



Near Miss Reporting Form

Anyone that witnesses a near miss incident/accident in the clubhouse, the grounds, or on the water should notify PSC Boats Officer, or any member of the Committee immediately. Members can do this either face to face or by emailing committee@perthsailingclub.org.uk. This reporting form can be used to record the issue/near miss, but a plain email will suffice, as long as it contains full details of the issue, by whom, when, and if any action was taken at the time to mitigate/resolve the issue, and what remains to be done.

Nb. Any near misses or accidents are discussed at Committee meetings where actions are agreed, assigned to an owner, and monitored towards resolution. If a Policy or Procedure needs updated as a result of a near miss investigation this shall be included in the minutes of a committee meeting.

Area of concern:

(please be as specific as possible)

Action taken/suggested action to be taken:

Reported to: **Date:**

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Action taken: **Date:**

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By whom: