



## Incident Reporting

### Introduction

It is important that any motorcycling incidents are reported so that facts can be discussed and lessons learnt where ever possible. In the event of a serious incident involving a person then HQ IAM may need to be informed in case of an insurance claim against them or our club. In the first instance, a telephone call to the Chair and/or Chief Observer and/or Secretary would be appreciated.

It is always good practice to complete a report on the incident (**at the time or immediately after**) in case it is required later by Insurers and/or Police.

### Procedure:

The actions taken at the time of the incident will be wholly dependant upon the type and severity of what has happened. In the case of a rider having a collision or coming off their machine then:

**P**rotect the scene

**A**ssess the injuries

**C**ommunicate to emergency services

**T**reat the injured

### Report:

**W**ho was involved, names addresses etc.

**W**hat was involved, type, description, registration of any vehicles

**W**hen did the incident occur, weather conditions etc

**W**here did it occur, road names, direction of travel, road conditions etc

**W**hy did it occur, any obvious causes i.e. diesel spill, standing water etc