

Royal Air Force Football Association



Safety Management Plan

Foreword

President of the RAF Football Association



The primary role of the RAF FA is to both govern and promote football amongst all personnel within the Service. We cannot do that without your help and remain indebted to the network of individuals who run Unit teams, regional leagues and our Representative Teams. We all therefore have a duty to ensure that everything we do when involved in running football is done as SAFELY as it possibly can.

To that end this Sports Safety Management Plan (SSMP) acts as my personal commitment to ensuring that all our activities are done so to maximize participation and enjoyment and that inherently means done safely. Be in no doubt though that my aim is not to be risk averse but rather to make note of the risks involved in this sport that we all love and MANAGE that risk.

Play well, stay safe.

Sir Stephen Hillier
Air Marshal
President RAF FA

Chairman of the RAF Football Association



I recently set out a new strategy for the RAF FA and “Excellence” in all that we do and a desire to “Maximise Participation” are 2 key tenets of our strategy for success. However, as the President said we cannot do that without your help and foremost our roles as leaders of football across the Service will be key to our success. I care about this significant responsibility and I look to all of you to do the same and so the role of this SSMP is to articulate my role in achieving that success as safely as possible. It also lays down what I need from you.

This SSMP is not about prohibiting your enjoyment of the game but about enhancing it. We need to work, as we have done with the Respect Campaign, to make sure all who wish to participate can do, and can do safely.

I will ensure this Safety Management Plan is reviewed regularly but if you find errors or omissions I need to know that. So please treat this Safety Management Plan as ours collectively, not some mandate from me. In doing so I am confident that we will grow a spirit of mutual ownership and promote a Safety Culture within our game; that will I am sure also create my vision for enduring Excellence.

Rich Pratley
Group Captain
Chairman RAF FA

TABLE OF CONTENTS

Foreword	i
President of the RAF Football Association	i
Chairman of the RAF Football Association.....	ii
Record of Amendments	iv
RAF Football Association Safety Management Plan	1
<i>Introduction</i>	1
<i>Scope of Sporting Activity</i>	1
<i>Responsible Person</i>	1
<i>Risk Management - Tolerable and ALARP Statement</i>	2
<i>Chairman’s Safety Commitment</i>	3
<i>Sports Safety Assurance</i>	3
<i>NGB Insurance/Liability</i>	4
<i>Managing Risk</i>	4
<i>RAF FA safety management responsibilities</i>	5
<i>Amendment Process</i>	6
Annex A - RAF Sports Association Sports Assurance Self-Assessment Questionnaire	7
Annex B - RAF FA Risk Register	10
Annex C - Event dynamic risk assessment guidelines	13
Annex D - RAF Sports Association – Incident Reporting Process	17
Annex E - RAF FA Accident/Incident Management Order	18
Enclosure 1 to Annex E	21
Annex F – F7454 Accident/Incident Report	22

RAF Football Association Safety Management Plan

Introduction

1. This Safety Management Plan (SMP) is applicable to all personnel who are involved in the delivery of RAF Football Association (RAF FA) activities and applies to all serving RAF personnel (regular and reserve), civilian employees and contractors involved in such activities. The aim of this SSMP is to support the effective management of Risk to Life (RtL) in all areas of RAF FA activity and to ensure such risk is mitigated to a level judged to be tolerable and ALARP.

Scope of Sporting Activity

2. The RAF FA SMP has been formulated in order to define the Health and Safety (H&S) responsibilities and actions of all personnel organising and participating in competitive or development Football activities under the auspices of the RAF FA. The SMP is designed to be a living document. It does not reflect the safety management of sport conducted at unit-level (although the SMP will be available to Stn OICs to avoid duplication of effort and promote a common approach).

3. The RAF FA delivers its output in accordance with higher level policy directives as well as internal policy determined by the Trustees. The following documents form the hierarchy of policy that the RAF FA adheres to:

- JSP 815 - Defence Health, Safety and Environmental Protection.
- JSP 660 – Sport in the UK Armed Forces.
- AP 3415 - RAF Sport & Recreation.
- Developing football for everyone – National Game Strategy 2011-2015.
- Number 22 (Training) Group Sports Safety Management Plan & Manual.
- JSP 362 - Chapter 14 – Encroachment.
- JSP 462 - Chapter 9 – Sponsorship.

