



Risk Management and Risk Assessment

3 To many the mention of the term risk assessment conjures up feelings of dread and concern that the essence of our sport is being taken away by societies desire to remove risk from everything that we do. Red tape, an extra hurdle to jump just to get out and paddle or piece of frightening legislation, whatever your view, and as with any seemingly new development or change we have to keep things in perspective.

- Risk assessments are now an every day occurrence both in the workplace and in the outdoors.
- Their purpose is to identify potential hazards, calculate the risk and try to omit or reduce that risk to an acceptable level.
- Risk Assessment don't have to be complicated, time consuming and onerous
- Risk Assessments are second nature for experienced coaches and instructors
- Any perceived cultural change requiring that risk assessments take place is false - the only change is the fact that we are now required to produce written risk assessments

There are a number of levels of risk assessment..

1. Generic Risk Assessment (Page 9)

Generic risk assessment is important because it formalises our thinking and gives consistency to the way an organisation works or an event or activity might take place. The disadvantage of a generic risk assessment, written for everyone, is that it can become static and forgotten in practice. It may be read as prescribed by your supervisor but may not used when you are working during a session.

Such risk assessments are useful, for the inexperienced, in managing the unexpected or can help ensure consistency when the same trip or event is run regularly or by different people. They offer basic core principles, which can then be applied and adapted. They can encourage a more proactive approach to preparation, through training and equipment that might be carried.

2. Site / Activity Risk Assessment

(Page 10)

As either a club or centre, activities organised and run by the club or centre, whether voluntarily or commercially, should be risk assessed to ensure that those participating in the activities can do so safely and in order that the club or centre meet the duty of care they carry to make this so. Undertaking this task may therefore require the club or centre to risk assess particular activities, specific sites used by or 'managed by the club or centre or indeed particular in river features or structures used by the club or centre for activities.

3. Dynamic Risk Management

(Page 16)

The ongoing assessments we make throughout the day or throughout a session, is referred to as 'the Dynamic Management of Risk'. This is an alternative to generic risk assessment. Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. In this way we are continually monitoring and reviewing the rapidly changing circumstances within paddlesport.

Leaders take clients, students or friends into POTENTIALLY hazardous environments and situations. This is because they are prepared to accept reasonable levels of risk in order to provide an adventurous and interesting experience. Leaders must, however, seek to minimise the risk.

From an outdoor activity point of view Dyanamic risk management and assessment should always be complementary to any established generic risk assessment. Aruguably as paddlers, in the context of paddler, coach or leader our individual experience and developed understanding and awareness of the environment in which we paddle provides us with the judgement skills to make 'dynamic' on the move decisions relating to both our own and the safety of others.

That said however, and given that dynamic risk assessments cannot always be written down, a clearer understanding of the concious and sub concious analysis of risk that goes on in such circumstances is important. Further details of dynamic risk assessment and its 'safe person concepts are available on pages 16-18





Risk Management and Risk Assessment

3

Which type of Risk Assessment ?

Again without raising concern it is possible that you may, depending on the purpose behind your risk assessment need to consider one approach, two out of the three or a combination of all three types.

You may be simply undertaking a risk assessment for yourself. Equally you may undertake a risk assessment as a person in charge of others, club officer, employer or employee.

To help you we will look in detail at each approach and identify when they might be best used.

Where we have gone into detail please appreciate that this is to help gain a complete and thorough understanding of risk assessment. The key points to bear in mind with examples are provided as are actual risk assessment models for a variety of typical situations.

Who should undertake generic risk assessments ?

Normally this would be an appropriate club official or centre employee appointed by virtue of their overall experience to make risk assessment judgements. A practitioner can bring a background of experience training and qualifications to the role. It could be that the particular club or centre seek external assistance to undertake such work. Whatever route you choose it is important to remember, particularly from the point of view of the volunteer that risk assessments are based on core principles established on reasonable knowledge and reasonable action.

How should I record generic risk assessments ?

