Accident Reporting Procedure

1. All injuries that are classified as more than 'First Aid' must be recorded in one of the accident books of the Basingstoke Canal Society (BCS). Four books exist, one on each of the boats and one each for the Saturday work team and the van.

2. When an incident occurs which results in an injury, the leader of the activity group must notify the BCS Chair, Secretary and H&S representative within 24 hours by email or telephone. Contact details are below.
   The purpose of this communication is to ensure that all necessary follow up is discussed and arranged including incident investigation, pictures etc.
   It should be noted that there is a LEGAL requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report any serious injury to the Health and Safety Executive (HSE). Examples of types of injury that are reportable include fractures, other than to digits, crush injuries leading to internal damage or unconsciousness. The HSE publishes a full list and guidance here:
   https://www.hse.gov.uk/riddor/reportable-incidents.htm

3. The H&S representative will also keep a central record (e.g. on Google Drive location) which compiles all incidents for each of the accident books into one place as a central record for all of BCS.

4. All injury incidents will have an investigator assigned and lessons learned published, complete with any necessary corrective actions which will have owners and dates assigned.

5. Discussion of any incidents will be made an agenda item at the next available committee meeting

Contact details:

Chair: Ian Moore
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Secretary: Celia Griffiths
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H&S representative: Mike Cawthra
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Date of Next Review: May 2026