Responsible Person

4. Defence has created a safety construct of responsible individuals to focus on the ownership and management of RtL and the accountability that arises for those specific

sports. Football is considered to be a sport where there is a potential, albeit extremely small, RtL. When appointed, a Responsible Person (RP) has a personal duty of care for people who, by virtue of their involvement in activities, come and who may be affected by activities in their AoR. A RP is accountable for ensuring that RtL from activities in their AoR are reduced to ALARP and are tolerable to them. For football these RPs are:

- a. **Senior Duty Holder.** The RAF's Senior Duty Holder is the Chief of the Air Staff and is responsible for all Safety within the RAF.
- b. **RAF Sports Operating Duty Holder.** The RAF Sports Association's Operating Duty Holder is AOC 22 (Trg) Gp and, as Chairman of the RAF Sports Board and thus the Head of RAF Sport, he is specifically responsible for all safety within RAF Sports activities.
- c. **RAF FA Responsible Person.** The Chairman of the RAF FA is the RP accountable for all safety whilst personnel undertake on-duty RAF FA activities.
- d. **Unit Level Sport Interfaces.** The Stn Cdr of each Stn/Unit has a responsibility for the safety and duty of care for every person under their command at that location; known as Safe Place and Safe Practices. Therefore that Stn Cdr, in accordance with his/her statutory responsibility for Functional Safety, is responsible for the safe conduct of RAF FA sponsored football matches on his/her Unit. Additionally, when personnel from their Stn/Unit undertake RAF FA activities, whilst on-duty, and at a different location, it is unreasonable and impracticable for that responsibility to extend to domains where they have no influence. Consequently whilst undertaking on-duty RAF FA activities away from home Units, the responsibilities of safety, assessment of RtL and the duty of care transfers to the RAF FA Chairman as RP.

Risk Management - Tolerable and ALARP Statement

5. The RAF FA Risk register is held, and maintained, by the RAF FA Chief of Staff. The risk register contains risks associated with the future business conduct of the Association but also those risks that may pose a RtL, or chance of significant injury, to personnel playing the game. Those risks associated with potential injury to personnel have been duplicated on the RAF Sports Risk Register and elevated to the ODH. The management and mitigation of safety risk is a fundamental and integral part of protecting our personnel whilst undertaking football activities whilst on-duty. RAF FA Responsible Persons achieve this by pro-actively and systematically identifying hazards and assessing, then controlling, risks. The purpose is to ensure that for any football activity undertaken, the safety risks have been mitigated to a level judged Tolerable and ALARP.

Chairman's Safety Commitment

6. The Chairman of RAF Football will, on an annual basis, account for his safety performance, measured against JSP 815 (Defence Health, Safety and Environmental Protection – HS&EP) criteria which, as well as underpinning all his safety activities such as meetings and assurance visits, also forms the basis for the RAF FA's safety commitments, which are:

- a. To prevent fatalities and to minimise injury to personnel playing football in authorised RAF FA events.
- b. To manage the RAF FAs SSMP.
- c. To comply with higher-level safety regulations from Defence and The FA¹.
- d. To supervise and control RAF FA safety activities.
- e. To investigate and learn from any incidents and accidents.

Sports Safety Assurance

7. Our commitment is to strive continually to improve our safety performance and to minimise our contribution to the risk of an accident as far as is reasonably practicable. There are two elements to how the RAF FA organises and delivers its business:

- a. **Planning for the match(es).** The Director of Representative Teams and the Director of Football Delivery are responsible for planning and arranging 'on-duty' football fixtures, at Representative and Unit levels² respectively, and assuring that the appropriate safety measures are in place for the event to proceed. An annual meeting is to be convened to lay-out the fixtures required and these are authorised by the RAF Sports Board; changes to these fixtures are to be coordinated by the RAF SB via the Association Secretary.
- b. **Delivering and executing the match(es).** The appointed Team Manager, or Head Coach where appropriate, is responsible for the safe delivery of the event. Where the match is played at a non-military establishment the Team Manager is to ensure that appropriate Health and Safety measures are discussed with the host and put in place. During the execution of the match the Team Manager is responsible for managing and addressing any potential safety issues at the earliest opportunity.

8. The RAF Football Association will conduct 1st party sports safety assurance by

¹ As the National Governing Body for football.

² in the RAF Cup and associated leagues

completing the RAF Sports Association Sports Assurance Self-Assessment Questionnaire (see Annex A) on at least an annual basis, or as directed by the Directorate of RAF Sport. The Self-Assessment Questionnaire will be reviewed at the annual Executive Committee Meeting.

