



# British Model Flying Association

## Critical Incident Reporting and Support

### 1. What is a Critical Incident?

- Any serious incident which, for example;
  - results in injury to or the death of any person arising from a BMFA event or activity;
  - is reported to the Police and may lead to further investigation by the Health and Safety Executive or Air Accident Investigation Board or other agency;
  - may bring the BMFA into disrepute including media coverage; and
  - may be serious misconduct (see Governance Handbook Appendix C Code of Conduct: 4. Standards)

### 2. Events in scope include, for example:

- Any event organised by an approved BMFA group such as International Teams, National championships, Area events, outreach and promotional activities.
- Events and activities undertaken by a BMFA Affiliated Clubs

### 3. Who should report a critical Incident?

- Any person acting in an official capacity on either a paid or voluntary basis at BMFA.
- BMFA Affiliated Clubs and Specialist Bodies
- Generally, this would be the event organiser or their nominated deputy.

### 4. Safeguarding

- Where there are concerns regarding safeguarding of a child or vulnerable adult the [BMFA Safeguarding Policy](#) is an essential guide and a resource to be used. For clubs see: [BMFA Club Safeguarding Policy](#)

### 5. How to report a Critical Incident

The BMFA operates a 24/7 phone system that goes directly to a duty senior member of staff who will provide initial support, advice and discuss what action needs to be taken if this has not already been done.

If possible make notes of the incident as soon as possible whilst memory is fresh.

**Telephone 0116 2440028 (safeguarding & welfare enquiries during office hours)**

**Telephone 0116 2441084 (for urgent enquiries and incident reporting outside of office hours only)**

**Email: [safeguarding@bmfa.org](mailto:safeguarding@bmfa.org)**