



Tonbridge and Malling Borough Council

Tonbridge Racecourse Sportsground (including the Castle Moat) Water Safety Strategy

DRAFT

**TONBRIDGE RACECOURSE SPORTSGROUND
(INCLUDING THE CASTLE MOAT)**

WATER SAFETY STRATEGY

Prevention of Unauthorised Use of the Waters

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1.0 Introduction

1.1 The Site

- 1.1.1 Located at the heart of Tonbridge, this large 28-hectare (69.2 acres) site comprises a variety of sports pitches; children's play facilities, crazy golf and walks into the wider countryside. Due to the Sportsgrounds close proximity to Tonbridge Castle it was felt that the Castle should be included in the review. The Castle has minimal water around it and only one recommendation has been brought forward.

1.2 Site History

- 1.2.1 Tonbridge Racecourse Sportsground (TRS) was so named due to its' original use for horse racing. This 'meadowland' was grazed by sheep under a lease from The Tonbridge Water Works Company Ltd and others, to a private landowner until 1923. The area was however always a popular venue for sports, and in 1920 the Tonbridge Sports Association (TSA) was specifically formed to manage sports activities on TRS, for the benefit of the sports clubs in Tonbridge. In 1923 the 'Racecourse Meadows' were purchased by the then Tonbridge Urban District Council (TUDC) along with Tinkers Island which was acquired from another private landowner. In 1923 the TSA was also granted a representative on the Parks Committee of the TUDC (the precursor of Tonbridge and Malling Borough Council) and the site was officially opened in June of that year. The land at Brightfriars Meadow and Deacons Field were acquired more recently, all this land now makes up TRS.

Tonbridge and Malling Borough Council (TMBC) has since this time worked in partnership with the TSA to enhance the TRS for the benefit of sports clubs and the wider public but always having sports use as a primary purpose of the site.

Over the years the town has grown-up around this land, though being on a flood plain and containing sports pitches, was never built upon. Today this green space still starts close to the town centre and leads out into the open countryside beyond.

1.3 Staffing

- 1.3.1 Currently TRS is managed by TMBC's Leisure Services. General maintenance of the site is carried out by 'KCC Landscape Services' under a formal contract which includes grass cutting, pitch marking, litter picking and play facilities inspection.
- 1.3.2 A part time Ranger has recently been employed to patrol Haysden Country Park (HCP) and TRS. This role increases the overall safety by having a 'staff presence'. Duties include liaising with the public and minor maintenance of the site. The Ranger's rota currently includes weekends and some evenings and extends to a 30 hour week during the summer period and 20 hours in the winter months.
- 1.3.3 Additional security/patrol staff are employed on an ad-hoc basis during the busy summer periods (predominantly for evening patrols).

1.4 Public Use

1.4.1 The site is predominantly used for formal sports (football and rugby) though is also very popular for informal recreational activities such as walking, dog walking and children's play. The following activities also take place;

- Cricket
- Baseball
- Tennis (hard Court)
- Crazy Golf
- Orienteering
- Bowls
- Angling
- Model Train Rides
- Mini Football
- Mini Rugby

1.4.2 On taking ownership of the site, and managing it as a Sportsground, TMBC has retained these onsite activities, some of which are now subject to formal agreements.

2.0 Legal Considerations

2.1 Under the law TMBC recognises that it has a 'duty of care' to members of the general public visiting TRS.

2.1.1 The 'duty' specified is to take 'reasonable' care, and this can be defined as "what the reasonable person would have foreseen as being necessary". A certain level of risk is acceptable and it is expected that safety measures will be applied 'so far as is reasonably practicable'.