While there are numerous ways of recording generic risk assessments it is important that written risk assessments are clear and concise and that they are 'living' documents. Normal practice follows the five steps method promoted by the Health and Safety Executive (HSE).

If you require further information and guidelines to help you understand generic risk assessments and how to write them please refer to pagesof this document.

Additional information in relation the HSE can be found on hse.gov.uk

Additional References:

- BCU Duty of Care Policy
- BCU Coaches Code of Conduct
- BCU Participation Statement
- BCU Club Operating and Safety Procedures
- BCU Equal Opportunities Policy
- BCU Risk Assessment Guidelines
- BCU Injury Prevention Guidelines
- BCU Child Protection and Vulnerable Adults Policy
- BCU Harassment Policy





Generic and Site / Activity Risk Assessment

4

These guidance notes are intended as a resource for the person who is responsible for facilitating the production of a written Risk Assessment. It should be remembered that the HSE consider that the Competent Person in charge is more important than a written Risk Assessment because it is they who are in the best position to assess the Risks at that time, as it is they who are in the actual environment. As such they are able to act 'Dynamically', to assess the risk and immediately implement a 'Controlling' action. Also, they have the ability to constantly review the Risk Assessment as the conditions alter - which clearly they do in paddlesport activity. It is clearly vital that those deemed to be competent to take charge of activities have appropriate qualifications, experience and training.

It is important that the written Risk Assessment does not become 'Self Important', indeed it is vital that Coach Education of Risk Assessment is centred around the coach making good Risk Assessments on the basis of the conditions before them, rather than being limited or constrained by a written format.

Therefore, a written Risk Assessment is a guide to 'Reasonable Steps' to be taken in identifying, assessing, controlling and monitoring risk from hazards; it not intended to supersede decision making by the Coach on site - only to help inform.

Risk assessment is concerned with the identification of **Significant Hazards** which exist and the **Reasonable Precautions (CONTROLS)** that are subsequently put in place, in an effort to minimise risk to participants, clients, staff and public.

The following rationale is based on the 'Health and Safety Executive (H.S.E.) - Five Steps to Risk Assessment' document 1997. This document should be read in conjunction with this rationale.

RISK: is defined as the 'chance', great or small, that someone will be harmed by a hazard.

HAZARD: is defined as anything that can cause harm.

GENERIC PADDLESPOUT HAZARDS AND RISKS

Within paddlesport/outdoor activity there are **Generic risks** associated with the actual type of paddlesport being undertaken .e.g. Sea kayaking, Whitewater kayaking etc. Also, there are **Site specific risks** associated with the actual activity location being used.

Generic risks can be identified as follows:

Generic risks for the type of paddlesport activity undertaken.

Generic		
Drowning	Hypothermia - Hyperthermia	Overtaken by darkness

Activity	Sea, Lakes.	Surf.	Whitewater.	River, Sea, Lake, Canal, Pool.
Generic	Getting lost.	Collision.	Head/Spinal injury.	Entrapment.





Generic and Site / Activity Risk Assessment

4

SITE / ACTIVITY RISK ASSESSMENT

Site specific risks are really quite unique to a specific location - given the overall range of other factors which may possibly prevail on that location.

See diagram 2 showing a list is only a guide to stimulate thought on this area.

WHAT CONSTITUTES A RISK?

It is important to be realistic about risk assessment in paddlesport activity; therefore it is sensible to identify only the significant hazard/s which are present in the actual activity and the chances of these being harmful (i.e a risk.) Diagram 2 highlights some possible site specific risks, this list is by no means exhaustive - its purpose is to stimulate thought. As is the case with Diagram 1, only the significant risks have been identified ; likewise when undertaking a site specific risk assessment - look only for hazards which you could reasonably expect to result in significant harm under the conditions and circumstances of your workplace (ie. Activity site.)

