



INCIDENT REPORT FORM



On 26 April 1999, the civil Justice system was amended to reflect a number of changes now known as the Woolf Reforms. These changes relate specifically to resolving disputes and personal injury claims. As a result It is important that details of any known incidents or injuries that occur to students while undergoing coaching or taking part in canoeing or kayaking activities are recorded - indeed those involved in any sport are required to report (to their insurance brokers) every known incident, particularly those involving a personal injury, which may give rise to a subsequent claim.

While it is recognised that centre and clubs may already hold information relating to incidents and accidents in their accident and or Near miss books, this form is provided for the use of all individual coaches wishing to report incidents, particularly those operating under the BCU third party liability scheme. Covered or not through a centre or club we would encourage you to ensure relevant information is recorded via this route. Sharing this information with the BCU will ensure that the information is passed through to the BCU's insurance brokers and perhaps , more importantly the information will enable us to build a database of injuries and incidents that will enable us to further develop future good practice guidelines to help protect those taking part in paddlesports.

Individuals reporting incidents in this way need have no fear or concern about action being taken against them. The details of incidents reported will only be used for the purpose stated and will be held confidentially. The forms purpose is to ensure that reporting requirements are met and that in the unlikely event that a claim is made against you insurers can act speedily to cover the claim.

Please help us support you in this matter. The none reporting of this type of information could result in insurers limiting cover or denying indemnity.

**Please complete this form in clear print and using black ink. Return to: BCU Coaching
Office 18 Market Place Bingham NG13 8AP Tel: 0845 3709500**

Club / Centre / Organisation

Your Name

Your contact Details

Date and time of incident

Name of Individual(s) involved in Incident

Contact Details of Individual(s) involved in incident or Injured

Brief Description of Incident

Details of any injuries

Outline of actions taken

Form 015021



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Details of on site first aid

Details of any emergency service support

Details of any evacuation

Details of any Witnesses

Outcome (as far as can be determined at time of report)

Any Additional Information

Form 015021

Thankyou for filling this form in Please return to: BCU Coaching Office, 18 Market Place, Bingham, Nottm NG13 8AP. Tel 0845 3709500.