2.2 The following legislation applies to the Council:

- a) Health and Safety at Work etc Act 1974
- b) The Management of Health and Safety at Work Regulations 1999
- c) Occupiers Liability Act 1957
- d) Public Health Act 1936

3.0 Risk Assessment

3.1 The purpose of the Risk Assessment is to:

- a) ensure that potential safety problems are properly understood
- b) check whether existing control measures are adequate
- c) reduce risk to an acceptable level or identify whether more needs to be done; and
- d) prioritise unacceptable risks identified in this way for further action

3.2 A detailed Risk Assessment has been carried out for the 'Unauthorised Use of the Waters at Tonbridge Racecourse Sportsground' [Appendix 1]. The Risk Assessment was carried out in liaison with the Council's Health and Safety Officer.

- 3.3 Further to this Risk Assessment an independent '**Water Safety Review**' was commissioned. This review was carried out in August 2006 by the **Royal Society for the Prevention of Accidents (RoSPA)** and a list of all recommendations from the review can be seen in Appendix 2.

4.0 Risk Controls Measures

The following control measures have been proposed following the risk assessment and **Water Safety Review**. Where a specific recommendation has been brought forward from the RoSPA review report, these are shown in ***Bold Italics***. All of the recommendations below have been brought forward and highlighted within the Action Plan shown at 8.0

4.1 Planting

- 4.1.1 Where necessary to prevent the public from accessing an area a 'natural barrier' between land and water can be formed by planting hostile vegetation along an edge of an embankment.
- 4.1.2 Current provision has been deemed satisfactory by RoSPA (unless stated below) and monitoring will take place to ensure existing 'edge protection' is maintained.

4.2 Vegetation Control

- 4.2.1 ***'Whilst the vegetation along the river bank provides a good level of natural vegetation, (removing the need for edge protection in this area); it is recommended that you develop an area of unstrimmed embankment at least 1 metre from the waters edge.'***
- 4.2.2 To discourage access to the water edge vegetation 'margins' are being allowed to establish where appropriate. During the summer months, when the potential for unauthorised use of the water is at its highest, cutting of bank vegetation will not occur.
- 4.2.3 It will be necessary to carry out some work to bank side vegetation, although this will be carried out during the autumn, winter or spring with the following exceptions:
- Work will be permitted during the summer months for:
- a) Maintenance to areas required for the safe operation of the on-site sporting/leisure concessions, including angling and rowing boat hire.
 - b) Work required for the health and safety of the general public.
- 4.2.4 ***'It is recommended that where trees are overhanging the river and these are clearly being used as swings (using life saving lines) that these branches be trimmed to prevent these actions'.***
- 4.2.5 All trees will be assessed for this risk (specifically the area around Tinkers Island) and any identified branches will be trimmed.

4.3 Signage

4.3.1 ***'It is recommended that Multi Signs are positioned at the main car park entrances to the site.'***

4.3.1.1 These signs will indicate safety messages relating to the danger of the water, including:

- Your location
- Do not enter the water
- No Swimming
- Keep children under supervision
- Actions to be taken In an emergency
- Example of safety signage to be found at the location
- Location of nearest telephone

4.3.1.2 Multi signs will be placed at the main car park entrances to the site. This location has been identified as near to the slipway entrance by Tonbridge swimming pool.

4.3.1.3 Condition/upgrading of site signage will be monitored and signs repaired/replaced where necessary.

4.3.2 **'Nag' Signs**

4.3.2.1 ***'Nag signs' should be positioned on the rail adjacent to the river bank next to the river near the swimming pool'.***

4.3.3.2 Signs will be provided, alongside the installation of new fencing in this area (see 4.9.1).

4.3.3 **Additional Site Signage**

4.3.4.1 ***'Where direct access is required to the water by fishermen it is recommended that you mark out designated fishing 'pegs' with suitable signage.'***

4.3.4.2 All fishing areas will be appropriately marked following liaison with TDA & FPS.

4.3.4.3 ***'It is recommended that signage be positioned in the play grounds reminding parents of the adjacent water risks and the need to keep children under supervision.'***

4.3.4.4 Signage will be installed on the boundary fencing nearest to the river.

4.3.4.5 ***'Where it has been identified as a problem Danger (pictograms) Signs should be positioned on the bridges 'No Jumping- shallow water'.***

4.3.4.6 Through onsite discussions with RoSPA problem bridges have been identified and relevant signage will be erected. These bridges are nearest to Tonbridge Swimming Pool.