Expectations of Activity.- It should be expected by those taking part in any paddlesport activity

that such things as blisters, fatigue, bumps and bruises, for example, are 'normal' occurrences and do not constitute a risk within the context of risk assessment. This point should be highlighted during the pre-activity briefing, so that clients are aware of this. Consequently, these factors would not form part of a written risk assessment.

A RISK ASSESSMENT MODEL.

The H.S.E. promote a Five Steps to Risk Assessment model which provides us with a working model that aids us in identifying hazards , who might be at risk and the controls needed to safeguard those who might be harmed.

- Step 1 - Look for the hazard.**
- Step 2 - Decide who might be harmed.**
- Step 3 - Evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or should more be done.**
- Step 4 - Record your findings.**
- Step 5 - Review your assessment from time to time (this time period needs defining) and revise it if necessary.**

See diagram 3

Diagram 2: Site specific risks - Some factors which may present a significant risk.

Sea / Lakes.	Local winds, rip-currents, effect of tide, water quality, launching/landing areas, difficult access . e.g. Cliffs, dense vegetation. Local creatures .e.g. Crocodiles, weaver fish! Obstacles - groynes, outflow pipes, dams, sandbanks, ships, other water users. e.g. jet skis.
Surf.	Local winds, rip- currents, effect of tide. Types of break - beach, bar, reef or other! Launching/ landing areas, other water users , obstacles - groynes, piers. Water quality - sewage outfall pipes. Local creatures .e.g. jelly fish.
Whitewater.	Weirs, bridges, stanchions, piers. Geology type e.g. Limestone - foot entrapments. Features - angular or rounded boulders i.e. broaching seriousness. Boulders, undercuts, siphons, etc. Flood characteristics of river/catchment area. Depth of water, constrictions, specific rapids. Other water users e.g. Other boaters in the Ardeche/Local creatures .e.g. Hippopotamus. Launching / landing points, gorges, dense vegetation. Water quality e.g. Old mineworkings leaking into the river.
River, Sea, Lake	Water quality. Pollution e.g. Trashed cars, bacteria, litter, effluent. Other waterCanal users. Launching / landing areas e.g. Restricted in canalised sections. Water obstacles. Local weather conditions. Tides and currents.
Pool	Water quality. Condition of pool. Exit / entry points, depth areas within pool. Emergency doors in the event of a fire or for paramedic access. Polo: consider the nature of the physical contact element between participants, particularly soft tissue injuries.



Using the standard HSE 5 steps Risk Assessment format we can simply record our assessment of risk as outlined in the example below.

Diagram 3 Example

OPERATOR.....

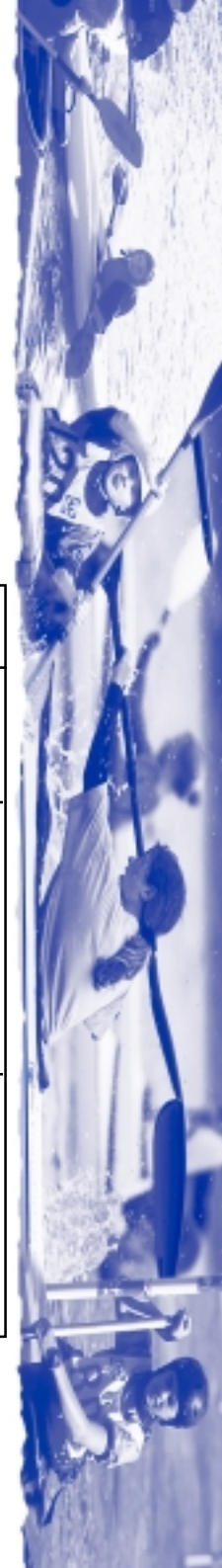
ADDRESS.....

..... TEL.....

DATE OF ASSESSMENT ASSESSMENT REVIEW DATE.....

SIGNED DATE

ACTIVITY <i>Flat water Kayaking - Introductory Session (May - Aug)</i>		LOCATION/SITE	
HAZARD	WHO MIGHT BE HARMED	IS THE RISK ADEQUATELY CONTROLLED	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
<i>Drowning (Generic Risk)</i>	<i>Staff Clients</i>	<i>Buoyancy Aids to be worn at all times on the water. BA's comply with CEA standards. BAs undergo flotation monitoring to standards laid out in BCU Guidelines. Kayaks are also monitored to this same BCU standard. Staff are BCU qualified for type of water. Ratio of 1:8.</i>	<i>All clients given a pre-session briefing - action in the event of a capsize is explained here. BA's sized and fitted. Checks are made by staff</i>
<i>Hypothermia (Generic Risk)</i>	<i>Staff Clients</i>	<i>All staff/clients to wear warm clothing as appropriate. Wetsuit Long-Johns can be issued at the discretion of the instructor in charge of the session. All staff/clients are issued with a water-proof kayak cag. A head covering is always used.</i>	<i>Staff Judgement Calls to be upheld. Established 'cut offs' for sessions ie Wind onshore force 3, offshore force 2 max (Beaufort Scale). Green Bay is a 'Sheltered' site(in BCU terms of reference) with generally good landing points</i>





Generic and Site / Activity Risk Assessment

4

The example Record of Risk Assessment shown in diagram 3, shows what might be included in the relevant section.

Note: In the section titled 'What further action is necessary to control the risk?' - the key to the management of risk is that the B.C.U. Coach checks that the Buoyancy Aids are fastened, for example. This also highlights the point that the competent person in charge is essential to risk assessment and the implementation of any control measures.

Taking account of the variables ?

While the HSE 5 Steps to Risk Assessment model is a very useful model and provides a good basis for us to work from the nature of our sport and the various events and circumstances we may have to risk assess suggests that it would be useful to consider a few other factors. In addition to following the 5 steps guide as discussed earlier you will note that the example on page 14 provides an opportunity to 'proportionalise the risk(s) by identifying or categorizing particular risk(s) in terms of Probability over Severity and also allows for a 'control variance'.

Establishing the high, medium or low risk potential of a particular hazard can assist in establishing a reasonable level of control for that risk.

An example of this might be were a risk assessment for a sprint Race was being prepared. As with any other risk assessment involving on water activities drowning would have to be reflected within the overall assessment, however, Buoyancy Aids are not normally used during Sprint Races and so the wearing of a BA would not always be appropriate as a control measure. Power Boat cover, if available, Could offer an alternative and acceptable variation to the standard practice of wearing a BA.

Another situation that could be covered in this way might be where certain recognised water levels or flow rates affect access to certain waterways. For example if controlling authorities have set levels and rates to fit an average in-experienced 'user profile', recognition of the skills of paddlers and coaches to operate safely in conditions above the average user profile may facilitate easier access to water at certain times.

See Diagram 4

Do I need a Risk Assessment for every time I go or take people Out ?

A Risk Assessment Should be undertaken and kept for each activity operated in each specific site, **but** there should be no need to produce a new one for each time you visit each site or take part in the same activity at the same venue. While that is not to say that there will not be variables to consider on each separate occasion this should be precisely where the leader uses a combination of approaches to monitor and maintain safety. e.g an established generic risk assessment identifying the significant hazards which exist and allowing the pre-planning of reasonable controls, supported by an ongoing 'dynamic' appraisal of group, environment and weather.

This would include the risks generic to the type of paddlesport undertaken in relation to the Site Specific risks to be encountered. Thus adequate control measures / further control action if necessary, can be identified to reduce the risk to acceptable levels.



