



INCIDENT REPORT FORM

CLUB INSTRUCTORS AND LEADERS MUST USE THIS FORM:

- Where there is an injury requiring medical attention (past initial 1st aid).
- Where there is extensive damage or loss of a kayak.
- Where an incident involves any external / emergency assistance.
- Where a paddler had been lost for more than short period of time say 2-3 mins.
- Where a paddler requests an incident report be submitted.

CLUB INSTRUCTORS, LEADERS AND MEMBERS ARE ENCOURAGED TO USE THIS FORM: (even on private trips)

Where the incident highlights the need to improve safety or training which would benefit Club members. E.g. issues relating to equipment or improvements to our training.

This form will be kept in a database and details may be published in the magazine for education purposes and to enhance safety awareness with the consultation of the participants respecting their privacy.

1. Name

Contact details

2. Date and time of incident.....

3. Participants and contact details.....

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4. Brief description of incident.....

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5. Details of injury to paddler or damage to kayak

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6. Details of emergency services called.....

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7. Outcome of event.....

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8. Comments and recommendations.....

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9. Additional information.....

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Signed by trip leader
Dated: