

BRITISH GLIDING ASSOCIATION
CHIEF FLYING INSTRUCTOR/SAFETY
OFFICER'S POST ACCIDENT GUIDE

1. One of life's unwritten laws states that should an accident occur on your field, you, your deputy, and the Club Safety officer will all be elsewhere. It is therefore very important that a considerable proportion of the rank and file club members are aware of the priorities and initial actions to take in this event and how to get help. This document is intended to provide basic guidance and detail the help available to you and your club members in the unfortunate event of a minor or serious accident.

Accidents/Incidents Definition.

2. The thirteenth edition of Laws and Rules for Glider pilots makes clear the difference between Accidents and Incidents at paras 9.3 and 9.4.

9.3 An Accident is an occurrence between the time when any person boards an aircraft with the intention of flight and such time as all persons have disembarked therefrom whereby: -

- i) Any person suffers death or injury while in or upon the aircraft or by direct contact with the aircraft or anything attached thereto or dropped therefrom; or
- ii) The aircraft receives damage; or
- iii) Property is damaged by direct contact with the aircraft or anything attached thereto or dropped therefrom.

9.4 An Incident is an occurrence where: -

- i) Damage to the aircraft or injury to persons or property occurs in circumstances other than those detailed in 9.3 above, e.g. ground handling or rigging or for which there is no obvious explanation;
- ii) There is no damage or injury but merely an incident, e.g. fouling of the cable with the glider during the launch, wrong or mistaken signalling, inadequate daily inspection, near collision etc..

Degree of Injury (CAA Investigation of Air Accidents Regulations 1996)

3. A fatal injury means an injury that is sustained by a person in an accident that results in his death within 30 days of the accident

4. A serious injury means an injury that is sustained by a person in an accident and which:-

- a. requires hospitalisation for more than 48 hours commencing within seven days from the date the injury was received;
- b. results in a fracture of any bone (except simple fractures of fingers toes or nose);
- c. involves a laceration that causes severe haemorrhage, nerve, and muscle or tendon damage;
- d. involves injury to any internal organ;

/e. involves second

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- e. involves second or third degree burns, or any burns affecting more than 5 percent of the body surface;
- f. involves verified exposure to infectious substances or harmful radiation; and seriously injured shall be construed accordingly.

N.B. Both 3. and 4. above are reportable to the Air Accidents Investigation Branch (A.A.I.B.) - 01252-512299

For your information, during normal working hours this is a direct line. A caller will speak to an Operations officer who will take all the details and if the accident is fatal allocate an investigator who will be despatched to the accident scene as soon as possible. This may or may not be a member of the BGA Fatal Accident Investigation Team.

However, outside working hours (after 17:30 and at weekends) this number is diverted to a duty clerk at the Department of the Environment and Transport. He should take all the details and pass them to the A.A.I.B. duty officer who is at all times available to him by phone. The procedure will then be as above. *However, there have been instances when the DOT Duty clerk does not take the correct action. You should assume that this has happened if, after a serious accident, particularly one resulting in a fatality, an Investigator does not soon contact your club. You should then attempt to contact any member of the BGA Fatal Accident Investigation Team and ask him to deal urgently with the D of T.*

Post Accident Action.

5. In the event of an accident, the immediate priorities are:-

- a. to ensure that no further accidents occur.
- b. to minimise further damage to individuals involved.
- c. to minimise the possibility of damage to other people
- d. to contain further damage to property.
- e. to inform the relevant authorities.

6. Subsequent action will probably be taken by the club Safety officer and involve such activities as compiling a BGA Accident Report, securing the wreckage, providing assistance to accident investigators, obtaining witnesses statements and other documentary and photographic evidence and starting to collect information for the final report.

7. In order to facilitate a, b, c and d above, the following guidelines are offered: -

- a. Control. It is vital that the person in charge of flight operations at the time of an accident takes immediate and firm control. The potential danger of several people rushing towards the on site accident scene and into the path of landing aircraft cannot be too greatly emphasised. People need to help and they can be best utilised by giving them important and useful tasks: -

(i) One despatched to telephone for assistance. (Since hopefully a Post Accident Guide is available at the club telephone, this will potentially cause less confusion than several callers using private mobile phones.)

