

Cycling is a statistically safe activity but rarely, situations arise that demand quick thinking and a clear mind. Having a set of Emergency Operating Procedures makes sure that you are well-prepared for worst case scenarios and will know what to do.

1.	Think of yourself first and make sure you are safe. Count to 10 before acting.
2.	Get other people off the road or away from danger.
3.	Make the area safe. Ask two (or more) people to stop the traffic if necessary.
4.	Assess the casualty (or get a first aider to do this) but only move them if necessary. If anybody is suitably qualified, ask them to administer first aid.
5.	Call for emergency services if required by dialling 999 or 112. They will need your location and details of the injuries.
6.	Send people to guide the emergency services if necessary.
7.	Reassure the casualty and, if they are conscious, ask who they would like contacted or check their phone for ICE (In Case of Emergency) details. You can also find emergency contact details on a signing on sheet or guest registration form.
8.	Reassure the rest of the group. Keep an eye out for anybody suffering from shock, which can be very dangerous.
9.	When the ambulance arrives, ask where it is going so you can inform the casualty's emergency contact. Also try and get the job number in case they are redirected en route. Do not go with the casualty.
10.	Make a note of any witnesses and write down their details on an Incident Report form (Appendix 12). Record briefly what happened. Photos can be really helpful too.
11.	Decide what to do with the casualty's bike – perhaps ask a neighbour to look after it for the time being or lock it up somewhere.
12.	Decide whether or not to continue. People may appreciate a chance to sit down quietly and discuss what happened over a coffee or feel able to carry on with the ride as planned.
13.	Send a copy of the Incident Report form to CTC and the claims department at Butterworth Spengler. Contact Slater and Gordon for legal advice if appropriate.