



Light Aircraft Association

Procedures for LAA Events

(Fly-ins etc)

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INTRODUCTION

LAA Struts and Clubs hold events through the year. There are many different forms that events can take and a struts' responsibility for event operation and safety can therefore vary.

These Procedures are based on best practices from LAA Club and Struts around the UK. They are designed to help you to plan and run a safe and enjoyable event. They also offer advice on how to handle a situation where things might go wrong and finally, to ensure that you as organisers, or the LAA are not open to unnecessary liability claims.

RESPONSIBILITY AND LIABILITY

The LAA has in place event liability insurance to cover member clubs and struts, and members organising events. However responsibility does not extend just to Struts. It is the legal responsibility of the pilot or operator of an aircraft to have appropriate cover in place for their aircraft when being operated. Therefore if an aircraft is involved in an incident, it is that cover which assumes the first priority.

If you are organising an event at an active airfield, that location will also have liability cover for areas of operation for which it is responsible (such as say, air traffic control or air side access to visitors). The LAA Strut or Club may wish, under the operating rules for that airfield, to provide assistance to the operator. However In that case, the LAA Strut or Club should ensure it is clear who takes what responsibility. These responsibilities, risk mitigation and documentation to meet our liability insurance requirements are laid out in these procedures.

An LAA Strut or Club can of course, take direct safety and operational responsibility for, for example, a fly-in to a disused airfield, a beach or a farmer's field. Extra care needs to be taken with the organisation of such events, which will expose the Strut or club to a higher level of liability.

If you have such an event, which you feel may fit into such a category, please note Annex A: Normal and Prohibited Activities, and contact the LAA HQ for further advice if in doubt.

An LAA Strut or Club may wish to provide other non-aviation low-risk activities, such as a barbeque, at an event. These lower-risk activities should be reviewed separately from the aviation activity. An additional risk assessment should be carried out for these activities.

1.0 DEFINITIONS

The following definitions apply:

- a. **LAA Member Club** – a current Member Club of the Light Aircraft Association Ltd (LAA).
- b. **LAA Club Member** – a current member of an LAA Member Club, who may or may not be a member of the LAA.
- c. **LAA Member** – a current Full or Full Plus member of the LAA.
- d. **LAA Member Club Flying Event ('Event')** – any flying event organised by an LAA Member Club and meeting the Regulations of the LAA in that respect.
- e. **LAA Member Club Air Experience Flight** – a flight undertaken by any third party passenger at a Club Event where the passenger is not a member of an LAA Member Club AND where the pilot is an LAA member AND where entire cost of the flight is met by the pilot. The flight by its nature will take off and return to the point of departure and will consist of an extended circuit in benign weather conditions; its principle objective is to provide a positive and memorable experience for the passenger, assisting the furthering of LAA's objectives.
- f. **Third Party Passenger** – any member of the public who is neither an LAA Member nor an LAA Club Member nor who contributes to the construction operation or maintenance of any LAA-regulated aircraft and undertakes an Air Experience Flight at an LAA Member Club event as a direct result of any advertisement or invitation external to that LAA Member Club.
- g. **Private Passenger** - any passenger who is not a Third Party Passenger and is carried as a passenger at any LAA Member Club event, whether or not an Air Experience Flight, shall be deemed a Private Passenger and any such flight shall be considered as a private flight conducted within the normal requirements of the Air Navigation Order. The restrictions applicable to the carriage of Third Party Passengers shall not apply.
- h. **Event Safety Officer.** A current LAA club member who is also a current LAA Full Member and who is responsible for those safety aspects which are not the responsibility of the aircraft pilot(s) at any Event and who may give lawful and reasonable instructions to anyone attending the event, in order to reduce risks. Event Safety Officers are responsible for planning and implementing all safety aspects of the event, including appointing and supervising Event Marshals. They are responsible for taking action to control or mitigate risks, up to and including event cancellation. They are also responsible for communicating safety information to pilots, members and visitors, and for providing, so far as is practicable, an environment for safe operations.
- i. **Event Marshal** - a current LAA club member who is appointed by the Event Safety Officer to assist at the Event and who may give lawful and reasonable instructions to anyone attending the event, in order to reduce risks. Duties may involve aircraft marshalling, parking and spectator control, or operation of an air/ground radio (with appropriate A/G radio licence). Event Marshals should be suitably trained/experienced and briefed for their duties.

2.0 EVENT MANAGEMENT RULES

LAA Events are defined in Annex A. LAA Normal Events do not include flying displays. CAP403 states that CAA Permissions are not required for other flying events such as fly-ins, provided none of ANO Article 86 qualifying conditions are met and all flying activity is in accordance with the ANO and SERA.

- 2.1 **Organization and Notification to LAA HQ.** To qualify for LAA Event insurance Events need to be notified in advance to LAA HQ using the Event Notification form (See Annex C) and comply with the **Event Management Rules**.
- 2.2 **Insurance.** This will cover LAA Full Members plus club members who are registered with the Member Club. A club should ensure that current name and address details for each club member who is involved with event management are recorded on the club's membership register. The LAA will publish on its website the insurance provided to LAA Member Clubs summarised in Annex B.
- 2.3. **Risk Management.** Each event must be subjected to an appropriate risk assessment and mitigation exercise. Under many circumstances, e.g. a typical fly-in, the standard LAA Event Risk Assessment form (Annexe D) can be used. An Event Plan should also be prepared, containing relevant information regarding location, timing, tasks and responsibilities. A template for this is at Annex E.
- 2.4 **Passenger Flying.** If an event involves Third Party Passenger Flying (TPPF), then the additional regulations contained in the document Passenger Flying at LAA member Club Events are to be followed. Detailed guidance on TPPF is at Annex F.
- 2.5 **Safety and Incident Response.**

2.5.1 Duty of Care

General

The LAA has a duty of care to inform and protect those taking part in any LAA Flying Event and to do so has defined certain additional criteria over and above those contained within the Air Navigation Order which it judges are as low as reasonably practical and proportionate to the risks involved. It shall be the responsibility of the Event Organiser to ensure that these criteria are understood by all involved and met so far as reasonably practicable. Event Safety Officers are required to undertake a risk assessment and mitigation exercise. Event Organisers should also notify the LAA in the timescales required, and ahead of the event, that:

- a. Risk assessments and mitigation have been carried out;
- b. Proper safety arrangements are in place.
- c. Only trained or experienced persons are involved in any safety-related activities;

2.5.2 General Safety Considerations

- a. **Liaison with Aerodrome Operator.** This should include, where applicable, concerns relating to fire and safety cover, and required safety procedures (including arrangements for aircraft parking and spectator control); this liaison is a necessity and is the responsibility of the Event Safety Officer

The responsibility for Incident Command and Rescue and Fire Fighting Services lies with the airfield operator. When an event is held at an airstrip, responsibility may initially be unclear. In this case the Event Safety Officer shall liaise with the land-owner to establish clear responsibility for event safety.

- b. **PPR Considerations.** All advertised Fly-ins and other events where visiting pilots are expected should be notified as being PPR and full airfield/joining briefing information provided by telephone or on the internet. A contact number for visiting pilot's information 'on the day' should also be published. This may be a number other than the airfield operator, such as the Strut safety officer.
- c. **Emergency Response.** If the event safety responsibility is accepted by the LAA Member Club, ensure the availability of a comprehensive first aid kit and suitable fire extinguisher(s) for immediate use. For larger events the St John's Ambulance Brigade, local Red Cross, or other similarly competent organisation shall be available to provide a First Aid team and ambulance. When event safety responsibility is accepted by the LAA Member Club, the LAA Event Incident Plan (see 2.5.4 below) should be used. Otherwise, the main responsibility of the club is, if necessary, to activate the LAA Serious Incident Plan by contacting LAA HQ (see 2.5.4 below). Adequate and tested mobile communications should be available to summon help in the event of an emergency.

Event Marshals. The appointment in advance of an adequate number of Event Marshals (and passenger escorts, where necessary) is the responsibility of the Event Safety Officer.

The Event Safety Officer shall ensure that all Event Marshals are briefed on safety matters, such as the dangers of propellers and moving aircraft, minimising the dangers to members of the public, the need to refrain from smoking or dropping litter, and the precautions to be observed during any refuelling.