4.4 Literature Distribution

4.4.1 TMBC leisure services have a number of means to reach users of TRS. Literature will include:

- Generic safety information in the Boroughs 'Activate' magazine (Summer and Easter activities magazine which is sent to all the children in the Borough [8-16 year olds])
- Generic water safety leaflet
- Safety information and leaflet available on the Council's website to download and print

These pieces of literature will highlight the dangers associated with open water and ice on the surfaces of lakes and streams etc.

4.4.2 These leaflets will also be specifically distributed to members of the public who engage in unauthorised activities.

4.4.3 Consideration has been given to leaflet distribution to local households and it is the intention to distribute water safety information in the Council's "Here and Now" magazine which is distributed to all Borough households.

4.5 Educational Awareness

4.5.1 It is intended to promote water safety within the Council's "Here and Now" magazine.

4.5.2 Water safety information is to be included within the Council's 'Activate' brochure during 2007 and it is the intention of adding this information every year. This publication has a distribution of 16,000 copies and is circulated to pupils of every state school within the Borough; the target audience of these publications is 5 – 16 years. Two separate brochures are produced and circulated in March/April and May.

4.5.3 A designated water safety webpage within the council's main website has been produced. Advisory information, written and pictorial, is displayed on this page. Site specific water safety strategies will also be available on this page in due course.

4.6 Rescue Equipment

4.6.1 At present there are a number of lifebuoys situated at the sportsground.

4.6.2 ***'It is recommended that all life rings positions be converted to safety points'***.

4.6.3 The safety point should repeat key information found on the multi sign at the entrance of the site. Each safety point shall have an individual number and be checked (with checks being recorded) on a weekly basis.

- 4.6.4 ***'It is recommended that the frequency of inspection for life saving equipment be increased to a daily inspection in view of the missing lines attached to the life rings identified during the inspection'***.
- 4.6.5 As per discussions on site with the RoSPA water safety officer daily inspections will occur at priority areas and weekly checks will be in place in all other areas. All checks shall be recorded. A review of monitoring procedures will be carried out in autumn 2007.
- 4.6.6 ***'It is recommended that a life ring (safety point) be repositioned by the slipway'***.
- 4.6.7 A safety point will be repositioned in accordance with RoSPA's recommendation.
- 4.6.8 RoSPA also identified that there was an excessive amount of life buoys on site and if some fall into disrepair the option may be to remove them without replacing them. This will be addressed as required.
- 4.7 Emergency Plan**
- 4.7.1 In the event that an incident does occur at the Sportsground Life Buoys are in place around the site as well as Tonbridge Swimming Pool staff being nearby if necessary.
- 4.7.2 An Emergency Action Plan has been developed in liaison with the Health and Safety Officer and is shown in Appendix 3.
- 4.8 Staffing/Enforcement**
- 4.8.1 ***'It is recommended that you develop risk assessments for your contractors and staff that work alongside water (this should include questioning them if they can swim)'***.
- 4.8.2 Appropriate risk assessments will be carried out.
- 4.8.3 All other staffing issues see paragraphs 1.3.1 and 1.3.2.
- 4.8.4 The provision of new bylaws to cover TRS is currently being considered and will need to address the issue of non-authorized swimming.
- 4.9 Other Considerations**
- 4.9.1 ***'It is recommended that a knee rail 750 mm in height be positioned adjacent to the river bank next to the river near the swimming pool'***.
- 4.9.2 Existing rail too low and will be replaced by higher rail recommended by RoSPA.
- 4.9.3 ***'It was noted that the security of a manhole cover had been compromised and it is recommended that you develop a better fixing arrangement'***.