Additional References:

- BCU Duty of Care Policy
- BCU Coaches Code of Conduct
- BCU Participation Statement
- BCU Club Operating and Safety Procedures
- BCU Equal Opportunities Policy
- BCU Risk Assessment Guidelines
- BCU Injury Prevention Guidelines
- BCU Child Protection and Vulnerable Adults Policy
- BCU Harassment Policy



Generic and Site / Activity Risk Assessment

4

Diagram 4

Record of Risk Assessment _____ Club / Centre _____
 Activity: _____ Site: _____
 Date of Assessment: _____ Assessment Review Date: _____
 Assessment Undertaken By _____ Signed By _____

Hazard	Water Level Variance	Who Might be harmed	Probability	Severity	How is the Risk Controlled Generally	Action By Whom	Special Circumstances Control variance	Outcome Probability Severity



Generic and Site / Activity Risk Assessment

4

OPERATIONAL CONSIDERATIONS.

Writing, Developing and Revising the Risk Assessment.

All staff / key club officials, coaches and leaders should have involvement in the writing of the Risk Assessment OR clear induction in the form of at least familiarisation training, when they join the Operator of Paddlesport Activity i.e. Company or Centre.

All staff /key club officials, coaches and leaders should have an established avenue within the company or centre for informing the Operator of the Risk Assessment because, through their own work practice Significant Hazards and Risks may become apparent, which would have implications for risk assessment.

A responsible club or operator will have an ethos of valuing and listening to staff comments and suggestions, in order that they may constantly improve their service to their clients. The Feedback approach is considered vital in this process. Staff / Coaches and leaders may feedback in a variety of ways; these could include staff meetings (which are held on a regular basis) ,the Accident book, Near Miss book and at the Annual Review of the Risk Assessment held at the end of season or a period of defined time. This creates a clear mechanism whereby the Risk Assessment can be updated and improved through practice, for the following year or season.

It is the responsibility of ALL involved to constantly monitor safety (no matter what their position in the organisation) and to report it to the chain of management. Equally, it is for the management to respond appropriately and responsibly. All parties are accountable for safety and 'Ignorance' is not considered to be a defence in a court of law.

'ACCIDENT BOOK' AND 'NEAR MISS BOOK'.

It is recommended that separate ACCIDENT and NEAR MISS BOOKS are kept as part of an inclusive system for Monitoring Incidents and Accidents - rather than a joint 'do it all book'. The reason for this is that:

1) Actual accidents and identified near misses or perceived near misses can be logged separately. This allows data analysis to be easier and more focused.

2) It enables near misses to be considered on their own merits for 'Significant hazard' potential appearing out of everyday working practice.

.3) The accident book may well tend to highlight those hazards which have already been identified . e.g. . 'slipping and falling on the wooden jetty, when it is wet'.

4) These should already be Hazards / Risks which have been minimised to a reasonable level, through effective Monitoring of incidents and Accidents , within the organisation. If 'slipping on the jetty keeps happening, then the control methods clearly need to be amended through the review process, because they may not be adequate.

5) If staff / management notice that records in the Near miss book show that powerboats frequently come too close to Open canoe sessions on lake X, then this Hazard can come onto the agenda for discussion and assessment. It may well be the case, that a new 'control' needs adding to the Risk Assessment for Open canoe groups on lake X.

Creating an environment where the near- miss book procedure can work is important. Experience shows that near miss books work best where they are none formal, none judgemental and perhaps anonymous

Additional References:

- BCU Duty of Care Policy
- BCU Coaches Code of Conduct
- BCU Participation Statement
- BCU Club Operating and Safety Procedures
- BCU Equal Opportunities Policy
- BCU Risk Assessment Guidelines
- BCU Injury Prevention Guidelines
- BCU Child Protection and Vulnerable Adults Policy
- BCU Harassment Policy





Generic and Site / Activity Risk Assessment

4

LOCAL OPERATING PROCEDURES FOR SPECIFIC PADDLESPORT ACTIVITY/SITE OPERATING PLANS

It would logically follow that all Risk Assessments are taken into account when activity specific Local Operating Procedures are written so that these operating procedures reflect the best practice, not only of B.C.U. recommended operating guidelines, but also of any Activity Generic and Site Specific Hazards and connected Risks - and the procedures which control and minimise such Risks.

