

**AXE VALE CANOE CLUB**  
**Incident / Accident Report Form**

1. Location where incident took place: .....
2. Name of person in charge of session: .....
3. Name of injured person: .....
4. Date and time of incident: .....
5. Give details of how and precisely where the incident/accident took place.  
Describe what activity was taking place, eg training game, getting changed, etc.  
.....  
.....
6. Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):  
.....  
.....  
.....
7. Were any of the following contacted:  
Police:                      Yes  No                       Ambulance:    Yes  No   
Parent/guardian:        Yes  No                       Welfare officer: Yes  No
8. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)  
.....
9. All of the above facts are a true & accurate record of the incident as reported by:  
Name: .....
- SIGNED: .....                      DATE: .....

Use this form as a guide for your report in the accident book. If the incident is likely to arise in a personal injury claim, please also complete this form and send it to **BCU Coaching, 18 Market Place, Bingham, Nottinghamshire, NG2 5AS**

On 26 April 1999, the civil Justice system was amended to reflect a number of changes now known as the Woolf Reforms. These changes relate specifically to resolving disputes and personal injury claims. As a result it is important that details of any known incidents or injuries that occur to students while undergoing coaching or taking part in canoeing or kayaking activities are recorded - indeed those involved in any sport are required to report (to their insurance brokers) every known incident, particularly those involving a personal injury, which may give rise to a subsequent claim.

While it is recognised that centres and clubs may already hold information relating to incidents and accidents in their accident and or Near miss books, this form is provided for the use of all individual coaches wishing to report incidents, particularly those operating under the BCU third party liability scheme. Covered or not through a centre or club we would encourage you to ensure relevant information is recorded via this route. Sharing this information with the BCU will ensure that the information is passed through to the BCU's insurance brokers and perhaps, more importantly the information will enable us to build a database of injuries and incidents that will enable us to further develop future good practice guidelines to help protect those taking part in paddlesports.

Individuals reporting incidents in this way need have no fear or concern about action being taken against them. The details of incidents reported will only be used for the purpose stated and will be held confidentially. The forms purpose is to ensure that reporting requirements are met and that in the unlikely event that a claim is made against you insurers can act speedily to cover the claim.

Please help the BCU support us in this matter. The non-reporting of this type of information could result in insurers limiting cover or denying indemnity.