- d. **Public Access to Airside.** Careful consideration should be given before allowing members of the public to enter aircraft parking areas. The Event Safety Officer is responsible for establishing the criteria for allowing members of the public to enter aircraft parking areas. All visitors should be warned of the dangers of rotating propellers, etc., and the need to refrain from smoking or dropping litter. Children must be accompanied and be supervised at all times.
- e. **Accident Notification.** Notification of the AAIB and Police in the event of any serious accident is a legal requirement. Aircraft accidents are considered potential crime scenes and provision should be made to secure them as such. See also the requirement below for a written Club Emergency/Serious Incident Response Plan.
- f. **Prohibited Activities.** Prohibited activities (see [Annex A](#)) shall not take place unless approved in writing by the LAA CEO and properly organised by the Event Safety Officer.
- g. **Pilot's Reporting Point.** A place should be available where pilots of visiting aircraft can (and must) report on arrival and before departure. This should be manned throughout the event and have available safety briefing material as necessary.

- h. **Aircraft Security.** Aircraft parking areas should be monitored to guard against interference with aircraft. It is the responsibility of the owner or operator to leave their aircraft safe and secure, and to monitor it regularly. Parked aircraft should be positioned so that emergency vehicles can gain access to them.
- i. **Smoking.** Smoking should be prohibited in aircraft parking and refuelling areas.

2.5.3 Strip Fly-ins – Additional Safety Considerations

In addition to the above safety considerations which are applicable to all flying events, to minimise risks during a strip fly-in the overall suitability of the Fly-In site should be assessed and the following factors taken into account:

- a. **Surfaces.** Confirm the suitability of surfaces for the fly-in.
- b. **Runway Distances.** Confirm the take-off and landing distances available
- c. **Obstructions.** Note and make visiting pilots aware of any obstructions in the vicinity
- d. **Towns.** Make visiting pilots aware of the proximity of built-up and congested areas
- e. **Livestock.** Note the presence of livestock in the area and ensure it is clear of the aircraft and runways
- f. **Other Airfields.** Make visiting pilots aware of the proximity of other aerodromes and gliding sites
- g. **Emergency Access.** Ensure there is clear access and exit for emergency services vehicles
- h. **Windsock.** If there is no permanent windsock in use, consider erecting a portable windsock near the touchdown end of the strip.
- i. **Barriers.** Where possible, a barrier should be used to keep spectators clear of aircraft manoeuvring areas. Areas to which spectators are not permitted shall be enclosed at all times and warning notices should be displayed. Barrier tape tied across poles or cones may be sufficient.
- j. **Public Rights of Way.** The Event Safety officer should establish whether any public rights of way lead across the strip. Warning signs shall be erected at any entrances, gates or stiles leading into the strip.
- k. **Public Enclosures & Car Parks.** Sites for public enclosures and car parks should be carefully selected in relation to aircraft flight paths and should never be located underneath these. They should also be separated from moving aircraft.

- I. **Emergency Services.** Consider advising the local police and emergency services of your attention to run the event, particularly if it is at a location where routine movements are rare.

2.5.4 **Event Incident Control and Response Plan**

Incident Planning. The Event Safety Officer shall ensure that prior to an event, that the LAA member club has in place a written Emergency/Serious Incident Response Plan.

Event Incident Plans. (see Annex G) Flying events where the LAA Member Club takes safety responsibility must not take place unless an up-to-date Event Incident Plan is in situ and has been regularly exercised, at least annually. Then, if an incident occurs during a club event, those responsible have clear guidance to ensure that it can be managed promptly, efficiently and appropriately. Such plans will involve organisation, command responsibility, urgent actions, calling emergency services and dealing with the public and the media. Club Event Incident Plans must include the LAA Incident Team Checklist and associated cards

Accident Liability & Claims Management. Experience has shown accident investigation and litigation to be a lengthy and intrusive process which will require significant time, information gathering and preparation. It is important for club officers to be aware of this, to ensure that information likely to be required in an investigation is held securely, that evidence concerning any incident is retained and that notes are made at the time.

Media Management. The media is likely to be interested should an incident occur, and this aspect should be considered in the planning. No comment shall be made to the media purporting to represent the LAA; Club Officers should not make statements to the media concerning an incident, but should refer inquiries to the LAA HQ.