NGB Insurance/Liability

9. The FA, as our NGB, do not provide any insurance, but have mandated that all Adult 11 a-side teams have both Personal Accident Insurance and Public Liability Insurance of no less than £10M. However, due to the MoD compensation scheme Service Units, players and referees are covered and therefore clubs are exempt from this regulation. MOD civilians, if granted permission to play for their Unit, must have their own PA insurance.

Managing Risk

10. The RAF FA will use the following five steps to assess risks prevalent whilst conducting on-duty football activities:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing control measures are adequate or whether more should be done.
- Record the findings.
- Review the assessment and revise it if necessary.

11. The Head of RAF Sport has created a Risk Register and the generic RtL for all activities – such as road traffic collision, or terrorist activities – are recorded for all sports. The process highlighted above has highlighted ONE HIGH risk within football that has been elevated to the ODH; that risk being Significant Injury to a competitor. Details of the risk are contained in the ODH risk register and copied at Annex B.

12. The RAF FA has no dedicated Home for Sport but rather uses, in the main, RAF Cosford or RAF Halton for Representative Team fixtures. For such activities, or for League activities run at Stn/Unit level, Team Managers should be aware of Stn/Unit level Risk assessments created by OiCs or PEd Flt Risk Assessments. For 'away' fixtures and Overseas Visits this may not be possible; these locations will require that Team Managers create, where necessary, a Dynamic Risk Assessment (see para 14).

RAF FA safety management responsibilities

13. **Chairman.** As the RP, the Chairman RAF FA is responsible for the formulation and management of the RAF FA SMP. Specifically he is to:

- a. Ensure that all personnel involved in the organisation, management and participation of RAF FA sponsored events conform to the HSAW and this SMP.
- b. Not permit any activity to take place that is graded very high risk unless it is personally authorised by him, or in his absence the Deputy Chairman.
- c. Ensure a review of all dynamic risk assessments and post-accident reporting is undertaken at least annually.

14. **Event Organiser.** Event organisers are to ensure that a venue specific (or dynamic) risk assessment has been completed and that any necessary ALARP statement has been signed off by the Chairman RAF FA; that sign-off process may include agreement of the control measures to be put in place and is the authority for the activity to go ahead at the planned venue. Prior to any activity taking place at the championship/event the Event Organiser is to:

- a. Complete a dynamic risk assessment for each day of activity using the framework at Annex C. Low Risk is the highest level tolerable by event organisers; where Medium or High Risk is identified, the authority of the RAF FA Chairman is to be sought prior to the activity taking place, who will ensure that the activity is commensurate with the level of risk that the Head of RAF Sport has previously accepted. Very High risk is not tolerable. Completed Dynamic Risk Assessments are to be retained for a period of 24 months on MOSS; scanned or photographed copies may be sent to the RAF FA Sec to then be saved to the RAF FA MOSS site.
- b. Brief all participants using the framework in the venue specific risk assessment alongside any additional hazards identified in the dynamic risk assessment compilation.
- c. Ensure communications are available for contact with emergency services and first aid equipment is at hand commensurate with the activity being undertaken.

15. **Accident/Incident Reporting.** In the event of an accident/incident leading to injury of a participant in the activity, or a member of the public as a consequence of the RAF FA activity, the event organiser is to ensure post-accident reporting is undertaken on form RAF F7454 and sent through to the parent unit Stn Health & Safety Advisor (SHSA) or equivalent for non-AIR Top Level Budgets (TLB). Annexes D and E provide guidance on dealing with Accidents and Incidents; a blank F7454 is available at Annex F.

16. **Individuals/Competitors.** Competitors at RAF FA organised competitions and individuals participating in RAF FA development events have a responsibility towards the maintenance of their own personal safety and that of their fellow competitors and the general public. Although steps will be taken by event organisers to mitigate the associated risk there will always remain a residual risk to life or serious injury. Specifically individuals

are to comply with the following:

- a. **Personal Fitness and Medical Conditions.** Personnel with pre-existing injuries or medical conditions that may impact on their ability to take part in the training or match must declare that condition to the event organiser.
- b. **Personal Equipment.** All equipment and clothing worn by personnel undertaking RAF FA authorised events, or Unit/Stn level authorised events, is classed as personal equipment regardless of whether the association supplied it originally or not. Personnel are responsible for ensuring that personal equipment is fit for purpose.

