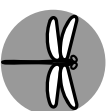




Broads Authority

Freepost Plus RLXR-SGXE-KXBY
The Broads Authority
18 Colegate
NORWICH
NR3 1BQ



Broads Authority

Incident Reporting

The Broads Authority works to provide a safe environment for everyone who uses and visits our rivers and broads. 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.

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

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 18 Colegate, Norwich (tel 01 603 610734)

Please complete this form and return it as soon as possible by FREEPOST.

Thankyou for your help



Incident Report Form

Details of incident, accident or near miss

When did it happen? Date and time

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

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

Boat name/Index No. (Where appropriate)

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

Data Protection Act 1998 Notice: The information you give us, including any personal or sensitive information, will be held in our electronic database for up to 6 years and will be used by us to help us 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.