# Road Traffic Collisions

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<tr>
<th>Role</th>
<th>Name</th>
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<td>Policy owners</td>
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<td>Head of Specialist Operations</td>
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| Policy No. | 90 |

## Approved by

<table>
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<tr>
<th>Role</th>
<th>Date</th>
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**Note:** By signing the above you are authorising the policy for publication and are accepting accountability for the policy on behalf of the Chief Constables.

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**Note:** Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail.
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Legal Basis

Legislation specific to the subject of this policy document

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<tr>
<td></td>
<td>Road Traffic Act 1988</td>
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<td>Road Traffic Offenders Act 1988</td>
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<td>Road Vehicles(Construction and Use) Regulations 1986</td>
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<td>Traffic Signs Regulations and general Directions 2002</td>
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<td></td>
<td>Zebra, Pelican and Puffin Pedestrian Crossings Regulations and General Directions 1997</td>
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<td>Police (Conduct) Regulations 2004</td>
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Other legislation which you must check this document against (required by law)

<table>
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<th>Act (title and year)</th>
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<tr>
<td>Equality Act 2010</td>
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<td>Crime and Disorder Act 1998</td>
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<td>Health and Safety legislation</td>
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1. Introduction

1.1 The Road Traffic Act 1988 places certain obligations on drivers and riders who are involved in road traffic collisions. The police service is obliged to ensure that drivers and riders involved in collisions comply with the law.

1.2 The law defines a reportable road traffic collision as an accident involving a mechanically propelled vehicle on a road or other public area that causes:

- Injury to anyone, other than the driver of that vehicle;
- Injury to an animal, other than one being carried in that vehicle;
- Damage to another vehicle, other than the vehicle which caused the collision;
- Damage to property constructed on, affixed to, growing in, or otherwise forming part of the land where the road is.

1.3 For investigation and analysis purposes there will be occasions when collisions not involving motor vehicles will require recording. This is particularly relevant to pedal cycle collisions (see section 7).

1.4 This policy document informs police officers and staff of their roles and responsibilities in relation to the investigation of collisions, and the report documentation required.

2. Collision Categories

2.1 Collisions are recorded depending on severity of injury, if any. Categories are:

1. Damage only
2. Slight Injury
3. Serious Injury
4. Fatal Injury

2.2 The first officer on the scene should decide, as soon as practicable, the likely severity of the collision and advise the relevant Contact and Control Room (CCR) accordingly.

3. Checks at the Roadside

3.1 Drink / Drug Driving: All drivers involved in collisions will be breath tested and the possible effects of other substances considered.

3.2 Eye sight Assessments: The attending officer will also consider a roadside eye sight/impairment test assessment where appropriate.
4. Recordable Collisions

Road Traffic Collision

- Does the collision involve a road death, potential road death or life-changing injury?
  - Yes: Inform the Roads Policing Supervisor via CCR
  - No: Does the collision involve a serious injury?
    - Yes: Roads Policing Officer nominated to deal
      - Record on Collision Report Form (CR1)
    - No: Does the collision involve a slight injury where prosecution appropriate?
      - Yes: Record on Collision Report Form (CR1)
      - No: Is it a Fail to Stop/Report Collision?
        - Yes: Record on Collision Report Form (CR1)
        - No: Was a vehicle defect a contributory cause?
          - Yes: Record on Collision Report Form (CR1)
          - No: Do the circumstances of the collision indicate that it involves more than a momentary lapse of concentration?
            - Yes: Reporting Officer to complete safeguarding referral form (C39d Norfolk/Form 848 Suffolk) in the event of serious injury or death of a child
            - No: No report required

Record on CR1 form & in Pocket Note Book
5. Damage Only Road Traffic Collisions

5.1 Damage only collisions will not be recorded in a Collision Report Form (CR1) unless:

- One of the drivers involved in the collision fails to comply with the statutory requirements to stop and furnish particulars, or to report the collision at a police station within 24 hours in circumstances where it is impracticable to do so. This requirement is aimed at the 'wilful' hit and run type of incident.

In those instances where only static property such as roadside furniture and unattended vehicles are damaged, or an animal (defined by statute as horse, cattle, ass, mule, sheep, pig, goat or dog) is killed or injured AND, it is impractical or unreasonable to exchange details with the owner at the time AND the driver reports the matter as required by law, then these types of collisions should not be recorded in a Collision Report Form (CR1). Instead, officers will ensure, so far as is reasonably practicable, that the owner of the property is notified, the CAD message updated accordingly, and full details are recorded in their pocket note books.

- The manner of driving or a defect with the vehicle was a contributory cause in the collision and a prosecution should be considered. Consideration should be given as to whether the collision occurred because of driving on the part of the offender which amounted to more than a momentary lapse of concentration.