Amendment Process

17. All risk assessments are to be reviewed at least every year by the event organiser or discipline sec. The risk assessments are also to be reviewed on appointment of a new Chairman. Amendments are to be forwarded in the first instance to the RAF FA Chief of Staff. The RAF FA SMP will be reviewed annually.

Annex A - RAF Sports Association Sports Assurance Self-Assessment Questionnaire

Name of Sport:

Name of Assessor:

Date of Assessment:

SECTION	Y/N	COMMENTS
POLICY		
Does the Association have a Safety Management Plan (SMP) that complies with AP 8000 Leaflet 8012? And does it reflect the Association's activity? Is the SMP effective?		
Do members know how to access the SMP including Risk Assessments?		
Are safety positions within the committee filled?		
Are safety matters discussed at committee meetings such as Executive Committee Meetings? Is this frequent enough?		
Are safety matters resolved effectively? If not, what could be done to improve this?		
RESPONSIBILITIES		
Does the Chairman have a valid and current Letter of Authority from the Head of RAF Sport?		
Do Committee members have any specific safety responsibilities within their TORs? Is this a sufficient number of committee members? When were their TORs last reviewed?		
Are all Association members aware of their health and safety responsibilities? How is this recorded?		
SAFE PERSONS		
Is there a policy to determine how sportsmen/women are 'fit to participate' for your sport? (e.g.		

evidence of swim test, med chit). How do you record this information?		
SAFE EQUIPMENT		
Does the Association use safety/protective equipment?		
If so, does the Association have a policy statement for equipment procurement? And equipment repair?		
If so, does the Association have an Equipment List?		
If so, does the Association have a Maintenance Log?		
If so, is there a record of all personnel responsible for the maintenance of safety/protective equipment?		
SAFE PRACTICE		
Does the Association meet the levels of supervision when conducting sporting activity within National Governing Body regulations/guidelines?		
Have Association members completed any specific induction training?		
Have committee members received sufficient training (including refresher training) to carry out their roles?		
Have instructors/coaches been qualified within National Governing Body frameworks? Are they current?		
SAFE PLACE		
Are the risk assessors competent (either through training or experience)?		
Have Generic Risk Assessments been carried out? Are they current?		
Have Site Specific Risk Assessments been carried out? Are they current?		

Does the Association have a set format (e.g. Daily Risk Assessment or brief template) for conducting Dynamic Risk Assessments?		
Does the Association have an Emergency Plan?		
Are incidents/accidents reported? How?		
REVIEW		
Does the Committee review key documents such as the SMP?		
Does the Committee review risks?		
Are these reviews effective?		

Annex B - RAF FA Risk Register

Directorate of RAF Sport Risk Assessment Form		
RAF Sports Association: RAF Football	Assessment Ref: 2015/1	Date: 1 Sep 15
	Assessment Type: Generic	
Activity/Process: Competitive match or training event		Who is at risk: Association members
Ref	Hazard (a physical state with the potential to cause harm)	Number of people at risk
1	Poor playing surface	22
2	Collision or 'bad' tackle with other competitor	2

Likelihood (Note 2)		Severity (Note 2)				
		Minor	Major	Critical	Catastrophic	
Frequent		Medium	High	Very High		
Occasional		Low	Medium	High	Very High	
Remote		Low	Low	Medium	High	
Improbable		Low	Low	Low	Medium	
Hazard	RISK Associated with Hazard	Existing Control Measures		Risk Rating (Likelihood x Severity)	Additional Controls Required	Review frequency
1 and 2	Significant injury to a competitor resulting in severe injury	<ul style="list-style-type: none"> Ensure all activities are fully risk assessed. Ensure appropriate medical facilities and cover is in place. Inculcate good behaviours. <p>NOTE: All referees have a duty to inspect the playing surface reducing the possibility of that being the cause of the injury but not removing it.</p> <p>NOTE: Players have a duty to act within the rules of the game and not cause injury to others due to reckless behaviours.</p>		Occasional x Critical	Nil	Annually
Assessor			Association Chairman			

Name:	K G WATT		Name:	R D PRATLEY		Overall Activity/Process Risk Rating	
Signature:	<i>Keith Watt</i>		Signature:	<i>Rich Pratley</i>		HIGH	
Association Chairman Assessment Review				Acceptance of Medium/High risks by Head of RAF Sport			
Date:		Date:		Date:		Date:	
Name:		Name:		Name:		Name:	

Annex C - Event dynamic risk assessment guidelines

1. The Event Dynamic Risk Assessment, using the 4 tables shown below for guidance, should be completed each morning of the event or competition prior to any training or match activities taking place. For second and subsequent daily activities it will be appropriate to review the previous risks and determine whether they remain extant or require amendment.

