## TRIGGERS FOR REPORTING ACCIDENTS AND INCIDENTS VERSION 11 YES Does it involve an **RYA** organised An accident or If a Sport Development event inform: event? T: +44 23 8060 4196; incident has occurred E: Sport.Development@rya.org.uk Accident: an unexpected event resulting in death or injury to a If a racing competition inform: person. Ian Walker **Incident:** an unexpected event that T: +44 23 8060 4160; is hazardous in nature and has the NO E: ian.walker@rya.org.uk potential to harm a person or property. (Hazardous incident reporting is useful for assessing the If a youth event inform: effectiveness of control measures). Mark Nicholls T: +44 23 8060 4213; E: mark.nicholls@rya.org.uk Does it involve RYA If a British Sailing Team activity inform: **MANDATORY RYA REPORTING** team/youth squad training, coaching or Mark Robinson **TRIGGERS** performance activities? T: +44 23 8060 4162; M: +44 7771 850252 The RYA requires that an accident or E: mark.robinson@rya.org.uk incident must be reported to the relevant department if it involves: An RYA organised event If a British Youth Sailing activity inform: RYA training, coaching and Mark Nicholls YES NO performance activities T: +44 23 8060 4213; **Recognised Training Centre** E: mark.nicholls@rya.org.uk A boat coded by the RYA as CA RYA organised events are controlled If any other activity inform: by Officials who will be conversant with Does it involve an RYA Niall McLeod the RYA Safety Management System. coded vessel? T: +44 23 8060 4202; They should use their judgement on E: niall.mcleod@rya.org.uk what and when to report. RTC Principals should refer to RGN Section B6.5 for advice on reporting to For accidents and incidents involving RYA the Training Department. YES YES coded vessels inform Technical Department: Owners/Managing Agents of SCVs NO T: +44 23 8060 4203 or +44 23 8060 4204; should refer to their SCV2 and SCV E: scvcert@rya.org.uk certificate for advice on reporting to the **Technical Department.** YES Does it involve a Report to Training Department: **Recognised Training** T: +44 23 8060 4181 Centre or RYA Training E: training@rya.org.uk Department activity? NO For accidents and incidents involving club racing report to Racing Department: T: +44 23 8060 4174 **RECOMMENDED REPORTING** E: racing@rya.org.uk Has one of the **TRIGGERS** YES recommended If an accident or incident happens For accidents and incidents involving reporting triggers elsewhere and involves any of the Sailability report to: been met? following then the RYA wishes to T: +44 23 8060 4246 be informed in case of: E: sailability@rya.org.uk **Fatality** If you believe that lessons can be learned **Hospitalisation required** NO report to the Cruising Manager: **Statutory reporting to MAIB** T: +44 23 8060 4233 If useful lessons can be E: cruising@rya.org.uk NO learned YES If in doubt Have you any Report to CEO on: doubts? E: ceo@rya.org.uk Relevant department staff to inform: Head of Communications if there is potential media interest **RECORD ON** M: +44 7789 556080 **ACCIDENT AND INCIDENT LOG** T: +44 23 8060 4209 E: loretta.spridgeon@rya.org.uk Departmental Manager if necessary Feedback of lessons learned This might include:

- Amending rules
- Amending RYA policies and procedures
- Further (re) training for staff and volunteers
- Articles in RYA Magazines and newsletters

- Emailing of any urgent findings to those concerned
  - Proposals for amending ISO standards

• Case study at conferences

• Communication to the wider boating public through SAN/yachting press Reporting outcomes to the Sport and Recreational Alliance, Sport England, UK Sport, BOA, RYA regions and home countries