6. Injury Collisions

Slight Injury Collisions

6.1 All slight injury Road Traffic Collisions (including pedal cycles) must be recorded using a CR1 ensuring all red fields are complete for Collision Recording and Sharing (CRASH) purposes.

6.2 Slight injuries include whiplash, sprains, bruises, cuts judged not to be severe and slight shock requiring roadside attention.

Serious Injury Collisions

6.3 All serious injury Road Traffic Collisions must be recorded using a Collision Report Form (CR1).

6.4 A serious injury is where a casualty suffers any of the following:

- Fracture
- Internal Injury
- Severe cuts and lacerations
- Crushing
- Burns (excluding friction burns)
- Concussion
• Severe general shock requiring hospital treatment
• Admission to hospital as an in-patient following a collision
• Injuries to casualties who die 30 or more days after the accident from injuries sustained in that accident

6.5 Simply attending hospital does not render the collision as serious.

6.6 Where a casualty is removed from the scene to receive medical assistance, either locally or at a casualty department of a general hospital, then the collision will be recorded.

6.7 Police officers are not medically qualified to give an opinion on the severity of an injury received. Officers must take a subjective view as to whether a Collision Report Form (CR1) should be completed when a person does not receive medical treatment at the time of the collision.

6.8 A Roads Policing Supervisor must be informed immediately if notification is received of a death following a road collision, which was not considered to have the potential to be a road death at the time.

Serious Injury or Death of a Child

6.9 A safeguarding referral form (C39d in Norfolk/Form 848 in Suffolk) should be completed by the reporting officer after serious collisions involving young people (aged 18 or under), or after the driver of a vehicle containing young people is reported for driving offences and the children are at risk.

7. Injury Incidents Involving Pedal Cyclists and Pedestrians

7.1 The Road Traffic Act 1988 only covers collisions where there is some involvement of a mechanically propelled vehicle.

7.2 However, to ensure proper investigation and for statistical purposes there will be occasions when an incident not involving a mechanically propelled vehicle on a road or public place, which results in injury, should be recorded. This is of particular importance with regard to pedal cyclists.

7.3 In cases involving one or more pedal cycles where a pedal cyclist suffers any injury it will be recorded on a Collision Report Form (CR1). Where a pedal cyclist hits a pedestrian resulting in injury to the pedestrian, the incident will be recorded on a Collision Report Form (CR1) ensuring all red fields are complete for CRASH purposes.

8. Road Defects

8.1 Where a collision, whether recorded or not, results from a road defect, a Road Hazard/Defect Form must be completed and forwarded to the local Traffic Management Officer. If the defect needs immediate action, make the relevant arrangements on a local level and submit the T40 with full details of own actions.
9. Fatal and Life Threatening/Changing Road Traffic Collisions

RTC likely to be fatal or life threatening/changing

Roads Policing Officer at scene requests attendance of:
- Roads Policing Supervisor
- Collision Investigation Unit
- SCIT

Roads Policing Supervisor initiates initial investigation and immediate enquiries.

Scene preservation and initial paperwork completed as far as possible.

SIO identified. Handover package completed if SCIT SIO.

RPFOU / SCIT Investigate

Allocate FLO, if appropriate

NOTE
Reporting Officer to complete safeguarding referral form (C39d Norfolk/Form 848 Suffolk) in the event of serious injury or death of a child

Possible Prosecution
File to CPS or Coroner
SCIT to prepare Coroners File

END
Actions/Responsibilities

Preservation of Life

9.1 Preservation of life is the overriding priority. Officers should not impede the work of other services who are engaged in casualty treatment. The assistance of these services will be sought in avoiding unnecessary destruction of potential evidence at the scene.

Preservation of Scene

9.2 The first officer to arrive at a fatal or life threatening/changing collision should do all that is possible to preserve the scene for crash and forensic investigation.

9.3 Road closure should be achieved at the earliest opportunity to ensure the safety of everyone at the scene and to preserve evidence. Arrangements for road closure should take proper account of the impact on the local road network and the increased consequential risk to road users. Early contact with local media will be beneficial. The assistance of the Highways Agency or County Council should be sought in circumstances where road closure is likely to extend beyond two hours.

Notification

9.4 The relevant CCR must be notified of the circumstances of the collision as soon as practicable. The CCR must ensure the attendance of Roads Policing personnel, including a Roads Policing Supervisor and Collision Investigation Officer.

Drivers and Witnesses

9.5 Officers should identify drivers and witnesses as soon as practicable. Where there is any suspicion that a person has acted in circumstances that amount to an offence they should be cautioned before providing an account. Initial accounts should be recorded in a Collision Report Form (CR1).

