

Accident/Incident Report Form



What constitutes a reportable incident?

The reporting of incidents and near misses is crucial not only from an insurance perspective but also to improve the way in which we run activities. We should learn from any incident, identify any improvements we can make and avoid repeat occurrences.

Near misses are also important to record as they could become an incident at a later activity if not addressed. In addition to reporting near misses here, risk assessments should be updated to reflect any changes in approach at future activities. Near misses should also be discussed with other staff/volunteers in your group.

Examples of a near miss to be recorded could be: “**Bridge crossing was slippery and a couple of riders nearly fell on regular commute to office**” or “**Close pass by van on narrow stretch of road**”. If this isn't fed back then on a future ride someone could slip in a more serious way and injure themselves or it may become apparent that close passes are a regular feature on one particular stretch of road in these examples.

A rough guide as to whether an incident should be reported or not are the following four questions:

- 1. Was first aid needed? YES / NO**
- 2. Did the participant continue? YES / NO**
- 3. Did the individual hit their head (irrespective of helmet wearing)? YES / NO**
- 4. Was a third party (someone not participating in the activity) or a third parties property involved in an incident? YES / NO**

The highlighted answers (any one of them) would result in an incident report being needed although please use your discretion. A rider may refuse first aid for example but may be an incident worth reporting.

Date/Time:

Name of person reporting:

Approximate location:

Contact phone number:

Name of manager/group leader:

Cycling UK Membership No (if applicable):

Name of injured party:

Cycling UK Membership No (if applicable):

Name of second injured party (if applicable): Cycling UK Membership No (if applicable):

Did the accident/incident happen during a group ride/event?

Yes No

Cycling UK Group/Club Name (if applicable):

General description of incident:

Tick if a near miss*

*Near misses need to be reported to incidents@cyclingsuk.org but will not be sent to the insurer.

Severity of any injury: (please tick as appropriate)

Individual name:

Role on ride (e.g. guest, volunteer etc):

Type of injury

Head

Torso

Limb

Fracture

Sprain

Cut

Burn

Bruise

Graze

Other

Severity of any injury: (please tick as appropriate)

Individual name:

Role on ride (e.g. guest, volunteer etc):

Type of injury

Head

Torso

Limb

Fracture

Sprain

Cut

Burn

Bruise

Graze

Other

First party details:

Name:

Contact phone number:

Address:

Parents/Guardians/Next of kin contacted? Yes No

Name of person contacted:

Relationship to injured party:

Contact phone number:

Time of call:

Second party details:

Name:

Contact phone number:

Address:

Email:

If the incident involves a vehicle.

Name of driver:

Vehicle registration:

Make/model:

Colour:

Hospital details:

Police details:

Incident no:

Depending on who the incident/accident is regarding please email a copy of this form to the below:

Cycling UK Staff

- Relevant Manager
- hr@cyclingsuk.org

Volunteers/members/project participants

- Relevant manager
- incidents@cyclingsuk.org

If any of the parties thinks they may have a claim against another party, or they would like legal advice, they should also ring our Incident Claims Line on 0330 107 1789.

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