

# WHAT TO DO IN THE EVENT OF A MOTOR ACCIDENT

- Stop immediately at the nearest safe position
- Do not admit liability for the accident, even if you feel that you are responsible.
- If anybody has been injured in the accident, the police should be notified. The police should also be notified of injury caused to animals such as dogs, horses or farm animals.
- You are under a legal obligation to provide any person who may reasonably require the information with your own name and address, as well as the name and address of the vehicle owners. You should also provide details of the insurers of the vehicle. This information is included on the attached slip, which may be completed and passed to the other party at the scene of the incident.
- You should obtain the name and address of all others involved in the accident, together with details of the vehicle owner(s) and the name, address and policy number of their insurer(s). They are under a legal obligation to provide this information to you. If possible, also obtain the insurance broker's details, and telephone numbers for all parties concerned.
- Your insurers will require that you report any accident to them, even if you do not feel that you are responsible. You will need to complete one of their accident forms.

**TO OBTAIN AN INSURANCE COMPANY ACCIDENT REPORT FORM,  
YOU SHOULD CONTACT:**

- To assist in completion of the claim form, you are advised to make a note of the following additional information at the scene:
  - Exact time, date and location of the incident
  - The make, model, registration number and colour of all other vehicles involved
  - The names and addresses of any witnesses
  - The road layout, and any relevant road signs/markings
  - The prevailing weather conditions
  - What street lighting was on, and what lights other vehicles were displaying (if appropriate)
  - The nature of any injuries suffered
  - Details of the attending police officer, station and reference number, if appropriate

[If you receive a letter of claim following a Road Traffic Accident, forward it to H W Wood immediately. Do not answer the letter without prior reference to them.](#)

