

## 12. Incident Reporting

Everyone can help to improve safety by reporting incidents on the British Rowing [Incident Reporting System](#). This confidential reporting system is for everyone; clubs, individuals (members and non-members) and events to report an incident or concern.

Incidents that cause harm or damage, however trivial, should be reported as well as those where an injury, health issue or damage has occurred. Near misses should also be reported as these can provide useful information that may help someone to avoid a serious incident.

### Expectations

#### Everyone

Everyone is expected to:

- Understand the importance of reporting incidents, including near misses, in which they are involved or that they witness.
- Report incidents on the [Incident Reporting System](#).

#### Club

Club Officers are expected to:

- Promote a no-blame culture of reporting all incidents in order to improve safety.
- Encourage club members to report all incidents and near misses using the British Rowing [Incident Reporting System](#).
- Ensure all club members know what types of incidents should be reported and how to use the Incident Reporting System.
- Regularly monitor the Incident Reporting System to gather information on club incidents and use the information to develop safer practices.
- Communicate relevant information from British Rowing [Safety Alerts](#) to members.
- Keep the members informed of relevant incidents and ways in which action must be taken to avoid reoccurrence.

### 12. Incident Reporting

© British Rowing | RowSafe | 2017

RowSafe provides general guidance to clubs and their members on safe practice in rowing. It is however the responsibility of each club to maintain up-to-date risk assessments and define and monitor its own safety practices, guidance and procedures specific to its environment and activities, which clubs shall ensure are made known to their members and members shall comply with the same.

Whilst every effort is made to ensure that the medical and other similar information and guidance in this manual is accurate and reflective of best practice at the time of publication, it is the users' responsibility to ensure that such information and guidance is up to date before acting upon it. British Rowing accepts no responsibility for the content of third party websites accessed through links in this publication.

## Coaches

Coaches are expected to:

- Promote a no-blame culture of reporting all incidents in order to improve safety.
- Ensure that rowers understand the importance of reporting incidents, including near misses, in which they are involved or that they witness.
- Encourage rowers to use the British Rowing [Incident Reporting System](#).
- Ensure that rowers act on advice in notices such as British Rowing [Safety Alerts](#).

## Event

Event Officers and Organising Committees are expected to:

- Understand the importance of reporting incidents, including near misses, in which they are involved or that they witness.
- Report incidents that occur at the event on the British Rowing [Incident Reporting System](#).

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on incident reporting.
- Promote a no-blame culture of reporting all incidents in order to improve safety.
- Discuss any significant incidents within their region and take action as appropriate.
- Liaise with the Honorary Rowing Safety Adviser in taking action on serious incidents.

## British Rowing

British Rowing:

- Promotes a no-blame culture of reporting all incidents in order to improve safety.
- Provides an [Incident Reporting System](#).
- Provides a periodic analysis of reported incidents.
- Provides [Safety Alerts](#) and other safety communications.

## Further Information

- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](http://britishrowing.org/knowledge/safety/safety-alert-archive)