

Hollowell Sailing Club

Near Miss Procedure

Purpose:

To record incidents which

- Did or may have resulted in injury to someone.
- Did or may have resulted in damage to club property
- Could be avoided if the right systems were in place

Allowing us to:

- Change, implement or review procedures
- Provide safer outcomes for our members

Review:

The records are to be reviewed by the various committees responsible, at the least annually.

Maintenance Committee: for items relating to the grounds, buildings and boat repair.

Training Committee: for any items relating to Training, and the resources being used.

Sailing Committee: for any items related to on the water activities, not in a training environment.

Examples:

Seeing people trip over a protruding kerb stone (Maintenance). Solution repair kerb.

Crashes while undertaking rudderless sailing (Training). Solution make trainers aware. Allocate separate areas.

Regular pile ups on start line. (Sailing) DO's told to increase start line length.

For urgent suggestions please email:

Principal@hollowellsc.org.uk who will forward to the relevant team.

Document History

Author	Version	Date	Comments
Mike Pipes	1.0	8/11/10	First issue
C de la Fuente	1.1	28/03/17	update

Near miss incident Report Sheet

Name of person making the report:	
Date of incident:	
Who was involved?	
Described what happened.	
Suggestions to prevent a reoccurrence	

