



## W4 Canal Boat Hire “A Family run company”

### Accident and Incident reporting form.

**Note – Moor up safely, make sure everyone is safe and then proceed to fill in this paperwork, DO NOT continue your journey in anyway, other than to move to a safe location. We need to be informed straight away, please call 07748 511589 to report.**

|                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Boat Name                                                                                                                                                                                                                                            |  |
| Booking reference number                                                                                                                                                                                                                             |  |
| Date and time                                                                                                                                                                                                                                        |  |
| Location<br><i>e.g. - kennet and avon canal between lock 23 and 24 going up river</i>                                                                                                                                                                |  |
| Lead Hirer's Full Name                                                                                                                                                                                                                               |  |
| Address                                                                                                                                                                                                                                              |  |
| Telephone                                                                                                                                                                                                                                            |  |
| Email                                                                                                                                                                                                                                                |  |
| Type of incident<br><i>Examples – Collision with another boat, lock, bridge or bank / grounding / damage / injury / fall overboard / mechanical / fire / theft / near miss / other</i>                                                               |  |
| Description of what happened<br><i>If a picture helps please use the rear of this form</i>                                                                                                                                                           |  |
| People Involved / Driver details etc..<br><i>Please list names, contacts, role and injury, if a third part boat is involved please get the name and index number of the boat. If all in a party just list the party leaders names at this stage.</i> |  |
| Injuries sustained and first aid information                                                                                                                                                                                                         |  |
| Damages to Our Hire boat                                                                                                                                                                                                                             |  |
| Damages to other boat / and or property                                                                                                                                                                                                              |  |
| Weather and visibility at the time<br><i>please remember to mention wind levels as people often forget this.</i>                                                                                                                                     |  |
| Photo or videos taken and by who<br><i>Please list if you have any and the contact details.</i>                                                                                                                                                      |  |
| Notifications of any authority<br><i>CRT / Police/ emergency Services / Marina / Owner</i>                                                                                                                                                           |  |
| Witnesses – name and contact number<br><i>We do not need the complete statement at this stage just their names and contact details. Or they can email us at w4canalboathire.co.uk with a statement</i>                                               |  |
| Declaration :-I declare the information provided is true to the best of my knowledge -                                                                                                                                                               |  |