(ii) One Despatched

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- (ii) One despatched to the Airfield entrance to give directions to the Emergency Services
- (iii) One detailed as a Media contact who would be instructed to simply direct them to the person in charge without any comment. The provision of a standard press release that merely needs the addition of facts (Dates, Times but NO NAMES - see Annex 'C') applicable to the present circumstances would prove very useful.
- (iv) One person to co-ordinate the safe landing of other aircraft already in the air should the runway in use be obstructed.
- (v) One person - preferably First Aid qualified - to give immediate aid as necessary to any injured occupants of the crashed aircraft.

b. Handling of Injured Persons. Great care has to be exercised in handling injured persons both for their comfort and safety and because of legal implications for individuals, the Club and the BGA.

- (i) Do not move injured occupants unless it is necessary to save life because of other threats e.g. fire risk. If movement is vital then use the maximum number of people you can to support the body and prevent spinal damage.
- (ii) Ensure someone remains with the injured person AT ALL TIMES until professional help arrives. Injured people need 'a friend', and there is nothing worse than for that 'friend' to walk away and leave them lonely and discomforted.
- (iii) Further assistance must remain in the hands of a person qualified in First Aid.

Relevant Authorities

8. An '**ACCIDENT/INCIDENTS – IMMEDIATE ACTION FOLDER**' or 'guide' should be readily available at the Launch Point and alongside the club public telephone (if available). This guide is available on the BGA website merely requiring information specific to your club to be added. If you already have such a guide then this one may be superfluous, but check it anyway. The list of BGA Accident Investigators (Annex 'A' to this document) should be kept secure from public view but its' location detailed in the folder. It is further suggested that the procedures in this guide be occasionally rehearsed with key club members who should be encouraged to pass this information on to groups and new members.

N.B. In order to keep the document relatively simple, it should merely set out the **minimum** procedures that you should consider in your instructions to members. You may wish to add others such as:-

- a. Immediate action in the event of an aircraft/glider missing or overdue.
- b. Immediate action in the event of a glider or aircraft reported crashed offsite.
- c. Consideration of the different actions required should an accident occur on the airfield, off the airfield but reasonably close, or off the airfield at some distance.
- d. Local problems such as aircraft (or winch/aerotow cables) landing on or across power lines or other hazards.

/ Further Action

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Further Action

9. 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. He may eventually be replaced by the A.A.I.B. or BGA accident Investigator if they are 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.

10. 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, witnesses statements taken (with addresses and contact numbers) and any other information which may have the slightest bearing on the accident and its' aftermath.

11. 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 it is better if someone known to them rather than an impersonal authority tells these relatives.

12. 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 all over the impact marks and picking up bits of scattered wreckage (if any). Do not yourself move any wreckage (except as necessary to release occupants and this under supervision of Medics, Ambulance Service or Police) or authorise its movement until cleared by the A.A.I.B. or BGA Investigator - if attending.

13. 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.

14. Documents. In the event of a Serious or Fatal accident the glider C of A documents 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.

15. 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 well dark when he arrives. Your local police should be able to assist and if they prove less than fully co-operative, talk to the A.A.I.B. or the BGA investigator again.

16. BGA Accident/Incident Report Form. Get this under way as soon as you can. It must be submitted within 28 days, try to complete as much as possible, but do not delay its initial transmission for the sake of some statements. However, these must be forwarded as soon as possible after the BGA Report Form has been submitted.

17. Wreckage Storage.

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17. Wreckage Storage. When the Investigator or yourself needs the wreckage moved, there may be the problem of secure storage. Start thinking about this as you will need a flatbed truck or similar, and a container or hangar for storage plus manpower.

18. Assistance. You are not alone. All the BGA Accident Investigation Team is there to assist. The list of their contact addresses and telephone numbers are at Annex 'A' and you may call upon them for physical support or guidance at any time. They may decide to visit you if circumstances dictate, but even if they do not wish to and you do not require their physical presence a sympathetic ear is very helpful.

19. Safety Officers/Investigators Report. Once the investigation has been completed, a final and separate report (described on the form as 'The Safety Officers/Investigators Report, analysis and comment) must be submitted. All A.A.I.B. reports are to an ICAO defined standard and the BGA Fatal Accident Investigation team follow their format. At Annex 'B' will be found a simplified version of this format for the use of Safety Officers or Investigators who complete the final report. It is however not necessary to complete one of these reports for every accident at your club. The following guidelines are offered to help you decide if a full final report is necessary or not: -

Mandatory: -

- a. Fatal Accidents. (These will be investigated by and reported on by a member of the BGA Accident investigation team.)
- b. Accidents involving Serious injury (as defined in the Post Accident Guide) to any crew, passengers or third parties.
- c. An accident involving damage to an aircraft that also involves any injury to crew, passengers or third parties.

