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| **Club** | BUCC | **Element** | Health & Safety |

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| **Purpose** |
| To establish clear expectations for Club Members to appropriately report any accident or near miss that occurs when undertaking Club Activity. |

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| **Scope** |
| This policy applies to all Club Members participating in Club Activity, particularly Trip Leaders and Trip Organisers. |

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| **Definitions/Acronyms** | |
| BUCC | Bath University Canoe Club |
| Committee | The elected group of individuals responsible for overseeing the operations of BUCC. |
| SU | Students’ Union. |
| BC | British Canoeing |
| Trip Organiser | Responsible for handling bookings, paperwork, sign-ups, finances, and ensuring proper transport, accommodation, and kit arrangements. Organisers collaborate with relevant committee members/ delegates and must distribute trip briefs, including medical forms and key contact details. |
| Trip Leader | Manage the day-to-day operation of the trip, ensuring that participants have the appropriate clothing and equipment, and addressing any issues with kit or participant safety. They are responsible for maintaining safety on the water and handling any incidents |
| Club Member | A person who has paid membership for BUCC and SU sport via the SU website |
| Participant | Must adhere to the Trip Leader's decisions, especially regarding safety. Any participant who chooses to depart from the group must notify the Trip Leader and accept full responsibility for their safety. |
| Club Activity | As defined in BUCC-POL-03-TRIPS |

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| **Policy** |
| Any Accidents and/ or Near Misses while undertaking Club Activity must be reported. It is the duty of all Club Members, particularly Trip Organisers and Leaders for their Club Trips, to report any Accident or near miss appropriately.  Incident reports may be completed by anyone who witnessed the event but are typically completed by a Leader witnessing the event.  **The information you submit will be used to advise members and improve safety for everyone.**  An **Accident** is defined as an unplanned event resulting in personal injury or property damage.  A **Near Miss** is defined as an incident in which there was no injury or property damage but where the potential for serious consequences existed.  All Accidents and Near Misses should be reported via the **BUCC** Incident Reporting form, in the Health and Safety Portal of the SU Canoe website [1].  Any Incident that requires the participant to receive medical treatment or advice from a medical professional (including the use of the NHS 111 service by the club) should be reported to the **University of Bath SU as soon as reasonably practicable through email (SU Bath Sport** [**subathsport@bath.ac.uk**](mailto:subathsport@bath.ac.uk)**) or phone (01225 383775).**  Any Accidents and/ or Near Misses occurring at the Bath Canoe Club Boathouse must also be reported to Bath Canoe Club.  Any incident that results in:   * An injury to a person * Medical assistance being provided or an ambulance called. * A report under RIDDOR (major incidents in the workplace) * Damage being caused to property, equipment, vehicles etc.   Must also be reported to **Paddle UK** via their incident reporting tool [2]. |

**Reference documents**

1. BUCC. *Incident reporting tool*.

<https://www.thesubath.com/surveys/658/>

1. BC. *BC Incident reporting form*.

<https://www.britishcanoeing.org.uk/access-and-environment/access-to-water/incident-reporting>