2. A completed risk assessment form should be retained by the Team Manager (or if appropriate Head Coach) and be available for inspection at any time during the event. It is important the Event Organiser does not play down the risk factor and if the overall factor becomes High Risk then authority of the RAF FA Chairman is to be sought prior to running the event. Very High risk is not tolerable and the activities are to be cancelled.

EVENT ORGANISATION		
Points	Code	Description
4	Controlled	All training or match activity will always be controlled by Team Staff. The activities will be in a single-group under the control of Team Staff and under the overall control of the Head Coach.
8	Difficult	The training or match activities will be split into multiple groups to allow different teaching points to be tested and understood. Though the activities remain under the control of Team Staff it is not possible for the Head Coach to remain totally in control of both (or more) groups.
12	Complex	The training or match activities will be split into multiple groups to allow different teaching points to be tested and understood. The multiple groups need to undertake these activities in different locations. While still under the control of Team Staffs it will not be possible for the Head Coach to oversee the activities.
16	Hazardous	Not appropriate for RAF FA training or match activities. Any situation above complex should not be undertaken without prior authorisation of the Chairman.

CONDITION OF PITCH (PLAYING OR TRAINING)		
Points	Code	Description
2	Good	Good condition. No (or little) risk of trips or falls due to the state of the pitch.
Points	Code	Description

4	Moderate	Moderate condition. Wear and tear evident. Some effects of previous play (or training) that may affect players turning or running at high speed. It may be necessary to adapt coaching plans to minimize potential for injury.
16	Poor	Pitch is in poor condition. It will not be appropriate to conduct any activities due to the likelihood of injury.

LOCAL WEATHER		
Points	Code	Description
1	Good/Fine	Calm weather conditions, which will not impede the activity.
2	Changeable	Weather conditions such as rain, increased winds or changes in ambient temperature, which may affect activity.
6	Adverse	Weather conditions that are likely to affect activity, such as constant rain, sleet or snow, high winds, or large changes in ambient temperature. Weather conditions, when combined with environmental conditions, may lead to increased risk to health.
12	Extreme	Extremely poor weather conditions, which will certainly affect the activity will increase the risk of cold related injuries.

ENVIRONMENTAL CONDITIONS		
Points	Code	Description
1	Comfortable	Environmental conditions that do not hinder the activity in any way.
2	Uncomfortable	Environmental conditions that may impede the activity in some way.
8	Demanding	Competitors will require to be dressed adequately for the conditions and upon stopping activity will feel the cold immediately.
12	Hostile	Extremely poor weather conditions, which will almost certainly affect the activity and increase the risk of cold related injuries.