Many headings will be superfluous, but if the general format is adhered to then it is more likely that nothing will be missed and it makes for clearer and better subsequent analysis.

J W Hoskins
30 January 2003

Annex 'A' :- List of BGA Fatal Accident Investigators.
Annex 'B' :- Final Safety Officers/Investigators Report Format.
Annex 'C' :- Sample Press Release

Annex 'A' to
CFI/Safety Officer's Post Accident
Guide
25 November 2005

FATAL ACCIDENT INVESTIGATORS

Senior Accident Investigator

John Hoskins	'The Gables' 7, Osborne Rd., ANDOVER Hampshire SP10 3HU	01264-400261 (Home) 07768-562707 (Mobile) e-mail:- john.hoskins@ntlworld.com
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Investigators

Sqn.Ldr.Chris Heames	10, The Hermitage Stanford, Lincs PE9 2RF	01780-482593 (Home) 07850-744927(Mobile) 01400-266156 (Office) e-ml:- chris-heames@fsmail.net
Dave Bullock	RAFGSA Gliding Centre RAF Bicester Oxon	07901-553341 (Mobile) 01869-357079 (Office) e-mail:- bullockda@talk21.com
Sqn. Ldr. Richard A. Cole	Mill View, Martin le Moor RIPON N. Yorkshire	01423-322398 (Home) 07799-334274 (Mobile) 01677-457959 (Office) e-mail:- rscmillview@aol.com
Colin Short	29, York Mews ALTON Hants GU34 1JD	01420 80527 (Home) 07740-630590 (Mobile) 0208 897 1066 (Office) e-mail:- colin.short@airclaims.com
Sqn. Ldr. John Leighton		07720 785659 (Mobile) e-mail:- johndleighton@hotmail.com
Flt. Lt. Stuart Naylor	RAF Kinloss, Forres, Moray IV36 3UH	01309 672161 Ext 7478 (Office) 01343-890787 (Home) e/mail:- kisnaedit-depoc@kinloss.raf.mod.uk

N.B.1. S/L Leighton is now working in the South of England – he may no longer be able to assist.

FINAL SAFETY OFFICERS/INVESTIGATORS REPORT - FORMAT

(N.B.1. Some of this information will already be recorded on the BGA Accident/Incident Report Form. However, it helps to have all the information pertinent to the investigation in one document.)

(N.B.2. Please use all numbered paragraphs, but if not applicable mark as N/A.)

(N.B.3. This report must not contain the names of any persons involved except members of the investigating team .

Title. The final report should begin with a title comprising:

Manufacturer, model, BGA number, fin number and place and date of the accident.

Synopsis. Following the title should be a synopsis describing briefly all the relevant information regarding:

Identification of the authority and composition of the team investigating the accident; organisation of the investigation; the authority releasing the report and the date of publication.

Body of the Report. The body of the final report consists of the following main headings:

1. Factual Information.
2. Analysis
3. Conclusions
4. Safety recommendations

each heading consisting of a number of sub-headings as outlined in the following.

Appendices. Include as appropriate.

/1. FACTUAL INFORMATION

1. FACTUAL INFORMATION

1.1 History of the flight. A brief narrative giving the following information:

Intention of flight, point and time of departure.

Flight preparation, description of the flight and events leading to the accident including reconstruction of the significant portion of the flight path, if appropriate.

Location and time of the accident, whether full daylight or otherwise if relevant.

1.2 Injuries to Persons. Degree of injury to P1, P2 or others.

1.3 Damage to Aircraft. Brief statement of the damage sustained by the aircraft in the accident (destroyed, substantially damaged, slightly damaged, no damage).

1.4 Other Damage. Brief description of damage sustained by objects other than the aircraft.

1.5 Personnel information.

- a. Pertinent information concerning pilots and pupils including; age, validity of licences/certificates, medicals pertaining thereto, instructor ratings, recent checks and flying experience (total, on type, and instructing - if pertinent).
- b. Pertinent information regarding other involved personnel such as passengers, winch operators, tug pilots, maintenance etc.

N.B. No Names.

