

NHYC Accident and Near Miss Policy

Purpose

The purpose of this policy is to outline the steps involved in dealing with accidents, incidents and near misses to ensure that, as far as possible, those circumstances can be avoided in the future.

NHYC recognises that accurate and consistent recording of accidents, incidents and near misses can play a major part in reducing the likelihood of them reoccurring. With this in mind, it is essential that all accidents, incidents and near misses – no matter how small, are properly reported.

Definitions of Terms

An accident is an unexpected event that causes, damage, injury or harm.

An incident is any injury to a volunteer, or Club member, or damage or loss to property or equipment.

A near miss is an incident that had the potential to cause harm, loss or injury, but was prevented.

Scope

NHYC will ensure that all Club members and volunteers are aware of their responsibility to report accidents, incidents and near misses using the accident and near miss incident reporting process.

The NHYC Management Committee will ensure that the process for reporting accidents, incidents and near misses is implemented and maintained, and that any subsequent actions are effectively managed to reduce the likelihood of the situation happening again.

Statement of Principles

The key objective of this policy is to ensure that the NHYC Management Committee manages and investigates all accidents, near misses and incidents in line with best practice, learns and shares lessons, and takes appropriate action to protect volunteers, and Club members from harm by:

- recording accidents and incidents
- investigating accidents and incidents as appropriate
- regularly monitoring accident and incident data

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Minimising Loss of Reputation, or Assets

Ensuring that lessons are learnt from incidents to prevent incidents reoccurring promoting a culture of accountability without 'blame' where volunteers and Club members feel able to report incidents or near misses and learn from mistakes without fear of recrimination

Empowering volunteers and Club members to recognise potential risks and to feel supported in the reporting of an accident, incident or near miss.

Responsibilities

The NHYC Management Committee are responsible for this policy and are responsible for monitoring compliance with the policy and will receive regular reports on accidents, incidents and near misses that have been reported. Club members and volunteers are responsible for highlighting any risks or issues and any Club member or volunteer can complete an Accident and Near Miss Form and should be fully cooperative with any review processes. The Accident and Near Miss Forms are located on the Club noticeboard to the right of the main lounge entrance door. If no Management Committee Member is on site, then the form should be posted through the letterbox in the office door. If the situation is more serious, then the HSO or any Management Committee member should be notified of the situation by telephone. Contact details are on the same noticeboard as the reporting forms.

Process

All accidents, incidents and near misses must be immediately reported using the ACCIDENT AND NEAR MISS REPORTING FORM. Club members and / or volunteers directly involved in or who are a witness to an accident, incident or near miss will have a debrief of the circumstances with a member of the Club Management Committee to establish the facts around the situation and to identify if any additional action or support is needed.

The HSO will review the accident, incident or near miss and record the actions and outcomes in the ACCIDENT AND NEAR MISS FOLDER.

In the absence of the HSO, a member of Management Committee will assume the role.

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Photographs & Video Recordings of Incidents

It must be noted that when involved in the accident, incident or near miss reporting procedure or being present at the scene of any accident, incident or near miss, photographs and video footage must not be taken unless authorised by the Club Management Committee for practical purposes. IN ANY EVENT NO PHOTOGRAPHS OR VIDEO FOOTAGE IS TO BE PUT ONLINE. This practice is strictly prohibited to protect the Club's reputation by making sure that situations are not misrepresented or misinterpreted.

Monitoring and Review

Accidents, incidents and near misses must be recorded in chronological order in the ACCIDENT AND NEAR MISS BOOK and updated to record the actions taken.

The ACCIDENT AND NEAR MISS BOOK will be periodically analysed to identify trends.

Emergency Action

In the event of a serious illness or injury 999 should be called using the following location details:

**North Haven Yacht Club
2b Banks Road
Sandbanks
Poole
Dorset
BH13 7QB**

What three words: **loaf.crowd.ranges**

Telephone no. **01202 708830**