

INCIDENT REPORTING

All accident and incidents (including near misses) must be registered in the Mountbatten Accident Book if paddling in that locality. This Book is held in the front office of the Mountbatten Water Sports Centre. If you are paddling in any other area then please note the requirements needed to complete a report. (See the Paddle UK Report Form, below).

We are all covered by the Paddle UK PUK insurance policy but this reporting system is for ALL canoeing incidents whether you are a member of Paddle UK or not. Incidents reported should include near misses as this information will help the PUK to identify canoeing issues and to establish an accurate picture of safety and other concerns across the country. The PUK will use this information to advise members and improve safety for everyone. So please include incidents such as those with other water users, access issues, pollution, environment, canoeing safety etc. as well as major incidents or accidents.

If you have been involved in an incident as a result of a canoeing activity you should complete the form.

A link to the online version of the form, and a link to a pdf version, can be found at:
<https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting>

All information recorded by hand should subsequently be submitted on the online form.

PUK's online guidance also states that, if an incident has occurred which results in

- . An injury to a person
- . If medical assistance was provided or an ambulance called
- . Reported under RIDDOR (major incidents in the work place)
- . Damage was caused to property, equipment vehicles etc

then the incident MUST also be reported to the PUK insurers the details of which can also be found on the Paddle UK Incident Reporting website (see the link above).

All reports must be forwarded to the PPCA Club leader as soon as possible after the event so that he/she can take the necessary action.

Club First Aid Provision

All Coaches are required to hold a valid First Aid Certificate as a part of their qualifications.

On Club trips all Coaches or Session Leaders must ensure that they are in possession of a First Aid Kit.

At Mount Batten there is a First Aid Kit sited in the Mount Batten Water Sports Centre reception area.

Paddle UK Incident Report Form

This is a hard copy of the section headings in the PUK online form that can be accessed via

the link, above.

Personal – Details of the person submitting the report:

1. Name
2. Email address
3. Club/centre you are involved with (if any)
4. Member of Paddle UK or Home Nations YES/NO (please delete as appropriate)
5. Please state your role or connection with the incident e.g. Leader, coach, group member, event organiser etc

Incident

- a. Name of individual/s involved (if different)
- b. Date of incident
- c. Where did the incident happen?
- d. Please describe the incident. *Include any relevant conditions such as weather, temperature, Grade of white water, sea/river conditions etc.*