**Buckingham Rowing Club **

**Incident Report Form**

This form must be completed to report any collision or near miss (on or off water) and winter capsize. Retain the original and provide a copy to your Club Secretary. Email:[buckinghamrc@gmail.com](mailto:buckinghamrc@gmail.com)

Recording and reporting of such incidents is required as part of continual learning and improvement of club culture and performance around health and safety. Such reporting may also be required to assist in any legal and insurance actions.

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| Name of Individual reporting the incident: | | | | | | |  | | | | | | | | | | | | | | |
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| Name of club/school reporting the incident: | | | | | | | |  | | | | | | | | | | | | | |
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| Role of person reporting the incident: | | | | |  | | | | | | | | | | | | | | | | |
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| Address: | |  | | | | | | | | | | | | | | | | | | | |
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| Suburb: |  | | | | | | | | State: | | | |  | | | | | Postcode: | |  | |
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| Phone # (h): | | | ( ) | | | | | | | | Phone # (m): | | | |  | | | | | | |
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| Which club or third parties were involved? | | | | | | | | | | | | | | | | | | | | | |
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| Types of boat/equipment involved (e.g. 8+, 4-, 2x, 1x, vehicle trailer etc): | | | | | | | | | | | | | | | | | | | | | |
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| Were the boats (please mark with an X): | | | | | | Training | | | | | |  | | Racing | | |  | | Recreational | |  |
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| Date of the incident: | | | |  | | | | | | Time of the incident: | | | | | |  | | | | | |
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| Where did the incident occur? | | | | | | | | | | | | | | | | | | | | | |
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| Please give a full description of the incident; this should include weather, water, and any other  conditions which contributed to the incident: | | | | | | | | | | | | | | | | | | | | | |
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| If at night or conditions of poor visibility, what lights were being shown by all parties? | | | | | | | | | | | | | | | | | | | | | |
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| List any injuries sustained: | | | | | | | | | | | | | | | | | | | | | |
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| List any damage sustained to boat/s or property: | | | | | | | | | | | | | | | | | | | | | |
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| Add or attach any further comments or additional information you think could be useful, e.g. list of  witnesses (please remember to included witnesses contact information): | | | | | | | | | | | | | | | | | | | | | |
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| What further actions have been recommended or will be implemented to avoid repartition of the incident?: | | | | | | | | | | | | | | | | | | | | | |
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Please include or attach any additional details e.g. drawings / diagrams / photographs if these will enhance the description:

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| *Draw / Place Diagram / Picture Here* |
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| --- | --- | --- | --- | --- |
| Person reporting | Signature: |  | Date: |  |

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| Club President/Safety Officer/Boat Captain | Signature: |  | Date: |  |

Buckingham Rowing Club defines an incident or near incident as an event causing or involving:  the loss of a person from a boat;  the death of, or grievous bodily harm to, a person caused by a boat’s operations; the loss or presumed loss or abandonment of a boat; a collision with a boat;  the stranding of a boat; material damage to a boat; material damage caused by a boat’s operations; danger to a person caused by a boat’s operations; danger of serious damage to a boat; and, danger of serious damage to a structure caused by a boat’s operations.

**This section is for completion by the club post incident review**

Recommendations to be actioned by whom and when to assist in avoiding such incidents in the future

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