



Incident Reporting - both Near Misses and Major events.

As a club we have a responsibility to risk assess all activities that we undertake both in a formal, written and a dynamic informal way.

One crucial part of the risk assessment process is that being a living document, it is essential that we record and report upon 'near misses' and 'major' incidents and that these occurrences when they occur must actuate a review of the risk assessments to ensure that we are continually monitoring the way that we do things.

This is the process in detail as to what to do '**during**' and '**after**' an incident:-

During -

1. Deal with the situation, apply necessary first aid and give appropriate advice.
2. If the person concerned is a junior, inform the parent / guardian at the earliest opportunity as to what has happened and what treatment has been given.
3. If a head injury is involved, encourage the paddler and/or parent / guardian to attend an NHS casualty unit as soon as possible.
4. In the case of any incident make no comments to the press, if they are present at the scene and refer any enquiries to the BCU.

After -

1. If a 'Near Miss' incident - the attending Coach must fill out the Club's 'Near Miss' incident report form and hand this to the Club Secretary who will then forward this to both the Club chairperson and Club Health and Safety Officer.
2. For a 'major' incident - the attending Coach must complete the BCU Incident Reporting form and hand this to the Club Secretary who will then forward this to the BCU and both the Club chairperson and Club Health and Safety Officer.
3. In all cases the Chair together with the Health and Safety Officer will review the incident and if necessary update risk assessment policies as soon as possible following the event.
4. BCU and Near Miss Incident Forms will be kept on record for 6 years within the club.
5. In the case of a serious incident no Club official shall make comments to the press if asked to do so at any time - please refer all enquiries to the BCU.