Information on any serious incident should immediately be forwarded to LAA CEO and LAA HQ; contact details for these should be in the Event Plan

Annex A

NORMAL & PROHIBITED CLUB ACTIVITIES

1. **Activities.** Typical member club activities will include meetings, presentations and social events which may involve members' families or other guests. Such activities should be held subject to the normal considerations of good safety management to include, if necessary, a risk assessment and mitigation exercise. In addition, member clubs may organise flying activities which *always* require a higher degree of safety management. The normal and prohibited flying event activities are listed below:

2. **LAA Member Club Flying Event**

Normal Activities:

- Normal Fly-ins
- 'Breakfast Patrols' Spot landing competitions
- Cross country navigation events
- Third Party Passenger Flying (special requirements and conditions – see [Annex F](#)).

3. **Prohibited Activities at Flying Events.**

- Any activity prohibited by the Rules of the Air or to which CAP 403 applies.
- Non aerobatic fly-bys by single aircraft
- At no time during an approved LAA event may the following activities take place, unless exceptional written authority has been obtained by the organisers from the LAA CEO in advance*:
 - Aircraft Racing
 - Formation flying
 - Aerobatics
 - Dropping of articles

- Balloon breaking or ribbon cutting by aircraft
- Flying Displays (as defined in CAP 403) or any manoeuvre or series of manoeuvres that requires the pilot to hold a CAA Display Authorisation
- Simulated aerial combat
- Wing walking
- Parachute jumping
- Pyrotechnics or fireworks

*In such cases, approvals will only be considered against a formal application including a risk assessment, submitted in sufficient time for full consideration and discussion.

It is noted that at some airfields, some of the above activities may take place as part of other airfield operations. However these must only be under the full control of the airfield operator and cannot take place as a part of the Club flying event.

- 4 **Events involving Other Clubs.** Events involving planned cooperation between LAA Member Clubs, and any other flying organisations, clubs, pilot groups or associations, must be notified to LAA HQ and specifically approved by the LAA CEO in advance. Such events must have a clear division of responsibilities.



Annex B

Summary Insurance Certificate for Member Clubs of the LAA

(Note : further insurance documentation is available on application, from LAA HQ)

Member clubs of the LAA may enjoy protection from the following insurance arrangements.

It is a requirement of the LAA and these insurances that the member clubs adhere to the requirements set out within the LAA's rules and regulations.

Airside Liability:- £20,000,000 any one claim.

This policy provides 'premises' public liability cover which is extended to include the liability of the member clubs for operations of vehicles whilst airside as well as the public liability occurring directly in connection with air meets and events.

Public Liability:- £5,000,000 any one claim.

This cover is provided for social functions such as barbeques and meetings provided they are not selling any products other than for the purpose of raising club funds. The policy does not provide public liability for what the insurers would consider hazardous events or activities such as firework displays, bouncy castles or stunts

Contingent Third Party and Passenger Liability:- £20,000,000 any one Claim

It is now recognised that the aircraft owner under law should have at least the minimum legal requirements that are required under the European Regulation EC785 which varies by weight category of aircraft and number of passenger seats.

It is also an absolute requirement that any Third Party Passenger flight undertaken on behalf of a member club in the name of the LAA should adhere to the requirements detailed in the LAA "Liability and Insurance Guidelines" document which includes the requirement for an indemnity agreement to be in place on the aircraft owner's insurance policy.

This policy is arranged on a contingent basis and is for the protection of the member club's and the LAA. It is not the responsibility of the LAA to arrange liability cover for individual pilots connected to them. This cover has been arranged to protect the LAA and the member clubs as an organisation. A responsible pilot and flyer should be carrying as much liability cover as they can reasonably afford and now under the law as detailed above, a minimum level of cover is of course compulsory.

Stephen Slater
Chief Executive Officer
Light Aircraft Association

March 2019

Annex C

LAA MEMBER CLUB – EVENT NOTIFICATION

This document gives notice of the intention of:

[member club name]

to plan, organize and undertake an event at

[location]

[date]

which will include the following activities:

[planned activities]

I confirm that:

1. This event has been planned in accordance with LAA regulations and event guidelines, and an appropriate Risk Assessment and Mitigation exercise has been conducted.
2. The event will be managed in a professional manner and precautions will be taken to ensure that the requisite duty of care is discharged to all participants and the general public.
3. Where any planned activity falls within the Prohibited List, a submission has been made to LAA HQ supported with details and a Risk Assessment. The member club agrees to comply with the decision of LAA HQ regarding such activities and with any approval conditions.
4. Where other parties are involved in the event (e.g. airfield operator, landowner, other associations, etc.) there is a clear agreement between the parties over safety responsibilities including incident response and Public Liability Insurance.

