



Safety Management: Accident or Incident Procedure

1. Introduction

Motorcycling is an activity, which inherently carries with it risk of harm or injury to members and guests ('participants') and third parties, and damage to equipment or third-party property.

This procedure describes the approach and actions by Suffolk Riders, '**the Group**' to protect the health and safety of participants and to respond effectively to any accident or incident that may occur. If and whenever an accident or incident occurs, the Group will do everything practicable to understand what happened and prepare to respond to potential claims from third parties; and learn from the event so as to minimise the risk of a recurrence.

In addition to its own activities, Suffolk Riders ('the Group') may participate in events organised by other organizations.

2. Definitions

The Group recognises two types of incident:

- **Near-miss** – where significant harm or injury to a Group member or third party or damage to third-party property is narrowly averted.
- **Accident** – where an individual suffers severe injury or harm or significant damage occurs to member's or third-party property.

It is not intended that this procedure is necessarily followed for minor losses of or superficial damage to equipment or for minor hurt to individuals such as scratches or knocks. Rather, it is used to examine those cases where significant injuries to people or damage to property occur or are narrowly averted.

Members should use their discretion as to when to apply this procedure and make a report guided by the principle of useful organisational learning to improve the safety of Group activities. Note that all accidents/incidents must be reported

3. Responsibilities

All participants have a duty of care for themselves; other participants and individuals; and property belonging to themselves, third-parties and the Group.

When planning events and for both incidents/accidents and near-misses, the following actions must be taken.

- 3.1 **Chairman** has the role of designated person within the Group and is responsible for compliance by the Group with any and all relevant safety legislation and application of a common-sense approach to health and safety, including but not limited to:

- 3.1.1 Prior to all events, ensure appropriate risk assessments have been carried out and that any actions necessary for the safety of participants have been carried out. (See Risk Assessment Annexes).

3.1.2 After an accident/incident, collect and record all information and evidence; liaison with all parties involved in the incident; fulfil all responsibilities of '*designated person*' as required by the Group's insurer; and if a Full Member is involved, report details to RoSPA as required by Group Constitution.

3.1.3 Report to the Group Committee, no later than at its next meeting, details of all incident reports received and actions already taken.

3.2 **Member(s)**, with help of other participants and witnesses, should:

3.2.1 In all cases of serious harm or injury, the incident should be treated as an emergency and appropriate scene safety management should be the first priority. Then 999 (112) must be used to call emergency services giving clear, precise information regarding location¹ and the nature of any injuries. Where competent and confident, first aid should then be given to the individual(s) as advised by emergency services pending their arrival.

3.2.2 When appropriate and safe to do so, gather all information at the scene including, if possible, photographic or other evidence. As soon as practical, a report about the accident/incident or near miss should be completed (Annex 1) and emailed/posted to Group Chairman (chairman@suffolkriders.co.uk) within 24 hours of the incident.

3.3 **Committee** will review accident/incident report from the Chairman and decide what further action(s) should be taken.

4. Publication of this Procedure

This document will be maintained as part of the Group operating policies and is available to all members via Group web site.

Document History

Date:	Author:	Version / Description:
14 March 2022	David Wood	Version 1 approved by committee and ready distribution and use

¹ The "*What Three Words*" application provides a quick, accurate and commonly understood means to convey location.

Annex 1: Suffolk Riders Accident/Incident Report

Event:	Incident:
Date & time:	Location:
Weather conditions	
Road conditions	
Injured people	Name: _____ Full Member: Y / N Injury: _____
	Name: _____ Full Member: Y / N Injury: _____
Property damaged	Name _____ Full Member: Y / N Property: _____ Damage: _____
	Name: _____ Full Member: Y / N Property: _____ Damage: _____
Witnesses	Name: _____ Tel: _____ Vehicle reg: _____
	Name: _____ Tel: _____ Vehicle reg: _____
Emergency service attended?	Police: Y / N; Ambulance: Y / N; F&R: Y / N
Brief description of accident/incident or near miss with its potential impact. Draw a sketch if helpful. Attach any photographs. (<i>Continue on separate sheets as necessary.</i>)	

Annex 2: Suffolk Riders Risk Assessment – Non-Riding Event

Event & Organiser	
Event description	
Date & time	
Location	
Group activity	
Group participants	
Equipment & status	
Potential hazards & mitigation	

Annex 3:

Suffolk Riders: Risk Assessment: Group Social Rides

Summary – Social Ride Policy 2022

Principles to be followed for all social rides.

All Social Rides are run within the laws of the road and in accordance with the Highway Code.

In announcement of Social Ride, there shall be a reminder to read the Social Rides Policy as published on Group website.

For each ride, a Full Member of Suffolk Riders Group will act as organiser for that ride.

The organiser will have been briefed by Events Committee member as regards their responsibilities and the safe procedures for organising riders on social rides.

