

# Reporting an Accident/Incident



Step-by-Step process for reporting an accident/incident whilst undertaking a Cycling UK activity.

**Accident/  
Incident  
occurs**

## Immediate action required

Deal with accident/incident

- Call 999 (if required)
- First Aid (if qualified)
- Contact manager/group leader to discuss who to inform when safe to do so - next of kin/partner organisations.

**Complete  
relevant  
paperwork**

- To document the accident/incident please use the Incident Report Form in the Assemble Document Hub.
- When an accident/incident occurs it is important to complete the paperwork ASAP and with as much detail as possible.
- Ensure you get the full details of the injured parties involved and any witnesses to the accident/incident.
- Time and location are essential

**Email  
document for  
processing**

- After completion please send the form to **[incidents@cyclinguk.org](mailto:incidents@cyclinguk.org)** for processing.
- Treat each incident as unique.
- Confirm with your manager or group leader the most suitable action to take.