

4.1 Incident Reporting

Help us to help you improve your safety
- even near misses provide important
learning points

Responsibilities

Personal

- Know the reasons for and importance of reporting and how to report online ALL incidents in which you are involved or witness (during training or recreation, at a camp or competition)

Club

- Foster within the club the reporting of all incidents and 'near incidents' using the ARA online system and, where required, to any other relevant authority within specified time periods
- Ensure all club members are aware of what constitutes an incident and 'near incident' that needs reporting and are aware of how to report them online
- Set up a system within the club to enable the use of the ARA online reporting system ensuring that all incidents are reported as required by the ARA
- Regularly monitor the ARA online reporting system to gather information on club incidents and use the statistics to develop safer practices
- Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition



Coach

- Know the reasons for and importance of reporting and how to report online ALL incidents in which you or your crews are involved or witness (during training or recreation, at a camp or competition)

Competition Organisers and Competition Water Safety Adviser

- Know the reasons for and importance of reporting and how to report online ALL incidents involving spectators, competitors, or their boats or equipment during the competition. Note: This includes any incident where there is a 'near incident' which could have resulted in personal injury and/or damage to equipment, as well as one where there is only superficial injury (minor cut, bruise, abrasion or strain) and/or minor damage to equipment

Club Water Safety Adviser

- Know what constitutes an incident or 'near incident' and why and how to report them
- Monitor regularly the Club incident log on the ARA online system and communicate to the club and committee the results and actions taken
- Inform the club members of the ARA online incident reporting system and encourage its use
- Advise the club committee on the results of the data review at suitable regular intervals and ways in which action can be taken to avoid repetition of the incidents and 'near incidents'

Regional Water Safety Adviser

- View online incidents as soon as practicable after notice has been sent by email
- Analyse all reports promptly and respond or where necessary require or take further action
- Liaise with the Regional Rowing Council in taking action on serious incidents
- Liaise with the Honorary National Water Safety Adviser in taking action on serious incidents

Local Authority

Comply with any additional requirements enforced by your Local Authority such as:

- The Port of London Authority, Marine Accident Investigation Branch or other authority
- Any other system for general incident reporting such as bad behaviour or bad navigation (eg that for the Thames Region)

Examples of incident types you need to report

Capsize or falling out of boat through: inexperience, contact with another rowing boat, contact with other object, equipment or boat failure

Collision through: contact with static object, moving object, navigation issue, poor visibility or lighting

Swamping through: rough water, collision with other rowing boat, collision with other object, wash

Health related: manual handling, respiratory, hypothermia, heat stress, water-borne disease

Equipment failure: boat buoyancy, riggers, gates, seats/feet, steering equipment, bow ball, blades/sculls, safety/coaching/rescue launch, PFD's, throw lines, racking

Land training due to: weight training, circuit training, running, cycling, indoor rowing, slips/trips

Behaviour: vandalism/violence

Trailer towing: failure of equipment, driving issue, incorrect or improper stowage, falling from a height

Examples of “near incidents” you need to report:

Where sudden evasive action had to be taken to avoid a collision

Where a boat is flouting navigation rules

Where a boat is not displaying the required lights at night

Where a crew has boated in high risk conditions

Where a dangerous situation existed

Minimum standards to be adopted

Personal

- Whether part of the activity or not you must report all incidents of which you have knowledge or feel a dangerous situation existed
- You must know how to report incidents and have knowledge of any follow-up, see flow chart above

Club (Captain and Committee)

- The Club must ensure that all members have access to and are educated and trained in their individual responsibilities to report incidents as a means of helping to developing safe practice
- The Club must ensure that a current list of incidents (no names), together with action points, is prominently displayed to promote awareness amongst its members

Coach

- The Coach, with the CWSA must enable all crew members have access to and help educate and train them in their individual responsibilities of reporting and learning from incidents

Club Water Safety Adviser

- The CWSA must be proactive in promoting the reporting of incidents and developing safe practice from any learning points

Competition Organiser

- The competition organiser must specify that all persons report any incident to a competition official
- The competition organisers must take account of all incidents occurring at the competition, review these as part of the wash-up and formulate actions to avoid repetition in future competitions

Regional Water Safety Adviser

- The RWSA should promote the culture of incident reporting

Further good practice

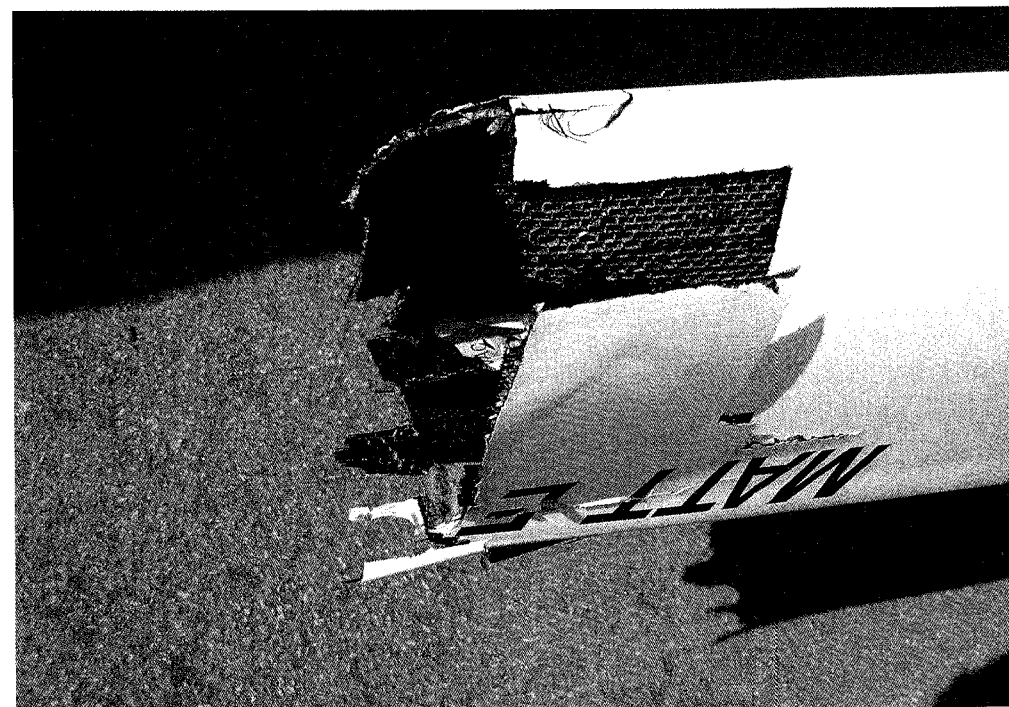
(In addition to minimum standards to be adopted)

Consider, both at club and regional level, promoting online reporting by awards/prizes for the individual member or club making the most reports

Further Information

ARA website

- [Online Incident Reporting](#)



Colour Key to Roles

Club Water Safety Adviser

Regional Water Safety Adviser

ARA & Hon Water Safety Adviser

Person reporting

Competition Water Safety Adviser

Regional Rowing Councils

ALL INCIDENTS AND 'NEAR INCIDENTS' (CLOSE CALLS) MUST BE REPORTED ON LINE BY ALL PARTIES INVOLVED WITHIN 24 HOURS, IF NECESSARY, WITH ONLY AN INTERNAL REPORT

REPORTING INCIDENTS ONLINE IS SIMPLE

JUST VISIT THE ARA WEBSITE –
www.ara-rowing.org

CLICK ON THE INCIDENT REPORTING SECTION AND FOLLOW THE INSTRUCTIONS