4.9.4 Following this recommendation from RoSPA the owners (Southern Water) have been alerted of this problem on more than one occasion, the first being on the day of the RoSPA site inspection.

4.9.5 TMBC will monitor condition of bridges and repair where necessary.

4.9.6 Periodically, carry out inspections of the existing culverts and pipes.

4.9.7 **Tonbridge Castle Moat**

'It is recommended that the existing level of fencing around the Castle Moat be extended to totally exclude the public from this area and that warning signs be placed on the fencing'.

4.9.8 Changes to the fencing in this area will be implemented in line with RoSPA's recommendation.

5.0 General Health and Safety Issues

5.1 The RoSPA report also highlights some general health and safety issues and, where specific actions have been recommended, these have been taken forward and reflected in the Water Safety Action Plan at para 8.0. All of these issues raised by RoSPA can be found within Appendix 2.

6.0 Monitoring/Inspections

6.1 It is recognised that all advisory signage on site must be maintained to a sufficient standard, so that the public are able to clearly view them. Advisory signage will be included within regular recorded inspections of the site.

7.0 Incident Reporting

7.1 All reported incidents within the sportsground are recorded and are used to inform future decisions regarding unauthorised use of the waters. An example of an Incident Report Form is shown at Appendix 4.

8.0 Review

8.1 It is appreciated that circumstances may alter and it will be the intention to review this document following the summer of 2007.

9.0 Action Plan

Action	Strategy Reference No.	Implementation Date	Notes
Establish 1-metre vegetation barriers on the banks of the river where appropriate.	4.2.1	Ongoing	Prioritise identified problem areas. Cutting may be carried out under the exceptions highlighted at 4.2.3.
Cut branches overhanging water that are clearly being used as swings.	4.2.4	June '07	Tinkers Island identified
Install Multi Signs at the main car park entrances to the park.	4.3.1	August '07	Ensure signs follow all relevant regulations/ pictograms/ info etc
Upgrade additional site signage.	4.3.1.3	As required April '09	As signage falls into disrepair replacements must adhere to relevant safety standards. As recommended by RoSPA, it will be the intention that all signage is upgraded/replaced to conform to relevant standards within three years.
Monitor the condition of signage on site and repair/replace.	4.3.1.3	As required	
"Nag signs" to be positioned on the rail adjacent to the river bank near the swimming pool.	4.3.2.1	Nov '07	Signs to be installed after rail has been altered.
Mark out designated areas for fishing with fishing pegs with suitable warning signs	4.3.4.1	April '08	Following liaison with TDA & FPS
Position warning signage in playgrounds reminding parents of adjacent water risk and to keep children under supervision.	4.3.4.3	June '07	

Action	Strategy Reference No.	Implementation Date	Notes
Ensure 'Danger no jumping – shallow water' signage is located on problem bridges.	4.3.4.6	June '07	Bridges near swimming pool identified in liaison with RoSPA
Distribute advisory leaflets to local households and to members of the public who engage in unauthorised activities.	4.4.2, 4.4.3	June '07	Through TMBC 'Here & Now'
Raise awareness of water safety through TMBC's 'Activate' brochures.	4.5.2	March/April/May '07 and ongoing	
Maintain advisory information on the Council's web site.	4.5.3	Ongoing	Water safety specific webpage has been developed.
Convert all life ring positions to 'safety points'	4.6.2	June '07	Add sticker to centre of life ring covers with key safety information taken from entrance multi sign. Ensure each safety point has its own number.
Change frequency of inspection for life saving equipment to daily at priority areas and weekly on all others.	4.6.4	Summer '07	Any problems corrected and recorded.
Reposition life ring (safety point) to be next to the slipway.	4.6.6	June '07	
Remove lifebuoys as necessary, when they fall in to disrepair.	4.6.8	Ongoing	
Review the 'Emergency Action Plan'.	4.7	April '08	Current "Emergency Action Plan" drawn up in April 2007.
Develop risk assessments for contractors and staff that work alongside water.	4.8.1	June '07	Assessments already in place. Review in April 2008.

