

## Penzance Canoe Club

All accidents, however minor should be logged in the Accident Book and if necessary reported in accordance with current regulations and legislation. All dangerous occurrences must be reported in accordance with all current regulations and legislation.

### Incident Reporting Procedure

- 'Incident' includes any near miss, that had has the potential to cause harm

### Action pathway

1. Take any immediate action to stop a repeat incident, protecting yourself, your group and the casualty in that order.
2. Report incident to a coach who is to relay information to a senior coach
3. Complete an incident report form as soon as possible
4. Pass form to senior coach or club officer
5. Senior coach to check any temporary action preventing repeat incident is in place
6. Senior coach is to contact Chairman
7. Incident report form to BCU
8. Chairman to report under RIDDOR if appropriate
9. Chairman to issue press statement is incident involves loss of life

Emergency Contacts (Nearest telephone PSCS or Train Station)

Dial 999 for Police, Ambulance, Fire Brigade and Coastguard

Members contact details are available by contacting the membership secretary or club officer

### **Dangerous occurrences:**

The definition of a dangerous occurrence is an unplanned event which is specifically identified in Schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, and is reportable to the enforcing authority.

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- Work-related accidents, which cause death.
- Work-related accidents, which cause certain serious injuries (reportable injuries).
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).

Further details are in HSE Publication INDG453(Rev1) Reporting Accidents and Incidents at Work.