



**CLUB SAFETY OFFICER
HANDBOOK**

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INTRODUCTION

The BMAA is committed to actively promoting a positive flight safety culture amongst microlight pilots. The club / school Safety Officer plays an important part in the BMAA Flight Safety Promotion plans.

The Safety Officer should be an experienced pilot or ex pilot and, in the case of a school, he/she should be the CFI or a person nominated by the CFI. In the case of a club, he/she should be a person with the full support of the committee.

The Safety Officer should be approachable, willing to listen and be able to offer advice or suggest where to find it.

The full extent of the Safety Officer's duties is to be determined by the club / school / airfield and may vary according to the local operating conditions.

This booklet is intended to outline the duties of a club / school / airfield Safety Officer, as recommended by the BMAA Safety Officer.

SAFETY OFFICER DUTIES

- 1 Monitor procedures and activities at the airfield and encourage safe practices.
- 2 Listen and give advice, or suggest where to find it.
- 3 Ensure the correct procedures are followed in the event of an accident.
- 4 Report regularly to airfield management recommendations for airfield safety.
- 5 Promote flight safety matters through newsletters, talks, meetings etc.
- 6 Be part of the Safety Officer Network to exchange flight safety information.
- 7 Have access to the BMAA Safety Officer for advice & information.
- 8 Monitor club events to help with safety issues.

ACCIDENTS AND INCIDENTS

There are legal definitions for the terms 'Accident' and 'Incident' as used in aviation. In layman's terms we consider that an accident has occurred when there is injury to a person or damage to an aircraft or property, or both. An incident is an occurrence that was not totally under the control of the pilot and may, without intervention, have led to an accident.

Using the layman's view, if a pilot were to land long on a runway and run into the hedge at the end, damaging the aircraft, we would consider that there had been an accident. If the aircraft had been slewed to the side and run off the runway, trying to avoid the hedge, and had come to rest with no damage in the run-off area, we would consider that there had been an incident.

Official accident and incident investigation is carried out by the Air Accident Investigation Branch of the Department for Transport (AAIB). The AAIB define air accidents and incidents by their severity, actual or potential. The definitions will determine whether the event is 'reportable' or not. Reportable events are investigated by the AAIB; non reportable events are not.

AAIB Definition of an Accident

"**Accident**" means an occurrence associated with the operation of an aircraft which might take place between the time any person boards the aircraft with the intention of flight and such time as all persons have disembarked, in which:

- (a) a person suffers a fatal or serious injury;
- (b) the aircraft sustains damage or structural failure which adversely affects its strength, performance or flight characteristics requiring a major repair or replacement;
- (c) the aircraft is missing or is completely inaccessible.

It does not include engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin.

"**Serious injury**" means an injury which is sustained by a person in a reportable accident and which:

- (a) requires hospitalisation for more than 48 hours commencing within seven days from the date on which the injury was received; or
- (b) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); or
- (c) involves lacerations which cause nerve, muscle or tendon damage or severe haemorrhage; or
- (d) involves injury to any internal organ; or
- (e) involves second or third degree burns or any burns affecting more than five percent of the body surface; or
- (f) involves verified exposure to infectious substances or injurious radiation; and seriously injured shall be construed accordingly.

AAIB Definition of a Serious Incident

"**Serious Incident**" means an incident involving circumstances indicating that an accident nearly occurred.

The incidents listed below are typical examples of serious incidents. The list is not exhaustive and only serves as a guide to the definition of 'serious incident'.

- A near collision requiring an avoidance manoeuvre or when an avoiding manoeuvre would have been appropriate to avoid a collision or an unsafe situation.
- Controlled flight into terrain (CFIT) only marginally avoided.
- An aborted take-off on a closed or engaged runway, or a take-off from such a runway with marginal separation from obstacle(s).
- A landing or attempted landing on a closed or engaged runway.
- Gross failure to achieve predicted performance during take-off or initial climb.
- All fires and smoke in the passenger compartment or in cargo compartments, or engine fires, even though such fires are extinguished with extinguishing agents.
- Any events which require the emergency use of oxygen by the flight crew.
- Aircraft structural failure or engine disintegration which is not classified as an accident.
- Multiple malfunctions of one or more aircraft systems that seriously affect the operation of the aircraft.
- Any case of flight crew incapacitation in flight.
- Any fuel state which would require the declaration of an emergency by the pilot.
- Take-off or landing incidents, such as undershooting, overrunning or running off the sides of runways.
- System failures, weather phenomena, operation outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft.
- Failure of more than one system in a redundancy system which is mandatory for flight guidance and navigation

ACCIDENT AND INCIDENT REPORTING

The BMAA encourages the reporting of all accidents or incidents so that trends can be identified and the BMAA safety promotion can be targeted to get the most reward by helping to avoid the most common events.