A SAFE ETHOS.

Bits of paper (in a Risk Assessment and Safety Procedures context) only record how it is intended that safety is organised and risk is controlled.

Safety and Risk Management are only as good as the people on site and the judgement calls they make.

Human judgement and appropriate responses are central to safety.

RIDDOR '95 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Reporting of Accidents and Ill Health at work is a legal requirement, as defined by the H.S.E. Specifically identified 'Accidents' and 'Near Miss Incidents' must therefore be reported to the H.S.E. on a RIDDOR form. **Downloadable forms available through HSE.gov.uk**

REVIEW.

It should be emphasised that it is essential to regularly re-assess any Risk Assessment.

REFERENCE :5 STEPS TO RISK ASSESSMENT. A Step by Step Guide to a Healthier and Safer Workplace. H.S.E. 1997.

REFERENCE: RIDDOR - Everyone's Guide to RIDDOR 95: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. H.S.E. 1996

ADDITIONAL REFERENCES:

Additional References:

- BCU Duty of Care Policy
- BCU Coaches Code of Conduct
- BCU Participation Statement
- BCU Club Operating and Safety Procedures
- BCU Equal Opportunities Policy
- BCU Risk Assessment Guidelines
- BCU Injury Prevention Guidelines
- BCU Child Protection and Vulnerable Adults Policy
- BCU Harassment Policy





Dynamic Risk Assessment.

5

The 'Safe Person' Concept

In paddlesport we work and play in an inherently dangerous place. People go there for adventure and it's not always possible or desirable to take all the dangers away from the environment. The alternative is to direct our efforts into making the person (participant, coach, client or student) safe. This approach is called the 'safe person concept'. It must be clearly understood, that all leaders of what ever level, have the authority, as well as the duty, to take immediate action in the interest of safety. This is a fundamental part of the safe person concept.

The safety of an individual paddling white water or of a group is reliant to a large degree on the self discipline, knowledge and skills of the individual person/s. **A safe person has a number of important qualities as shown in diagram 5 below.**

The safe person concept therefore relies on a number of personal attributes together with the right support from paddling colleagues or other coaches allowing for flexibility of response in order to react to unforeseen or changing circumstances. In the end decisions will be made based on underpinning knowledge, skills and experience applied in precise circumstances faced at the time.

We all have a responsibility for our own safety and the safety of other paddling colleagues, those of us that are coaches have a 'professional' responsibility.

The Dynamic Management Process

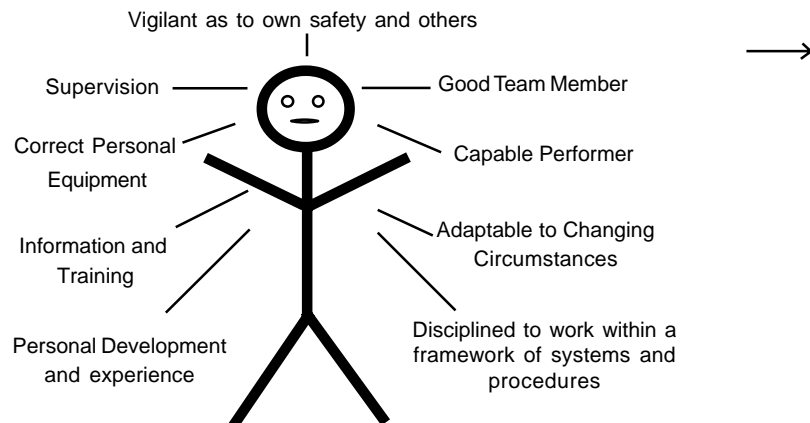
Dynamic management process is the continuous assessment and control of risks in a rapidly changing environment. Each paddler should take on a degree of responsibility for their own and the rest of the parties well being. However, the overall responsibility for this lies with the leader. The leader must ensure that safe practices are followed and that, so far as is reasonably practicable, risks are eliminated or reduced to the minimum. It should not be forgotten that leaders are also responsible, for their own safety.

