PPCA INCIDENT REPORT FORM

Please complete the form as soon as reasonably practical after the incident and submit to safety@ppca.org.uk. If deemed appropriate this information may be shared with PUK. Their data protection information can be found at https://paddleuk.org.uk/online-incident-reporting/

Incident category (select most appropriate)

- Safety incident ☐
- Near miss ☐
- Access-related issue ☐

Your details

Name: _____

Email address: _____

Paddle UK Membership Number : _____

Your role in relation to the incident: (select one)

- Club official ☐
- Club member ☐
- Instructor or coach ☐
- Leader or assistant leader ☐

Incident details

Incident date: _____

Approximate incident time: _____

Type of water or setting (select one)

- Sea ☐
- Swimming pool ☐
- Tidal river or estuary ☐
- White water ☐
- Land or bank ☐
- Other ☐

What were the environmental conditions at the time?

Include wind strength and direction, sea state, river grade or level, visibility, and other relevant conditions. Enter "N/A" if not applicable

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Type(s) of craft involved: (select all that apply)

General Purpose Kayak	☐	Tourer	☐
Sea Kayak	☐	Open Canoe	☐
Stand Up Paddle Board	☐		

Location

Provide the specific location:

_____

_____

For example, give the river name and section. Describe and if possible, give grid reference, GPS coordinates or What3words address.

People involved

Enter the number of people involved and, if known, their names and ages.

Number of people involved: _____

Names & Ages:

Name	Age	Name	Age

Incident type: (select all that apply)

- Equipment failure ☐
- Fatality ☐
- Injury ☐
- Illness suspected to have been caused by poor water quality ☐
- Recurring medical condition ☐
- River or water user ☐
- Provided assistance to fellow paddlers ☐
- Other ☐

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What happened

Describe what happened:

Emergency response and treatment

Were the emergency services contacted? : (select all that apply)

Ambulance	☐	Coast Guard	☐
Fire	☐	Other	☐
Police	☐		

Was medical treatment required? : (select all that apply)

- No ☐
- Yes — treated by an on-site first aider or paramedic ☐
- Yes — attended A&E but was not admitted ☐
- Yes — admitted for less than 24 hours ☐
- Yes — admitted for more than 24 hours ☐

Supporting files

Please send any relevant photos to safety@ppca.org.uk

Outcome

Final outcome

- Death
- Injury, illness, or damage
- No injury, illness, or damage due to chance
- Outcome not yet known

Further Information

Please use this space for any continuations or further information:

Date Reported to Club Safety Officer: _____

Date Reported to Club Leader: _____

Date reported to Paddle UK : _____