Action	Strategy Reference No.	Implementation Date	Notes
Carry out on-site enforcement through the site ranger.	4.8.3	Ongoing	This can only be enforced if the warden is on site.
Investigate the adoption of bylaws for Tonbridge Racecourse Sportsground, to cover the issue of non-authorized swimming.	4.8.4	Summer '08	Consult with the appropriate external organisations/agencies, e.g. Environment Agency
Install 750mm high knee rail adjacent to river bank next to the river near the swimming pool and nag signs placed on new rail.	4.9.1	June '07	
Inform owners of large raised man-hole covers that the locks have been compromised.	4.9.3	Sept '06	Phone calls have been made, and owners are aware. (Now fixed 1/4/07)
Carry out an audit of the existing bridges and develop a programme to address any identified issues.	4.9.5	Dec '07	Carry out and inform bridge owners of any issues.
Carry out an audit of the existing culverts and pipes and develop a programme to address any identified issues.	4.9.6	Dec '07	
Exclude public from the Castle Moat area with additional fencing and include warning signs.	4.9.7	August '07	May need ancient monument application
Risk assessments are to be completed for any organised events/activities carried out close to the river/water.	5.0	Ongoing	
Prepare signage ready for use and erect temporary advisory signage, when appropriate.	5.0	As required	

Action	Strategy Reference No.	Implementation Date	Notes
Prepare guidance notes to advise on-site contractors of the dangers of Weil's disease.	5.0	Complete	Review each year.
Ensure that all contractors operating on site are aware of the dangers of 'Weil's disease' and issue them with guidance notes, when prepared.	5.0	Ongoing	
Provide the warden with access to throw lines and radio/ mobile phone	5.0	Complete	Warden has mobile phone.
Monitor the condition of all advisory signage.	6.0	Ongoing	
Keep a record of all incidents in respect to water safety.	7.0	Ongoing	

RISK ASSESSMENT: UNAUTHORISED USE OF THE RIVERS AND STREAMS



RISK ASSESSMENT
 Unauthorised Water Activities



Area: Tonbridge Racecourse Sportsground (including Tonbridge Castle Moat)	Date: 01/04/07	RA No: TR
Operations covered by this assessment: Any persons accessing any water course within the boundaries of the Sportsground, without the permission of the Council/Environment Agency.		
Maximum number of people exposed: Unlimited		
Frequency and duration of exposure: Daily (seasonal)		
Significant hazards identified: Drowning – Steep sided banks and deep cold water allows unauthorised swimmers to get out of their depth quickly. The layers of cold water just below the surface can cause cramps and rapid exhaustion. Serious Injury – Underwater obstacles can cause serious injury to limbs and head. Disease – Ingestion of water, cuts and scratches, water splashing in the eye and poor personal hygiene can all allow disease to enter the body. Disease from water borne viruses including ‘Leptospirosis’ (Weil’s Disease) & ‘Blue Green Algae’, can cause vomiting, kidney and liver damage, breathing problems and death. Entanglement – There maybe large areas of weed in the water courses. Drowning caused by entanglement in weeds is a real possibility.		
Actions taken to reduce the risk: <ul style="list-style-type: none"> • Entrance signs displaying the rules of the Sportsground, including ‘No unauthorised swimming’ and ‘No unauthorised boating are at main entrances. • Additional ‘Nag’ signs at positions highlighted by RoSPA safety analysis • Site Warden actively discourages any unauthorised swimmers when patrolling the site. • A risk assessment entitled ‘Water borne viruses’ outlines the specific dangers of disease caught from water borne viruses. • The development of a site specific water safety strategy 		
Further actions required: Site Manager will ensure implementation, monitoring and compliance with the Codes of Practice, Guidance Notes and Work Instructions issued from time to time by the Council. The Health & Safety Officer will monitor regularly via inspections, audits and review of accident and incident statistics.		
Assessment of residual risk: The residual risk cannot be eliminated totally but is as low as reasonably practicable		
Drawn up by: M Harris	Last review: April 2007 Next review: April 2008	

