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# Accident/Incident Investigation and Reporting Procedures for SLSGB

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## 1.0 Principal

All Surf Life Saving GB affiliated clubs should have an accident/incident reporting policy in place.

This Surf Life Saving GB accident reporting policy is suitable for adoption by affiliated clubs.

## 2.0 Purpose

The purpose of this document is to give guidance on how to:

- a) report accidents/incidents
- b) carry out an accident/incident or near miss investigation

In order to ensure a clear procedure is adopted when managing investigations into accidents/incidents/near misses.

The benefits of investigating accidents include identifying where there are potential training needs or improvements of safe practices, or to establish the facts of an incident/accident so that future claims can be handled appropriately.

## 3.0 Accident/Incident Reporting

This guide is to be used for accidents / incidents / near misses or any accidents / incidents where a claim is, or may be, made against SLSGB, any of its affiliated clubs or members, or SLSGB insurers.

Major accidents must be notified via email or letter to HQ immediately, or as soon as is reasonably practicable.

An 'accident' is defined as an unplanned and uncontrolled event that has (or could have) resulted in some sort of harm, The harm may be:

- an injury (eg a cut or fracture)
- an illness
- a mental trauma

Major accidents are defined in the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Below are the definitions.

### 3.1 Major Accidents (RIDDOR)

HQ is to be informed immediately if a major accident / incident listed below occurs

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where a person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not members where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

Such accidents/incidents must also be reported to the HSE Incident Contact Centre. HQ is responsible for reporting incidents/accidents where they have occurred at a national event or activity, a club is responsible for reporting incidents/accidents if they have occurred at a club event or activity.

RIDDOR applies to all activities but not all incidents are reportable. If someone has had an accident in a situation where you are in charge, and you are unsure whether to report it just call the Incident Contact Centre (ICC) on **0845 300 99 23**.

### 3.2 Dangerous Occurrences

Dangerous occurrences must also be reported to HQ. Dangerous occurrences can be described as:

**Any significant occurrence that has caused or has the potential to cause any damage to buildings, or property or has the potential to cause injury.**

## 4.0 When do I need to make a report?

**The procedure for reporting RIDDOR accidents involving volunteers is still unclear and volunteers are not included as one of the specified groups under the 'affected person' section of the form. Good practice is therefore to report RIDDOR accidents to volunteers as if they are 'employees' and to specify that they are volunteer workers where the form set up allows.**

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on **0845 300 99 23**.

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on **0845 300 99 23**.

Cases of over-three day injuries must be notified within ten days of the incident occurring.

