

Leeds Canoe Club Accident & Incident Policy and Procedure

Leeds Canoe Club aims to avoid accidents by carrying out systematic risk assessments and implementing appropriate control measures. Nevertheless, there may be situations where volunteers, members or third parties may be involved in an accident. All Club accidents, dangerous occurrences and incidents which have or could have resulted in injury or damage to property should be recorded in the accident reporting book or the incident reporting book and properly investigated.

This procedure explains Leeds Canoe Clubs arrangements for reporting and investigating accidents/incidents.

Definitions

Accident - Unplanned and uncontrolled event, which led to injury to persons, property damage or some other loss.

Incident - Unplanned and uncontrolled event, which could have led to injury to persons, property damage or some other loss.

Action to be taken in the event of an accident/incident

- Make area safe
- Contact first aider if there is an injured person
- If necessary contact the emergency services
- Report the accident/incident using the accident reporting book or incident reporting book located (held by the Chairman).
- Report certain categories of accidents/incident, falling under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** (summarised below) to the HSE. Contact the HSE at <http://www.hse.gov.uk/riddor/> - or call 0845 300 9926
- Report accidents/injuries to BCU/Insurers
- Investigate all serious incidents and RIDDOR reportable accidents/incidents.

What should be reported?

- Accidents involving volunteers, members or third parties, including minor injuries.
- Incidents where no one is injured but there is a potential for injury.
- Physical assaults or verbal abuse of volunteers.
- Dangerous occurrences such as fires, gas leaks or explosions, chemical spillages, damage to asbestos materials, failure or collapse of lifting equipment such as hoists, etc.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require Leeds Canoe Club to notify certain Club related injuries, illness and “dangerous occurrences” (summarised below) to the Health and Safety

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Executive (HSE) at the earliest practicable time after the event. It is the Chairpersons responsibility to report these accidents/incidents to the HSE.

Reportable accidents/incidents include;

- a break or fracture of any bone except those of the fingers or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (whether temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- an injury resulting from electric shock or electrical burns;
- an injury that leads to a loss of consciousness or requires resuscitation;
- an injury that requires the injured person to be hospitalised for more than 24 hours.