THE ROYAL SOCIETY FOR THE PREVENTION OF ACCIDENTS

EXTRACT FROM WATER SAFETY REVIEW

Racecourse Sportsground

- It is recommended that multi signs are positioned at the main car park entrances to the site.
- It is recommended that a 'Knee rail' 750mm in height be positioned adjacent to the river bank next to the river near the swimming pool.
- 'Nag' signs should be positioned on this rail.
- Where it has been identified as a problem Danger (pictograms) signs should be positioned on the bridges 'No Jumping – Shallow Water'.
- It is recommended that all the life ring positions be converted into 'Safety points'.
- It is recommended that the life ring (safety point) be repositioned by the slipway.
- It is recommended that the frequency of inspection for lifesaving equipment be increased to a daily inspection in view of the missing lines attached to the life rings identified during the inspection.
- It is recommended that you develop risk assessments for your contractors and staff that work alongside water (this should include questioning them if they can swim).
- Whilst the vegetation along the river bank provides a good level of natural vegetation, (removing the need for edge protection in this area); it is recommended that you develop an area of untrimmed embankment at least 1 metre from the water's edge.
- Where direct access is required to the water by fishermen it is recommended that you mark out designated fishing 'pegs' with suitable warning signage.
- It is recommended that signage be positioned in the play grounds reminding parents of the adjacent water risks and the need to keep children under supervision.
- It is recommended that where trees are overhanging the river and these are clearly being used as swings (using your life saving lines) that these branches be trimmed to prevent these actions.
- It was noted that the security of the manhole covers had been compromised and it is recommended that you develop a better fixing arrangement.
- It is recommended that the existing level of fencing around the Castle Moat be extended to totally exclude the public from this area and that warning signs be placed on this fencing.

EMERGENCY PLAN



**CODE OF PRACTICE
OCTOBER 2006
TONBRIDGE RACECOURSE SPORTSGROUND
EMERGENCY PROCEDURE**

**INTRODUCTION**

Tonbridge & Malling Borough Council has an obligation to provide a suitable procedure in the event of an emergency at Tonbridge Racecourse Sportsground.

Emergency and Incident Management

- The site manager shall be responsible for implementing the emergency and incident procedure.
- In the event of a major incident or emergency access points are as follows:

Access Point	Grid Ref	Access for:	Description
Main Sportsground Gate	TQ588465	Fire vehicles Police vehicles Ambulance	This is the only entrance for vehicles. Just off the Tonbridge Town Centre High Street, follow New Wharf Road to the start of the Sportsground. Gate may be locked and you may need to use the contact details below to ensure gate can be opened.
Tonbridge Swimming Pool bridge	TQ588466	Pedestrians only	Small bridge for pedestrians only. Motorcycle possible in extreme circumstances
Lower Castle Field car Park Bridge	TQ587466	Pedestrians only	Small bridge for pedestrians only. Motorcycle possible in extreme circumstances
Brightfriars	TQ583466	Pedestrians only	Small bridge for pedestrians only.
Avebury Avenue	TQ587462	Pedestrians only	Small bridge for pedestrians only. Motorcycle possible in extreme circumstances
Remembrance garden Bridge	TQ588464	Pedestrians only	Small bridge for pedestrians only. Motorcycle possible in extreme

Emergency Co-ordination

- In the event of an emergency, the employee to whom the incident has been reported shall be deemed the “incident co-ordinator” and shall co-ordinate first aid treatment, incident management, raising of any relevant alarm and the contact and direction of emergency services.
- In the event of a major incident, emergency services shall be directed to the most appropriate access point to effect swift and efficient handling of the problem and accelerate casualty evacuation to hospital if required.
- In order to co-ordinate the arrival of emergency services and to open access gates it may be necessary for the “incident co-ordinator” to liaise with the following:

Site Manager	Telephone	01732 876162
TMBC 24 Hr Phone number	Telephone	01732 844522
Tonbridge Swimming Pool	Telephone	01732 367449
Environment Agency	Telephone	08708 506506
Tonbridge Pleasure Boats	Telephone	07958 385355

- All employees and contractors shall respond to the requests of the “incident co-ordinator” and shall act swiftly upon any commands that are deemed appropriate to effect easy access by emergency services e.g. unlocking gates, moving cars/obstacles, etc.
- Having been contacted during the course of an incident employees and/or contractors shall remain “on station” for further contact throughout the incident and do so until told to “stand down” by the “incident co-ordinator”
- It shall be the responsibility of the “incident co-ordinator” to decide when to “stand down” once the incident has passed and emergency vehicles have left the site. This should only be done once the “incident co-ordinator” has confirmed that the site is secure, gates locked etc.
- It shall be the responsibility of the “incident co-ordinator” to report the incident to the Leisure services as soon as possible after the event.
- The Senior Parks Officer shall be responsible for informing the Council’s Health and Safety Officer of any such incidents or emergencies.

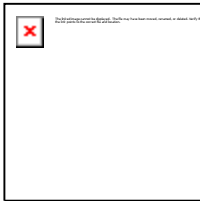
Water Emergency Guidelines

Water activities on the river surrounding TRS are very high during the peak summer months, particularly from the nearby canoe club.

- **Authorised water activities** are not the responsibility of the Council, and only the Pleasure boats are linked to the Council via a License agreement. This company is checked for all Health and Safety issues.
- **Unauthorised water activities** usually consist of swimming.

In the Event of a Water Emergency

- If you are alerted to a water incident you should attend the scene as quickly as possible.
- Using the information received decide whether to contact the Site Manager, Police, Ambulance and Fire Services on your way to the emergency or ask a member of staff (if available) to contact the relevant emergency services.
- When on the scene, assess the situation and possible options. Where possible, remain on land to co-ordinate the rescue; requesting safety boats divers and any other emergency services available to help any person(s) in difficulty.
- If available, use the throw buoys to throw to any person(s) in difficulty.
- As a last resort, and only if you feel confident, you may enter the water and rescue any person in difficulty.



ACCIDENT REPORT FORM



SECTION A PERSONAL DETAILS OF INJURED PERSON

Surname: Length of Service:.....
 Other Names: Telephone/Extension:.....
 Home Address: Service:
 Age:.....
 Job/Position:.....
 Name, Address and Occupation of Person making this entry, if different from above:
 Name: Occupation :
 Address:

SECTION B INCIDENT DETAILS

Date of Accident:..... Employee/Contractor/Member of Public
 Time of Accident: Report Number:.....
 Where did the accident happen?.....
 Was First Aid rendered? YES [] NO [] By whom:
 Was the casualty sent to hospital? YES [] NO []
 Name of Hospital: Time lost (hours):.....
 What was the injury?.....
 Activity engaged upon when incident occurred:.....
 Witnesses:
 Was this activity part of the injured person's normal duties? YES [] NO []
 Person in charge at the time of the incident:
 Incident first notified to:

SECTION C CLASSIFICATION OF THE INCIDENT

Fatality [] Over 3 day injury [] Specified major injury [] Other minor injury []
 Non injury incident [] Reported to HSE by:..... on:
 Severity of injury: Major: [] Serious: [] Minor: []
 Likelihood of repeat: Frequent: [] Occasional:[] Rare: []

SECTION D INVESTIGATION DETAILS

(to be completed by the injured person's supervisor for all accidents).

IMMEDIATE CAUSE (what actions, equipment etc. may have contributed to the incident?)

BASIC CAUSES (what specific personal or job factors may have contributed to the incident?)

REMEDIAL ACTION (what, by whom, when by?)

Signature of injured person: Date returned to work:.....
 Supervisor's name: Signature:
 Date:.....