Pre-Planning..

Is vital to ensure that the 'safe person' is in the best possible position to tackle incidents and to assist with and undertake dynamic assessments. Leadership styles, group control, position of maximum usefulness etc, would form part of this pre-planning requirement as would river selection, group size, ability, equipment etc... the list is almost endless.

It is also important at this stage of pre-planning to consider the resources we have available. Have we taken the necessary rescue equipment, and have we trained and practised in realistic scenarios (the value of formal river rescue training here cannot be understated)

The dynamic assessment is the final link in a risk assessment process, it takes place within circumstances that are unforeseeable and / or are changing constantly (i.e our white water river). It is this final assessment which we rely upon to allow us to carry on our paddling activities safely and to make carefully considered judgements. The dynamic approach is a continuous thought process.





Dynamic Risk Assessment.

As the day progresses, you will need to gather information, evaluate situations and then apply your judgement to decide the most appropriate course of action. Hazards must be identified continuously and the risk to all concerned considered. The benefits of proceeding with a task must be weighed carefully against the risks.

REASONABLY PRACTICABLE



RISK

BENEFITS

Think before you act rather than act before you think

The consequences of a wrong decision in the initial stages of an incident may be irreversible. Start making your decisions before the group arrive, thinking about the weather, water levels, level of paddler, game plan and the kit needed. What information is available? Has someone already done a generic risk assessment? Is there anyone from whom you could obtain some local knowledge?

Although there are always time constraints on decision making in emergencies, this should not be used as a reason for accepting the unacceptable.

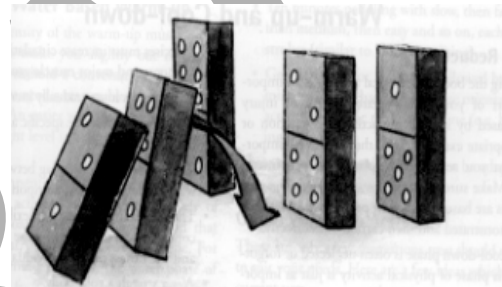
If after implementing all available control measures, the potential cost of proceeding with a task still outweighs the benefits, DO NOT PROCEED, but consider viable alternatives or introduce additional controls such as:

- Use of additional personal protective equipment.
- Use of specialist knowledge
- Bank or boat support.

Paddlers, and in particular leaders, need to manage safety by constantly monitoring the situation and reviewing the effectiveness of existing control measures.

How to play Dominoes.

Much work has been done about what causes accidents and it has been shown that injuries invariably result from a complicated sequence of factors, the last being the injury itself. This is often referred to as the domino theory. The model below shows a series of factors or minor incidents leading up to an injury itself or indeed a major incident. These factors can be in any order.



This means that an accident can be prevented if you take action at any one of the stages of the sequence.

If you are alert and using the dynamic approach to risk assessment, the odds are stacked in your favour. If you manage each of the factors in its own right and in relation to the other factors for the day, you should be able to break the domino effect.

Additional References:

- BCU Duty of Care Policy
- BCU Coaches Code of Conduct
- BCU Participation Statement
- BCU Club Operating and Safety Procedures
- BCU Equal Opportunities Policy
- BCU Risk Assessment Guidelines
- BCU Injury Prevention Guidelines
- BCU Child Protection and Vulnerable Adults Policy
- BCU Harassment Policy

5





Dynamic Risk Assessment.

