



Tudor Sailing Club

Incident and near miss reporting procedure

This procedure provides guidance on how members can report an incident or near miss so that lessons can be learnt and actions taken if required. This procedure is separate, but complimentary to the requirement for members to report accidents in the accident book.

It aligns with existing club procedures for reporting accidents and incidents during club activities such as the Adult dinghy event safety policy.

1.0 Definitions

Incident

An incident is an unexpected event or set of circumstances on the water or on club property which may have resulted in harm to a person or property.

Incidents may include, but are not limited to:

- injuries and potential hypothermic situations which may require shore treatment
- situations where there is reason to believe some participants cannot be accounted for
- mass multiple boat capsizes that overwhelm the available patrol boats
- collisions and accidents involving third parties
- damage to or theft from vessels on moorings or in the compound
- damage to or theft from vehicles whilst parked at the club
- theft of personal possessions whilst on club premises
- verbal abuse or conflict between members or other parties

Near miss

A near miss is an unexpected event or set of circumstances on the water or on club property which does not cause harm, but has the potential to cause harm to a person or property.

Near misses may include, but are not limited to:

- stranded paddle boarders (inc non-members) which require assistance
- unauthorised pedestrians or vehicles crossing near to moving plant eg during cruiser launches
- collisions between boats on moorings, but with no evident damage
- sailors becoming tangled in ropes under sails in the water.
- Patrol boat crews finding themselves attending to a situation they didn't feel they had sufficient training to deal with.
- capsized dinghy not initially noticed by patrol boat/race box, potentially due to dispersion of fleet.
- sailor out in conditions beyond their experience getting into difficulties.

2.0 Action to take in the event of an incident or near miss

In addition to routinely recording accidents, all incidents and near misses should also be recorded in the ACCIDENTS AND INCIDENTS LOG BOOK which is located in the glass case in the lobby next to the galley door..

Any major incidents or near misses (which could become a major incident) which occur during any club organised event should also be reported to the Officer of the Day, who should in turn contact the Commodore or designated other club official. Major incidents are those involving serious injury or death.

The club will complete a review of each accident and major incident. The objective of this review will be to identify any weaknesses in the club's policy and procedures, and wider lessons which can be learnt so that improvements can be made. All other incidents and near misses will also be reviewed to see what lessons can be learnt.

The Commodore or designated club official will initiate and maintain any contact with other Agencies and parties such as the Harbour Authority, RYA, club insurers or police, as may be required. They are the only person authorised to communicate with the media (press, TV etc).

Version 2.1 (April 2023) RW