

Incident Reporting & Management Procedure

Version 4 : Feb 2020

1. Introduction

This procedure defines what actions are to be taken in the event of any reportable incident that occurs during or as a result of any activity organised by CKC at any location (including, but not limited to the Brentford Arch site).

2. Reportable Incident

An incident is reportable should any of the following occur:

- Injury or illness requiring medical treatment
- Fatality
- Need to call emergency services (Ambulance, Police, Fire & Rescue, Coastguard, Lifeboat, etc.)
- Threatened or actual abuse, either verbal or physical

Note – Minor injuries that require basic first aid only (e.g. nosebleeds, small cuts & grazes, minor burns, plant/animal stings) shall not be considered as reportable, but shall be entered into the incident book which is located in the CKC locker within Brentford Arches. Near misses, and anything that scared anyone, shall also be entered into the “incident book.”

In the event of an incident the first priority of the leader is sorting out the issue and making sure everyone is OK, for most minor incidents and near-misses taking everyone to the nearest pub / coffee shop to warm up, calm down and have a de-brief so everyone understands what happened, learns from it and doesn't worry unduly.

3. Reporting Process

Should an event as defined above occur, the club Safety coordinator (or Chair person if the Safety coordinator is unobtainable) must be notified as soon as possible. Any member of

the club may make this notification, whether involved in the incident or not. Copies of this procedure and the incident form can be found in the CKC locker within Brentford Arches.

The Safety coordinator (or Chair) shall be responsible for providing support to those involved and ensuring that an Incident Report form (see Appendix A) is completed by the person leading / organising the activity and/or the person(s) involved, and providing support to those involved as required. A full CKC Committee and/or sub-committee to help do this may be called.

A copy of the incident report form shall also be sent to British Canoeing. The Safety Coordinator shall agree with those involved who shall take responsibility for this action.

The completed incident report form shall be reviewed as an agenda item at the next meeting of the Committee.

The Committee shall, at that meeting, decide if further investigation is required to establish:

- a) more detailed information as to how the incident occurred
- b) whether existing guidelines and policies were being followed
- c) what lessons can be learnt.

The Committee's decision shall be clearly minute-ed, and if the need for further investigation is agreed it shall be carried out according to the Incident Investigation Procedure.

The Safety Coordinator shall also personally communicate this decision to the person(s) who completed the incident form and those involved in the incident.

4. Post Incident Management Considerations

The Committee shall consider if any of the following may be relevant and seek guidance from British Canoeing officials if necessary:

- a) the need to issue a statement for the media (should any member of the club be approached),
- b) a point of contact for family members of anyone involved in the incident

c) advice to those involved regarding communication about the incident before the incident is closed

5. Incident Closure and development / implementation of Action Plan

Once the Committee is satisfied that it has a complete set of information (from the initial report or from a subsequent investigation) including any recommendations, it shall minute the closure of the incident report in the next possible meeting. This can be done, alongside steps 3 and 4 above if the information is available. If a meeting is not planned in the near-term and the incident / near miss is / could have been serious a meeting should be called rapidly. Additionally, it shall agree and minute what any further actions (if any) are needed and how they will be implemented. These may include:

- a) Review / revision of the Club Risk Assessment
- b) Communication, training & development – for leaders, coaches, site users, etc
- c) On-going support regarding the welfare of those involved, and/or their close friends & family
- d) Revision or addition of policies and procedures, and their communication to those they affect
- e) Any other action the Committee deem necessary.

The Safety Coordinator shall personally communicate this closure and further actions to the person(s) who completed the incident form and those involved in the incident, in advance of any other general communications that may occur.

6. Annual Review of this Procedure

This procedure, and the club risk assessment, shall be reviewed annually at the first meeting of the Committee that follows the AGM and updated if necessary. The review shall ensure that :

- a) all Committee members are familiar with the content of this procedure
- b) the procedure continues to be in line with the latest BC best practice

c) the incident reporting form (Appendix A) is the latest version of the BC form (normally to be found on the BC web sites).

Adopted on (date) ...Feb 2020.....

Signed (Chairman) ...Fiona Gooch.....

Appendix A

The reporting form master can be found at

<https://www.britishcanoeing.org.uk/uploads/documents/Incident-Report-Form-PDF.pdf>

or

<https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting>

It is reproduced below for easy reference.