



INCIDENT / ACCIDENT REPORTING PROCEDURE

The purpose of incident / accident investigation or near misses is to help in the development of policies and procedures to prevent or minimise the possibility of a recurrence.

All accidents / incidents marine or shore side are to be investigated by the HM or Safety Officer who is to complete a formal written report.

When completed the report is to be signed off by the HM and uploaded onto the website.

A hard copy retained in the accident log with any other documented evidence such as witness reports and photographs

A record of action taken to prevent or minimise a recurrence is also to be placed on file with the incident report

Some accidents must be reported to the enforcement authorities they include: -

A death;

Any type of injury, dangerous occurrence or disease that is specified by law ;

An injury resulting in absence from work for more than three working days ;

A member of the public requiring immediate hospital treatment; and

An HSE incident report form if required can be found at www.hse.gov.uk/forms/incident/f2508 which can be completed on line.

To fulfil its primary role of improving safety of life at sea, it is essential that the Marine Accident Investigation Branch (MAIB) investigates accidents immediately, before vital evidence decays, is removed or is lost.

To enable this, the law requires that accidents, including major injuries, be reported by the quickest means possible and the MAIB has a dedicated reporting line for this purpose – 023 8023 2527 from within the UK or +44 23 8023 2527 if you are outside the UK. This line is manned 24 hours a day.

Having reported the accident by telephone, a completed incident report form should be emailed or faxed to +44 23 8023 2459 as soon as possible. PLEASE NOTE: the MAIB email account and fax machine are only monitored during normal office hours.

Serious injuries, those resulting in incapacitation for longer than three days that are not major injuries, must be investigated by the vessel's master and owners. The findings of this investigation must then be reported to the MAIB within 14 days, using the incident report form.

The law does not require hazardous incidents to be reported. However, the MAIB encourages owners, masters and skippers to report them using the incident report form or the dedicated reporting line. Hazardous incidents often teach us lessons that are every bit as relevant as those arising from accidents. Email maib@dft.gov.uk

RIDDOR reporting centre Telephone number	0845 300 9923
Health and Safety Executive Plymouth	01752 668481
Marine Accident Investigation Branch	023 8023 2527

A copy of an incident report form is available on the NPHC website www.newlynharbour.com

A hard copy in the SMS

An electronic version is attached to this operating procedure

Reviewed April 2012
Harbour Master

Incident Report

The Master of a vessel is required to report details of specific navigational incidents in which his vessel may be involved, to Newlyn Harbour Authority – See Newlyn Harbour Byelaws.

URGENT navigational matters should be reported immediately to the Harbourmaster, Newlyn Harbour Authority. The Harbour Master will always require a follow-up written report in support of the initial verbal advice, for which this form may be used.

This form may also be used when reporting any NON-URGENT navigational incidents and occurrences, near misses, observations, Hydrographic information or matters.

NAME			
ADDRESS			
CONTACT DETAILS	TELEPHONE:	DAY:	
	EMAIL ADDRESS:		
OWN CRAFT	NAME:	TYPE:	
	DIMENSIONS:		
CLUB / ORG/ COMPANY			
QUALIFICATIONS	Not Known		

NATURE OF INCIDENT / OCCURRENCE			
DATE:			TIME:
LOCATION:			
NATURE: COLLISION / NEAR MISS / GROUNDING / BAD NAVIGATION / RUDENESS / OTHER:			
BRIEF DESCRIPTION:			

NAME / DESCRIPTION OF PERSONS INVOLVED			

OTHER RELEVANT INFORMATION

TIDE: High water low water

WEATHER: Wind
 Sea state

Water temp

VISIBILITY:
pressure

REPORTING OBSTRUCTION / HAZARD TO NAVIGATION / HYDROGRAPHIC INFORMATION ETC

SUPPORTING INFORMATION / DIAGRAM:

**REPORT
SUBMITTED BY**

NAME:

POSITION:

DATE:

SIGNED:

**REPORT
RECEIVED BY**

NAME:

POSITION:

DATE:

SIGNED:

Data Protection Act - Information supplied in this report is confidential and is for the Authority's use only.