA Accident Investigators or the AAIB. **At no time shall the names of those involved be disclosed.**

Sample Statement

On < accident date>.at approximately < time>, a <aircraft/glider type aircraft / glider crashed whilst on a <local / training / cross-country...> flight.

The <Pilot / Pupil/Instructor> who <is / are / both> club members < were uninjured / Sustained minor / serious injuries >, <(optional) the extent of which are presently unknown>.

<They / He / She have / has> been taken to a local Hospital for medical checks.

The incident is currently under investigation by Air Accident Investigation Branch of the Department for Transport and the Police in conjunction with the British Gliding Association. Our club is co-operating fully with these bodies. At the present time there is no indication as to the cause of the accident.

<The pilot's name will be released by the police once the next of kin have been informed Our thoughts at this stage are with the family / families of the pilot(s). **(use only if a fatality has occurred)**. >

Ends.

Major Accidents – Further Actions

1. **Control** will initially be handled by the person in charge of operations at the time until the Club member who will finally handle the investigation takes over. They may eventually be replaced by the AAIB or BGA accident Investigator if ordered or requested to attend. There are several actions that must be initiated; the following are perhaps the most important but not necessarily in the order of action.
2. **Diary of Events.** A log of events must be commenced and maintained. This should start at the time of the accident and contain details of actions taken, communications made, arrival of key organisations or personnel, witness statements taken (with addresses and contact numbers) and any other information which may have the slightest bearing on the accident and its aftermath.
3. **Relatives of those involved.** Early consideration must be given to informing relatives of any persons involved in the accident. This is particularly important in the event of serious or fatal injuries and would normally be a police responsibility. Notifying relatives that the pilot is well can be handled by a senior club member but must be handled with care and compassion.
4. **Accident Scene.** Secure the accident area and its immediate surrounds. The Emergency Services will obviously need complete access, but do try to prevent onlookers trampling over any impact marks and picking up bits of scattered wreckage (if any). Do not move any wreckage (except as necessary to save the life of the occupant(s) if the situation demands it) unless under the supervision of Medics, Ambulance Service, Fire Brigade or Police, nor authorise its movement until cleared by the AAIB or BGA Investigator if attending. Turn off any webcams the club may have in use to prevent distress to onlookers or those with morbid curiosity.
5. **Witness statements.** Start getting witness statements as soon as possible. Statements from any injured pilots, pupils, passengers or third parties must of course be left until they are fit, but do talk to them as soon as is reasonable.
6. **Documents.** In the event of a Serious or Fatal accident the aircraft's technical records and log-book should be obtained and secured. It is also advisable to do the same for the pilot's medical certificates, licences (Certificates) and log-book.
7. **Lighting.** If you are anticipating the arrival of an investigator, consider the provision of lighting. The Investigator will want to see the site at his earliest opportunity and it may be dark when he arrives. Your local police or Fire Brigade should be able to assist. Talk to the AAIB or the BGA investigator if they cannot help.
8. **BGA Accident / Incident Report Form.** Start compiling this as soon as you can. The preliminary report form should be submitted on the day of the accident and in any case with 24 hours. The full report form should follow within 28 days. Try to make the report comprehensive but do not delay its transmission if awaiting certain statements. Forward these as soon as possible after the BGA Report Form has been submitted.
9. **Storage of Wreckage.** When the Investigator or yourself needs the wreckage moved you need to be ready. Start thinking about this as you will need an empty glider trailer or a flatbed if available, plus manpower and a container or hangar space for secure storage.
10. **Assistance.** You are not alone. The BGA Accident Investigation Team, the Regional Examiner team and Safety Committee can assist. They may decide to visit you if circumstances dictate, but even if they do not wish to or you do not require their physical presence, a sympathetic ear is very helpful. Those involved may suffer stress or anxiety after an accident. If this is suspected, seek medical advice.

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4. MINOR ACCIDENT / INCIDENT

How many of the following items apply will depend on the severity of the accident.

Tick each box as the actions are completed

Initial Actions

<input type="checkbox"/>	Firmly control the situation and take all necessary action to prevent a further accident.
<input type="checkbox"/>	In the event of injury, seek medical advice
<input type="checkbox"/>	Ensure the safe recovery of airborne aircraft.
<input type="checkbox"/>	Make notes of the essential details of the accident.

Notify the following:

<input type="checkbox"/>	Club Chairman <i><enter name></i>	Tel: <i><enter here></i>
<input type="checkbox"/>	Club Safety Officer <i><enter name></i>	Tel: <i><enter here></i>
<input type="checkbox"/>	Club CFI <i><enter name></i>	Tel: <i><enter here></i>

Follow-Up Actions

<input type="checkbox"/>	Note the names and contact details of all witnesses and ask them to make written statements. Brief a person to photograph the accident scene.
<input type="checkbox"/>	Provide the material that the Safety Officer requires for the accident report.

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5. SUPPORTING MATERIAL

Definitions

Major Accident: An Occurrence associated with the flying operations of BGA gliding clubs resulting in death or serious injury or substantial damage to an aircraft.

Serious Injury; Means an injury which is sustained by a person in an accident which either:

- Requires a stay in hospital for more than 48 hours commencing within seven days from the date of the accident on which the injury was received: or
- Results in a fracture of any bone (except simple fractures of fingers, toes or nose): or
- Involves lacerations which cause nerve, muscle or tendon damage or severe haemorrhage; or
- Involves injury to any internal organ.

Substantial Damage: Means damage or structural failure that adversely affects the structural strength, performance or flight characteristics of the aircraft that would normally require major repair or replacement of the affected component(s) and (or) if the damage or failure(s) render the aircraft un-flyable.

Minor Accident / Incident: An Occurrence not falling under the definition of major accident/ incident but where an accident has taken place or a potential hazard has been identified.

AAIB reporting requirements

All accidents in the UK involving gliders, self-launching gliders, microlight gliders, TMGs and tugs resulting in fatal or serious injury and / or substantial aircraft damage, where the accident is associated with the operation of an aircraft from embarkation with the intention of flight to disembarkation must be immediately reported to the AAIB (01252 512299) email; investigations@aaib.gov.uk. AAIB permission must be obtained before the aircraft is moved, except for the purposes of rescue.

Accidents resulting from, for example, falling winch cables, runaway tractors, vehicles or towing gliders behind a vehicle shall not be reported to the AAIB even if they are very serious, nor do the AAIB need to be informed about any accidents resulting in minor injury and (or) minor damage.

BGA reporting requirements

A summary of what should be reported to whom and when is available on the BGA website at <https://members.glidering.co.uk/library/safety/accident-reporting-requirements/>

BGA accident report form

Two versions of the form are available from the BGA Website at <https://members.glidering.co.uk/library/safety/bga-accident-report-form-ms-word/>

Accident investigation

Guidance is available in the Club Safety Officer toolkit at <https://members.glidering.co.uk/bga-safety-management/club-safety-officer-toolkit/>