[name]

[club] Safety Officer

[signature]

[date]

THIS NOTIFICATION SHOULD NORMALLY BE PROVIDED TO LAA HQ 14 DAYS BEFORE A PLANNED EVENT HOWEVER, SIMPLE EVENTS WITH SHORT FINAL PLANNING PERIODS MAY BE NOTIFIED NOT LESS THAN ONE WORKING DAY BEFORE THE EVENT

Annex D

LAA CLUB EVENT RISK ASSESSMENT (AIR SIDE/GROUND ACTIVITIES)

Risk assessment can take various forms. The object is to look for hazards, the severity and likelihood, and create an estimate of the risk. From this careful planning can be used to reduce risk. Risk assessment is a good planning tool. The form below is a typical process in a low-risk situation a simple list of hazards with actions taken to reduce risk would be sufficient.

Activity :-																			
RISK ASSESSMENT LAA Club Event	Assessor:- Date:- Checked by:-	Location:- Review date:- RA Number :-	Simple Risk / Harm Matrix <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;"></th> <th style="padding: 5px;">SLIGHT HARM</th> <th style="padding: 5px;">HARM</th> <th style="padding: 5px;">MUCH HARM</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: center;">UN LIKELY</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> </tr> <tr> <td style="padding: 5px; text-align: center;">LIKELY</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> <td style="padding: 5px; text-align: center;">6</td> </tr> <tr> <td style="padding: 5px; text-align: center;">HIGHLY LIKELY</td> <td style="padding: 5px; text-align: center;">7</td> <td style="padding: 5px; text-align: center;">8</td> <td style="padding: 5px; text-align: center;">9</td> </tr> </tbody> </table>		SLIGHT HARM	HARM	MUCH HARM	UN LIKELY	1	2	3	LIKELY	4	5	6	HIGHLY LIKELY	7	8	9
	SLIGHT HARM	HARM	MUCH HARM																
UN LIKELY	1	2	3																
LIKELY	4	5	6																
HIGHLY LIKELY	7	8	9																
Club Name :-																			

HAZARD	H _{rating} NO ACTION	PEOPLE AFFECTED	CONTROLS	H _{rating} RESIDUAL	EXTRA ACTIONS	H _{rating} FINAL

Annex E

EVENT SAFETY REVIEW AND OPERATIONS SUMMARY

Event:		Airfield Organisation by:	
Venue:		Airfield Contact:	
Date:		ATC/AFIS/AG radio service?	
Description of event		PPR required / contact no.?	
Prime contact:		Event Safety Officer:	
Contact telephone number:		Contact number	
LAA Member Club roles:		On site (Y/N)?	
Likely number of aircraft?		If not, safety point of contact	
Is marshalling required?		Are members of public on site?	
Marshalling provision by/working for:		Crowd control plans?	
Marshalling contact Contact no.		LAA Member Club Insurance Cover confirmed?	
Notes:			

Annex F
THIRD PARTY PASSENGER FLYING AT LAA MEMBER CLUB FLYING EVENTS

SUMMARY

1. The LAA has a duty of care to inform and protect those taking part in any LAA Event. Accordingly it has defined certain additional operational criteria over and above those contained within the Air Navigation Order which it judges are practical and proportionate to the flying of third party members of the public at such events. It is the responsibility of the Event Safety Officer, or his appointee(s), to ensure that prior to taking part in an LAA Member Club Flying Event these criteria are understood by each and every pilot and that the risks are understood and accepted by each third party passenger.

OPERATIONAL CONSIDERATIONS

3. Each pilot before taking part should be aware of both the aircraft criteria and airstrip. CAP 793 (Appendix B) provides guidance on the Minimum Runway Dimensions, Take-Off and Landing Safety Factors appropriate to safe operating practices at unlicensed aerodromes. Where any aircraft at an Event is operated in conflict with those operational criteria that aircraft shall be deemed not part of the Event.
4. The Event Safety Officer shall ensure that prior to the Event the LAA Member Club has in place a written Emergency Response and Serious Incident Control Response Plan linked to the higher level LAA corporate plan, and that this shall have been reviewed/desk-exercised in the preceding 12 months.

