



Telford Sailing Club Accident Reporting Policy



Version 1.0: 19th Mar 2025.

Version Control

Version	Changes	Changes made by	Approved by / date
1.0	Revised Document update to logos	Manuel Greenwood	08/09/2025

Accident report forms are stored in the Clubhouse by the First Aid materials.

All the completed accident forms will be held by the Commodore in a secure location off site. A notice with the Accident Forms will inform members to hand any completed forms to the Commodore for secure storage.

Telford Sailing Club
Accident Reporting Form

Report Number	
Person affected/ Injured/ Near miss	
Name	
Home Address	
Person reporting the incident (if other than injured person)	
Name	
Home Address	
Date of Accident	
Time of Accident	
Place of Accident	
Equipment Involved	
Description of Incident (include cause and nature of injury)	

This form should be handed / sent to the Telford Sailing Club Commodore
IT SHOULD NOT BE LEFT IN THE CLUBHOUSE.

Action taken/ Recommendations	
Signed by	
Signature	
Date	

RIDDOR Incident	
Action taken	

NEAR MISS POLICY AND PROCEDURE

“ Near Misses” are recorded in the Near Miss Book which is kept with the Accident Book in the First Aid box in the Clubhouse.

Following a Near Miss the Commodore must be informed as soon as possible. All sections of the Near Miss record should be completed by the witnesses.

The Commodore will consider the circumstances of the Near Miss and decide if:

1. Action needs to be taken to reduce the risk of a repetition of the incident
2. A committee meeting needs to be called to discuss the incident and decide on any action to be taken as a result of the incident
3. TSC Club policy needs to be amended in light of the incident
4. The response to the near miss was adequate and appropriate

The TSC Committee will have a standing agenda item on the Autumn Meeting to discuss Health and Safety issues, also considering items recorded in both the Accident and the Near Miss books.