### 4.1 What records do I need to keep?

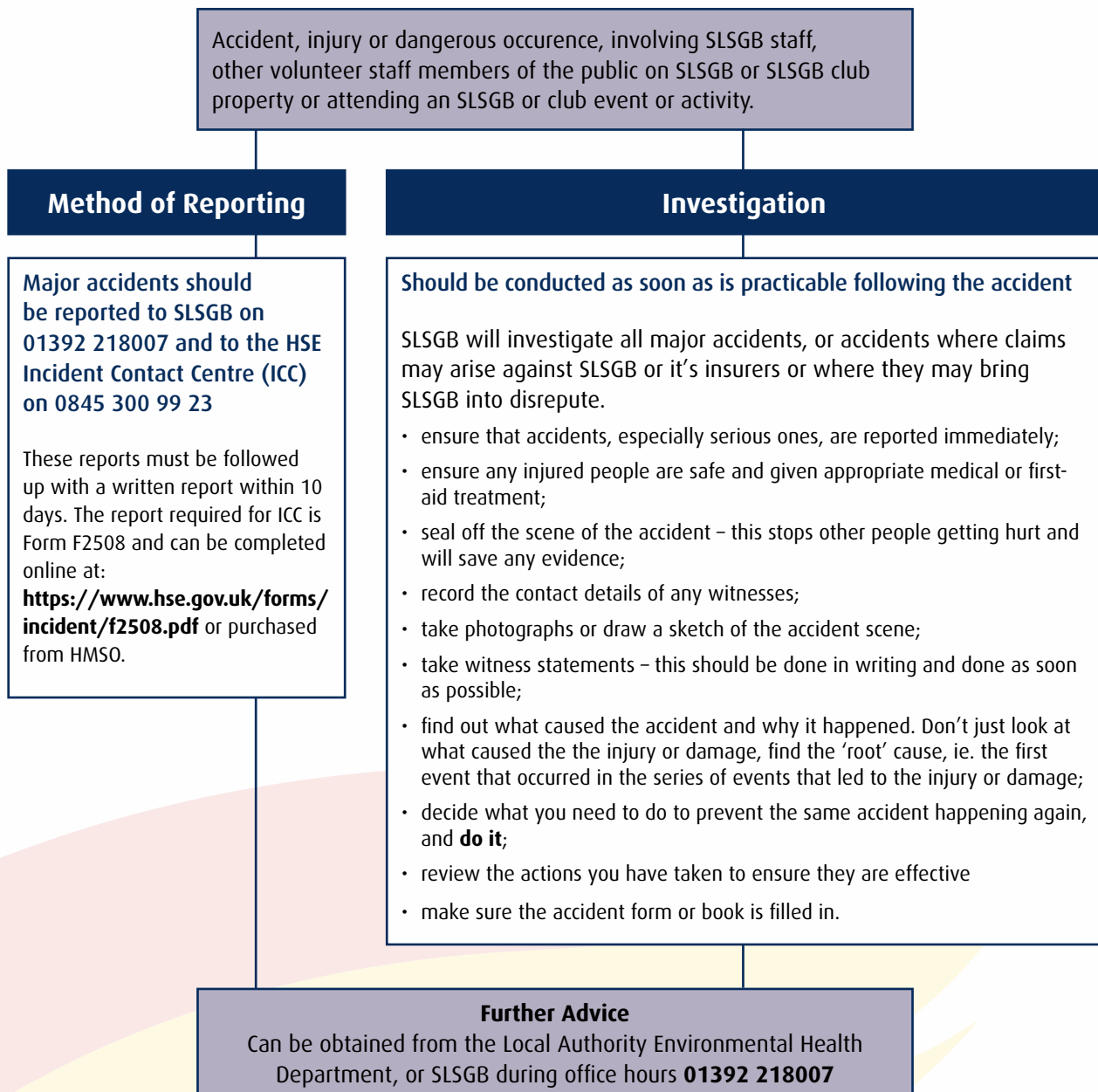
You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

You can keep the record in any form you wish. You could, for example, choose to keep your records by:

- keeping copies of report forms in a file;
- recording the details on a computer;
- using your Accident Book entry;
- maintaining a written log.

If you choose to report the incident by telephone or through this web site, the ICC will send you a copy of the record held within the database. You will be able to request amendments to the record if you feel the report is not fully accurate. (Health and Safety Executive., 2006. HSG192: Charity and Voluntary Workers – a Guide to health and safety at work. Norwich. HMSO)

