

Land Based Incident Reporting Form

In the interest of safety, marine traders, boat owners and authorised contractors are encouraged to complete an incident report form for any reportable incidents. The information received may be used to assist the Harbour Master in an investigation.

This document outlines the three land based reporting forms that should be used to report any land based incident or near miss which has occurred on the Ports of Jersey estate. This includes:

- Accident Report Form
- Potential Hazard / Near Miss Report Form
- Pollution Report Form

Please only fill in the form appropriate to the situation.

The ongoing statistical data gathered will also be used to develop future safety initiatives.

Urgent safety matters should be reported immediately to the Maritime Operations Centre (Jersey Coastguard) on VHF 82 or by telephone on +44 (0)1534 447704. After the initial report has been taken by Jersey Coastguard, they may request this form be filled out and submitted within 24 hours of the occurrence.

We will only use this information to contact you regarding the incident. We will not pass any personal data on to anyone outside of Ports of Jersey, unless there is a legal requirement.

For more information and our full privacy notice, please follow this link: [Privacy notice | Ports of Jersey](#)

Accident Report Form

Section one: Person reporting the accident

Name	
Address	
Email Address	
Telephone number	
Company / Organisation (if applicable)	

Section two: Person having the accident

Name	
Address	
Email Address	
Telephone number	
Company / Organisation (if applicable)	

Section three: About the Accident - Where did it happen? What time did it happen? How did it happen?

--

Details of any injuries:

--

Section four: Any learning outcomes following the incident? Mitigations to stop this happening in future?

--

Section five: Declaration

Name	
Date	
Signature	
Company / Organisation (if applicable)	

We will only use this information to contact you regarding the incident. We will not pass any personal data on to anyone outside of Ports of Jersey, unless there is a legal requirement.

For more information and our full privacy notice, please follow this link: [Privacy notice | Ports of Jersey](#)

Potential hazard / Near Miss Report Form

Section one: Person reporting the hazard	
Name	
Address	
Email Address	
Telephone number	
Company / Organisation (if applicable)	

Section two: Details of hazard	
Date	
Time	
Location	
Weather/Tide (if applicable)	
Description of risk:	

Section three: Declaration	
Name	
Date	
Signature	
Company / Organisation (if applicable)	

We will only use this information to contact you regarding the incident. We will not pass any personal data on to anyone outside of Ports of Jersey, unless there is a legal requirement.

For more information and our full privacy notice, please follow this link: [Privacy notice | Ports of Jersey](#)

Pollution Report Form

Section one: Person reporting the pollution

Name	
Address	
Email Address	
Telephone number	
Company / Organisation (if applicable)	

Section two: Details of pollution

Date	
Time	
Location	
Weather/Tide (if applicable)	
Type of pollution	
Cause of pollution	
Estimate of amount of pollutant spilled	
Geographic extend of pollution	
Fuel grade	
Immediate actions taken	
Other authorities contacted (and time)	
Extent of any damage to vessel	

Section three: Declaration

Name	
Date	
Signature	

We will only use this information to contact you regarding the incident. We will not pass any personal data on to anyone outside of Ports of Jersey, unless there is a legal requirement.

For more information and our full privacy notice, please follow this link: [Privacy notice | Ports of Jersey](#)

Company / Organisation (if applicable)	
----------------------------------------	--

We will only use this information to contact you regarding the incident. We will not pass any personal data on to anyone outside of Ports of Jersey, unless there is a legal requirement.

For more information and our full privacy notice, please follow this link: [Privacy notice | Ports of Jersey](#)