

Accident / Incident Reporting

Procedure for Reporting Incidents Involving ABC personnel or equipment

	Period for reporting to safety officer	Mode of communication
Near miss (collision)	Within 48 hours	Completed form
Any collision or capsized not involving injury	Within 24 hours	Completed form (+ email)
Any collision or capsized involving (serious injury)	<u>Serious Injury</u> Within 1 hour <u>Minor Injury</u> Within 12 hours	Phone/Text (serious injury) Email/completed form (minor injury)

Incidents should, in the first instance, be reported directly to the safety officer.

The Incident Reporting Form is available on the ABC website (www.abc-dee.co.uk) and at the Boat house from behind the bar.

If the safety officer is not available and the situation warrants, contact should first be made with another club official (club captain or club president).

Contact details for all three are below:

Safety Officer: Pete Turner peter@turner-family.me.uk / 07711495 086
Club Captain: Thomas Little thomaslittle-smiley@hotmail.com / 07969 284016
Club President: Jim Steel seamus@hotmail.com / 07511537993

Completed forms should include contact details for involved parties, so follow up – if necessary – can be carried out.

Damage to equipment should, as before, be recorded in the damage log.

Reporting of accidents & incidents are provided on the Incident Reporting Form.

Your co-operation in this regard is appreciated.