

LAKELAND CANOE CLUB – ACCIDENT / NEAR MISS REPORTING POLICY

This document outlines the procedures in place for reporting accidents & near misses which may occur during paddle sport activities led by certified leaders of LCC.

The aim is to standardise practise whilst acknowledging individual leadership styles. The information that follows is concerned with best practise as advised by national governing bodies and is not a step-by-step guide.

This document is aimed to all those who are responsible for safety and good practise in paddle sport activities as part of LCC. No apology is made for this as the role of a leader places a great responsibility on the individual.

The primary concern is for the welfare of club members. Hence whilst the principals of safety remain unchanged, there are situations where leaders need to re-evaluate or modify their trip expectations to meet the specific needs of a particular group. It is recognised that the key to safe practice in paddle sport activities is the training and competence of leaders. This competence may be demonstrated through the holding of national governing body qualifications, an equivalent qualification, a statement of competence, or the verification of the necessary competence through the internal club leadership system.

Internal Club Leadership verification

LCC follows the British Canoeing approach which recognises the principle four ways to demonstrate competence, namely:

- a. qualification,
- b. equivalent qualification
- c. in-house accreditation
- d. competence through experience

It is worth noting that the dictionary definition of being qualified is having the standard of skill, knowledge, or ability that is necessary for doing or being something; it does not say that someone must possess a qualification.

As an affiliated club of British Canoeing the committee has a duty of care to comply with the guidelines of the national governing body.

It is recommended that all certified leaders of LCC events familiarise themselves with the

2 documents below:

1. [Safety \(britishcanoeing.org.uk\)](http://britishcanoeing.org.uk)

2. [Qualification and Awards](#)

[Matrices for Paddlesport led](#)

[activity - British Canoeing](#)

[Awarding Body](#)

[Reporting Accidents and Near misses.](#)

LCC leaders in paddle sport activities are required to report any accidents and near misses.

“By reporting incidents and near misses you can help us to learn more about what is happening in the sport and how to improve safety.”

British Canoeing has an online reporting system which is designed for use by all paddle sport leaders.

To use this system, follow this link:

[Incident Reporting Online Form \(britishcanoeing.org.uk\)](https://www.britishcanoeing.org.uk/Incident-Reporting-Online-Form)

If you report an incident, please inform the safety officer of LCC ASAP.

Alternatively, you may wish to complete the incident report form below and forward a copy to the LCC Safety Officer.

<https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Incident-Report-Form-March-v1.docx>

Once an incident has been reported to LCC Safety Officer, the officer will review the report and may require the leader and /or the participants to provide more details. In conducting this review, the officer will consult with appropriate experienced members of LCC committee.

On completion of the report the details will be reviewed at the next appropriate committee meeting and a decision will be made as to whether the details require wider circulation to the club membership or the larger paddling community. In making any decision the committee will take due regard as to “what is in the best interest” of any individuals and or the club.

Club Leaders have a responsibility to inform the Safety Officer of any near misses.

These are situations in which a serious accident has been avoided by good leadership decisions, good luck, or a combination of both. Much learning can be gained from these situations, and this may be very useful for other leaders within the club.

Can leaders email this information to the club Safety Officer when it is convenient to do so.

Your name

Date

Details of near miss

(Include location, number of people involved, prevailing conditions, nature of incident, etc.)

LCC has a “WhatsApp group specifically for club leaders. This is a useful forum to discuss near misses if it’s appropriate.

In reports of incidents / near misses we ought to be looking for patterns.

It could be that individuals attend events or exhibit behaviour which put themselves at risk or over-stress leaders. Leaders have a duty of care to point this out to individuals and should report to Safety Officer. If patterns occur with the same individual the Safety Officer may support leader by contacting the individual.

Paddle sport leaders for LCC have a duty to maintain their competence in the paddle sport disciplines they hold leadership qualifications in. They are reminded that they should only operate in the environments for which they hold leadership qualifications and or experience and current expertise for.

Paddle sport safety updates can be viewed here:

[Safety Alerts \(britishcanoeing.org.uk\)](http://britishcanoeing.org.uk)

LCC does provide further and ongoing training for all its leaders and appreciates the hard work and commitment that leaders give voluntarily to allow club members to participate in paddle sport activities.

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