

1. Introduction

This policy describes the Club's arrangements for the management of incidents, accidents and near misses (i.e. occurrences). Its aim is to effectively deal with an occurrence, promote a safe organisation and ensure that any lessons learned from an incident, accident or near miss are acted upon. It also ensures that required information is passed on to prescribed authorities in a timely manner.

1.1 Objectives:

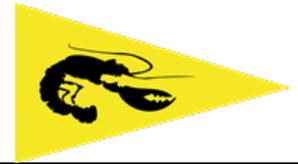
- 1.1.1 To respond to an occurrence causing injury to persons or damage to Club property.
- 1.1.2 To facilitate learning from incidents, accidents and near misses.
- 1.1.3 To provide information, instruction and development opportunities to Club officers, staff and Members to promote a safe environment (e.g. acting on lessons learnt) and thus minimise the risk of a re-occurrence.
- 1.1.4 To ensure the Club provides reports to relevant bodies as legally required e.g. the Health and Safety Executive (under the RIDDOR regulations).
- 1.1.5 To provide a coherent input to the Press/media.

2. Responsibility

- 2.1 The Commodore has overall responsibility for effective risk management within the Club, and to ensure that the Club complies with its statutory obligations.
- 2.2 The Honorary Secretary has responsibility for the day-to-day implementation of this policy and for communications with external authorities including reporting to the HSE
- 2.3 Within their area of responsibility, each Club Officer will:
 - Respond to incidents, accidents and near misses affecting and involving their staff, Club members and members of the public.
 - Promote safety, ensuring that activities comply with legislation and Club policies.
 - Investigate occurrences and maintain records of investigations and witness reports etc on file principally by using the SF 100, Incident Investigation Form.
 - Ensure that members and staff at all levels understand the need to report all incidents, accidents and near misses as per this policy to ensure compliance with the Club's legal obligations.
 - Report to the Executive Committee their findings of investigations.
- 2.4 Each employee has a legal duty to report an incident, accident or near miss to the Administrator as soon as is reasonably practicable after the event. The Administrator will then inform the Honorary Secretary and the Responsible Officer.

3. Definitions

- 3.1 An incident relates to damage to property whilst an accident concerns injury to people that occurs in the Club's premises, including afloat facilities, or during a Club organised event (e.g. a race or rally). Incidents, accidents and near misses will be investigated by the Club Officer responsible as further directed by the Executive Committee. Incidents and accidents will be identified and then managed as one of the following:
 1. Serious Untoward Incident/Accident (SUI/A);
 2. Adverse Incident/Accident;
 3. Near Miss.



3.2 Serious Untoward Incident/Accident (SUI/A):

3.2.1 A Serious Untoward Incident/Accident (SUI/A) is an unexpected occurrence involving:

1. Members;
2. Non-member competitors in e.g. a Club organised open event;
3. Visitors or other members of the public;
4. Staff;
5. Contractors;
6. Equipment, buildings or property.

3.2.2 which may, or has:

1. Caused death (including suicide) or serious injury or was otherwise life threatening;
2. Involved a hazard to public health;
3. Caused serious disruption to the operation of the Club;
4. Caused significant damage to the Club's assets;
5. Caused significant damage to the reputation of the Club;
6. Given rise to a significant claim for damages;
7. Involved the suspension of a member of staff or member.

3.3 Adverse incident/accident:

3.3.1 An "adverse incident" is a "non-SUI" where there is damage to property, financial or equipment loss.

3.3.2 An "adverse accident" is a "non-SUA" that causes injury to persons.

3.4 Near Miss:

3.4.1 A "Near Miss" is where an SUI or SUA could have occurred but did not due to one or more factors, such as an Officer detecting an error or unsafe condition and taking appropriate pre-emptive action.

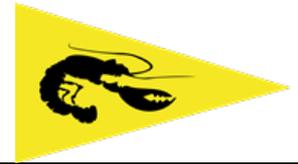
4. Policy

4.1 It is the responsibility of any person who becomes aware of an incident or accident to IMMEDIATELY report it to the relevant Club Officer, except where there is a minor injury which is to be recorded in the Accident Book or minor damage which is recorded in a Defect Log.

4.2 The Club Officer Responsible may form an Incident Management Team (IMT) to assist him manage an SUI/SUA, the contingency arrangements for an IMT may be already be promulgated in the organisation for a Club Event (e.g. Spring Series racing). Although an IMT is likely to be tailored to the environment within which the actual/potential SUI/SUA take place, Appendix A provides general guidance regarding the activities of an IMT.

