

# Guidelines for INCIDENT REPORTING

Clubs are obliged to report *ALL accidents and serious incidents* to their Regional Safety Adviser and copied to the ARA. This is to offer assistance and advice as well as to log the report on the National Database.



All clubs have been issued with an Incident Log Book. Keeping a record of your club's recordable and reportable incidents serves little purpose unless this record is used to identify areas of risk, which can be reduced to provide members with a safer environment. Likewise it is important for your Region and the ARA to use its database of incidents to identify trends and areas of concern where guidance needs to be developed to benefit clubs and their members. The statistics from both the reportable and the recordable incidents will be published on the website.

Failing to report accidents can have large repercussions. The lack of written evidence when someone is hurt in another accident, or suffers reaction a few days after an accident, does little to support the clubs claims of efficiency, and little to dispel thoughts of negligence.

Reports should contain

- A detailed summary of the incident, including date, time, names of boats and crew members, and light, wind and steam conditions
- A sketch, showing boats, obstructions, direction of travel and stream
- A statement by witnesses, by those involved, in other boats or on the bank
- The signature, dated and timed of the person making the report
- If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given.

Reports should be filled in as soon as practical after the event, certainly within 24 hours. Copies should be kept for at least four years.

***If you are involved in an accident or a collision that causes serious damage, please complete the on-line Incident Report Form and forward it by email within 24 hours to the Club Water Safety Adviser, Ashley Tilling.***