RAF FA EVENT DAILY RISK ASSESSMENT PROFORMA

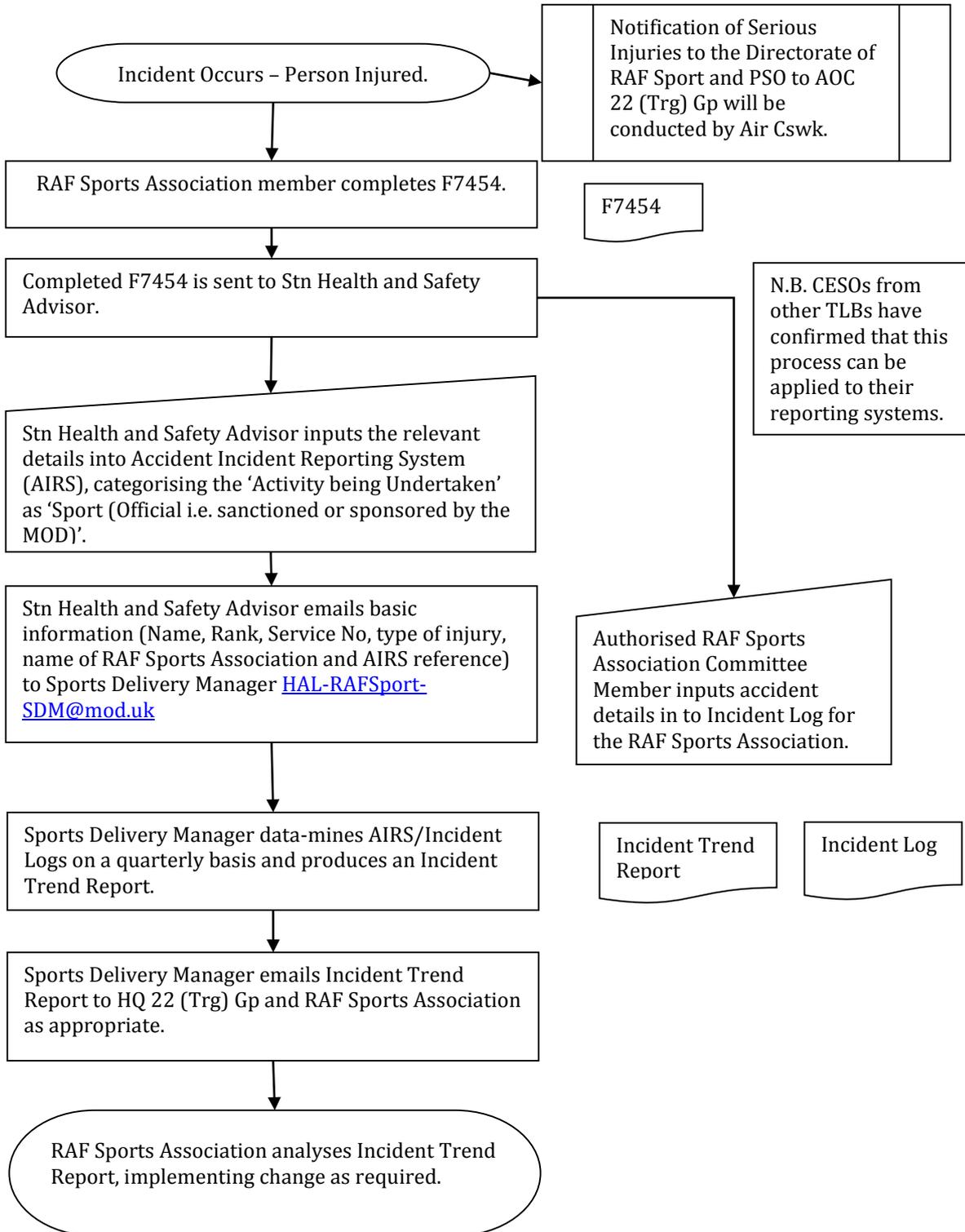
EVENT		EVENT ORGANISER							
COURSE		DATE							
<u>DAILY ORGANISATION</u>		<u>VENUE CONDITIONS:</u>		NUMBER OF PARTICIPANTS					
				NOMINATED TEAM STAFF					
RAFCA EVENT DAILY RISK ASSESSMENT								RISK FACTOR	
To be recorded daily and held on file by the event organiser									
Event Organisation ³		Condition of Pitch		Local Weather		Environmental Conditions		TOTAL SCORE	RISK GRADE
Controlled	4	Good	2	Good/fine	1	Comfortable	1	0 – 8	LOW
Difficult	8	Moderate	4	Changeable	2	Uncomfortable	2	9 – 16	MED
Complex	12	Poor	16	Adverse	6	Demanding	8	17 – 42	HIGH
Hazardous	16	Poor	16	Extreme	12	Hostile	12	43 – 56	VERY

RISK FACTOR: _____ EVENT ORGANISER'S SIGNATURE: _____

RAF FA CHAIRMAN - ADDITIONAL COMMENTS * - [Any Risk Estimate of High or above must have a comment by the RAF FA Chairman](#)

Comments / Advice / Measures			
1.			
2.			
3.			
4.			
EVENT ORGANISER'S NAME*		EVENT ORGANISER'S SIGNATURE*	

Annex D - RAF Sports Association – Incident Reporting Process



Annex E - RAF FA Accident/Incident Management Order

1. **Introduction.** In the event of any accident during the activities the Event Organiser is to ensure that the casualty's medical welfare and the safety of the remainder of the group are paramount. The decision to alert the Rescue Services rests with the instructor in charge. Activity incidents for RAF FA are classified either as **Major** or **Minor Incidents**.
2. **Minor incidents.** The casualty may be treated at hospital but does not require overnight hospitalisation.
 - a. Minor Injury-Small cuts requiring a few stitches are classed as a minor injury.
 - b. Illness.
3. **Major Incidents cover the following:**
 - a. Injuries requiring major hospital treatment, surgery or being detained in hospital overnight.
 - b. Rescues requiring outside assistance (ie the Emergency Services).
 - c. Fatal accidents.

