

## ARA reporting procedures for all types of incidents

Every unplanned capsizes, every swamping by cruisers, every "hold it up hard", every instance of bad navigation by crews and cruisers should be logged in the Incident Book in the front porch and/or directly with the ARA or TRRC as detailed below.

We should have many 10s of entries in this book each year. It is not a book of blame but a book of useful data for the ARA to formulate future Safety Strategy.

To be clear every unplanned capsizes incident should be logged, every collision should be logged, every time a crew is washed out by a cruiser should be logged, every collision with a fixed or moving object should be logged etc.

If the incident results in no damage and no injury it is a **RECORDABLE** incident and generally just needs to be logged in the Incident book.

If there is a **NEAR MISS** - someone has to do an emergency stop or do a last minute change of direction to avoid collision - there is an online reporting procedure plus the incident is recorded in the Incident book as a **recordable** incident.

If any incident causes injury or damage valued at more than £99 then it is a **REPORTABLE** incident and details must be sent to the ARA, the Thames Regional Rowing Council WSA and logged within our book, preferably within 24 hours but definitely within 7 days.

We have to comply with these reporting rules as part of our affiliation to the ARA and ultimately as part of our Insurance requirements.

Maggi Bevan

Hon Sec.

## Required procedures and authorities for incident reporting

There are three basic types of "Incident" report - 'reportable' (injury and damage), 'reportable any other incident/near miss' and 'recordable'.

### REPORTABLE

**All cases of accident involving ANY injury to person are reportable to the Region (copied to the ARA) and, if below Teddington, also to the PLA (see below). On 19th September 2005, "serious" damage was agreed by Council to be defined as damage at a VALUE of repair of greater than £99 i.e., if the commercial value of the repair is £100 or more, it is reportable. It is *value* because many clubs have DIY repairs done by club members at zero cost. The PLA threshold is much higher at £500 so only send a form to the PLA if there is an injury or £500 worth of damage.**

**Regional**

Reportable incidents shall be notified in writing (hard copy) to the Thames Regional Rowing Council Safety Adviser at the [address on the TRRC website](#). (An additional electronic version would be appreciated at [this email address](#).) In the first instance, action will be taken at Regional level. More serious matters will be referred by the Region to the ARA National Water Safety Adviser.

A standard country-wide form ([Appendix 4](#)) is available from the [ARA Web site](#). Completion of this form is also a requirement of the ARA's insurers. (Return the *original* to Regional Water Safety Adviser and a *copy* to the ARA).

## REGIONAL General Incident/ Near Miss

Council have endorsed the proposal for the RWSA to administer a system similar to that of the PLA for all General Incident /Near Miss reports. Any out of the ordinary incident (General Incident) needs to be reported on this form or on line as well as being put in the recordable accident book in hard copy. A 'near miss' can be defined only by common sense of the rowers themselves. An example would be if two crews had to "hold it up hard" and just avoided an accident or one crew nearly hit a post in the river or similar. This sort of incident is almost never reported as there was no damage but the region now want ALL such 'trivial' non-accidents to be reported. It is hoped and expected that the RWSA will get **hundreds** of these general accident and near miss reports and, from these data, will be able to suggest actions to avoid actual accidents in the future. Your whole-hearted cooperation is requested in this new investigation of our safety. It is not just another bit of unnecessary form filling! Please download the the "[Regional General Incident / Near Miss Report Form](#)" and send it to the RWSA at [this address](#).

more examples - bad behaviour on the water (from rowing crews and powered boats) and bad navigation.

## RECORDABLE

Anything out of the ordinary safe operation is recordable - a damaged fin, a cut foot, a scrape on the hull putting in the boat on the rack etc etc

This would include any sort of unplanned capsizes, swamping by cruisers or launches and all collisions

## Record keeping

Clubs should maintain a log book in which all such incidents are recorded. The ARA has supplied such a book to every club. Keeping such records will assist both the Club and the ARA to identify trends on a local and national level. The observation of trends and unforeseen incidents form a valuable part of any future risk assessment.

Reports must contain;

- A detailed summary of the incident, including date, time, names of boats and crew members, and light, wind and stream conditions.
- A sketch, showing boats, obstructions, direction of travel and stream. - for near miss and reportable incidents.

- Statements by those involved and by witnesses in other boats or on the bank. For near miss and reportable incidents
- If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given. For reportable incidents.
- Details of Hospitals, doctors or any other agency, involved. For Reportable incidents
- The report should be signed and dated by the Safety Adviser and an Officer of the Club.

Reports are to be filled in as soon as practical after the event whilst memories are fresh, certainly within 24 hours and sent at the latest within 7 days. Copies should be kept for at least 4 years.