AIRCRAFT CRITERIA AND INSURANCE

5. Any UK-registered Simple Single Engine Aircraft (SSEA) or 3-axis microlight aircraft approved to carry passenger(s) and with a maximum of four seats including that of the pilot may take part in an Event. Weight-shift microlights are excluded as outside LAA jurisdiction. The following conditions must be applied:
 - a. A maximum of two third party passengers to be carried at any time in order to limit potential risk and liability.
 - b. All aircraft should have a VHF Comm plus a functioning intercom and headset for each occupant, as well as a valid Aircraft Radio Licence.
 - c. The Certificate of Airworthiness or the Permit to Fly (as appropriate) to be valid in order to meet EASA/CAA requirements.

- d. The aircraft logbook shall be up to date and contain the necessary Release to Service or Permit Maintenance Release signatures as appropriate in order to meet EASA/CAA requirements.

The aircraft Aviation Liability Insurance document to be valid and the Light Aircraft Association Ltd to be named in the list of the insured in order to limit potential litigation opportunities.

- e. Minimum insurance cover shall meet requirements of EC Regulation 785/2004 for non-commercial operations in order to meet EASA/CAA requirements, which is based on the aircraft's weight, and subject to variations depending on the current Special Drawing Rights (SDR); this information is readily available on G-INFO, and provides information specific to the aircraft (by registration); please note that the SDR is likely to change on a daily basis. The LAA will require pilots to carry a minimum of £1.75m Combined Single Limit (CSL) for a single passenger, and if carrying the maximum authorised by the LAA of two passengers this requirement rises to £3.0m CSL. There should be no inner limit for passenger liability.

These are minimum figures. As the primary liability lies with the pilot, it is strongly recommended that pilots take out additional passenger insurance for the duration of any Event, which may often be obtained at relatively low cost from insurance brokers.

PILOT QUALIFICATION & RECENCY¹

6. The pilot shall be a LAA Member, holding a valid ATPL, CPL, PPL, LAPL or NPPL, with the appropriate class rating for the aircraft to be flown. Pilots must also hold a current EASA Class 1, Class 2 LAPL medical certificate or CAA Pilot Medical Declaration appropriate to the type of pilot's licence held. There is no age limit for pilots holding an EASA medical certificate. Pilots up to their 70th birthday, holding a NPPL or National Licence (UK PPL(A)), may also demonstrate fitness to fly using a CAA Pilot Medical Declaration appropriate to 5700 kg MTOM aircraft
7. The pilot shall have logbook evidence of at least 200hrs PIC, 20hrs on type with 3 of those hours in the last 90 days and with 3 landings on type in the last 30 days (the word 'type' in this context shall refer to the specific aircraft make, model and configuration to be flown at the Event e.g. Vans, RV6/7, tri-gear).

DOCUMENTATION

8. A signed Check List must be provided by each pilot for each aircraft they intend to operate at the Event prior to their first Event flight using the form included within this document (Appendix 1). Additionally, an Indemnity Agreement must be signed relating to insurance (Appendix 2).

PASSENGER BRIEFING

9. Each Third Party Passenger (or their parent or guardian as appropriate) shall prior to an Air Experience Flight read and sign to confirm their understanding of the LAA Member Club ***Flying Event Safety Information*** document (see Appendix 3).

SEE APPENDICES:

1. **Pilot's Check List.**
2. **Insurance Indemnity Agreement.**
3. **Flying Event Safety Information.**



Annex G

Incident Checklist/Incident Plan

Incident Controller

- Summon Emergency Services using grid reference where possible
- Consider posting people to give directions to Emergency Services
- Organise initial on site Fire, Rescue and First Aid
- Liaise with emergency services on arrival

Delegate

- Spectator control
- Aircraft control
- Suitable screening of incident area/location

Immediately post-incident

- Contact AAIB, including permission to remove aircraft
- Preserve any evidence, including obtaining contact details of anyone with video

