



ACCIDENT AND INCIDENT REPORTING

HORSHAM CANOE CLUB



Horsham Canoe Club Accident and Incident Reporting Policy

1. Purpose

The purpose of this policy is to establish clear procedures for the reporting, recording, and investigation of accidents and incidents that occur during Horsham Canoe Club activities. This ensures that all incidents are managed efficiently, corrective actions are taken, and a safe environment is maintained for all club members, visitors, and participants.

2. Scope

This policy applies to:

- All Horsham Canoe Club members.
- Participants in club-organized activities, including taster sessions, training, events, and trips.
- Visitors and spectators at club activities.

3. Definitions

- Accident: Any unplanned event resulting in injury, damage to equipment, or harm to individuals.
- Incident: Any near miss or dangerous occurrence that did not result in injury but had the potential to cause harm.
- Serious Incident: Any event involving severe injury, hospitalization, or significant damage to property or equipment.

4. Duty of Care

Horsham Canoe Club has a duty of care to provide a safe environment for all members and participants. All accidents and incidents must be reported to ensure that risks are identified, corrective measures are implemented, and future accidents are prevented.

5. Accident and Incident Reporting Procedure

5.1 Immediate Action

1. For Minor Accidents/Incidents:

- Administer first aid if needed. The club's first aid kits are available in the storage hut, safety boat, and other designated areas.
- If further medical treatment is required, escort the injured person to the nearest medical facility or call for emergency services.
- **Horsham A&E, Hurst Road, West Sussex, RH12 2DR. Tel No: 01403 227000** is the nearest A&E
- Remove any immediate hazards to prevent further injury or damage.

2. For Serious Accidents/Incidents:

- Prioritize the safety and well-being of the injured person. Call emergency services immediately (999).
- Clear the area to ensure no additional harm occurs to others.
- If safe to do so, preserve the scene for investigation and evidence collection.

5.2 Reporting an Accident or Incident

1. Immediate Reporting:

Horsham Canoe Club

Southwater Country Park, Cripplegate Lane, Southwater, West Sussex, RH13 9UN
www.horshamcanoecub.co.uk | info@horshamcanoecub.co.uk

- All accidents and incidents must be reported as soon as possible to the designated Safety Officer or a responsible club officer.
- In the event of a serious incident, emergency services should be contacted immediately, followed by the notification of the Safety Officer and Club Chairperson.

2. Accident/Incident Report Form:

- An Accident/Incident Report Form must be completed by the person involved or a witness to the event. If a witness is unavailable, the responsible coach or officer must complete the form.
- Forms should be completed as soon as practicable, ideally within 24 hours of the event.
- All sections of the form must be filled out, including:
 - Date, time, and location of the incident.
 - Details of those involved.
 - Nature of the accident or incident (injuries sustained, equipment damage, etc.).
 - Witnesses' details (if applicable).
 - Actions taken immediately after the accident (first aid, emergency services, etc.).
 - Recommendations for future prevention (if any).

3. Submitting the Report:

- The completed report form must be submitted to the Safety Officer or a designated club official within 24 hours.
- If the incident involves a serious injury or potential safeguarding issue, Paddle UK must be notified immediately, as per their guidelines.

5.3 Follow-up and Investigation

1. Investigation:

- For minor accidents or incidents, the Safety Officer will review the report and investigate the cause. Recommendations for future prevention will be noted.
- For serious accidents or incidents, the Club Chairperson, Safety Officer, and relevant committee members will conduct a thorough investigation. This may include interviewing witnesses, reviewing safety measures, and assessing equipment and conditions.

2. Action Plan:

- Following an investigation, an action plan will be developed to address the root cause of the accident or incident. This could include:
 - Changes to club procedures or safety measures.
 - Equipment checks and repairs.
 - Additional training for members and coaches.
- Any changes or corrective actions will be communicated to the General Committee and, if necessary, to the wider club membership.

3. Recording and Documentation:

- All accident and incident reports will be stored securely for a minimum of three years.
- Records of investigations and follow-up actions will be maintained to ensure accountability and continual improvement in safety standards.

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6. Safeguarding and Child Protection

For accidents or incidents involving children or vulnerable individuals, the Club Child Protection Officer must be notified immediately. Any safeguarding concerns must be reported to Paddle UK in line with their safeguarding policy.

7. Responsibilities

- Club Members: All club members have a responsibility to report accidents and incidents immediately and assist in completing the report form.
- Safety Officer: The Safety Officer is responsible for managing the accident and incident reporting process, conducting investigations, and ensuring that corrective actions are taken.
- Coaches: Coaches must ensure that they are aware of any accidents or incidents during their sessions and take responsibility for reporting them.
- Club Committee: The committee is responsible for ensuring that the club complies with health and safety regulations, reviews incident trends, and implements necessary safety improvements.

8. Review and Monitoring

The club will review all accident and incident reports on an annual basis to identify any trends or recurring issues. Recommendations will be made to the General Committee for improving the club's safety policies, equipment, and procedures.

9. Communication

The accident and incident reporting procedures will be communicated to all club members during their induction and at regular intervals through club meetings, emails, and updates to the club's website.

10. Compliance

This policy is aligned with the guidelines of Paddle UK, Health and Safety regulations, and the club's duty of care. Non-compliance with this policy will result in disciplinary action as deemed appropriate by the General Committee.

By adhering to this Accident and Incident Reporting Policy, Horsham Canoe Club ensures that all accidents and incidents are properly documented, investigated, and used as learning opportunities to enhance the safety and well-being of its members and participants.