

Alcove Angling Club (AAC) Health And Safety Serious Incident Investigation Procedure

AAC must investigate serious incidents, first, to determine what, if any, action is needed to reduce H&S risks to a tolerable level and secondly to ensure that evidence is available and accurate in anticipation of possible insurance claims and legal action. Attached is a draft procedure for consideration.

The following points are relevant:

- The "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" do not apply to AAC, but they provides a convenient basis for defining "serious incidents", with amendments to reflect AAC's circumstances e.g. biological illnesses such as Lyme and Weil's diseases in lieu of occupational diseases.
- Re para 2d: common sense needs to be applied. We don't want or need to investigate every minor trip but we should investigate if, say, a wheelchair user tipped into a lake but got out without injury.
- Re para 4: it may be that the initial report is necessarily short e.g. by phone, but the reporter should be asked to get as much of the information as possible to aid the investigation and to follow up with it later, perhaps in writing.
- Re para 5: the obvious candidates as leaders are the Health and Safety (H&S) Adviser because it's a H&S issue, and the Fishery Manager because he/she oversees fishery maintenance. However, the investigation might reveal shortfalls in the H&S system and/or implementation of management measures, so their appointment could give an impression of a conflict of interest. Similarly, members who are directly involved, either as victims or witnesses, or are relatives or close friends of those involved should be avoided.
- It may be concluded that an incident was a freak occurrence of a residual risk that was deemed acceptable and that no extra management measures are needed or indeed possible. For example, a path may be perfectly flat and non-slip but someone could nevertheless stumble and fall into the water, hitting their head on the way, rendering them unconscious so that they drown. A repetition could happen but it's so unlikely as not to warrant additional measures - and, in any case, what extra could be done?
- The timescales may seem unrealistically short but bear in mind that we're talking about rare events in which people have been killed or seriously injured. We need not only to act quickly and decisively but also to be seen to be doing so.

The Committee is invited to approve the Health And Safety Serious Incident Investigation Procedure and authorise its publication on the AAC website.