Post-incident

- Contact LAA HQ Staff: 01280 847 786 or LAA CEO (07967 381884).
- Media: Refer to LAA HQ Staff
- Remind event team **not** to post on social media
- Consider making notes for future use

Appendix 1

TPPF PILOT & AIRCRAFT CHECK-LIST

Pilot:			A/C Reg:
1	Licence and Medical	Valid and meet LAA Event requirements	
2	Experience	≥200h PIC	
		≥20h on type	
		≥3h last 90 days	
		≥3 landings last 30 days	
3	Aircraft	Valid CofA/Permit	
		Valid Radio License	
		Logbooks up to date	
		Intercom and headsets for each seat	
4	Insurance	Meets LAA Event requirements	

Pilot's Signature:

Date

Appendix 2

INDEMNITY AGREEMENT

(A separate Agreement is to be signed and dated by the owner of each participating aircraft and by the owner's insurance broker for each policy year.)

BACKGROUND

The Light Aircraft Association actively promotes recreational flying and members of the LAA through its Member Clubs generate interest in recreational aviation by providing from time to time Air Experience Flights. These flights are undertaken by members of the LAA in their own aircraft and are provided free of charge due to the generosity of the members. These are not commercial flights. In order to ensure that all correct procedures have been observed the LAA requires the following indemnity agreement to be signed by each aircraft owner's insurance broker.

AGREEMENT

It is hereby noted and agreed that the Light Aircraft Association Ltd and its Member Clubs and/or their respective officers, Directors, employees (full/part time/freelance/volunteers) are noted as an additional insured on the liability section of the policy with a waiver of rights of subrogation on the hull.

The policy must contain the following:-

AVN94 - BREACH OF AIR NAVIGATION REGULATIONS CLAUSE

Please confirm that the policy meets the requirements of EC Regulation 785/2004 for non-commercial operations.

Insurance Company:

Policy No:

Policy Start date:

Policy end date:

Insured Name:

Date:



Appendix 3
INFORMATION FOR THOSE ATTENDING AN LAA MEMBER CLUB FLYING EVENT

Welcome! This event is organised by a Member Club of the Light Aircraft Association (LAA), the UK’s largest representative recreational aviation association. A clearly identifiable Event Safety Officer who is also a member of the LAA is responsible for those safety aspects which are not the responsibility of the aircraft pilot(s) attending.

He or she may be assisted by Event Marshals who are also members of the Member Club. The Event Safety Officer and the Event Marshals may give lawful and reasonable instructions to anyone attending this event, in order to reduce risks. By attending this event, you agree to obey such safety instructions. If you are concerned about safety at this event, the Event Safety Officer will be pleased to discuss this with you.

As with many forms of motorised sport, there can be hazards involved at aviation events, some of which can lead to risk of injury or death. It is a strict condition of attendance at this event that children are supervised at all times by a parent or legal guardian and shall follow lawful instructions by the pilot during any flight.

Information for everyone participating in an Air Experience Flight at an LAA Member Club event, including parents/guardians.

If you, or a child or person in your care, wishes to take advantage of an Air Experience Flight at this event you will be asked to sign this document to show that you have understood the safety information below. Without this signature the LAA Member Club regrets that it will be unable to provide such a flight. If you need more information about safety at this event, you should consult the Event Safety Officer.

- 1) Flight safety of all aircraft at all times is the sole responsibility of the individual pilot; this is a legal requirement and may not lawfully be delegated to any third party. Only the pilot can decide that a proposed flight may be safely undertaken, and may refuse to carry passengers whom he/she considers might pose a risk to flight safety. Passengers must obey all lawful commands that the pilot may give relating to flight safety.
- 2) All costs of air experience flights at this event shall be fully met by the pilot(s) and no payment or valuable consideration shall be requested, made or promised in relation to such flights and in that respect no contract exists or is implied.
- 3) All aircraft at this Event, whether amateur-built or factory-built, are constructed, maintained and operated in strict compliance with appropriate UK Civil Aviation Authority (CAA) requirements and each pilot holds an appropriate and recognised pilots license. The Event Safety Officer will be pleased to provide any additional information upon request.

I am over 18 years of age. I have read and understood the above information and request that I or any named person in my care participate in an air experience flight at this event.

Name of Participant(s)

Signed..... Print Name