4.3 In any event the Event Co-ordinator and Club Officer responsible when on the scene should:

- 4.3.1 First ensure that any injured person(s) receives the most appropriate rescue, treatment or medical advice and that any further damage/injury is mitigated.
- 4.3.2 Call out Club officers following the guidance in paras 4.6 and 4.7 below, establish the IMT if required by the event contingency plan or if agreed as necessary by Club Officers.
- 4.3.3 As soon as is possible initiate an investigation which is to be recorded using Form SF100, see paras 4.5 and 4.6 below.



4.4 Each incident/accident is to be classified by the following matrix:

Severity of Incident/Accident		Probability of recurrence	
Insignificant (no obvious harm)	1	Extremely unlikely – can't believe this will happen again	1
Minor (slight injury, first aid applied, little damage or loss)	2	Unlikely – don't expect it to happen again, but it is possible	2
Medium (illness, injury, damage or loss with semi-permanent harm)	3	Possible – may reoccur occasionally	3
Major (Serious incident with major permanent harm)	4	Likely – will probably recur, but is not a persistent issue	4
Catastrophic (Fatality)	5	Almost certain – will undoubtedly recur, possibly frequently	5

Score (eg 3x3)	High (15-25)	medium (8-12)	low (1-6)
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4.5 Incident/accident investigation:

4.5.1 The responsible Flag Officer should be informed immediately of any incidents classed as medium (3) or above. He/she will initiate actions as laid down in this policy.

4.5.2 All incidents and accidents will be reviewed at the monthly Executive Committee. The Committee will ensure that the necessary investigations have been carried out, reports made and determine what action, including preventative action, should be taken;

4.6 In the case of an SUI/A (i.e. severity score of 4 or 5), the Commodore is to be contacted immediately and the Executive informed as soon as is practicable. The Honorary Secretary will assist the responsible Club Officer conduct the necessary investigations. The Hon Sec is to pass a report to the HSE within 15 days all injuries classified as “>7days” and immediately where a fatality is concerned (See para 4.10 below).

4.7 In the Case of an Adverse Incident or Adverse Accident (i.e. severity score of 3), the responsible Flag Officer will inform the Commodore when practicable and is to carry out the appropriate investigation, the Executive Committee is to be informed as appropriate. A full investigation is required in the case of “>3 day injury” (see para 4.11 below).

4.8 The investigating Flag Officer is to obtain witness statements as appropriate.

4.9 The Club Officer responsible should remove any faulty equipment from use and retain it for inspection where appropriate. In conjunction with the Executive he should ensure that all reasonable steps have been taken to prevent a recurrence, make any enquiries or investigations relevant to the case and send a copy of the completed incident form to the Commodore and Honorary Secretary.

4.10 The Club has a responsibility to report certain incidents to the HSE as detailed in the Reportable Injuries and Dangerous Occurrences Regulations (RIDDOR). In general, these are accidents resulting in fractures, loss of consciousness, more than seven days off work.

4.11 The HSE require that all incidents that involve persons being off work for more than 3 days are investigated and recorded.

5. Press Reporting

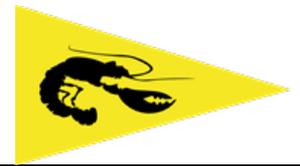
5.1 The Commodore or in his absence the Vice Commodore or Duty Flag Officer, as may be appropriate, is responsible for all dealings with the press following an incident or accident. Sample statements are provided at Appendix B to this policy.

6. References

- SF100 – Incident Investigation Form
- WSC Incident Schematic dated Spring 2017

7. Change history

- V1.0 - Initial Issue dated 7/12/2016
- V2.0 – Update following initial use, dated 4/02/2019



Appendix A – Incident Management Team (IMT)

A1 First Indications of an SUI/SUA:

A.1.1 News of an SUI/SUA can be received at WSC from multiple sources such as:

- Staff or Members for an occurrence on Club property;
- The race management team, coastguard, media, and event participants for a Club event such as Racing.

A.1.2 This news must be immediately directed to the responsible Flag Officer or Event Co-ordinator responsible for initiating emergency action.

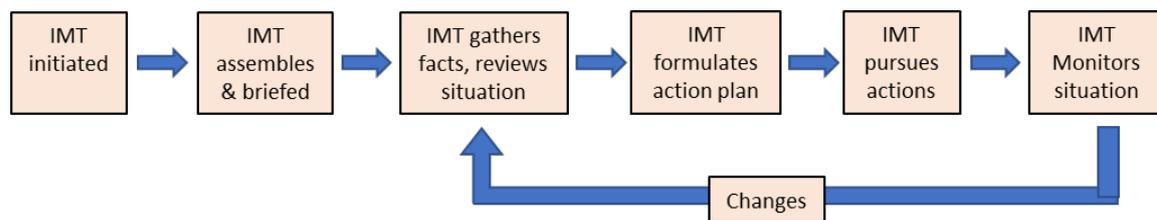
A.2 Initiating an IMT:

A.2.1 An IMT may either be organised in advance as part of an event’s contingency planning to deal with an SUI/SUA and then initiated by the Event Co-ordinator/responsible Flag Officer or it may be initiated “ad-hoc” by a responsible Flag Officer, usually in consultation with the Commodore, as a response to an unforeseen SUI/SUA.

