



VISITOR INCIDENT REPORTING

British Waterways works to provide a safe environment for everyone who uses and visits our canals and rivers. Although rare, incidents and accidents sometimes occur and it is very important for us to find out as much as possible about these events to help us to continue to keep the waterways safe.

By reporting an incident you could help save someone else from injury.

Please complete this form and return it as soon as possible by FREEPOST or to the local BW office.

Please provide as much detail as you can, including information on any craft involved or people who could help us if we need to investigate further.

We ask that you provide your name and contact details so that we can gather more information about the incident if necessary.

If you would like to speak to someone about the incident please contact the Safety Team at Watford, (telephone 01923 201 120) or local BW office during office hours.

Thank you for your help.

This form helps you to report any incident, accident or 'near miss' that you have witnessed or been involved in while visiting or using our waterway sites. The information you give will help us to investigate the cause of the problem, minimise the risk of it happening again and where practical, remove potential hazards.

You can also use this form to report any incidence of vandalism or threatening behaviour, but it should not be used as a replacement for reporting incidents to the Police or local BW office.

A large, stylized white number '2' with horizontal lines underneath, set against a black background.

Freepost RRYK-BZRZ-KCJL
Safety Team
British Waterways
64 Clarendon Road
Watford
WD17 1DA

VISITOR INCIDENT REPORT FORM

Data Protection act 1998 Notice

The information you give us, including any personal or sensitive information, will be held on our electronic database for up to 6 years and will be used by us to help us to investigate the cause of incidents and for statistical analysis. It may also be used by partner organisations for statistical reporting of incidents at a national level. Before passing on any information to partner organisations, we will remove all personal identifiers.

You have a right to ask for a copy of your information (for which we may charge a small fee) and to correct any inaccuracies in your data. If you give us information about another person, you confirm that the other person has appointed you to act on their behalf to the processing of their personal or sensitive data and to receive on their behalf any data protection notices.

Details of incident, accident or near miss

What happened? (Brief description of incident, include details of any craft or vehicles involved)

Boat name/Index No. (Where appropriate)

If a boating accident did it involve: Private boat Hire boat Passenger boat Commercial craft Other

When did it happen? (Date and time)

Where did it happen? (Exact location of incident, waterway, nearest bridge/lock/town/village)

Who was involved? (Details of injured person)

Full name

Age

Address

Telephone

Did anyone need hospital treatment? Yes No Don't know

Details of any injuries/damage to property or equipment

Were the Police informed?

Yes No Don't know

Police Incident No.

Details of person reporting incident (If different from above)

Full name

Address

Telephone

Any other comments

Signature of person reporting

09/08