It is a legal requirement to report some accidents and incidents to the Department for Transport Air Accident Investigation Branch (AAIB). The AAIB definitions are copied above are taken directly from their web site.

Reporting to the AAIB

All reportable accidents must be reported to the AAIB using their contact details below. If you are in any doubt as to whether an accident is reportable or not, make the report and let the AAIB decide.

24 hour Accident Reporting line: 01252 512299

The legal responsibility for notification of an accident rests first with the commander of the aircraft or, if he be killed or incapacitated, then the operator.

If the accident occurs on or adjacent to an aerodrome, then the aerodrome authority is also required to notify the accident.

The notification is required to be passed to the AAIB by the quickest means and giving, as far as possible, the following information:

- (a) In the case of an accident the identifying abbreviation "ACCID" or, in the case of a serious incident, the identifying abbreviation "INCID";
- (b) the type, model, nationality and registration marks of the aircraft;
- (c) the names of the owner, operator and hirer (if any) of the aircraft;
- (d) the name of the commander of the aircraft;
- (e) the date and time (UTC) of the accident;
- (f) the last point of departure and the next point of intended landing of the aircraft involved;
- (g) the position of the accident in relation to some easily defined geographical location;
- (h) the number of -
 - (i) crew on board and the number killed or seriously injured.
 - (ii) passengers on board and the number killed or seriously injured.
 - (iii) other persons killed or seriously injured as a result of the accident.
 - (iv) the nature of the accident as far as is known.

The person reporting the accident to the AAIB is also required to inform the local police of the accident and the place where it occurred.

Police Forces should also inform the appropriate Civil Aviation Air Traffic Control Centre at Swanwick for accidents occurring in England, and at Prestwick for accidents occurring in Scotland and Northern Ireland.

Accidents involving a fatality should be immediately reported to the emergency services. This will in turn be passed onto the AAIB.

14/08/12

Air Accidents Investigation Branch,
Department of Transport,
Farnborough House,
Berkshire Copse Road,
Aldershot GU11 2HH
Tel. 01252 510300
Fax. 01252 376999

Reporting to the BMAA

The BMAA are copied initial reports from the AAIB. The BMAA would also like non reportable accidents or incidents reported to us as well so that we can get the fullest picture for our trend analysis.

The reports to the BMAA can be made using the BMAA report forms, AW020 & AW021, which can be downloaded from the BMAA website. (www.bmaa.org)

Reports should be sent to the BMAA Safety Officer by post, FAX or email.

BMAA Safety Officer
British Microlight Aircraft Association
6 Somerville Court
Banbury Business Park
Adderbury
Banbury
Oxon
OX17 3SN
Tel. 01869 338888
Email. safety@bmaa.org

LEARNING FROM ACCIDENTS

Accidents and Incidents, which can be grouped together as Events, usually have a human or mechanical failing as a cause. Pilots and aircraft operators can learn from events and use that knowledge to prevent the same event happening again. There is an old aviation saying that there are no new accidents, just the same ones happening over and over again. By reading accident reports with recurring similar themes we can see how true this saying is.

To help learn from each event, records of events are kept and analysed for trends which, if identified, can be addressed by targeted action to try to prevent them happening again. That action might be a particular emphasis on pilot training in a

specific area, such as landing approach airspeed or take off performance, or an engineering solution if a particular design is found to be at fault.

Official accident and incident investigation is carried out by the Air Accident Investigation Branch of the Department for Transport (AAIB). The AAIB define air accidents and incidents by their severity, actual or potential. The definitions will determine whether the event is "reportable" or not. Reportable events are investigated by the AAIB, non reportable events are not.

The BMAA records all events reported to the AAIB and those that are reported only to the BMAA, as non-reportable to AAIB. The BMAA then publishes a summary of events with comment where appropriate so that readers of the reports can learn from other's events to help them avoid the same one happening to them.

The AAIB reports are published on their web site at www.aaib.gov.co.uk and paper copies can be obtained too.