5

Decision-making

Stress can adversely affect the quality of the decision-making. Do we always recognise the signs of deterioration in the process

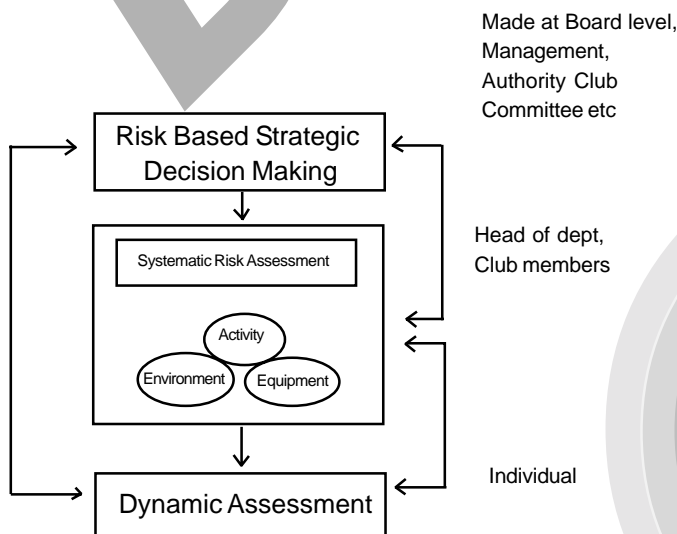
Learning from the event

Once we have dealt with the situation you should not become complacent, when does your responsibility for your companions, students or clients officially and morally finish? As the urgency of the situation diminishes you should start to record the information and perhaps pass it onto other leaders. If a review is to take place or feedback given, it should be completed as soon as possible after the activity and the situation is over. This could be formal (i.e. a staff meeting) or informal (i.e. comparing experiences over a mug of tea in the café).

DYNAMIC ASSESSMENT MODEL (FLOW CHART)

In order to help you utilise this model consider the scenario in which you are leading a group of club paddling friends down a river and approach a class IV rapid. The model simplifies our thought process and the analogy of the traffic lights gives us an easy stop, maybe, go system in order to dynamically assess risk.

The dynamic approach to risk assessment is a continuous thought process or feedback loop. Linked with, but very different from strategic or systematic risk assessment



Additional References:

- BCU Duty of Care Policy
- BCU Coaches Code of Conduct
- BCU Participation Statement
- BCU Club Operating and Safety Procedures
- BCU Equal Opportunities Policy
- BCU Risk Assessment Guidelines
- BCU Injury Prevention Guidelines
- BCU Child Protection and Vulnerable Adults Policy
- BCU Harassment Policy



6



INCIDENT REPORT



On 26 April 1999, the civil Justice system was amended to reflect a number of changes now known as the Woolf Reforms. These changes relate specifically to resolving disputes and personal injury claims. As a result it is important that details of any known incidents or injuries that occur to students while undergoing coaching or taking part in canoeing or kayaking activities are recorded - indeed those involved in any sport are required to report (to their insurance brokers) every known incident, particularly those involving a personal injury, which may give rise to a subsequent claim.

While it is recognised that centre and clubs may already hold information relating to incidents and accidents in their accident and or Near miss books, this form is provided for the use of all individual coaches wishing to report incidents, particularly those operating under the BCU third party liability scheme. Covered or not through a centre or club we would encourage you to ensure relevant information is recorded via this route. Sharing this information with the BCU will ensure that the information is passed through to the BCU's insurance brokers and perhaps, more importantly the information will enable us to build a database of injuries and incidents that will enable us to further develop future good practice guidelines to help protect those taking part in paddlesports.

Individuals reporting incidents in this way need have no fear or concern about action being taken against them. The details of incidents reported will only be used for the purpose stated and will be held confidentially. The forms purpose is to ensure that reporting requirements are met and that in the unlikely event that a claim is made against you insurers can act speedily to cover the claim.

Please help us support you in this matter. The none reporting of this type of information could result in insurers limiting cover or denying indemnity.

**Please complete this form in clear print and using black ink. Return to: BCU Coaching
Office Adbolton Lane West Bridgford Nottingham, NG2 5AS
tel 0115-9818844**

Club / Centre / Organisation

Your Name

Your contact Details

Date and time of incident

Name of Individual(s) involved in Incident

Contact Details of Individual(s) involved in incident or Injured

Brief Description of Incident

Details of any injuries

Outline of actions taken

Form 015021

