Appendix G: Accident Reporting & Serious Incident Flowchart Accident occurs The Pony Club Emergency Number Tel: 02476 698300, press 9 Local emergency response and accident procedure implemented (when required) Is it fatal, No potentially fatal or Yes a serious injury? Serious Incident: Branch/Centre H&S Officer, DC/Proprietor and Area Rep must be Ensure details of the injury/property informed immediately. Follow Management damage accident are recorded via The of Serious Incident Procedure (Appendix B, Pony Club reporting form or Risk Reduce. **H&S Rulebook**) Fatality: Immediate telephone contact made to The Pony Club Office. Branch/Centre H&S Officer, DC, Details in top right box Proprietor, or other responsible person must be informed. Successful contact made If in any doubt about the severity of the No with The Pony accident or the action to be taken, contact Club Office Area Rep or The Pony Club Office for Please do not hang up when support. contacting the emergency number. Tel: 02476 698300 E: enquiries@pcuk.org We will ensure the phone is answered by a senior member of the Yes team. Instruction will be given on the investigation and response process to The Pony Club, in conjunction with follow using The Pony Club Emergency Howden Group Ltd, will undertake Support Guide. Report incident via The investigation report and appoint a loss Pony Club reporting form or Risk Reduce. adjuster, where appropriate. Branch/Centre to support as required. Incidents discussed at Local/National level for potential preventative actions. Incident closed E.g. Ask yourself what could we do to prevent this happening again?