PROCEDURES FOR MINOR INCIDENTS - EVENT ORGANISER ORDERS

4. Incidents involving minor injuries should, for the majority of cases, be able to be dealt with on site by a suitably qualified individual.
 - a. **Minor Injuries.** Minor injuries are classed as small cuts, abrasions, sprains etc. These are treatable at the scene by the instructor or with basic treatment at a local health centre.

Actions: Apply necessary first aid. Remove from further training if necessary. On return to unit fill in the Accident Report Form (F7454) and arrange for any further medical treatment at a local Health Centre. Inform the Chairman or Deputy Chairman.
 - b. **Illness.** Any illness that may have an effect on an individual's capability to undertake the activity.

Actions: Remove the person from the activity. Give First Aid and isolate if necessary. Arrange for casualty to see a Doctor at a local Health Centre. Fill in the Accident Report Form (F7454) and inform the Chairman or Deputy Chairman.

CHAIRMAN/DEP CHAIRMAN ORDERS - MINOR INCIDENTS

5. The following actions should be taken by the Chairman/Dep Chairman following Minor Incidents:
 - a. **Minor Injuries.** On casualty's return to their unit ensure that the Event Organiser has correctly filled in the relevant paperwork. Countersign Accident

Report Form. Investigate circumstances and if necessary implement changes to working practices.

b. **Illness.** Ensure that casualty is seen by Doctor if necessary. Check and countersign Accident Report Form paperwork. Investigate illness and take action on any findings with regards to source of illness, or effects upon the running of RAFCA activity. Consider how the individual is transported to home unit and inform parent unit if RTU action is necessary.

MAJOR INCIDENTS - EVENT ORGANISER ORDERS

6. Event Organisers may experience severe strain when faced with a major incident. Clear thinking, control of the group, good decision-making and communications are the key to dealing effectively with the situation. Never be afraid to call upon the assistance of the Rescue Agencies. An Incident Log should be started. The Event Organiser is not to make any comments on the incident to members of the Press; you should refer them to the Chairman RAF FA. The following are types of major incidents:

a. **Injuries requiring hospital treatment.** Injuries that require specialist medical procedures, ie severe bleeding, broken bones etc.

Actions: Administer immediate first aid and if possible, without risk of further injury to casualty, transport the casualty to further medical aid, and, if necessary, call for assistance for the evacuation of the casualty. Ensure that the rest of the group is safe. Consider obtaining photographic evidence. Inform the RAF FA Chairman/Dep of the incident as soon as possible and provide brief details. On return to your unit you are to brief the Chairman and/or Deputy on the incident and any action taken. Following this you are to fill out an Accident Report Form, and, within 24 hrs, provide the Chairman with a written report that includes any photographic evidence and witness statements.

b. **Fatal accidents.** Accidents that have caused apparent death.

Actions: Only a qualified doctor can certify death. Therefore every effort should be made to sustain life, until specialist medical advice is obtained. Circumstances are likely to be traumatic for personnel. Render immediate first aid, call for immediate assistance and look after the welfare of the other members of your group. If practicable, leave evidence in situ for Coroners Court/Board of Inquiry purposes. Consider obtaining photographic evidence. Inform the RAF## Chairman as soon as possible. On return to your unit you are to brief the Chairman and/or Deputy on the incident and any action taken. Following this you are to fill out an Accident Report Form (F7454), and, within 24 hrs, provide the Chairman with a written report that includes any photographic evidence and witness statements.

c. **Involvement of outside rescue agencies.** Where a call has been made for outside assistance with an incident.