The BMAA summaries are published on the BMAA web site at www.bmaa.org

The Club Safety Officer can help club members to avoid an event by circulating AAIB and BMAA information at the club through notices, newsletters, email and word of mouth.

DEALING WITH THE PRESS

It is inevitable that following serious accidents or incidents there will be an interest from the Press. It is human nature to want to find out more about what has happened. We as microlight pilots are interested too; it is not just the idle curiosity of the general public that drives the Press.

There are real skills in communication with the press that take years to learn and we are not expected to be experts. There are guidelines that can help you and help the Press which you might consider.

Be willing to say something if you are approached, but only stick to known facts and don't be led into speculation.

If you have no facts then say so, as this is a valid answer, providing information. Saying "no comment" leads to speculation.

If you might be in a position to say more at a later stage ask for contact details so that you can get in touch. This is much better than trying to speculate or just ignoring the Press, which only encourages them to question someone less cautious than yourself.

If there is someone with more information and more experience in dealing with the Press, direct the questioner to that person.

Always show concern for those involved, but don't give out any names. It is the job of the officials in charge at an accident scene to determine who is involved in an accident and then to inform relatives before wider publication.

INFORMATION SOURCES

There is a huge amount of flight safety related information available to pilots. Much of it now published in an easily-obtainable form on the originator's web site.

We have listed a few in the following table. Please feel free to add your own and let the BMAA know of other useful sources that you have found so that we can expand the list further. It may be useful to put the table on the club noticeboard.

FLIGHT SAFETY INFORMATION SOURCES
<p>BMAA Code of Good Practice for Microlight Clubs A guide to good practice for the running of a microlight club and school. Source: www.bmaa.org Information Library</p>
<p>Running an Event A guide to running a flying event together with a risk assessment pro forma for BMAA events Source: www.bmaa.org Flight Safety</p>
<p>Running an Event A CAA guide to running events on a small or large scale. Source: www.caa.co.uk CAP 403</p>
<p>BMAA Accident and Incident reports Summaries of events with comments by the BMAA Safety team Source: www.bmaa.org Flight Safety</p>
<p>AAIB Reports Completed reports from the AAIB into reportable accidents and incidents Source: www.aaib.gov.co.uk</p>
<p>General Aviation Safety Council GASCo A charity whose sole aim is to promote flight safety. Their web site and quarterly magazine provide lots of good information. GASCo run the Safety Evening presentation programme which is available to clubs to host. Source: www.gasco.org.uk</p>
<p>General Aviation Safety Information Leaflet A monthly leaflet available in electronic format from the CAA. Subscribe through the CAA web site. Source: www.caa.co.uk</p>
<p>Confidential Human factors Incident Reporting Programme. CHIRP CHIRP has a web site and publishes reports throughout the year. Reports are sent to BMAA members enclosed with <i>Microlight Flying</i> magazine Source: www.chirp.co.uk</p>
<p>Fly on Track A website dedicated to publishing safety related information including infringement data with video clips. Source: www.flyontrack.co.uk</p>
<p>Airspace Safety Initiative ASI The ASI is a joint CAA, NATS and Military partnership tasked with promoting flight safety across all sectors of aviation. The web site is the main point of publication for information. Source: www.airspacesafety.com</p>

CONTACTS

We suggest that you also fill in your local information so that you have it to hand in the case of an urgent need. You may like to add more information to deal with local specialised needs such as Coastguard or Electricity supply emergency contact details.

SERVICE	CONTACT	TELEPHONE	OTHER
EMERGENCY SERVICES	Police / Fire / Ambulance	999	
LOCAL POLICE			
AIRFIELD OPERATOR			
AAIB	Accident Reporting	01252 512299	
CLUB CFI			
LOCAL DOCTOR			
BMAA SAFETY OFFICER	Peter Watson	01869338888 07557140620	pete@bmaa.org
BMAA CHIEF EXECUTIVE	Geoff Weighell	01869338888 07540 270491	geoff@bmaa.org

IDEAS FOR ACTIVITY

Promotions or Talks

- 1 Recurrence training
- 2 Performance of different aircraft
- 3 Notams and weather information
- 4 Aircraft maintenance and logbooks
- 5 Engine starting and shut down
- 6 Hangar use TIL 028
- 7 Refuelling areas

Airfield Signs

- 1 Start up area
- 2 Aircraft should never face hanger entrance with engine running
- 3 Radio frequency in use
- 4 Runway conditions
- 5 Circuit height and direction