## 5.0 Flow Chart for Accident/Injury/Dangerous Occurrence Reporting and Investigation



## 5.1 Accident/Incident Investigations

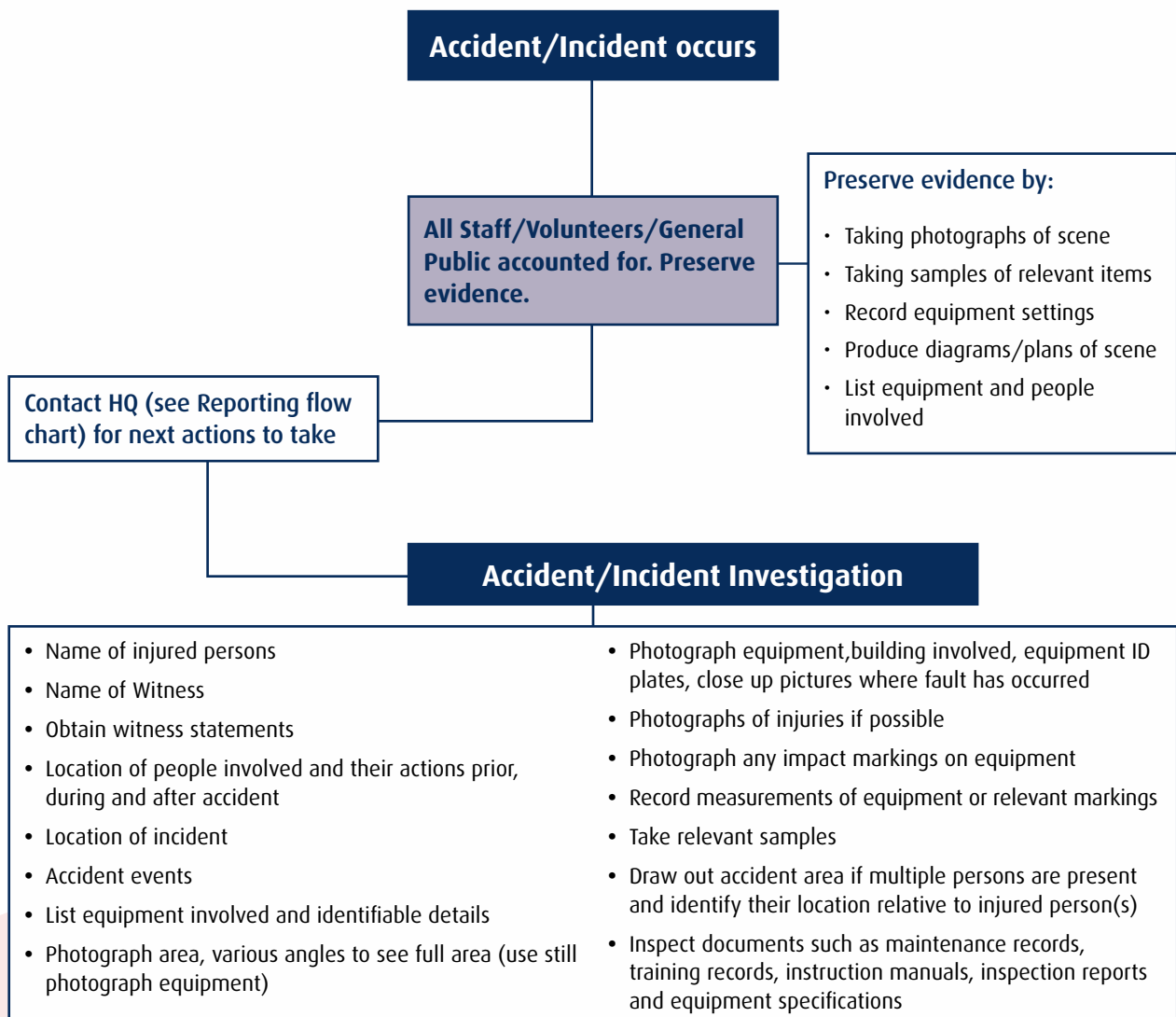
If accidents do occur they should be investigated to prevent them from happening again. The main points to consider when investigating accidents that have caused injuries or damage are:

- ensure that accidents, especially serious ones, are reported immediately;
- ensure any injured people are safe and given appropriate medical or first-aid treatment;
- seal off the scene of the accident – this stops other people getting hurt and will save any evidence;
- record the contact details of any witnesses;
- take photographs or draw a sketch of the accident scene;
- take witness statements – this should be in writing and done as soon as possible;
- find out what caused the accident and why it happened. Don't just look at what caused the injury or damage, find the 'root' cause, ie the first event that occurred in the series of events that led to the injury or damage;
- decide what you need to do to prevent the same accident happening again, and do it;
- review the actions you have taken to ensure they are effective
- make sure the accident form or book is filled in.

(Health and Safety Executive., 2006. HSG192: Charity and Voluntary Workers – a Guide to health and safety at work. Norwich. HMSO)

- **It should be recognized that the scene of an accident may be compromised due to operational necessity or safety. In this event as much detail should be recorded, as conditions allow.**

## 6.0 Accident Scene Flow Chart



**It should be recognized that an accident/incident may occur during a rescue. If this is the case the decision whether to continue with the rescue is at the discretion of the patrol captain/senior lifeguard.**

## Statement Form

Page:    of

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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I certify that the information given above is a true and accurate record to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_ **Taken by:** \_\_\_\_\_

Please ensure witness initials any changes or alterations.  
Appendix (A).



# Accident/Incident Investigation Report Form

**Investigating Officers** \_\_\_\_\_ **Incident Title:** \_\_\_\_\_

**Date of investigation** (give duration if more than one day) \_\_\_\_\_

**1. Location of incident:** \_\_\_\_\_

**2. Person injured:**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Address (incl. post code) \_\_\_\_\_

Occupation \_\_\_\_\_

Nature and extent of injuries \_\_\_\_\_

**3. Entered in accident book YES / NO** **HSE informed YES / NO Date:** \_\_\_\_\_

Date of initial accident report \_\_\_\_\_ By whom: \_\_\_\_\_

Name of person informed: \_\_\_\_\_

**4. Extent of loss or damage to property or equipment:** \_\_\_\_\_

**5. Investigation details:** \_\_\_\_\_

**6. Conclusions and recommendations:** \_\_\_\_\_

**7. Attached documents:**

Witness statements (in objective format) **YES / NO identify** \_\_\_\_\_

Specialist reports **YES / NO identify** \_\_\_\_\_

Photographs/Drawings **YES / NO identify** \_\_\_\_\_

Accident/Incident Progress Report **YES / NO identify** \_\_\_\_\_

Other -- identify **YES / NO identify** \_\_\_\_\_

Date of report: \_\_\_\_\_ Signature: \_\_\_\_\_

**Person injured** (Continuation sheet):

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Address (incl. post code) \_\_\_\_\_

Occupation \_\_\_\_\_

Nature and extent of injuries \_\_\_\_\_

Appendix (B)

## Guidance Notes on Completion of Accident Investigation Form

The form can be used in the format of a template, or completed by hand following printing from the template. The latter option will require the form to be expanded prior to writing

Rough notes can be used prior to completing the report for. However these notes must be kept as evidence.

A record of all enquiries relating to the accident/incident should be recorded in chronological order on the Accident/Incident Progress Report (Appendix E)

### 1. Location of Accident / Incident

Where the accident / incident occurred, if involving a vehicle includes the location of the vehicle at the time of the accident. If in a large building complex or site the floor or area should be identified

### 2. Persons Injured

Full name of person(s) and, where possible, date of birth, and home address.

**Occupation:** State occupation of injured party and if a member of SLSGB or involved in voluntary work for or on behalf of SLSGB, or members of the public.

**Nature and Extent of Injuries:** where possible details of injuries that are apparent at the time, or as detailed later by the medical profession. Should such an injury subsequently prove to be more serious or fatal then this detail can be added as an addition to the report when known.

### 3. Confirm Entry into Accident Book and Notification to Enforcing Authorities

Have the Health and Safety Executive via the Incident Contact Centre (ICC) or Local Authority Environmental Health Department been informed? This information can generally be obtained from the local district council.

### 4. Extent of any damage or loss to equipment or property

Give details including specialist reports as an attachment.

### 5. Investigation details

**Sequence of events:** generally in chronological order.

Details and actions of persons other than injured where relevant.

Events leading up to the incident.

Environmental conditions to include weather conditions, visibility and lighting, temperature if applicable.

Account of the incident in objective, narrative form, referring to attachments as necessary.

#### Subsequent actions

Injured persons removed to hospital, detained in hospital (duration).

Attendance of ambulance, First Aid rendered, Police, or any of the enforcement agencies.

SLSGB informed/attended. State name.

Were any involved structures, machinery, or equipment made safe prior to leaving the scene.

## 6. Conclusions and Recommendations

Apparent cause of accident/occurrence/injury, unless this is to be determined by a Coroner or other authority.

Has any local remedial action been taken to avoid a re-occurrence?

Contravention of SLSGB rules or SOPs.

Prior to the incident had this matter been subject to a risk assessment. Add details of assessment and include as an attachment.

What action is necessary to prevent further like accidents at other sites/events within SLSGB and it's clubs?

## 7. Attachments

To include witness statements, specialist reports on the incident, relevant approved codes of practice, British Standards, SLSGB procedures, photographs that can be verified, drawings made at scene or following the incident (should be dated).

Note: An investigation may be initiated and carried out by any person appointed by SLSGB. They may also require an investigation for lesser incidents where there are insurance implications or likelihood of a civil claim against SLSGB.

Appendix (C)

Accident/Incident No:



## Accident/Incident Scene Check List

ACTION	COMPLETED	COMMENTS
Identified persons involved accounted for		
Names and addresses of injured persons are recorded		
Names and addresses of Witness are recorded		
Injured persons taken for treatment		Hospital Name:
Identified location of people involved and their actions prior, during and after accident		
Identified location of incident		
Contacted SLSGB HQ		
Incident Contact Centre (ICC) informed		
Listed equipment involved and identifiable details (manufacture name plates, chassis numbers)		
Is there evidence of a criminal act – if so stop!		
Photograph area, various angles to see full area		
Photograph equipment/building involved, equipment identification plates, close up pictures where fault has occurred, injuries impact marks.		
Relevant samples taken		
Record measurements of equipment or relevant markings		
Draw out accident area if multiple persons are present, identify their location relative to injured		
Environment/weather/lighting/visibility		
Examined tools and equipment involved recorded state		
Inspected documents such as maintenance records, training records, risk assessments, normal operating procedures, emergency action plans		

Appendix (D)