A.3 Tasks of an IMT:

A3.1 Once initiated, an IMT is to assist the responsible Flag Officers deal with an SUI/SUA and undertake the actions required by this Policy. Tasks will vary depending on the circumstances, but will usually include the following:

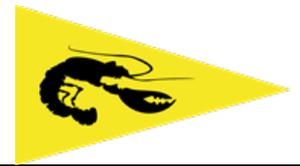
- Firstly, ensuring that any injured person(s) receives the most appropriate urgent rescue, treatment or medical advice;
- Ensuring that any further damage/injury is mitigated;
- Arranging necessary recovery action (e.g. of damaged boats);
- Liaising with first responders involved (Fire, Police, Ambulance, Coastguard);
- Liaising with other authorities as necessary to manage the situation (e.g. Port of Southampton, River Hamble Harbourmaster, MCCA, HSE);
- Ensuring the hosting of the Press/media and assisting the preparation of Press releases for the Club Spokesman (i.e. usually the Commodore, see Appendix B);
- Briefing event sponsors and other external interested parties, keeping next of kin informed;
- Calling out other Club Officers and Member Experts to assist;
- As soon as is possible initiate an investigation which is to be recorded using Form SF100.



A.4 Composition of an IMT:

A.4.1 An IMT is usually led by the Commodore, or in his absence by the most senior Flag Officer Present. It is likely to comprise the following core members:

- Commodore;
- Vice Commodore;
- Rear Commodore Sailing, particularly for afloat/sailing related occurrences;
- Rear Commodore House, particularly for property related occurrences;
- Honorary Secretary to lead on reporting;
- Honorary Treasurer, particularly where financial arrangements are necessary;
- Club Administrator to provide administrative support;
- Members of e.g. a Race management team detailed to support an IMT in an event’s contingency plans.



APPENDIX B – Press Reporting

B.1 General Policy:

B1.1. The Commodore or in his absence the Vice Commodore or Duty Flag Officer, as may be appropriate, is responsible for all dealings with the press following an incident or accident.

B1.2. The Commodore is always to be informed immediately an SUA or SUI has occurred. He will take charge of all dealings with the Press. He may also be part of an IMT formed following an SUI/SUA.

B1.3. The following four cardinal rules apply to dealings with the press:

Never say “no comment”;

Communicate what happened, what are we doing, how we feel;

Try to be helpful, honest, don't exaggerate and don't obscure the facts

Provide a constant flow of information, even if the situation is unchanged or negative. Credibility is obtained by addressing bad news quickly rather than covering it up.

B.2 Recommended Process:

B.2.1 The responsible Flag Officer, or IMT if formed, will gather facts, review the situation, agree an action plan and prepare a media statement (see Appendix A). The media statement should be brief and factual, it must not speculate. It is important that the names of the people involved in the incident should NOT be made public until confirmation/ clearance has been received from e.g. the Police.

No statement is to be made to anyone until a plan has been agreed and only the appointed spokesperson (e.g. Commodore) is to make public statements or give media interviews.

B.2.2 If the media are on-site then a suitable Club Member should be detailed off to host them, in general the press should be provided with an area away from the management of the SUI/SUA.

B.2.3 Avoid dealing with each Press enquiry individually, as this leads to inconsistencies and takes up valuable time. Ongoing developments are to be monitored and Press statements updated as appropriate.

B.2.4 Press statements may be typed and placed on the Club noticeboard, Club web site etc as decided by the Commodore or Officer responsible for Press briefings in his absence.

B3. The following holding statements can be adopted:

- *“WSC will be issuing a statement on today's incident at _____ am/pm (ensure this is a reasonable time period bearing in mind press deadlines) when there will be an opportunity to interview [name] _____ who is [club title] _____ at the [location] _____.”*
- *“The XXXX Racing is an annual/weekly sailing event held in the Solent/River and run by a highly experienced race management team at the Warsash Sailing Club”.*
- *“An incident has taken place today during the XXXX Racing. The Race management team is currently working with the YYYYYYYY (e.g. first responders) and no further details can be given at this point”.*
- *“An incident has taken place today during the XXXXX Racing where a competitor(s) has(ve) experienced injury and have been airlifted/taken by ambulance to hospital. The WSC race management team is currently working with the YYYYYY (First Responders/authorities). No further details can be given at this point”.*
- *“We are deeply saddened that an incident during the XXXXX Racing has led to the death of a competitor(s). The WSC race management team is currently working with the YYYYYY (First Responders/authorities). WSC sends its deepest condolences to the family(ies) concerned”.*