Actions: Call out rescue agency. Make sure you give precise details of location, type of incident, nature of injuries, time of accident and severity of call out. Inform the RAF FA Chairman/Dep as soon as possible. On return to your unit you are to brief the Chairman and/or Deputy on the incident and any action taken. Following

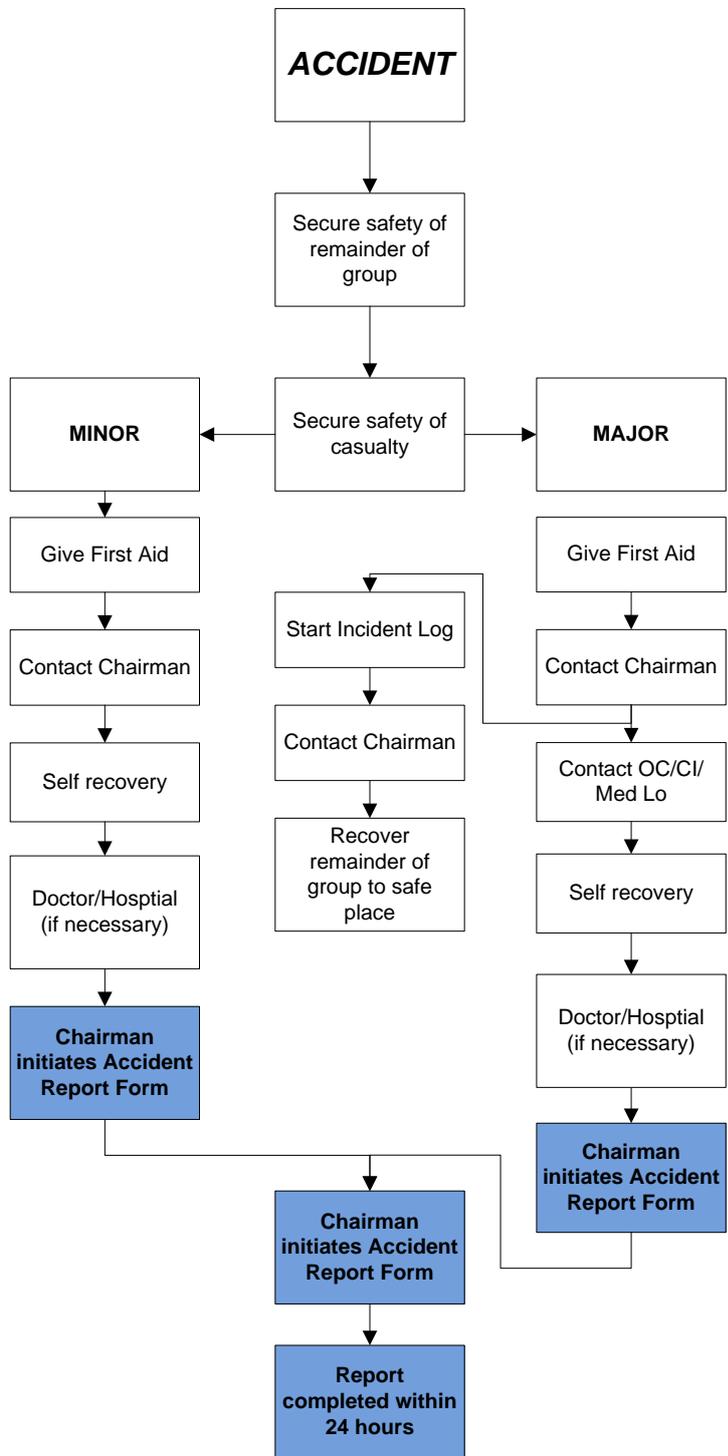
this you are to fill out an Accident Report Form (F7454), and, within 24 hrs, provide the Chairman with a written report that includes any photographic evidence and witness statements.

MAJOR INCIDENTS – CHAIRMAN/DEP CHAIRMAN ORDERS

7. For a major incident the priority is to contact JCCC 0044 1452 712612 Ext 7325 using the pro-word NOTICAS. The NOTICAS form (Annex B to ORP No 3) should be completed beforehand and faxed to 0044 1452 510807 (JCCC). JCCC will also provide advice regarding the NOTICAS and contact the relevant agencies. The Chairman is to also inform the casualties OC PMS/PSF, or SDO as appropriate via MGR - Parent Unit.
8. The Chairman is to deal with all communication requests involving the Press. A holding statement should be agreed with Media and Comms HQ Air Cmd prior to any engagement with the press.
9. All paperwork concerned with the incident (Daily Risk Assessments, Nominal Rolls, and Weather) is to be impounded immediately.

Enclosure 1 to Annex E

RAF FA Incident Management Flow Diagram



ESSENTIAL CONTACT NUMBERS
 Chairman: 0xxxxxx Dep Chairman: 0xxxxxx JCCC: 0044 1452 712612 Ext 7325

