



Accident and Incident Guidelines

Version	Date	Author	Changes
2.0	23 Mar 2025	WBC	New Version

Committee Approval:



Accident Guidelines

An 'Accident' is the term used to describe issues relating to health and safety. Accidents can happen on the water, on the pontoon, in the gym, on the rowing machines, in the boathouse, on runs or at competitions. Should an accident occur during training or competing, or while on the club premises, members are required to use the following procedures to deal with the situation..

HEALTH AND SAFETY ACCIDENT GUIDELINES

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised and out of danger.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent or guardian.
- Complete an accident report form and return it to the Health and Safety Officer.

The name of the Health and Safety Officer can be found on the Health and Safety Noticeboard in the boathouse.



Incident Guidelines

An 'Incident' is the term used to describe an issue relating to child safeguarding. Incidents are cases of alleged abuse that are categorised as physical, emotional, sexual and neglect. WBC members are required to record and process all reported incidents of abuse, not just those related to the club, as is required through the Children First Act 2015. Adult WBC members also have a responsibility to recognise and report any signs of abuse they encounter through the same act.

WBC uses the Children First Act 2015 reporting procedures for dealing with the reporting of incidents of alleged abuse. Below is an outline of our reporting procedure and guidelines for members.

SAFEGUARDING INCIDENT GUIDELINES

- If someone is making a disclosure of alleged abuse, the person receiving the disclosure should assure them that the disclosure will remain strictly confidential, and that they did the right thing by telling someone they trust.
- If the recipient believes the reporter is in immediate danger and should not be left home, they should contact the Garda Síochána and the Designated Liaison Person (DLP).
- The recipient is required to report the incident to the DLP, irrespective of who the alleged perpetrator is, or their connection to the club.
- The recipient must record the incident on the Safeguarding Incident Form which can be found [here](#).
- The member must record exactly when they were approached, and what they were told, as close to verbatim as possible.
- The recipient must then contact the DLP as soon as possible and meet them to hand over the form.
- The recipient must ensure confidentiality - only the recipient and the DLP should know about the disclosure.
- The DLP will then assess the report and decide if further action is required. If further action is required, the report will be passed on to TUSLA, the Child and Family Agency responsible for investigating incidents of alleged abuse.
- If the reporter is a minor, the DLP will contact their parents or guardians to inform them of what has happened, unless doing so would put them in immediate danger.
- The Children's Officer will be responsible for storing any report in a safe and secure environment and maintaining contact with TUSLA throughout the investigation.

The name of the Designated Liaison Person can be found on the Health and Safety Noticeboard in the boathouse.