

ALCOVE ANGLING CLUB HEALTH AND SAFETY INCIDENT INVESTIGATION PROCEDURE

1. Alcove Angling Club (AAC) thoroughly investigates all serious incidents at AAC waters and events e.g. matches at other venues. The primary aim of the investigations is not to apportion blame but to identify the root cause(s) of the incidents and any management measures AAC needs to take to reduce the chances of recurrence to an acceptable level. A secondary aim is to ensure that evidence is available and accurate in anticipation of possible insurance claims and legal action.
2. Serious incidents are defined as incidents resulting in:
 - a. death.
 - b. Injuries that result in more than seven days of incapacitation or require immediate hospital treatment.
 - c. biological illnesses that result in more than seven days of incapacitation or require more than seven days of medical treatment.
 - d. dangerous occurrences which have a high probability of the above outcomes but didn't.
3. All AAC Members are required, as a condition of their membership, to report any serious incidents at an AAC water or event e.g. match, to an AAC Committee member immediately. The AAC Committee member so informed shall inform the AAC Chair or, if he/she is unavailable, the AAC Secretary or Fishery Manager, as soon as possible. Committee members' contact details are available on the AAC website, in the AAC Book.
4. The incident report should include, if possible:
 - a. the name and contact details of the person reporting the incident.
 - b. the time and place of the incident.
 - c. the name(s) of the victim(s) and whether he/she/they are AAC Members. If not, contact details.
 - d. the nature of the incident and the injuries/illnesses sustained.
 - e. whether any emergency services were involved.
 - f. the names(s) and contact details of any witnesses.
5. As soon as possible after receiving the report and certainly within 24 hours, the AAC Chair (or substitute) shall:
 - a. arrange for the site of the incident to be quarantined, if feasible.
 - b. appoint an appropriate Committee member to lead an investigation into the cause of the incident.
6. Within 24 hours of being appointed, the investigation leader shall advise the AAC Committee of any obvious and urgent management measures that need to be taken immediately in order to achieve acceptable H & S for AAC Members and visitors to AAC waters.
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8. Within one month, the investigation leader shall render a full report to the Committee, which shall include:
 - a. description of what happened.

- b. the immediate and root causes of the incident, including any relevant evidence as to why the events happened e.g. maintenance records, improper use of equipment
 - c. proposed management measures to mitigate risk to acceptable level, where needed/feasible, including, if possible, cost estimates and timescales.
- 9. The investigation report shall be considered at the next Committee meeting.