



Section 8 - Emergency Procedures/Reporting Incidents, Accidents and Near Misses.

Lagan Warrior Paddles (also known as Lagan Warriors) endeavours to promote a safe environment at all times for all paddle sports taking place within club premises and on trips away.

Policies are in place to promote Health and Safety and to minimise the likelihood of accidents and incidents.

These include:

- Risk Assessments.
- Equipment audit and maintenance.
- Child Protection and safeguarding children and young people.
- Emergency and critical incidents procedure.
- The reporting of incidents and accidents.

Emergencies/Accidents/Critical Incidents:

(Incidents should be reported to Lagan Warriors staff immediately allowing Lagan Warriors own Emergency/Accident Procedures to be followed. We request that all bystanders assist the Lagan Warriors Staff where appropriate):

To ensure that the Emergency Procedure can be followed:

1. A named first aider is present at all club sessions.
2. A first aid box is available at each session, and these can be accessed through the First Aider. The first aid box should be checked monthly by the Coach/First Aider and the checks recorded on a sheet kept in the box. The Club are responsible for replenishing supplies when necessary.
3. A first aider and/or coach will be present at all club sessions and events have access to a telephone or radio to enable contact with the emergency services and emergency contacts.
4. Club members' emergency contact and relevant medical details are immediately accessible to coaches at all regular club sessions and events. This information is held at all club operating locations. This information is updated regularly by the Secretary.



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5. Membership forms must be completed for all paddlers. New members will be asked to complete a temporary membership form including emergency contact details before they are able to paddle.
6. Coaches leading trips are responsible for the first aid kit and will hold emergency contact details for all participating members. All trip participants must have the required skill level for the event. It is the responsibility of Lagan Warriors Coaches to ensure all participants are suitably competent.
7. If an incident or accident occurs, prompt appropriate action is required to minimise harm, injury or damage to persons or property.

In the event of an Emergency/Accident/Critical Incident:

1. Stay calm but act swiftly and observe the situation,
2. Assess and where possible make safe the injured persons, other participants and the environment to ensure no further injury/danger.
3. Listen to what the injured person is saying.
4. If on the water, lead coach directs the rescue procedure according to Paddle UK Foundation Rescue and Safety Training.
5. The names first aider at the scene should assess the situation and administer first aid for minor injuries.
6. Do not move someone with major injuries. For specialist attention, call the Emergency Services on 999.
7. Other coaches and adults present should maintain safety of children or vulnerable bystanders.
8. If children or vulnerable adults are involved inform their names emergency contact.
9. If a critical incident occurs involving behaviour seriously in breach of the Code of Conduct, the head coach will ask all involved to immediately return to dry land. The head coach and if available, one other committee member will attempt to mediate and make the situation safe. All parties and any witnesses will be asked to complete an appropriate incident form.



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Responses to Accidents/Incidents

If someone is taken to hospital as a result of the emergency/accident/incident, it is a legal requirement to record the information under the “**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**”. These types of incidents will be reported by the Head Coach or any Committee Member. The report can be made to the incident centre by one of the following methods:

- a) Phone - 0845 300 9923 (8.30am-5.00pm).
- b) Internet – www.riddor.gov.uk.
- c) Email – riddor@natbrit.com.
- d) The Paddle NI Office – should also be emailed a copy for Insurance record purposes.

Near Miss Reporting – What is a Near Miss?

A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that that nonetheless is very near. A faulty process or management system invariably is the root cause for the increased risk that leads to the near miss and should be the focus of improvement. Other familiar terms for these events are a “close call” or a “narrow escape”. Lagan Warriors encourage the reporting of **Near Misses** by all members to reinforce our culture or encouraging positive action and adopting best practices.

Why is Lagan Warrior Paddlers concerned with preventing Future Incidents?

Many safety activities are reactive and not proactive, and some organisations wait for losses to occur before taking steps to prevent recurrence. Near Miss incidents often precede loss producing events but may be overlooked as there was no harm (no injury, damage or loss). History has shown repeatedly that most loss producing events (incidents), both serious and catastrophic, were preceded by warnings or near miss incidents. Recognising and reporting Near Miss Incidents can significantly improve paddler safety.



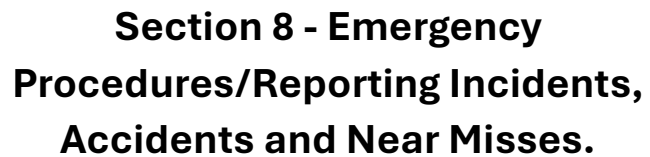
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Key Points:

- Lagan Warriors Committee recognises the importance of establishing a reporting culture that allows every potential opportunity to be identified, to help control hazards, reduce risks and prevent harmful incidents.
- Lagan Warriors staff will investigate ALL Near Miss incidents to identify the root cause and the weaknesses in the system that resulted in the circumstances that led to the Near Miss.
- Near Miss reporting is vitally important to preventing serious, fatal and catastrophic incidents that are less frequent but far more harmful than other incidents.
- Incidents occur every day at the workplace that could result in a serious injury or damage. A Near Miss program may help prevent future incidents.
- One problem that an organization must overcome is the members' fear of being blamed after reporting a Near Miss. Lagan Warriors strives to make the process of reporting a Near Miss as easy as possible. Any paddler or volunteer is strongly encouraged to report ANY concern to any of the staff at the earliest opportunity.
- Lagan Warriors strives to create an open culture whereby everyone shares and contributes in a responsible manner to their own safety and that of their fellow paddlers.
- Educate paddlers on the reason why Near Miss reporting is a necessity, the important role that they play, and the process for reporting.
- Lagan Warriors will ensure that the Near Miss reporting process is easy to understand and use. Lagan Warriors will include Near Miss Awareness training for new Coaches/Volunteers/Employees as part of their orientation/induction.

Reporting Accidents/Incidents/Near Miss:

1. An 'Accident/Incident/Near Miss' reporting form should be completed at the scene where possible or as soon as possible or as soon as possible when away from club venues.
2. To Report please fill the Paddle UK 'Online Incident Reporting' link as below:
3. [Online Incident Reporting | Paddle UK \(https://paddleuk.org.uk/online-incident-reporting/\)](https://paddleuk.org.uk/online-incident-reporting/)
4. Coaches leading trips will keep an accident/incident/near miss form in their first aid kit and submit report as required.



- Signed: My Al

Date: 22/2/25