**How to complete an incident report?**

Sometimes accidents do occur. British Rowing monitors safety incidents in rowing to reduce the possibility of them happening again. We at Gravesend, use them to see where most incidents occur and take actions to prevent them in the future.

**The incident reporting system is confidential and available to everyone.**

**If you can, please log into your British Rowing account to complete the incident report.**

1. **How to log an incident report.**
	1. You can follow this link: <https://incidentreporting.britishrowing.org>. This is the fastest reporting method.
	2. OR/ You can go onto Gravesend Rowing Club’s website and click on the incident reporting section (in the member’s section) which will take you to the British Rowing website.
	3. OR/ You can complete an incident report online by visiting the British Rowing website, click on the ‘Online Services’ section and then click on ‘Incident Reporting’. Then just follow the instructions
2. **Was the incident a ‘simple capsize’ or ‘incident report’?**
* You can complete a ‘simple capsize’ if your capsizing was due to a technical fault on your part (e.g. loosing balance or catching a crab). This incident report is self – explanatory and very short. If you have any problems, please speak to one of the coaches.
* If you hit anything (stationary or moving), something broke on your boat or a near miss led to you capsizing then you need to complete an ‘incident report (Please see Guide below, and any problems please speak to a coach.)

**Any problems, questions or concerns please ask a coach/ safety advisor.**

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| Question & Answer Guide to completing an incident report.  |
| **Email address** | Allows us to contact you if we need any further information. Feel free to use a parent.  |
| **Primary Rowing Club Involved** | This will always be Gravesend  |
| **Other clubs involved** | e.g. If an incident occurs outside of Gravesend (for example at a race) you may have been involved with a crew from another club.  |
| **Non – British Rowing clubs involved** | e.g. If the incident involves the sailing club or skiff rowers.  |
| **Your role at the club** | Always ‘member’ if completing it for yourself. If you are filling it in for someone else, please put relevant role.  |
| **Date of the incident** |  |
| **Time of the incident** |  |
| **Location of the incident**  | A brief but precise description e.g. along the Gravesend prom/ On the Gravesend stretch opposite Sea School.  |
| **Specific Location of the incident**  | If you can (it does not work well on some devices) then pinpoint the exact place the incident took place. If you are unsure of the name of the location please refer to the Interactive Safety Map on the website. |
| Boat Involved |
| **General Boat Type**  | Most boats are fine except Dover Fund or Sunbeam which are Coastal  |
| **Boat Type** | X means sculling boat- means coxless+ means coxinge.g. if you were in Triton with two blades you would be 4x+e.g. if you were in Moonlight with two blades you would be 4x- |
| **Number of beginner juniors** | Please ask a coach  |
| **Number of experienced juniors** | Please ask a coach |
| **Number of beginner seniors** | Please ask a coach |
| **Number of experienced seniors** | Please ask a coach |
| **Experience of cox** | Please ask a coach |
| **+ Add another boat** | If you were involved in an incident with another boat please include it here |
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| **Type of water** | We are ALWAYS INLAND at Gravesend (If at another location please ask a coach/ safety advisor) |
| **Did the incident occur on tidal water** | Yes, we are ALWAYS TIDAL at Gravesend (If at another location please ask a coach/ safety advisor) |
| **Tide State** | Please try and remember whether the water was high (near the club), low (you could see the steps) or medium (somewhere in between) |
| **Tide Current** | If the moored boats were facing the right, the tide was going out. If the moored boats were facing the left, the tide was coming in. |
| **Weather Conditions**  | e.g. Sunny/Cloudy/Raining/Windy/Light breeze/misty/thunderstorm/not windy/nasty/good/ |
| **Has the incident been reported to the/your club?** |  |
| **Deleted Question** | Please ignore |
| **Incident Type** | Please choose one of the options: 1. Health issue incident only: If the issue was caused from a health issue (e.g. epilepsy, exhaustion or sunburn)
2. An incident resulting in an injury or health issue (e.g. cuts, broken/fractured bones etc)
3. No injury or health issue
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| **Please specify the damage** | Feel free to leave blank or put in 0 if no damage was done. |
| **Cause of injury or damage** | Please select the most appropriate response (you can only choose one). Depending on the response you give, you may be asked further questions.  |
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| **Brief description of the incident** | Please give as much detail as you can as to how the incident occurred. For example; causes that led up to the incident, what the incident was, and how it was resolved |
| **Measures Taken** | What could you do in the future to prevent this happening again? E.g. better lookout, better checking of equipment or learning the circulation pattern.  |
| **Were there any consequences?** | Please include here if the boat was damaged – what the damage was, and any medical treatment required (e.g. basic first aid or taken to hospital)  |
| **Deleted question**  | Please ignore |
| **Added Files** | There is no need to add any addition files unless you feel it is suitable.  |
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| **Review Report** | Please review the report. Edit if needed. Then click finalise report which will submit it.  |