

## 1 Overview

The Near miss reporting process has been produced to enable club members and their guests and members of the public to report near misses where the club is involved including inter alia club members, guests of club members, club equipment or club organised activities.

NB in the event of an accident that requires to be reported under health and safety legislation, the report should be filed using the HSE accident book fixed to the wall in the Training Room and the Club Safety Officer notified.

Related documents:

1. Health and safety policy
2. Major incident procedure
3. Risk Assessment
4. Training Standard Operating Procedures

Copies of which can be found at <https://wwsc.org.uk/membership/club-documents>

## 2 What is a near miss?

A near miss in workplace health and safety is commonly defined as an unexpected event when someone could have gotten hurt but did not. Yet, the same situation could pose a risk in the future.

It is important to log and investigate all near-miss incidents because they could be symptomatic of an underlying health and safety hazard in the future. Repeat near misses show a dangerous pattern and if left unaddressed could result in financial damages, severe injuries or even death.

## 3 Reporting process

A database has been established to record and track reported near-misses.

Parties reporting a near miss incident may do so by scanning the QR code displayed on notices in the clubhouse and race hut or going directly to <https://wwsc.org.uk/near-miss-report>.

The form requests details of the person reporting to allow the club to respond. These fields are not mandatory.

The reporter is required to state if they are a member, a guest of a member or someone else.

Reporters are then asked to provide details of the incident including the date, exact location, persons, and equipment involved together with a free text description of the events.

## 4 Investigation of the incident

When an incident is submitted, an email notification will be sent to the club Safety Officer. The Safety Officer will then undertake an investigation of the facts and determine whether the incident requires further actions to mitigate against such an incident occurring again in the future. The Safety Officer will also review the club Risk Assessment to determine whether, in their opinion, it needs to be updated.

If further action is considered necessary, the Safety Officer will escalate the matter to the Main Committee to be considered at the next scheduled meeting. If the matter is considered to require urgent action, the Safety Officer may escalate the matter to the Committee via email. The Commodore and Secretary may decide, at their discretion, to convene a committee meeting ahead of the next scheduled meeting.

The club Safety Officer will update the incident report form to include the results of the investigation and actions proposed.

**5 Club response**

The Safety Officer will draft a response to the person reporting the incident acknowledging the report and if appropriate advising of actions taken as a result. Given the risk of legal liability, a draft of the reply should be reviewed by the Club Secretary before transmission.

**6 Periodic reporting**

On a periodic basis (at least annually) the Safety Officer should prepare a report of all incidents (actual and near misses) reported to them. This should accompany the periodic review and revalidation of the Club risk assessment.

**7 Data privacy**

As reports may contain sensitive personal data, the reporting database must be restricted with access given only to officers of the club authorised by the Main Committee.

**Revisions**

<b>Updates</b>	<b>Updated By</b>	<b>Issued</b>
First Issue	C Hopkins	July 2023

Weir Wood Sailing Club

## Near Miss Report

Incidents involving club members, activities or equipment that did not result in serious injury or damage may be reported to the club using this QR code.



<https://wwsc.org.uk/near-miss-report>

This data will help us to review the circumstances of the incident to consider lessons learned and whether mitigating action is required to reduce the risk of recurrence.

Serious incidents should be reported immediately to the OOD, or an officer of the club and the Accident Book kept on the wall of the Training Room must be completed and the club Safety Officer notified.