



# INCIDENT REPORTING



## Did you know?

- For road traffic collisions, details should be exchanged with all parties involved.
- If details are not exchanged, this should be done as soon as reasonably practicable, within 24 hours or reported to the Police.
- Drivers face a fine up to £5,000 and up to 10 penalty points on their licence, a potential driving ban and a prison sentence of up to 6 months for failing to stop or report an accident or collision.



It is an offence under Section 170 Road Traffic Act 1988 to fail to stop at the scene of an accident.

Drivers must report any work-related road collision, incident or near miss in which they are involved, or witness and co-operate with their organisation's reporting and investigation procedures.

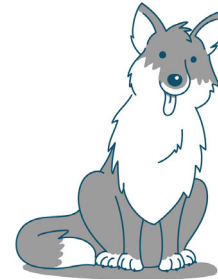
Drivers involved in a collision resulting in damage or injury, must provide the required information to anyone with 'reasonable grounds for requiring it'.

Whenever possible drivers should sketch or take a photograph of their collision/incident scene.



## Best practice tips:

Vehicle collisions involving the following animals must be reported to the Police, whether the animal was killed or not:



Dogs  
Horses  
Cows  
Pigs  
Sheep  
Goats  
Donkeys  
Mules

Information for drivers to provide when involved in a collision:

- their name and address.
- the vehicle registration number.
- the owner's name and address if the driver of the vehicle does not own it.

## Essential information for drivers to gather at the scene of a collision/incident:

- Date, time, and exact location (with reference to a fixed point).
- Environmental conditions (visibility, road surface, condition, etc).
- Registration number, model, colour, position, and direction of travel of all vehicles and other parties.
- A brief account of what happened.
- Photos of any damage to all vehicles involved.
- Other driver's name and address and contact details.
- Other party's insurance company details.
- Damage to all vehicle(s) and/or property.
- Number of passengers in the vehicles.
- Injury to driver and/or passenger and other parties.
- Names and addresses of any witnesses.
- Any other relevant factors such as personal health, stress, fatigue, etc.
- Consider using a dashcam and other incident reporting tools and apps.