The organiser will check the weather forecast the day before the ride and on the day. If road conditions are poor and unsafe, they will cancel the ride.

Pre-Ride Briefing

On arrival at the departure point, participants will check-in with the organiser, informing them whether they are a Full Member, an Associate or a Guest (non-member).

The organiser will remind participants that:

- a) They should ride in accordance with Highway Code and the laws of the road.
- b) They are responsible for themselves and should ride within their personal capability and that of their machine (*Ride Your Own Ride*).
- c) They should ride in a manner consistent with the weather/road conditions.
- d) They should know the destination and have a copy of the ride route.

NB

This Risk Assessment applies only to Group Social Rides, starting in and returning to Suffolk on the same day. Long distance trips within UK or continental Europe with over-night stays (*Mates Rides*) are not overseen by the Group and are not within the scope of this risk assessment.

Specific Assessments. Risk = likelihood/severity and is scored H, M, or L. Action = what/who/when.

What	How	Why	Who	Risk	Action
Personal or third party injury/death. Damage to property	Road Traffic Accident (RTA)	Rider error, third party error, mechanical failure.	Member, Associate, Guest, Member of the public.	L/H	<p>What: Members, Full and Associates, will be advised on safe techniques for riding in a group.</p> <p>Who: <i>Events committee member.</i></p> <p>When: <i>Annually at a Group evening meeting.</i></p> <p>What: Despatch riders in small groups of not more than six at about 5-minute intervals to allow suitable spacing on the road. Consider the potential abilities of the rider (Full, Associate, new member or guest) and place them in a suitable group and brief that group accordingly. If advisable, offer to escort them to the destination in a specific small group.</p> <p>Who: <i>Organiser</i></p> <p>When: <i>Before ride.</i></p>

David Wood, Committee Events Lead

Annex 4:**Suffolk Riders: Risk Assessment: Training Rides****Summary – Tutor, Member and Associate Guidance 2022****Principles to be followed for all training rides.**

All Training Rides to be run by approved RoSPA Tutor(s).

In announcement of Training Ride, there shall be a reminder to read these Guidelines and General Principles published on Group website. For Group Training Rides (GTR), each small formal group will be supervised by a Tutor. For tutored rides, one Tutor will supervise one rider. Tutors, Members and Associates should consider attending a Biker Down course.

1. Preparation – All Riders

Maintain motorcycle in safe working order, carry out a POWDDERSS check before riding.
Consider IAMSAFE and do not ride if affected.
Wear dedicated motorcycle protective clothing and equipment.
Consider carrying a First Aid kit.

2. Pre-Ride Briefing

ICE contact details to be shared.
Briefing by Tutor before starting rides, including all safety aspects and general procedures to be followed on ride, especially:
2.1 Ride in accordance with Highway Code and laws of the road.
2.2 Ride within personal and machine capability, and with regard for weather/road conditions (*Ride Your Own Ride*).

3. During Ride

Use advanced riding techniques being taught!
Tutors to consider stopping the ride if they observe dangerous riding.
Be aware of other road users' skill limitations and attitude to motorcyclists.
Be considerate to other road users.
Riders to be aware of safe stopping distances (two second rule), and to ride in staggered formation when in close quarters.

4. After Ride

Consider ground conditions before stopping, and before parking bike.
Beware of sloping ground.
Consider leaving the bike in gear.

Stephen Worrall, Membership Secretary and Senior Tutor

Specific Assessments. Risk = likelihood/severity and is scored H, M, or L. Action = what/who/when.

What	How	Why	Who	Risk	Action
Personal or third party injury/death. Damage to property	Road Traffic Accident (RTA)	Rider error, third party error, mechanical failure.	Tutor, Member, Associate, Guest, Member of the public.	L/H	What: Tutor(s) will assess weather conditions and consider cancellation if poor and unsafe. Before starting rides, Tutor(s) remind all participants of General Principles for Training Rides; ride your own ride; ensure understanding by participants and answer any questions. Who: Tutors When: Before and during ride.
Personal injury/death. Damage to property	Member-on-Member collision. Tutor-on-Associate collision	Rider error, third party error, mechanical failure.	Tutor, Member, Associate, Guest	L/H	What: Riders to be aware of safe stopping distances (two second rule), and to ride in staggered formation when in close quarters. Be aware of other riders' skill limitations and attitude. Be considerate to other riders. Who: Tutor(s), Members, Associates, Guests When: Before and during ride.
Damage to property	Dropping stationary bike	Overbalance, side stand failure, unstable surface.	Tutor, Member, Associate, Guest	M/L	What: Maintain motorcycle in safe working order. Consider ground conditions before stopping, and before parking bike. Beware of sloping ground. Consider leaving the bike in gear. Who: Tutor, Members, Associates, Guests When: when coming to a standstill/parking.