

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 Online Form submission. <https://apply.cyclinguk.org/form/accident-incident-report>
- When an accident/incident occurs it is important to complete the form ASAP and with as much detail as possible, you can print the questions to write at the time and submit the online form afterwards
- Ensure you get the full details of the injured parties involved and any witnesses to the accident/incident.
- Time and location are essential

Submit document for processing

- Any questions about the form or incidents please email incidents@cyclinguk.org
- Treat each incident as unique.
- Confirm with your manager or group leader the most suitable action to take.