**Southwest Cycle Club Inc.**

**Accident Incident Reporting Procedure**

**Scope**

This procedure primarily covers the written reporting of an accident or incident occurring on a South West Cycle Club organised ride.

This procedure can also be used for recording of accidents incidents involving South West Cycle Club members who are riding solo or in small self-organised group rides.

**Purpose**

The recording of incidents enables the capture of key factors, which when duly assessed, can lead to improved ride protocols and rider behaviours and the identification of skill gaps and training needs.

The outcome should be to identify actions which will eliminate or reduce the likelihood of the incident happening again.

It is not the intention of this process to allocate blame to any club rider through any inadvertent actions that may have led to the incident occurring.

**Responsibilities**

**Accident Incident (AI) Co-ordinator**

This role ensures the maintenance of the incident reporting system. This involves making available blank report forms, the assignment of a number to each report, keeping track of action completion status and the final close out and filing of the report. The accident incident co-ordinator also updates the committee at regular meetings to reflect any new reports and to flag outstanding actions from previous reports. This role is typically assigned to the club secretary unless the committee agrees otherwise.

**Ride leader**

The ride leader on a designated club ride shall take the role of co-ordinating the safety of personnel at the accident scene, enlisting support from fellow riders, organising medical assistance as required and to notify the injured person’s emergency contacts. It may be necessary for the ride leader to either delegate his position as ride leader to another so he remains at the scene or to delegate another rider to manage the scene whilst the bulk of the group continue the ride.

The ride leader initiates the filling out of the accident incident reporting form.

**Club President**

Ensures that the reporting process and that the incident assessment and actions taken are all systematically and diligently followed to ensure that improved future outcomes are obtained. The president signs off on the final report.

**Ride Leader Co-ordinator**

Participates in the review of the accident incident reports and adopts as required any updates to club ride protocols for immediate rollout and/or future training to the ride leaders. Assists with posting general updates regards accident incident reports to wider club membership.

Ensures that all ride leaders are trained in the accident incident reporting process.

Signs off on the final report and recommended actions.

**General Requirements**

1. On the occurrence of the incident, the ride leader shall take control of the scene by following the actions listed below as applicable to the situation.
   1. Stop the group and ensure all riders and injured party are not exposed to passing traffic. Nominate some riders to direct traffic if required
   2. Assess the fallen rider. Use anyone in group who has first aid training to assist.
   3. Make decision as to what level of assistance is required. i.e. first aid on site, ambulance attendance, phone rider’s emergency contact, arrange for rider to be taken to own doctor or surgery or taken home with bike if appropriate.
   4. Consider contacting police if serious injury occurs when patient can’t be moved and traffic management is required.
   5. Make note of other vehicles (driver, address, phone and registration number) and public personnel involved. Either directly or as witnesses. Take photo of scene as soon as practicable before vehicles are moved from incident location. Nominate other riders to assist depending on circumstances.
   6. Maintain a calming professional approach in dealing with possible irate riders or belligerent drivers.
   7. If the ride leader has made the decision to stay with the injured party with an assistant, then nominate a deputy ride leader to take control of the remainder of group and progress on ride.
   8. Alternatively nominate a rider(s) to stay with injured rider until they are picked up and continue on the group ride as ride leader.
   9. At end of group ride obtain the accident incident form (currently available as hard copy at Melo Velo Bunbury) and complete. Leave the completed form at Melo Velo to be picked up by the AI co-ordinator.
   10. Notify a committee member of the incident and the basic facts and status of injured party.
2. Committee member notified is to advise remainder of committee via Messenger of incident.
3. Committee to agree which committee member is to follow up with the injured party and their emergency contact to see if any further assistance is required.
4. AI co-ordinator to pick up accident incident form, allocate number and file appropriately in club records. At next committee meeting raise as an agenda item to discuss and agree on recommended actions and by whom and when to be completed.
5. Club secretary to add to committee meetings a standard agenda item relating to keeping track of outstanding incident actions.
6. When incident actions are completed, president and ride leader co-ordinator are to sign off to enable close out of report.

**Records**

1. AI co-coordinator to file reports and make an annual summary of incidents to the club committee.