Investigating Officer

9.6 A roads policing officer will investigate all fatal and life threatening/changing collisions in accordance with the ACPO Road Death Investigation Manual.

9.7 All such collisions will be recorded on a Collision Report Form (CR1).

9.8 A roads policing supervisor will attend all collisions which are, or likely to be, fatal or life threatening/changing and ensure that the initial investigation is conducted in accordance with the ACPO Road Death Investigation Manual.

9.9 The Roads Policing Supervisor will ensure the attendance of a Collision Investigation Officer and nominate a Roads Policing Officer to investigate the
collision. They will also ensure that the next of kin is informed of the collision using a Family Liaison Officer (FLO) whenever possible.

9.10 Should the collision involve a fatality a Notice to Coroner of Sudden Death Form must be completed and forwarded to the Coroner. Also, a Fatal Collision Notification Form must be completed and forwarded to relevant parties.

_Roads Policing Supervisor_

9.11 Details of deceased and injured persons must not be released to the media until next of kin have been informed. Where next of kin object to details of the deceased being released, full details will be made available after an inquest has been opened.

9.12 Appeals for witnesses in the media are generally advantageous and brief details of other facts relevant to the collision may be released, although consideration should be given to the impact on next of kin and the needs of the investigation.

9.13 For most investigations the Serious Collision Investigation Team Manager will act as Senior Investigating Officer (SIO). However, Roads Policing Inspectors should be informed of collisions involving three or more fatalities, or those considered to be critical incidents, and will generally take on the role of SIO in such circumstances.

9.14 Where an investigation is likely to lead to a prosecution, it is the responsibility of the SIO to ensure early contact is made with Crown Prosecution Service (CPS), Traffic Justice Unit (TJU) and Her Majesty’s Coroner. Good practice dictates that updates should be provided to these agencies on a six weekly basis.

9.15 The following offences should be crimed and detected following CPS advice to prosecute:

- Causing Death by Dangerous Driving
- Causing Death by Careless Driving Whilst Under the Influence of Drink or Drugs
- Causing Death by Careless or Inconsiderate Driving
- Causing Death by Driving: unlicensed, disqualified or uninsured drivers.

9.16 The SIO must ensure that interested parties are informed of the outcome of an investigation as soon as practicable.

_Family Liaison Officer (FLO)_

9.17 A Family Liaison Officer should be appointed as soon as practicable to assist with notification and identification procedures. The FLO should ensure next of kin are regularly updated with the progress of the enquiry, in liaison with the SIO.
9.18 Faith, race or cultural issues should be established as soon as possible to ensure the investigation is sensitive to the needs of the family.

**Traffic Justice Unit (TJU)**

Following consideration by the CPS, Road Policing will contact TJU to raise a postal requisition (PR), arrange postal service and inform the officer of the first court hearing. The allocated officer will arrange personal service is this is preferred.

**Crime Scene Investigator (CSI)**

9.19 Should the need arise, a CSI will be responsible for arranging for the services of a forensic scientist at the scene.

10. **Allocation of RTC Investigations**

   - **RTC Reported at PEO**
   - **RTC Reported at Scene**

   **Collision Report Form (CR1)** completed and CR2 given to person reporting

   - **Are there any urgent enquiries? i.e. CCTV available?**
     - Yes
       - **Contact Response Sgt for area where RTC occurred for OIC to be appointed**
       - **OIC to collect CRF (CR1) and contact TJU on ext (03) 5193 to obtain ref number and have written NIP sent. (Out of office hours fax relevant pages to (03) 5262 indicating whether NIP required)**
       - **TJU to log incident. Email scanned CRF (CR1) with instructions for further work to be completed to relevant ABSA SNT for allocation to Duty Sgt for area where collision occurred.**
     - No
       - **Initial enquiries to be conducted to secure evidence and CRF (CR1) updated with all actions taken.**

   - **CRF (CR1) to be submitted to TJU WITHIN 7 DAYS.**

   - **TJU to email OIC scanned copy of CRF (CR1) with instructions for further work to be completed. If OIC changes – Supervisor to update TJU.**

   - **Once enquiries complete return CRF (CR1) to TJU at Lowestoft, ensuring that it has been signed-off by a supervisor.**

   - **TJU to be emailed with details of OIC**
Note: A completed CR2 Form MUST be issued to relevant persons when a RTC is reported at a Police Station or if police attend the scene of a RTC.

11. Police Vehicle Collisions

11.1 For information and guidance on collisions involving police vehicles, please see ‘Police Vehicle Collisions’ policy available on both Norfolk and Suffolk Constabularies intranet sites.