1.6 Aircraft information.

- a. Brief statement on airworthiness and maintenance of the aircraft (indication of any deficiencies known prior or during the flight to be included if having any bearing on the accident).
- b. Brief statement on performance, if relevant, and whether mass and centre of gravity were within prescribed limits at the time of the accident. (If not, and if of any bearing on the accident - give details.)

1.7 Meteorological Information. Brief statement of any meteorological conditions, which may have a bearing on the accident.

/1.8 Aids to Navigation.

1.8 Aids to Navigation. Probably not applicable, but if relevant - to be included.

1.9 Communications. Probably not applicable, but if relevant - to be included.

1.10 Site information. Pertinent information associated with the gliding site or field where the accident occurred.

1.11 Flight recorders. Loggers and hand-held GPS receivers can contain information useful to investigators, even if quite badly damaged. Include here any information gleaned from such sources.

1.12 Wreckage and impact information. General information on the site of the accident and the distribution pattern of the wreckage, detected material failures or component malfunctions. Details concerning the location and state of the different pieces of the wreckage are not normally required unless it is necessary to indicate a break-up of the aircraft prior to impact. Diagrams, charts, photographs and videos may be included in this section, but are preferably attached as appendices.

1.13 Medical and Pathological information. Brief description of the results of the investigation undertaken and pertinent data available therefrom.

N.B. If a full medical report is available then this should be attached as an appendix.

1.14 Fire. If fire occurred, information on the nature of the occurrence, and of the fire fighting equipment used and its effectiveness.

1.15 Survival Aspects. Brief description of search, evacuation and rescue, location of crew in relation to injuries sustained, availability of parachutes (and operation if used), and failure of structures such as seats or seat belt attachments.

1.16 Tests and research. Brief statements regarding the results of tests and research.

1.17 Organisational and management information. Pertinent information regarding the organisations and their management involved in influencing the operation of the aircraft. e.g. Flight line organisation, tug management, maintenance etc.

1.18 Additional information. Relevant information not already included in 1.1 to 1.17 above.

1.19 Useful or effective investigation techniques. When useful or effective investigation techniques have been used during the investigation, briefly indicate the reason for using them and refer here to the main features as well as describing the results under the appropriate headings 1.1 to 1.18.

2. ANALYSIS

2. ANALYSIS

Analyse, as appropriate, only the information documented in 1. **FACTUAL INFORMATION** and which is relevant to the determination of conclusions and causes.

3. CONCLUSIONS

a. Findings

1. List the findings of the investigation in a logical and flowing sequence.
2. It is normal to start with an assessment of the pilot, e.g. 'the pilot was medically fit and qualified to carry out the flight.'
3. Then the glider, e.g. 'the glider was below maximum permissible weight and within centre of gravity limits.'
4. Proceed to list what you found out during the conduct of the investigation. Do not be afraid if this list is long and detailed, but avoid making any individual finding too long and complicated.

b. Causes

1. List the causal factors as you have found them again in a logical and flowing sequence.
2. The list of causes should include both the immediate and the deeper systemic causes.

N.B. Good examples of the content of 'findings and causes' can be found in any of the A.A.I.B. 'Yellow' accident reports.

4. SAFETY RECOMMENDATIONS

As appropriate, briefly state any recommendations made for the purpose of accident prevention and any resultant corrective action.

APPENDICES

Include, as appropriate, any pertinent information considered necessary for the understanding of the report.

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Annex 'C'
To CFI/Safety Officers
Guide
29 Jan 2003

Press Statement

The following information can reasonably be released to the press in the event of a serious accident. This is to assist in establishing or maintaining good relationships with representatives of the press and ensuring, so far as is possible, accurate reporting of accidents.

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

Interviewing of club members by the press should be discouraged, politely but firmly. If the press does interview members or witnesses it should be emphasized that their opinion is not necessarily that of the club or the official investigator.

Sample Statement:

On (date,) at approximately (time) a (glider type) glider crashed whilst on a (local, cross—country, training) flight The (pilot / pupil & instructor) who is/are both/ club member(s) have sustained (minor, substantial, slight) injuries, the extent of which are at present unknown. They/he/she have been taken to a local hospital for medical checks. The incident is currently under investigation by British Gliding Association representatives in conjunction with the Air Accident Investigation Branch of the Dept. of Transport, and the local Police. At the present time there is no indication as to the cause of the accident but a full statement will be issued in due course. The next of kin of the pilot(s) have not yet been informed. Their/his her name cannot be released until such time as this is done.